

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY**  
**MARSHFIELD UTILITY COMMISSION**  
**July 7, 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 July 7, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, Mike Eberl, George Holck, and Aaron Pitzenberger. Also present were Alderperson Charlotte Smith, Alderperson Gordon Earll, and the Utility staff.

- During citizen's comments, Bob Trussoni mentioned that retired employee Allen "Herbie" Fellenz passed away. Herbie had worked at the utility for 39 years before retiring.
- A 25 year service award was presented to Jeffery Tisdell.

**UC/14-47** Motion by Pitzenberger, seconded by Nienaber, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/14-48** Motion by Pitzenberger, seconded by Nienaber, to approve payroll for June in the amount of \$139,345.21 and general bills for June in the amount of \$3,248,463.61. All ayes, motion carried.

**UC/14-49** Motion by Nienaber, seconded by Holck, to approve the following job order(s):

- JO #5697 Columbus Ave water main replacement: existing water main froze and split during winter. Need to re-install at greater depth. \$39,308.44.
- JO #5698 Replace valve at Arlington and Columbus. \$6,235.93.

**May 2014 Financial Statement Notes**

**Electric Utility**

- Net loss was \$131 thousand for the month, with a net income of \$408 thousand year-to-date.
- Net operating income was \$5 thousand for the month, compared to budgeted net operating income of \$160 thousand. Year-to-date net operating income was \$948 thousand, compared to budgeted net operating income of \$1.229 million.
- After adjusting for the PCAC timing, net operating income for the month was \$227 thousand.
- The League of Wisconsin Municipalities Mutual Insurance, which provides our liability and workers compensation insurance, declared a dividend of \$1.9 million for the 2013 policy year. Our portion of the dividend was \$7,404; \$5,035 of which was allocated to the electric utility.
- May consumption was down 2.50% from May 2013, with year-to-date consumption up 3.74%. All major customer classes showed an increase for the year, except for Large Power customers. Year-to-date energy losses were 0.98%, compared to prior year losses of 2.26%.

**Water Utility**

- Net income was \$54 thousand for May, with a net income of \$33 thousand year-to-date.
- Net operating income was \$75 thousand for the month, compared to budgeted net operating income of \$53 thousand. Year-to-date net operating income was \$136 thousand, compared to budgeted net operating income of \$216 thousand.
- Operating expenses included \$7 thousand for repairing the aerator at the south well field.
- The water utility portion of the League of Wisconsin Municipalities Mutual Insurance dividend for the 2013 policy year was \$2,369.
- May consumption was up 1.90% from May 2013. Year-to-date consumption was up 0.60% from the prior year. Year-to-date water losses were 14.46%, compared to prior year losses of 12.59%.

**Communication Utility**

- Net income was \$81,765 for the month, compared to budgeted net income of \$13,931. Year-to-date net income was \$123,764, compared to budgeted net income of \$66,927.

- A customer deposit was received in the amount of \$69,101 for the installation of overhead and underground fiber optic cable. This contribution was considered revenue and was therefore reflected in net income for the month.
- The General Manager and Managers reviewed noteworthy projects including:
  - The access control system installation is complete and working. The lobby inside door at the customer entrance will be replaced as one final item for the project.
  - The AMI meter install process slowed during the winter for the water department but is now back to full speed. The electric installs are waiting to continue until the software is ready.
- The General Manager and Water Superintendent reviewed the water tower bids with a recommendation for the low bid by Maguire Iron, Inc.

**UC/14-50** Motion by Holck, seconded by Nienaber, to approve the bid from Maguire Iron, Inc. for \$1,848,000. All ayes, motion carried.

- The General Manager reviewed the parking lot bids with a recommendation for the low bid by Doine Excavating, Inc.

**UC/14-51** Motion by Nienaber, seconded by Pitzenberger, to approve the bid from Doine Excavating, Inc for a total of \$198,188.88. All ayes, motion carried.

- The General Manager reviewed the previous discussion on charitable giving with a recommendation to continue the process as is and recommended against any donation to the zoo bear project at this time.
- The General Manager presented information on possible key performance indicators. The group will review the information and discuss at a future meeting.
- The General Manager and Office Manager presented information on the banking services selection process and timing.

**UC/14-52** Motion by Pitzenberger, seconded by Holck, to authorize the General Manager to approve the banking services selection based on recommendations from the evaluation committee. All ayes, motion carried.

**UC/14-53** Motion by Holck, seconded by Nienaber, to adjourn. All ayes, motion carried. Meeting adjourned at 4:32 p.m.



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Robert J. Trussoni, Acting Secretary

**Department: Electric**  
**Manager: Nicolas Kumm**  
Contributing: Greg Geiger  
Month: June 2014

- The M-1 generator didn't run during the month of June.
- Dustin Oleson completed Level 1 – Thermographic Applications training for infrared cameras in Burnsville, MN the week of June 2<sup>nd</sup>.
- Cole Eswein and Nicolas Whipple changed out a DNP PLC card located at Wildwood Substation. The card is used in our SCADA system for communicating status of data points from the substation to the main office.
- Derrek Caflisch has been working on customer projects, easements, and transformer stock review.
- On June 18<sup>th</sup> Kris Zwicky with MEUW conducted fire extinguisher training.
- Don Rogers has been working on new customer line extensions and Marathon County road projects.
- 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 helping with project planning and plan review for the fall substation work. He is writing procedures and instructions to assist our technicians changing out meters in the field.
- Jeff Holbrook, Ryan Steffen, Mike Vanderwyst, and Tim Habermeyer have been continuing with the Peach Street upgrade. The main line portion is approximately 90% complete but we may continue with the portion behind the mall depending on the timing of some of the customer requests.
- Jeff Irish and Randy Ayer have been handling some of the customer requests along with the Pizza Hut/Comfort Inn cutover.
- Dean Bohman and Robert Olwell have also been handling customer requests, street lighting, and services.
- Greg has been closing service orders, job orders, working on customer concerns, and procuring contractors for upcoming projects.

**Department:** Office  
**Manager:** Kent S. Mueller  
**Month:** June 2014

- Tracey updated the pole contacts for activity from January through June for the July billing. Companies that have their communication cables attached to our utility poles are charged a semiannual fee. These companies include cable and phone companies as well as our Communication utility and a private company.
- The schedule for updating Public Fire Protection values has been set, which is coordinated with the City Assessor and the City Technology Department. Effective July 2005, Public Fire Protection revenues were no longer billed to the City and included on property taxes. Instead, the City directed Marshfield Utilities to bill Public Fire Protection to the water utility customers based on assessed values of properties. The City has these values updated in June each year. Since our billings include customers that are tax exempt, the City must separately determine the assessed values of these properties. In July, we will send a file to the city so that they can update the assessed values of properties using the January 1, 2014 assessed values. We will then update these values in our billing system. These updated values will be used for our billing effective July 31<sup>st</sup>.
- We have filed a request with the Public Service Commission of Wisconsin for new street light rates for LED fixtures. The City rebuilt a portion of South Chestnut Ave. in 2013 with metered LED street lights. Once we take ownership of the street lights, we need to bill the City for maintenance and energy usage using the new street light rates.
- On June 5<sup>th</sup>, 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.
- The contract for banking services with Citizens State Bank of Loyal, which was transferred to them when they bought out Community Bank of Central Wisconsin, ends on July 31<sup>st</sup>. This was a 5 year contract with Marshfield Utilities and the City of Marshfield. Requests for proposals (RFP's) for a 3 year contract, which will again be with Marshfield Utilities and the City of Marshfield, were sent out on June 18<sup>th</sup> to banks and credit unions which have a physical presence in Marshfield. These RFP's are due by July 7<sup>th</sup>. The evaluation committee will review these RFP's and make a recommendation for banking services that will be effective on August 1<sup>st</sup>.
- Our billing and accounting database is now being backed up at our software provider, Professional Computer Systems, each day. This will allow us to run from their servers in Denison, Iowa in a short timeframe if there would be an event that would prevent us from using our servers, enabling our office to provide the services that are expected from our customers.
- On June 18<sup>th</sup>, the office staff participated in fire extinguisher training provided by MEUW.

**Department: Technical Services**

**Manager: Cathy Lotzer**

**Contributing:** Heather Young, Shawn Marsh, Jim Benson

**Month:** June 2014

- Cathy, Shawn, Bob, and Nick met with Priority to discuss pricing and options for our Fiber Loop and Disaster Recovery projects.
- Cathy, Heather, Nick, and Bob attended our 2<sup>nd</sup> Quarter Internal Compliance Committee meeting with GDS and Associates. We are also getting information from them on Environmental audit services.
- Three bids were received for the parking lot project. A recommendation will be made for the Commission at the July 7<sup>th</sup> meeting.
- Heather has finalized and completed certification of the 2013 Air Emissions Inventory Report. She has also been following along with the new GHG rule proposed by EPA earlier this month.
- Heather and Cathy have been working with GDS and Associates regarding the revision of internal compliance documents.
- Heather has sat in on several complimentary NERC industry webinars regarding the new Bulk Electric System (BES) definition & BESnet Tool, Reliability Assurance Initiative and CIP version 5 Revision standard drafting process.
- Shawn worked with Priority Business Systems upgrading the VMWare nodes to 240GB of RAM each and also upgraded the Sensus servers to requested RAM levels.
- Shawn and Cathy spent a great deal of time this month working on our new access control system. Access cards, FOBS, and vehicle readers were programmed and training was provided for the software which runs the new system. Per Mar was on site most of the month working on fine tuning the system and troubleshooting issues as we brought each facility online. Intercom/buzzer systems were also installed for front and rear door access. Email alarms were also programmed and are being tested at various facilities to determine our needs. The system is fully operational.
- Shawn and Cathy attended a meeting at the Fire Department where City-wide radio use was discussed, as were various issues departments are experiencing with coverage.
- Shawn set up and installed several new PCs which replaced old XP units. He is also monitoring performance to see if GIS issues staff were experiencing are resolved. So far performance is showing very positive results.
- Shawn setup a new message board PC for the downstairs break room. Jim assisted with the hardware install. We have one final message board that will be installed at Oak.
- Jim has been working with our local locksmith removing outdated mechanisms due to the Per Mar installation.
- Jim has been working with MSA on the parking lot reconstruction project. He's also working on relocating utilities and removing the little garage as part of this project.
- Jim has been working with Ray cleaning up Utility property: weed eating and cleaning up the old junk pole pile.

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** June 2014

- The Water Department has installed 2409 meters for the AMI project to date. This represents 30% of the total number of meters to be changed out for the entire Water portion of the project. We are reading these meters with a temporary drive-by data collector as Sensus has been slow with the development of the reading software for the AMI base station.
- The replacement of the watermain and water services on the North Street project has been completed.
- New watermain on the Heritage Drive development has been installed except for a portion that needs to be directionally bored in under Heritage Drive (Old Highway 10). The directional boring will also include new sanitary sewer. No date has been scheduled for the completion of this project at this time.
- Watermain, services, valves and hydrants have been replaced on the Park Street project.
- Crews repaired valves that were broken at 9<sup>th</sup> and Peach, Hume and 24<sup>th</sup> Street, and at Arlington and Columbus. They also repaired hydrants that broken last winter at Hinman and Upham and 6<sup>th</sup> and Maple.
- Bids were opened for the Water Tower construction project on June 18th. A letter of recommendation will be provided at the Commission Meeting to be held on July 7<sup>th</sup>. Bids were submitted by CB&I, Inc., Phoenix Fabricators, Caldwell Tanks, Inc., and Maguire Iron.
- The 3 million gallon Hume Reservoir was drained and inspected. A SolarBee Mixer was installed. The purpose of the mixer is to help reduce ice during cold months and to prevent temperature stratification and reduce biological growth during the warm months.
- A concrete floor was installed in the McMillan Avenue water tower. The purpose of the new floor is to provide a more suitable environment for the installation of automated meter reading equipment. An obstruction light will soon be operational on top of the water tower. This was a conditional request by the Airport Committee during our application process for a variance to the Airport Overlay and Height Limitations.
- Unregulated Contaminant Monitoring Rule 3 samples were collected and sent to our lab for analysis in June. EPA uses the UCMR program to collect data for contaminants suspected to be present in drinking water, but do not have health-based standards set under the Safe Drinking Water Act. The standard is to sample for no more than 30 contaminants every 5-years. This year we are testing for 28 chemicals and 2 viruses.
- Kris Zwicky provided fire extinguisher training for all employees on June 18<sup>th</sup>. Each employee used an extinguisher to put out a fire on the training system.
- June 30 marks the end on another main break year. We had a total of 74 water main breaks this year which is the most ever recorded for a year. This unusually high number is not only for us but many other communities had high numbers due the extremely cold winter we had. The previous high was 72 in the winter of 2002/2003.

