

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION**

June 1, 2015

COMMISSION MEETING MINUTES

A regular meeting of the Marshfield Utility Commission was called to order by President Mike Eberl at 4:00 pm on June 1, 2015 in the downstairs meeting room of the utility office. Present were Commissioners Mike Eberl, John Maggitti, Harry Borgman, and George Holck. Also present were Alderperson Gordon Earll and Utility staff. Absent were Commissioner Kathy Heintz-Dzikowich and Alderperson Peter Hendler.

- During commissioner, council and staff comments, the General Manager explained that the utility is researching fluoridation as other communities in Wisconsin are beginning to discontinue fluoridating their water supply.
- A 25 year service award was presented to Joe Dierickx and a 35 year service award was presented to Bruce Ackerman.

UC/15-49 Motion by Holck, seconded by Borgman, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/15-50 Motion by Maggitti, seconded by Holck, to approve payroll for May in the amount of \$214,748.71 and general bills for May in the amount of \$3,666,005.72. All ayes, motion carried.

UC/15-51 Motion by Borgman, seconded by Holck, to approve the following job order:

JO #5711	1818 N. Oak: replace aeration tower	\$233,427.00
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All ayes, motion carried.

April 2015 Financial Statement Notes

Electric Utility

- Net income was \$346 thousand for the month, with a net income of \$887 thousand year-to-date.
- April's net operating income was \$378 thousand, and was \$150 thousand after adjusting for PCAC timing, compared to budgeted net operating income of \$193 thousand. Year-to-date net operating income was \$1.328 million, and \$1.030 million after adjusting for PCAC timing, compared to budgeted net operating income of \$1.052 million.
- The 2014 dividend payment was sent to the City on April 10th, and it is shown under the Equity section of the Balance Sheet. The amount allocated to the electric utility was \$179,164, compared to the prior year amount of \$194,216.
- April consumption was down 3.02% from April 2014, with year-to-date consumption down 1.01%. With the exception of Large Power and Industrial Power, all major classes showed a decrease in consumption for the year. Year-to-date energy losses were -0.40%, compared to prior year losses of -0.25%.

Water Utility

- Net income was \$54 thousand for April, with a year-to-date net income of \$205 thousand.
- Net operating income was \$83 thousand for the month, compared to budgeted net operating income of \$52 thousand. Year-to-date net operating income was \$320 thousand, compared to budgeted net operating income of \$177 thousand.
- Operating expenses for the month included \$6 thousand for pump repairs at the Upham Booster Station.
- The City dividend payment amount allocated to the water utility was \$88,245, compared to the prior year amount of \$87,256.
- April consumption was up 4.51% from April 2014. Year-to-date consumption was up 2.92% from the prior year. Year-to-date water losses were 14.68%, compared to prior year losses of 12.69%.

Communication Utility

- Net income was \$19,942 for the month, compared to budgeted net income of \$18,077. Year-to-date net income was \$73,673, compared to budget net income of \$68,036.
- The Department Managers reviewed noteworthy projects including:
 - Electric shared that they have begun giving presentations on electric safety to area groups. The first presentation was given to the Hewitt and Cameron volunteer fire departments.
 - Water gave an update on the new water tower, unidirectional flushing, and AMI meter installs.
 - Office stated that the simplified water rate case has been approved and advertised in multiple locations.
- Consensus of the commissioners was to table the discussion on the Governance Excellence program until the next meeting.
- The Technical Services Manager, Water Superintendent, and Human Resources Manager demonstrated edible aquifers for the commission education item.

UC/15-52 Motion by Holck, seconded by Borgman, to go into closed session per Wisconsin State Statutes 19.85(1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved for the purpose of discussing meter issues.

All ayes, motion carried. Closed session at 4:24 p.m.

UC/15-53 Motion by Holck, seconded by Borgman, to resume in open session. All ayes, motion carried. Open session resumed at 6:07 p.m.

UC/15-54 Motion by Holck, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 6:09 p.m.



John Maggitti, Secretary

Department: Office
Manager: Kent S. Mueller
Month: May 2015

- Customer service activity has been heavy after the winter moratorium was lifted in April. Delinquent electric balances (31 days or older) have dropped dramatically from \$147,897 at the end of March to \$29,872 as of May 26th.
- On May 29th, bond interest payments totaling \$907,188.51 were wired for the June 1st scheduled payment date. Bond principal is only paid with the December 1st payment each year.
- Diane attended the MEUW Customer Service Roundtable on May 5th. This is an opportunity for office staff to be able to meet with employees from other MEUW municipalities to discuss current and future items of interest in customer service.
- On May 21st, the PSC of Wisconsin approved our Simplified Rate Case for our water utility. Rates for Public Fire Protection and General Service will increase by 3%, effective with the August bills.
- Val retired after working in the office for more than 26 years.
- Two new employees started in the office in May. Kelly Pilsner is our new Account Clerk, and Amanda Carriveau is our new Customer Service Representative.
- In May, software demonstrations were given by our current billing/accounting software provider and a prospective software provider. We are looking at ways to have a software package that is fully integrated.

Department: Water
Manager: Dave Wasserburger
Month: May 2015

- Water main installation and water service replacement has started on Maple Avenue. New water main has been installed on Maple Avenue from 4th Street to 2nd Street and on 3rd Street from Central Avenue to Maple Avenue. Safe bacteriological samples have been collected and the main has been pressure tested. Crews are currently installing new water services on the new mains. Joe Dierickx has been the primary inspector for the Water Department on this project.
- Erick Boon, Mike Pero, Chad Harycki and Aaron Paun have all been working on the Wildwood Court water main replacement project. Preliminary work on water services and water main cut-ins will be completed in May and the directional boring company will be here in early June to install new water main. Water services will then be tied over to the new water main to complete our portion of the project. The city will then begin resurfacing the street.
- John Richmond, Bob Trussoni and I attended the Regulatory Affairs Seminar held in Madison on May 6th. Representatives from the PSC, DNR and League of Municipalities were present to discuss upcoming rules and regulations. A panel discussion was held in the afternoon with the DNR, Process Control Research and the Madison Water Utility. The topic was lead service line replacement. Both the communities of Wausau and Racine recently failed their last round of lead sampling and are dealing with lead service line replacement.
- Kent Mueller, Bob Trussoni and I met with the Public Service Commission in Madison on May 19th to discuss water rates and funding for infrastructure replacement. Several hours of good discussion took place. Future communications between Utility and PSC will take place before any final outcome is announced on this topic.
- The water meter installation for the AMI project is still on hold. There has been some movement on the Sensus/HD Supply side to help out with implementing plans and actions to remedy the situation.
- Lock-Out-Tag-Out training and Work Zone Safety Training was held from 8:00 to 9:30 on May 22. Sean Wall of MEUW did the training.
- A SCADA upgrade was initialized on May 6th. The main driver for this project is the need for new reporting software for the Water Department.

Groundwater Guardians

The US Supreme Court has decided not to hear the Pharmaceutical Industry Case against pioneering drug disposal law. This means the Alameda County drug disposal ordinance will stand, paving the way for more states and local governments to pass similar drug take-back laws.

The ordinance requires drug manufactures to fund and manage the safe disposal of unwanted medications. The Supreme Court decision means that the Alameda ordinance, as well as similar laws passed in San Francisco and San Mateo, California, and King County, Washington, will stand.

Department: Electric

Manager: Nicolas Kumm

Contributing: Derrek Caflisch

Month: May 2015

- M-1 didn't run during the month of May.
- Electric AMI meters installed: 4,220 out of 13,100 (32.4%). Bruce Ackerman, Al Derge, Cole Eswein, and Dustin Oleson have completed all of the meter change-outs thus far. Ray Burrill has helped with check reads and transfers to allow others to focus on meter change outs.
- Steve Hedden with MEUW provided staff training on underground distribution on May 12th.
- Cole completed Week 4 of year 3 of the Substation Electrical Apprenticeship at Northeast Wisconsin Technical College during the week of May 11th.
- I attended the APPA E&O conference May 17th – 20th. The conference provided educational opportunities including an overview of new OSHA rules, managing pole attachments, information transfer with contractors, and energy storage technologies along with many networking opportunities.
- ATC (American Transmission Company) provided electric department staff with hold card training on May 27th. The training covered the different kind of cards used on equipment and three part communications.
- I presented to the Hewitt Volunteer Fire department along with neighboring townships on our natural gas system on May 28th. The natural gas system outreach is federally required as part of our public awareness plan. The electrical safety presentation discussed topics like touch and step potential, and how to respond to pole fires and accidents involving utility equipment.
- Electric Department purchased a backyard unit that had been demoed the prior month. This tool has greatly increased our abilities in remote locations.
- Tim Habermeyer, Jeff Holbrook, Mike Vanderwyst, Jeff Irish, Randy Ayer, and Ryan Steffen have been working the CTH E project. All of the main line poles are in. They have begun to pull wire from Elm Street South to Birch Lane. Elm Street North is complete.
- Dean Bohman and Robert Olwell have been working services, street lights, and many small projects.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: May 2015

- Cathy and Shawn participated in informational meetings with two different vendors to learn more about software opportunities for MU.
- Cathy arranged and participating in a meeting with City department managers and MEUW Safety personnel to provide information on the MEUW Regional Safety Coordinator position.
- Cathy attended a Groundwater Foundation Board meeting in NE. Topics included planning for the October Annual Conference which will include their 30th anniversary celebration.
- Heather submitted MU's Environmental Audit Report to the DNR. We have since received notice that the audit was reviewed and the DNR concurred with our audit compliance actions.
- Heather has been working on scheduling a utility-wide chemical inventory to update our Hazcomm program.
- Shawn has been working with Priority Business Systems on the installation of our fiber switch project.
- Shawn has been updating our website as a result of feedback from the Website Committee.
- Jim has been working with multiple vendors and customers on Focus On Energy (FOE) projects.
- Jim has also been meeting with our local trade ally electricians on FOE program changes.