

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY**  
**MARSHFIELD UTILITY COMMISSION**  
**August 12, 2013**

**COMMISSION MEETING MINUTES**

A regular meeting of the Marshfield Utility Commission was called to order by President Wayne Johnson at 4:00 pm on August 12, 2013 in the downstairs meeting room of the utility office. Present were Commissioners Wayne Johnson, Patrick Ott, Mike Eberl, and Aaron Pitzenberger. Also present were Alderperson Robert Workinger and the Utility staff. Absent were Commissioner Harry Nienaber, Alderperson Russ Stauber, and attorney John Adam Kruse

- During citizen comments, the Interim Utility Manager introduced Melissa Barnes, Human Resources Manager.
- A 15-year service award was presented to Kent Mueller.

**UC/13-80** Motion by Pitzenberger, seconded by Ott, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/13-81** Motion by Eberl, seconded by Ott, to approve payroll for July in the amount of \$260,726.32 and general bills for July in the amount of \$3,170,495.92. All ayes, motion carried.

**UC/13-82** Motion by Eberl, seconded by Ott, to approve the following job order(s):

JO#5675	Replace Hydrant @ Blodgett & Ash	\$5,071.12
JO#7445	Install exhaust fan & intake louver in air comp. room at Mill Creek Demin building	\$7,734
JO #17723	Rebuilding a half mile of overhead single phase primary line due to age	\$26,074
JO#17725	Replace aging underground primary and pedestal, Pizza Hut already replaced due to failure, project will replace 2 sections of the same age cable before failure	\$27,401

All ayes, motion carried.

**June 2013 Financial Statement Notes**

**Electric Utility**

- Net loss was \$17 thousand for the month, with a net income of \$313 thousand year-to-date.
- Net operating income was \$125 thousand for the month, compared to budgeted net operating income of \$349 thousand. Year-to-date net operating income was \$1.03 million, compared to budgeted net operating income of \$1.6 million.
- After adjusting for the PCAC timing, the net operating income for the month was \$198 thousand.
- June consumption was down 3.36% from June 2012, while year-to-date consumption was up 1.61%. Year-to-date energy losses were 2.09%, compared to prior year losses of 1.17%.

**Water Utility**

- Net income was \$103 thousand for the month, with a net income of \$350 thousand year-to-date.
- Net operating income was \$124 thousand for the month, compared to budgeted net operating income of \$120 thousand. Year-to-date net operating income was \$479 thousand, compared to budgeted net operating income of \$402 thousand.
- June consumption was down 9.09% from June 2012. Year-to-date consumption was down 3.08% from the prior year. All classes of customers showed a decrease in consumption, with the exception of Industrial customers. Industrial consumption was up 8.50% for the year. Year-to-date water losses were 12.03%, compared to prior year losses of 7.10%.

**Communication Utility**

- Net income was \$9,384 for the month, compared to budgeted net income of \$10,162. Year-to-date net income was \$58,333, compared to budget net income of \$58,983.
- The Interim Utility Manager stated MEUW has filled the Safety Compliance position and will be at our facility in September.
- The Interim Utility Manager discussed a possible change to office hours, possibly opening later or closing earlier based on customer activity. This would better facilitate staff scheduling. Additional research will be conducted.
- The Interim Utility Manager discussed the possible use of iPads or tablets for commissioners.

**UC/13-83** Motion by Eberl, seconded by Pitzenberger, to go into closed session per Wisconsin State Statutes 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of discussing potential contract with Verizon for water tower attachment.

Closed session per Wisconsin State Statutes Section 19.85(1)(g) concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved, specifically M-1 Generating Plant NOV from WI Department of Natural Resources.

Roll call vote, all ayes, motion carried. Closed session at 4:26 p.m.

**UC/13-84** Motion by Eberl, seconded by Pitzenberger, to go into open session. Roll call vote, all ayes, motion carried. Open session at 4:52 p.m.

**UC/13-85** Motion by Ott, seconded by Pitzenberger, to adjourn. All ayes, motion carried. Meeting adjourned at 4:52 p.m.

  
Patrick Ott. Secretary

**Department:** Water  
**Manager:** Dave Wasserburger  
**Month:** July 2013

- John Richmond has been working on design concepts for an expanded utility complex. Several different concepts have been drafted and are being evaluated. John has also been working on new job orders for hydrant, valve and water main replacements. He has also applied to take part in the Leadership Marshfield program which is scheduled to kick off in September.
- A preconstruction meeting was held on July 24 to discuss the important contractual items that need to be addressed when the new well is being drilled and test pumped. Sam's Well Drilling is set to mobilize to Marshfield on August 12<sup>th</sup>. The substantial completion date for drilling the well is October 22<sup>nd</sup>. We are not sure if we will be able to get the well house constructed this fall, we may need to wait until spring of 2014 depending on weather conditions.
- ATT had crews in town to work on repairing and restoring Grant Tower and the property that was disturbed during the antenna installation project. As of the end of July their remained black dirt and seeding in the phone and cable easement areas, sidewalk replacement, and painting inside of the tower to be done yet. ATT subcontractors are working with Utility Services to set up a date for painting and have contacted Trudeau Skid Steer to do the landscaping repairs.
- Jeff Tisdell has been working with Shawn Marsh creating water usage, chemical usage and dosing, pump performance, aquifer performance and well performance reports. The Utility is switching to a new release of the SCADA interface software and the new version does not have a formal reporting package. As a result we need to create new reports to enable us to see the data SCADA is collecting.
- We have installed about 450 water meters with radios as of the end of July.
- We are required by EPA rules to collect 30 lead and copper samples from houses that have lead services or have water services constructed with lead solder this year. Regulations require 90% of these samples to contain less than 15 ppb lead to pass the lead and copper program. We have 29 results back and have had 2 samples contain more than 15 ppb lead. We will pass this round of lead and copper sampling even if we fail the last sample. The limit for copper is 1300 ppb, we have not had any copper samples exceed this level yet. We will be required to sample again in 2016. If we ever fail these requirements, we would need to either add chemicals to control the lead levels or physically dig and remove all lead services. I estimate there to be about 2,000 lead services in Marshfield. Failing the EPA required lead and copper testing requirements could cost the utility millions of dollars.

### **Groundwater Guardians**

Marshfield Police Department continues to collect unwanted and expired pharmaceuticals and health care products.

**Department: Electric**  
**Manager: Nicolas Kumm**  
Contributing: Greg Geiger  
Month: July 2103

- The M-1 generator ran five times this month for approximately 30 hours.
- During a run of the generator on July 8<sup>th</sup> the breaker failed to close. Cole Eswein, Dustin Oleson and Ray Burrill trouble shot this issue for multiple days with the assistance of PW Power Systems and WPS. The control system software appeared to not allow the closing circuit of the breaker to close the breaker. A reboot of the software fixed the issue.
- Weed Spraying of the substations and gas metering station was completed July 9<sup>th</sup> by Professional Vegetation Management Services.
- Cole and Dustin completed infrared inspection of the main overhead three phase feeders and some three phase pad mount transformers.
- During the month Bruce Ackerman and Al Derge completed approximately 60 disconnects with the assistance of the Cole Eswein, Dustin Oleson, and Ray Burrill.
- Jeff Irish and Dean Bohman have been handling services and street lighting.
- Mike Vanderwyst and Randy Ayer have been working on system inspection.
- Ryan Steffen. Jim Seefluth, Jeff Holbrook, Robert Olwell and Tim Habermeyer completed the Robin road rebuild and have moved to the Hewitt rebuild.
- Derrek Caflisch has been working with MSA to gain easements for underground work in the Highland Street area between 6<sup>th</sup> and 8<sup>th</sup> Street.
- Derrek completed the design of an overhead rebuild on Hwy T and Mill Creek.
- Don Rogers, Nicolas Whipple, and I attended an Operation Planning Meeting for the Hwy E road construction project. Road construction is slated for summer 2015, funds allowing.
- Nicolas Whipple has been working with Greg on developing a spec for a replacement pole trailer. The existing trailer dates back to the 1960's.
- Lonnie Mesar with MEUW conducted Job Site Evaluations on July 31<sup>st</sup> and August 1<sup>st</sup>.
- Signs were made and installed at the substations to provide more information as to the name and address of the facility along with instructions to contact the main office before entering the substation.
- Cole and Dustin completed semi-annual battery charge testing. Battery testing was completed last month.
- Greg Geiger met with other members from MEUW and REC to plan the 2014 Joint Superintendents Conference.

**Department:**        **Office**  
**Manager:**         **Kent S. Mueller**  
**Month:**            **July 2013**

- There were 60 disconnections for non-payment in July 2013, compared to 93 in July 2012. Deferred payment agreements were also lower, at 137 for July 2013, compared to 162 for July 2012.
- Patti Sternitzky updated the Public Fire Protection property values in the billing system. Since our public fire protection charge is based on property values, we need to update total assessed values each year after the City completes the Open Book and Board of Review process. The 2013 update resulted in a value increase of 0.30% or an estimated revenue increase of \$421 per month. The PFP charge has been billed to water customers since July 2005. Prior to this, it was billed to the City and included on property taxes.
- The annual umbrella insurance coverage for the M-1 generator facility was finalized in July. Total cost for the annual renewal is \$85,304, compared to prior year cost of \$80,103, which is a 6.5% increase in the annual premium.
- On July 26<sup>th</sup>, our voluntary additional capital call amount of \$56,777 was sent to ATC. This was our third capital call this year, with year-to-date additional investment of \$170,330.
- On July 31<sup>st</sup>, an ATC cash distribution totaling \$139,280 was received. Since our initial investment in 2001, we have received over \$5 million in ATC earnings distributions.
- During the month, 175 AMI water meters were installed. The office sets up the meters when they are purchased, and also does the necessary paperwork to remove the old water meter and install the new water meter in the billing system. This is not an automated process, so over the next 3 years or so, over 8,000 water meters will need to be set up and installed in the billing system by the office staff.
- Act 25 was enacted on July 5<sup>th</sup>. This statute states that we can't provide customer information to anyone without the customer's consent. There are some exceptions, such as providing notices to landlords of past due water and sewer balances.
- On July 1<sup>st</sup>, a check was received for \$9,595.37 from our insurance company for reimbursement of expenses incurred by the wastewater utility and a plumber to clean out the sanitary sewer and laterals as a result of a main break on January 28, 2013. Two homeowners also submitted and were paid for damages related to this main break. Starting in 2010, we have had coverage through a separate insurance policy to cover water and sewer backups.

**Department: Technical Services**

**Manager: Cathy Lotzer**

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

**Month: July 2013**

- Cathy has been spending most of her time in training with our new HR Manager, Melissa Barnes.
- Cathy and Shawn continue to meet with Priority and their web designer George to fine-tune the look of our website and discuss the future active directory access.
- Cathy and Shawn met with the School District IT staff to discuss their security/door lock system.
- On July 12<sup>th</sup>, Nick Kumm provided a detailed tour of our gas metering station and the M1 power plant to Cathy, Heather, Shawn, and Nick Whipple.
- Heather continues to work with Cathy, Nick, and Bill Bateman from GDS Associates on updating MU's PGPs.
- Heather and Cathy have started compiling information needed for the MRO FAC-008-3 Self Certification.
- Shawn and Heather are working with ESC (StackVision) on a resolution to a problem exporting reports in a pdf file format.
- Shawn has been working with Jeff Tisdell and Wonderware trying to create SCADA reports. Custom tags were created to see if that will satisfy the needs of the reports.
- Shawn added a mail distribution group to work in conjunction with the electrical outage group for the Office. He also setup a GPO to map the 'M' drive for the managers and had to push out a GPO that updates the registry for windows 7 users for the mapped drive. Significant changes have also been made to the email distribution lists. In addition, he set up and installed a new PC for Melissa Barnes in HR and worked with Cathy in getting all of the files and permissions set up so Melissa is ready to start. He also installed and set up the ECMPS client on Cathy's PC.
- Shawn set up for the July Governance webinar, which only had one participant.
- Jim has been working with the Multi-Family FOE implementers. He's been assisting with, and identifying the Multi-Family owners/managers and explaining the Direct Install Programs and Common Area Lighting Programs to them.
- Jim continues to work with contractors regarding the front ramp. Ramp repairs should be completed prior to the end of July.
- Jim is addressing general maintenance in and around the buildings and grounds.