

**MARSHFIELD UTILITIES, A MUNICIPAL UTILITY  
MARSHFIELD UTILITY COMMISSION  
January 13, 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 January 13, 2014 in the downstairs meeting room of the utility office. Present were Commissioners Harry Nienaber, Mike Eberl, Patrick Ott, George Holck, and Aaron Pitzenberger. Also present were the Utility staff. Absent were Alderpersons Russ Stauber and Robert Workinger.

- During citizen comments, Tom Binder asked for clarification on where the laws are created to govern the Utility and who enforces them. The General Manager explained it is a combination of local, state and federal agencies.

**UC/14-01** Motion by Ott, seconded by Pitzenberger, to dispense with reading the minutes of the previous meetings and accept them as submitted. All ayes, motion carried.

**UC/14-02** Motion by Ott, seconded by Holck, to approve payroll for December in the amount of \$205,180.22 and general bills for December in the amount of \$2,757,045.58. All ayes, motion carried.

**UC/14-03** Motion by Ott, seconded by Holck, to approve the following job order(s):  
JO #5684      **6<sup>th</sup> St (75' east of Maple):** Replace hydrant #166      \$6,149.46

All ayes, motion carried.

**November 2013 Financial Statement Notes**

**Electric Utility**

- Net income was \$94 thousand for the month, with a net income of \$1.215 million year-to-date.
- Net operating income was \$257 thousand for the month, compared to budgeted net operating income of \$167 thousand. Year-to-date net operating income was \$2.368 million, compared to budgeted net operating income of \$3.147 million.
- After adjusting for the PCAC timing, net operating income for the month was \$231 thousand.
- November consumption was down 1.37% from November 2012, with year-to-date consumption up 0.46%. Year-to-date energy losses were 2.79%, compared to prior year losses of 1.89%.

**Water Utility**

- Net income was \$46 thousand for November, with a net income of \$674 thousand year-to-date.
- Net operating income was \$68 thousand for the month, compared to budgeted net operating income of \$65 thousand. Year-to-date net operating income was \$910 thousand, compared to budgeted net operating income of \$949 thousand.
- Operating expenses included \$21 thousand for street repairs.
- November consumption was down 1.96% from November 2012. Year-to-date consumption was down 2.31% from the prior year. Year-to-date water losses were 11.16%, compared to prior year losses of 6.87%.

**Communication Utility**

- Net income was \$9,553 for the month, compared to budgeted net income of \$10,162. Year-to-date net income was \$104,923, compared to budgeted net income of \$107,739.
- The department managers reviewed noteworthy projects including:
  - Electric – low oil level alarms at substations and a high voltage concern from a commercial customer.
  - Water – CPU at Grant water tower failure due to extreme cold with a same day repair, low water temperatures at the Mannville water tower led to the decision to open a nearby hydrant for a week which did not impact area water pressure, and the Utility office had a water service failure

as did some other businesses during the cold temperatures.

- Office – the property insurance premium for 2014 will be increasing by 29%.
- Technical Services – the Utility will be working with Hiller's on a recycling program and Per Mar will be at the Utility next week to answer staff questions before the security system installation begins.

**UC/14-04** Motion by Pitzenberger, seconded by Ott, to receive and place on file department reports. All ayes, motion carried.

**UC/14-05** Motion by Nienaber, seconded by Pitzenberger, to go into closed session per Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of discussing supervisory salary guidelines.

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 the FERC Settlement.

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 WDNR M-1 permit issues.

Roll call vote, all ayes, motion carried. Closed session at 4:15 p.m.

**UC/14-06** Motion by Holck, seconded by Pitzenberger, to go into open session. Roll call vote, all ayes, motion carried. Open session at 5:22 p.m.

**UC/14-07** Motion by Ott, seconded by Pitzenberger, to adjourn. All ayes, motion carried. Meeting adjourned at 5:22 p.m.

  
\_\_\_\_\_  
Patrick Ott, Secretary

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

- The M-1 generator ran five times during the month for a total of approximately 40 hours.
- Cole Eswein attended another session of the Substation Electrical Apprenticeship program at Northeast Wisconsin Technical College December 9<sup>th</sup> – 13<sup>rd</sup>.
- PSCW completed a review and audit of the gas department policies, procedures and records. The review went well.
- I attended a Present to Inform professional development workshop on December 12<sup>th</sup> at MACCI.
- Derrek Caflisch has been working on the next phase of the Peach/McMillan project.
- Don Rogers has been working on the Hwy H line rebuild.
- Faith Schmidt has been working on electric meter violation letters, sending out letters for the water meter AMI change-out, and scheduling appointments with customers for the water meter AMI change-out.
- Nicolas Whipple has been working on the Enbridge line extension and AMI meter programming.
- Jeff Holbrook has been working with Jeff Irish, Jim Seefluth, Ryan Steffen, and Randy Ayer on the Peach St upgrade. Unfortunately, the cold weather has hampered our ability to maintain an extended presence on the project. We were able to complete the Stoney River and the Wenzel job orders.
- Dean Bohman and Tim Habermeyer have been handling the services and street lighting requests
- Mike Vanderwyst and Robert Olwell have been working on system inspection.
- Greg has been working on end of year closing including job orders, inventory, and inspection.

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

- Insurance renewals were finalized during the month. We will continue our coverage for business lines with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) group, whose quote of \$111,433 was 1.65% higher than the \$109,657 premium from last year.
- Our property insurance will continue to be provided through the Local Government Property Insurance Fund. The premium for 2014 is \$49,192, which is a 29% increase from the 2013 premium of \$38,020. The increase is due to a reduction in surplus, adverse loss experience, and increased reinsurance premiums.
- The boiler insurance, which excludes the M-1, is a group policy with the City, school district, and UW Marshfield/Wood County. The City will calculate our portion of the \$34,095 premium at a later date.
- The renewal for the boiler insurance coverage for the M-1 combustion turbine, which is provided by Johnson Insurance, was received for 2014. The premium will increase 3% to \$84,465 for 2014.
- On 12/16/13, the Electric, Water, and Communications physical inventory was taken. After test counts were performed, counts were entered into the inventory system and variance reports were produced. Final variances were very good with Electric having a -0.89% variance (-.48% in 2012), Water with a 1.15% variance (-.79% in 2012), and Communications with a 0.0% variance (0.00% in 2012). Year-end line exempt inventory counts are used to do a year-end true up, establish re-order quantities, and determine the standard exempt material allocation for next year.
- We have begun working on year-end closing activities. Property records and general accounting functions all have annual recapping and reconciling responsibilities this time of year.
- Professional Computer Systems (PCS), who provides our billing and accounting software, completed an upgrade on December 6<sup>th</sup>. Periodically PCS will upgrade our software for new enhancements and to incorporate requested changes to the software.

**Department: Technical Services**

**Manager: Cathy Lotzer**

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

**Month: December 2013**

- Cathy, Heather and Shawn attended an MEUW Cyber Security Conference on December 3, 2013.
- Cathy, Heather, Shawn and Jim attended an MEUW Conference for Accounting on December 4, 2013.
- Cathy and Shawn purchased and set up the new iPads for the Commissioners. Beginning in January staff will also move toward paperless meetings.
- Cathy and Nick participated in a panel presentation for ERC (Employee Resource Center), our employee assistance provider.
- Cathy, Bob and Kris met to discuss our current accident investigate process.
- Heather, Cathy, and Kris are working on organizing SPCC (spill, prevention, containment, and countermeasure) training for staff.
- Heather attended NSPS and You: For Public Power in Anticipation of CO2 Regulations webinar by APPA.
- Shawn created a new electronic timesheet for the Meter Department for Nick.
- Jim is working with Hillers to establish a recycling program for residential CFL's, fluorescent tube lamps, and batteries. Hillers offered to be the main dropping/handling location for the above items and in return, Marshfield Utilities will cover the costs associated with the recycling fees.
- Jim is assisting local businesses who have completed construction projects under the Focus on Energy rebate program. Applications must be received prior to Jan 1<sup>st</sup> for compensation.

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

- We have 1673 AMI water meters installed as of December 31. This represents 20.2% completion of the water meter installation project.
- The cold weather has caused some problems with water mains. Crews repaired 6 water main breaks in December.
- The 1996 amendments to the Safe Drinking Water Act require that once every 5 years, the U.S. Environmental Protection Agency (EPA) issue a new list on no more than 30 unregulated contaminants to be monitored by Public Water Systems. The UCMR rule provides EPA and other interested parties with scientifically valid data on the occurrence of contaminants in drinking water. Sampling for round one of the UCMR took place in December. Round two will take place in June.
- John Richmond is participating in the Leadership Marshfield Program this year. John and his group have selected a project designed around educating the public about the increasing levels of chlorides being found in water supplies. The group is in the early development stage of gathering information to share.
- All Water Department employees successfully completed Lab Proficiency Testing in December. They are all certified by the State to complete water microbiology testing in our lab.
- Last year we conducted a study with the help of Process Research LLC, a chemical engineering company, involving the use of the chemical Clearitas and the impact of its use as an aid in corrosion control in a distribution system. Our study was done at a dosage of 2 mg/l. The results of our study were not consistent with other studies that have been conducted using higher dosage rates. We have discussed this with Process Research and have decided to conduct a new study at a dosage of 20 mg/l. Clearitas has been used successfully to control lead and copper levels in several other distribution systems and we hope to be able to do so also. The study should begin sometime in February.

### **Groundwater Guardians**

The Marshfield Police Department continues to collect unwanted pharmaceuticals and health products at their office.