

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
SEPTEMBER 14, 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 September 14, 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, Attorney John Adam Kruse, Jason Angell, Mayor Chris Meyer and Utility staff. Absent was Alderperson Peter Hendler.

- During public comments, Diane Wolf spoke on behalf of the Hardacre Park donation request and explained further what the funding would go toward.
- During commissioner, council and staff comments, Bob Trussoni stated the interview process has begun for the MEUW Executive Director position. Dave Wasserburger introduced a new water department employee Travis Karl. Melissa Barnes shared that the Utility will be hosting the September MACCI Business After 5 event.
- Derrek Caflisch was presented with an award for fifteen years of service.
- Jason Angell presented updated information on the city subdivision project. Mayor Meyer shared an alternative need for the library project and asked for consideration of a contribution.
- The General Manager discussed the Hardacre park mural sponsorship request.

**UC/15-72** Motion by Maggitti, seconded by Borgman, to approve a onetime sponsorship of \$5000 for the Hardacre park. Aye: Borman, Maggitti, Holck; Nay: Eberl, motion carried.

- President Eberl requested each Commissioner submit their priority list from the board governance meeting.

**UC/15-73** Motion by Borgman, seconded by Maggitti, to approve payroll for August in the amount of \$143,277.75 and general bills for August in the amount of \$3,618,503.91. All ayes, motion carried.

**July 2015 Financial Statement Notes**

**Electric Utility**

- Net loss was \$98 thousand for the month, with a net income of \$739 thousand year-to-date.
- Net operating loss was \$103 thousand for the month, compared to budgeted net operating income of \$237 thousand. Year-to-date net operating income was \$1.4 million, compared to budgeted net operating income of \$1.5 million.
- After adjusting for the PCAC timing, the net operating income for the month was \$155 thousand.
- Operating expenses for the month included \$19 thousand for stray voltage testing at two farms.
- July consumption was down 2.70% from July 2014. Year-to-date consumption was down 1.18%. Year-to-date energy losses were 2.71%, compared to prior year losses of 1.74%.

**Water Utility**

- Net income was \$44 thousand for the month, with a net income of \$426 thousand year-to-date.
- Net operating income was \$73 thousand for the month, compared to budgeted net operating income of \$80 thousand. Year-to-date net operating income was \$627 thousand, compared to budgeted net operating income of \$373 thousand.
- July consumption was down 1.17% from July 2014. Year-to-date consumption was up 3.62% from the prior year. Year-to-date water losses were 15.91%, compared to prior year losses of 15.88%.

Communication Utility

- Net income was \$15,005 for the month, compared to budgeted net income of \$13,806. Year-to-date net income was \$127,783, compared to budget net income of \$117,996.

**UC/15-74** Motion by Holck, seconded by Borgman, to dispense with reading the minutes of the two previous meetings and accept them both as submitted. All ayes, motion carried.

- The Department Managers reviewed noteworthy projects including:
  - Electric noted an overloaded meter socket which was caught during an AMI meter change out and explained advantages of AMI technology.
  - Water has started the aeration tower removal process.
  - Technical Services pointed out a link in the department report to an EPA webinar.
- The Electric, Gas & Communications Manager presented information on substation inspections.

**UC/15-75** Motion by Holck, seconded by Borgman, to adjourn. All ayes, motion carried. Meeting adjourned at 4:25 p.m.



---

John Maggitti, Secretary

**Department:** Office  
**Manager:** Kent S. Mueller  
**Month:** August 2015

- Work has begun on the O&M Budgets. Patti Sternitzky coordinates the budget development process and has provided department managers with a timeline and initial budget planning documents. The first review of the O&M Budget is planned for the November Commission meeting.
- Key dates have been set for placement of unpaid water/sewer arrears on the property taxes for this fall. Notices will be mailed to customers on October 15<sup>th</sup>, and penalties will be applied to unpaid amounts on November 2<sup>nd</sup>. On November 16<sup>th</sup>, any unpaid arrears and penalties will be written off from the customers' accounts, and given to the City Clerk. These will be added to the property owners' 2015 property taxes.
- There were 77 customers disconnected in August due to non-payment. For the summer months of June, July, and August, 190 customers were disconnected, compared to 211 for the same months in 2014. The number of deferred payment agreements written in June, July, and August was 427, compared to 374 for the same months in 2014.
- Moody's gave the rating of Aa3 for the 2015 water revenue bonds, which is the same rating as our other water revenue bonds. The sale of the 2015 water revenue bonds was on August 25<sup>th</sup>. There were 4 bidders, and Piper Jaffray had the lowest true interest cost at 2.8994%. The amount of the bonds was adjusted down to \$3,180,000 from \$3,230,000. A premium of \$108,666 was paid over and above the amount of the bonds. The interest rates on the bonds are 3% through 2030, then increases yearly by .10% through 2034.
- New water rates went into effect on July 1<sup>st</sup>. Since we don't prorate our bills for rate changes, we can only bill the new rates when the beginning read date is after the effective date. Therefore, we billed the new rates to customers on their August bills. The Simplified Rate Case resulted in an increase of 3% on the public fire protection charge, the general service customer charge, and all volume charges.
- Each August, the monthly rent payment from AT&T for the lease of space on the Grant Park Water Tower increases 4 percent. We will receive rent of \$2,249.73 per month for the next year.
- Effective August 24<sup>th</sup>, portions of the Town of Cameron were annexed into the City of Marshfield. With annexations, we need to set up the new street address and change the revenue code from rural to city. In addition, we need to reclassify the electric distribution system costs for the annexed area from the Town of Cameron to the City, so that the Payment in Lieu of Taxes (PILOT) will be calculated properly and include our assets in this annexed area.

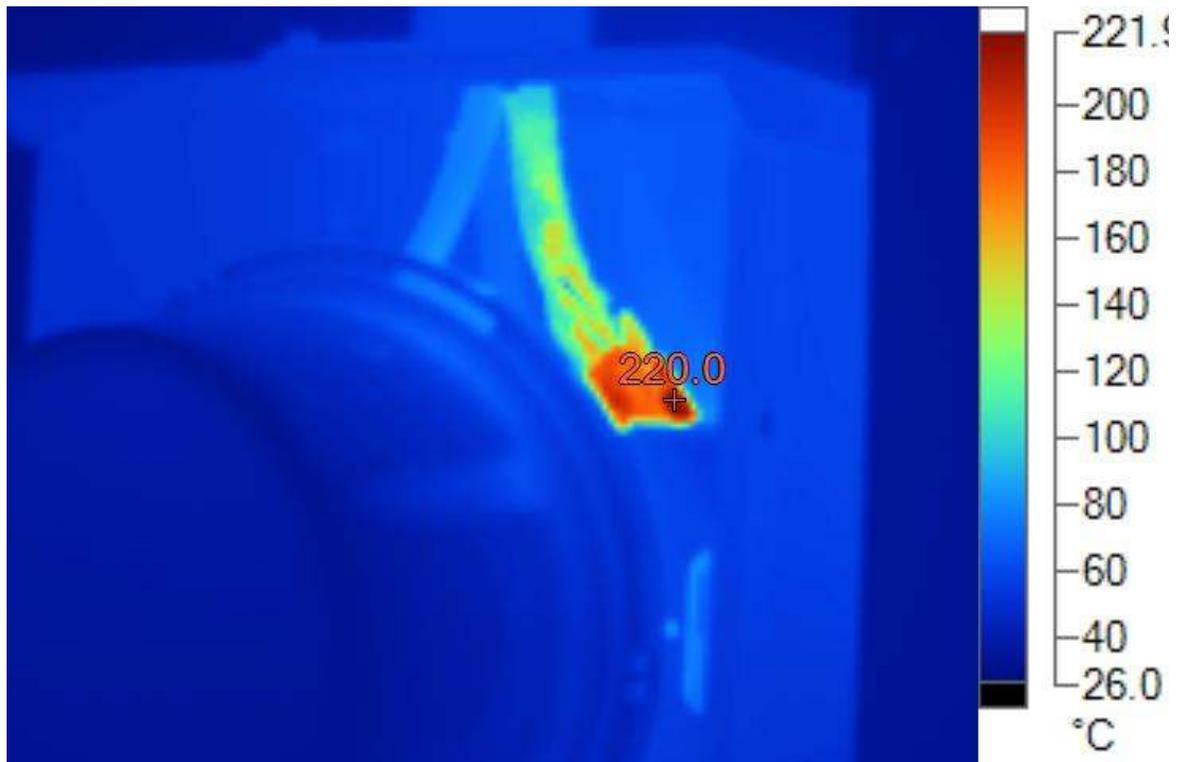
**Department:** Electric

**Manager:** Nicolas Kumm

**Contributing:** Derrek Caflisch & Tony Nelson

**Month:** August 2015

- M-1 did run during the month of August to ensure the recent gas valve replacements were successful. The run went well as both engines fired and the gas valves operated as desired during the 1 hour test run.
- Electric AMI meters installed: 6,640 out of 13,100 (51.0%). 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.
- During an AMI meter installation Bruce Ackerman found an overloaded meter socket. With the use of an infrared camera, Cole Eswein was able to measure the temperature of a lug and conductor in the meter socket at approximately 500 degrees F. The insulation on the conductor was discolored, showed signs of burning and in some areas was missing completely showing the aluminum wire. The customer was notified of the situation and to contact an electrician immediately. The line service crew was requested to de-energize the service. The meter socket was only rated 100 amps and the load in the main electrical panel was unbalanced (most of the load on one of the two legs).



- Dustin completed Week 1 of year 2 of the Metering Technician Apprenticeship at Mid-State Technical College in Wisconsin Rapids during the week of August 3<sup>rd</sup>.
- Staff participated in the monthly MEUW phone call on August 11<sup>th</sup> with other utilities throughout the state to review various safety topics and any close calls/accidents reported throughout the state.
- Dave Krause with Krause Power Engineering presented to staff on the distribution system Arc-Flash results on August 25<sup>th</sup>. The presentation discussed the regulatory requirements, FR clothing, flash hazards & intensity, and system values.

- During another AMI meter installation Cole found a snake in the meter pedestal:



- Jeff Holbrook, Robert Olwell, Jeff Irish, Dean Bohman, Randy Ayer, and Ryan Steffen have been working the CTH E project. This project is near completion.
- Mike Vanderwyst and Tim Habermeyer have been working services, street lights, and many small projects.
- Riesterer & Schnell was our first full scale project in Stratford. The three phase overhead to underground conversion extend though one week and was completed on Aug 27<sup>th</sup>. Coordination with Stratford Utility for material and project timing was fluid.

**Department: Technical Services**

**Manager: Cathy Lotzer**

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: August 2015

- In June, Cathy was asked to participate in an EPA webinar series entitled: Moving Toward Sustainability – Webinar 3 (Stakeholder Understanding and Support). The EPA heard about our successful outreach education programs working with the local Groundwater Guardian group and wanted us to share during this webinar. The webinar recording has now been made available on the EPA's website: (our portion starts just after 44 minutes into the webinar)

<http://water.epa.gov/infrastructure/sustain/upload/Moving-Toward-Sustainability-webinar3.mp4>

- Cathy and Shawn continue to work with PerMar, Axis Cameras, and Salient Systems on a communication issue with several cameras.
- Heather continued to work on the SDS chemical inventory and updating the SDS binders for the main office.
- Heather is working to prepare for the upcoming NERC Self-Assessment in September.
- Shawn has been working with AllMax software to get the new SCADA reports set up. He also worked with Bauernfeind to get the new office copier set up.
- Shawn worked with Jim and Ray to remove unwanted items from server room and office to better organize the areas.
- Jim has been working with Jim S. organizing and managing space within the tin shed. He has also been working with Derrek on the sale of 34 junk transformers. PCB samples had to be collected and tested prior to sale/shipment.
- Jim has been conducting weekly flushing of our heat pump system to remove loosened hard water deposits.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** August 2015

The water tower painting crew arrived in town August 20<sup>th</sup>. Painting of the water tower will take approximately 6 weeks. The detention pond at the site has been completed. The next steps will be to blacktop the road and install the security fence.

We are currently using Badger electromagnetic flow meters at all of our wells and pumping stations. Well 6 meter started intermittently failing in July. Inspection of the electrical service indicated the voltage coming out of the step-down transformer was high at 136 volts. The tap settings on the transformer were changed to lower the voltage to the proper range. However, this did not solve the problem of the meter intermittently failing. We had to contact the Badger Meter support specialist to help us trouble shoot the meter. A updated software program was installed in the meter and it has been working properly since then.

A Utility Safety Committee Meeting was held on August 13<sup>th</sup>.

Shawn Wall, MEUW Safety Coordinator, conducted a safety inspection at our Water Treatment Facility on August 8<sup>th</sup>. Several minor items were found and corrected. We will be planning on some modifications to our filter cell ladder equipment. These will be planned for in the 2016 O& M Budget. Shawn also conducted a Personal Protection Equipment session for the Water Department on August 25<sup>th</sup>.

The majority of street patches from main breaks, service leaks, hydrant replacement and valve repairs have been completed.

Shawn Marsh, John Richmond and I have been working with AllMax Software installing new reporting software for the Water Department. Daily, weekly, monthly and annual reports will be created using the software. Installation of the software is complete and the reports using the software are now being created.

We have incorporated changes in our billing software to accompany the Sensus firmware changes made in the water endpoints which will allow us to begin installing AMI water meters again. The AMI project along with the cross connection project was started back up on August 14<sup>th</sup>. We have 4036 meters installed. This represents 49% of the total meters.

Crews continue the unidirectional flushing program.

Crews reroofed well house 18.

Travis Karl started working for the Water Department on August 17<sup>th</sup>. Travis is familiar with the Water Department and comes to us from a local contractor, where he has trucked away lots of loads of spoil from main breaks throughout the last several years.