

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY
MARSHFIELD UTILITY COMMISSION
September 8, 2014**

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 8, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, Mike Eberl, George Holck, Aaron Pitzenberger, and John Maggitti. Also present were the Utility staff. Absent were Alderperson Charlotte Smith and Alderperson Gordon Earll.

- A 10 year service award was presented to Michael Vanderwyst.
- Commissioner Harry Nienaber was presented with a plaque for 10 years of service on the Commission.

UC/14-65 Motion by Pitzenberger, seconded by Maggitti, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

UC/14-66 Motion by Holck, seconded by Nienaber, to approve payroll for August in the amount of \$136,166.58 and general bills for August in the amount of \$4,454,389.55. All ayes, motion carried.

UC/14-67 Motion by Maggitti, seconded by Nienaber, to approve the following job orders:

JO #7450	Ceiling for diesel unloading bay-M1: installing ceiling to prevent birds from ruining area.	\$25,200
JO #5699	Replace valve at Hinman & Upham.	\$7,016.93
JO #17778	UG Pri. Conversion, Manchester Ct. Apts.: installing underground single phase primary loop to replace aged overhead primary line. Installing a three phase OH primary tap off of a T-line pole on Adam to help work toward removal of OH 3PH in a backyard setting.	\$48,224

All ayes, motion carried.

July 2014 Financial Statement Notes

Electric Utility

- Net income was \$216 thousand for the month, with a net income of \$805 thousand year-to-date.
- Net operating income was \$209 thousand for the month, compared to budgeted net operating income of \$353 thousand. Year-to-date net operating income was \$1.5 million, compared to budgeted net operating income of \$1.7 million.
- After adjusting for the PCAC timing, the net operating income for the month was \$272 thousand.
- Operating expenses for the month included \$9 thousand for maintenance of the heat pump at the main office, and \$11 thousand for GIS and SCADA licenses.
- July consumption was down 3.29% from July 2013, due to the cooler temperatures this year. Year-to-date consumption was up 2.48%. Year-to-date energy losses were 1.74%, compared to prior year losses of 2.75%.

Water Utility

- Net income was \$14 thousand for the month, with a net income of \$134 thousand year-to-date.

- Net operating income was \$34 thousand for the month, compared to budgeted net operating income of \$75 thousand. Year-to-date net operating income was \$278 thousand, compared to budgeted net operating income of \$375 thousand.
- Operating expenses for the month included \$25 thousand for well 23 rehabilitation, and \$11 thousand for GIS and SCADA licenses.
- July consumption up .33% from July 2013. Year-to-date consumption was up 0.28% from the prior year. Year-to-date water losses were 15.88%, compared to prior year losses of 12.43%.

Communication Utility

- Net income was \$12,617 for the month, compared to budgeted net income of \$11,203. Year-to-date net income was \$149,265, compared to budget net income of \$65,988.
- The \$5,079 in the Other Income (Expense) section of the income statement was a contribution from a customer for a fiberoptic project.
- The Managers reviewed noteworthy projects including:
 - Electric: The Hume substation project has started and is going smoothly.
 - Water: Samples of the water main lining material and a section of main were shown.
 - Technical Services: Our regional safety coordinator has resigned and we will work with MEUW to find a replacement.
- The General Manager and Office Manager reviewed results from a customer survey on office hours.
- The General Manager reviewed the revised strategic plan.

UC/14-68 Motion by Nienaber, seconded by Maggitti, to adjourn. All ayes, motion carried. Meeting adjourned at 4:41 p.m.



John Maggitti, Secretary

Department: Electric
Manager: Nicolas Kumm
Contributing: Greg Geiger
Month: August 2014

- The M-1 generator ran twice during the month August for a total of 7 hours. Cole Eswein, Dustin Oleson, and Ray Burrill completed the annual real-power test on August 12th.
- Cole and Dustin took oil samples from substation equipment and completed infrared scanning of the main feeders along with pad mount transformers.
- Dustin completed the first week of the Meter Technician Apprenticeship training at Mid-State Technical College August 18th through 22nd.
- Faith Schmidt is sending out letters for the water meter AMI change-outs and scheduling appointments with customers for the water meter AMI change-out. She has also been sending out letters to customers with electric meter socket/pedestal issues.
- Nicolas Whipple has been working on annual load flow analysis along with assisting with the fall substation project planning/review and the Roehl fiber project.
- The fall substation work is scheduled to begin on September 8th at Hume substation. All work is currently on schedule.
- Ryan Steffen and Randy Ayers responded to a request for mutual aid from Wisconsin Rapids. They were needed for approximately 6 ½ hours to help get their system up.
- Mike Vanderwyst and Tim Haberneyer have completed the Mill Creek upgrade with the exception of pulling poles.
- Jeff Irish and Randy Ayer, and Jim Seefluth have completed the Robin Road project.
- Jeff Holbrook and Ryan Steffen have Dunkin' Donuts ready to be energized. They also worked on Hawthorne and Peach.

Department: Office
Manager: Kent S. Mueller
Month: August 2014

- Work has begun on the Capital and 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 Capital Budget is planned for the October Commission meeting and the first O&M review will in November.
- 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 15th, and penalties will be applied to unpaid amounts on November 3rd. On November 17th, 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' 2014 property taxes.
- There were 86 customers disconnected in August due to non-payment. For the summer months of June, July, and August, 211 customers were disconnected, compared to 196 for the same months in 2013. The number of deferred payment agreements written in June, July, and August was 374, compared to 369 for the same months in 2013.
- With the approval from the Utility Commission and the City of Marshfield in August, the sale of the 2014 water revenue bonds, in the amount of \$3.9 million, is scheduled for September 23rd, with the proceeds to be received on October 14th.
- New water rates went into effect on July 1st. 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 \$2,163.20 per month for the next year.

Department: Technical Services

Manager: Cathy Lotzer

Contributing: Heather Young, Shawn Marsh, Jim Benson

Month: August 2014

- Cathy and all department managers met with Allen Birschbach to update our space needs so he could begin a design schematic for a future building.
- Cathy, Jim, Nick, and John met with MSA and Doine for a preconstruction meeting to discuss the parking lot project. The project required rebidding due to bid document confusion with state wage information. The new bid opening and Commission approval was on August 29th with Doine awarded to bid and anticipating start in early September.
- Cathy and Shawn have been working with Per Mar on the camera project. The new server is on order to be delivered and installed in the upcoming weeks. Four cameras at the main office (3 existing and one new) will be used with the new server. Jim is working with a local contractor on current placement and connectivity issues.
- Jim and Shawn are working together with a local contractor on current camera placements and connectivity issues.
- Cathy and Heather spent several days with Bill Bateman from GDS on our annual self-assessment. There were no findings as a result of the assessment. Heather continues to make process improvements as a follow-up. Heather, Cathy, Nick, Bob and Bill Bateman (GDS) held the third quarter Internal Compliance Committee meeting during this time.
- Heather, Cathy, and Nick have been working on updating Great Lake Utilities Operation Procedure Manuals.
- Heather and Nikki have been working on scanning all Safety Data Sheets for electronic storage.
- Heather and Cathy have been working with GDS Associates, Inc., Bill Bateman and Daniel Wittliff, on an environmental services proposal and scheduling for an environmental audit.
- Heather and Jim have been working with the Girl Scouts and Arnie Mancl on the Village of Milladore's Groundwater Guardians Green Site application.
- Shawn and Cathy set up a new projector in the small conference and tested it with an iPad and iPhone. They also worked to set up the VPN and remote desktop for use on Cathy's iPad so it can be used for future meetings/webinars as needed.
- Jim is working to get a quote for replacement of lower level doors at the WTF.
- We've seen an increase in residential audits as well as with new construction, both business and Multi-Family.
- Jim has had positive communication with the Park and Rec department related to parking at the swimming pool during our parking lot construction.

Department: Water
Manager: Dave Wasserburger
Month: August 2014

- Although the Zoning Board of Appeals approved zoning variances to allow the construction of a new water tower at 1715 E Depot Street and the construction to building required to contain a controlling valve needed to operate the water system they denied a variance to allow the use of temporary cranes to aid in the construction of the new water tower. Plans for the city water tower are uncertain at this time.
- We have installed about 3000 AMI meters to date. This is about 36% of the total number of meters we need to install to complete the project.
- The Cured-In-Place-Pipe (CIPP) projects on Adams Avenue and on Adler Road are progressing ahead of schedule. The Adams CIPP portion is complete and all that remains on Adler is flushing of the pipe and collecting water samples. Once safe samples are collected the water services can be reconnected, the temporary water lines removed and the street openings can be patched. If all progresses as planned we should be totally completed by the end of September.
- The North Hume Avenue water main extension has been completed. The main has been pressure tested and all that remains to be done is the flushing and bacteriological sampling. The main can be placed in service when we have safe BacT test results.
- The Columbus Avenue water main replacement project has been completed. 514 feet of 6” high-density polyethylene pipe was installed. The HDPE was installed by directional boring to minimize street repair. This project went very smoothly. J & R Underground was the contractor for the boring portion of the project.
- We were able to spend some time this month doing a leak survey. Three leaks were found and repaired. A service leak was repaired at 407 S Maple. We estimated this leak to be 25 gpm. A water main was found broken at 8th and Cedar. The storm sewer had been installed directly on top of the water main. The water main was broken and leaking directly into the storm sewer. We estimated this leak to be 30 gpm. A water main break was found and repaired at 210 N Wood. The water was getting directly into the storm sewer. We estimated this leak to be 70 gpm. The total of these leaks was 125 gpm or 180,000 gallons per day. These leaks were likely the result of the harsh winter and never surfaced. We will continue the leak survey as time permits.
- Dead-end water mains were flushed this month.
- The building for the new well is under construction. The foundation is poured and cured. The contractor is currently laying the block for the walls. The structure should be completed by the end of the month. We will then begin installing the pumping, electrical and controlling equipment.

Groundwater Guardians

The Marshfield Police Department continues to collect unwanted and expired pharmaceuticals.