

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

August 25, 2010

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 7:30 A.M., with Commissioners Bob Fahrbach, Joe Guidote, Don Merkes, and Carla Watson present on roll call. Also present were Melanie Krause, Co-General Manager/Business Operations; Dick Sturm, Co-General Manager/Engineering and Operations; Kristin Hubertus, Business Operations Accountant; Dave Rodriguez, Customer and Utility Services Manager; Jerry Sturm, Water Plant Supervisor; Mike Malmstead, Energy Services Representative; Tim Gosz, Chief Water Plant Operator; and the Press.

Item II. No one from the Gallery was heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Watson, seconded by Comm. Fahrbach, was unanimous on roll call to approve the following:

- A. Minutes of the Special Meeting of July 21 and the Regular Meeting of July 28, 2010.
- B. Approve and warrant payments summarized by checks dated August 5 - 25, 2010, which includes Net Payroll Voucher Checks and Operation and Maintenance Voucher Checks for a total of \$606,190.45, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call.
- C. Correspondence, as listed.

Copy of Proposed Minutes from May 14 MEUW Board of Directors Meeting

Copy of email to Menasha Utilities dated July 21 from Dallas Arndt, re: Bethel Lutheran Electrical Outage

Copy of letter dated July 22 to Menasha Utilities from Larry Landsness, WI DNR, re: Water system Facilities Specification Approval

Copy of Proposed Minutes from July 22 WPPI Energy Executive Committee Meeting

Copy of memorandum dated July 23 to WPPI Energy Member Managers, from Tammy Freeman, re: Typical Bill Comparison Summary

Copy of PSC 2010 Wisconsin Water Fact Sheet

Copy of State Fiscal Year 2011 Update #2 dated August 3, 2010

Copy of letter dated August 10 to Melanie Krause, Menasha Utilities, from Curt Detjen, Community Foundation, re: Donation Thank You

Comm. President Allwardt complimented staff on the response to the Bethel Lutheran Church electrical outage, and noted the favorable rates on the bill comparison summary.

Item IV. July Financial and Operations Statement ó As noted in the summary memorandum, the electric consumption was up 7.37% overall compared to budget and CP4 revenues were less due to a lower DCA/ECA than budgeted. Water usage was down 13% overall compared to budget with the largest difference in the residential class.

After discussion, the Commission accepted the July Financial and Operations Statement as presented.

Item V. Claims Against The Utility ó there were no claims discussed at this meeting.

Item VI. There were no Purchase Orders over \$10,000.00 issued since the last Commission meeting.

Item VII. Unfinished Business, Taxroll/Landlord Ad Hoc Committee ó Manager of Customer and Utility Services Rodriguez reported on the meeting held August 17. The next meeting is scheduled for August 31 to review consensus items and recommendations to the Commission.

IT Department Feasibility Study ó Co-General Manager/Engineering and Operations Dick Sturm reported the final draft will be issued by September 1. The Commission concurred this information would be included with the September meeting packet.

Item VIII. New Business, Pamela A. Britzke Resolution of Appreciation ó the motion by Comm. Fahrback, seconded by Comm. Guidote, was unanimous to approve the following:

#### RESOLUTION OF APPRECIATION

WHEREAS, Pamela A. Britzke was employed at Menasha Utilities from August 31, 1981, through October 21, 2010, and

WHEREAS, Pamela A. Britzke dedicated 29 years of her life to the Menasha Utilities, serving as Clerk, Customer Service Data Processing Clerk, Customer Service Representative, and Meter Reader;

WHEREAS, Pamela A. Britzke's positive attributes were the dedication she gave to her work, her determination and team spirit, the knowledge of her job, and the respect, courtesy, and cooperative attitude she portrayed towards her co-workers;

NOW THEREFORE BE IT RESOLVED by the Menasha Utilities Commission and the Co-General Managers to extend to Pamela A. Britzke our Sincere Appreciation and Thanks for her dedication and service to the Community.

RESOLVED FURTHER, by the Menasha Utilities Commission and the Co-General Managers that a copy of this resolution be tendered to her as a record of this Appreciation and Thanks.

Passed and approved this 25th day of August, 2010.

2011 Budget Calendar ó Co-General Manager/Business Operations Krause reviewed the budget and planning schedule included in the meeting packet. Two special meetings are scheduled for September 21 and October 27. Last year's strategic plan was included, and recommendations should be submitted to Business Operations.

Recommendation for 2010 Focus on Energy Participation ó Energy Services Representative Mike Malmstead reviewed the memorandum from Roy Thilly regarding this recommendation. Municipal utilities and cooperatives have had the option of whether they wanted to participate in Focus. WPPI, on behalf of its membership, paid for partial participation and member utilities kept their local Commitment to Community Funds for their conservation programs. The investment in Focus has been very good economic investment. Going forward, the PSC is opposing partial participation and will not support it. The recommendation would be to fully participate in the Focus in Energy Program and there will be a mechanism for the local commitment to community programs to continue.

The motion by Comm. Guidote, seconded by Comm. Fahrbach, was unanimously approved on roll call to fully participate in the Focus on Energy Programs for three years beginning in 2011.

FEMA Flood Mitigation Assistance Program Grant ó Mr. Dick Sturm gave an update on the extensive application process in applying for this grant. The Sub-Application is due by September 15, and getting additional help on this project was investigated. The cost of submitting the application was weighed against the risk of not getting the grant, and staff's conclusion was to apply for the 2012 grant cycle.

City Attorney Pamela Captain arrived at 8:15 a.m.

Sodium Hypochlorite Storage Tank Replacement ó Water Plant Supervisor Jerry Sturm reported the current tanks are at the end of their natural life and patching them is not a viable option. The cost of replacing the tanks was not included in the 2010 budget and other projects would have to be delayed to cover a portion of the cost. The remainder of the cost would need to be borrowed from the Water Utility Reserve Fund.

After discussion, the motion by Comm. Guidote, seconded by Comm. Watson, was unanimously approved on roll call to replace the Water Plant Sodium Hypochlorite Storage Tanks utilizing funds from the 2010 budget for repairing the Clearwell West Wall and updating the Laboratory, and from the Water Utility Reserve Fund with the stipulation the Reserve Fund would be replenished in the 2011 budget.

Item IX. Project Reports, UV Certification ó Mr. Jerry Sturm stated they are waiting to hear from Trojan on the testing they recommend be done to the system now that the programming has been uploaded.

WPPI Energy Transaction ó Mrs. Krause reported this project is proceeding as expected.

Item X. Staff Reports, Co-General Manager/Engineering and Operations and Electric and Water Distribution/Safety Report ó there were no additional questions to the reports presented.

Water Plant ó Mr. Jerry Sturm added water quality is still very good, and water consumption is down due to the wet summer weather.

Project Engineer, Telecommunications & Substations ó there were no additional questions to the reports presented.

Co-General Manager/Business Operations ó Mrs. Krause stated invitations to the WPPI Energy Annual Meeting on September 16 should have been received by the Commission.

Customer and Utility Services ó Mr. Rodriguez asked about the payment information that has been included with his report; the Commission concurred this could be done semi-annually instead of monthly.

He also reported the new fire alarm system has been installed and will be tested annually.

Energy Services Representative/Key Accounts ó In response to Comm. Allwardt's question, Mr. Malmstead added the wind energy project at UW-Fox Valley is very preliminary and is in the discussion stage.

Item XI. People from the Gallery to be heard on any items discussed at this Meeting:

Richard Loehning, 321 Willow Lane, asked about fees the Utility incurs for customers making credit card payments.

Mr. Rodriguez added that staff will be investigating the option of only accepting pin based debit card payments instead of credit cards after the summer disconnections are completed.

Item XII. The motion by Comm. Watson, seconded by Comm. Guidote, was unanimously approved on roll call at 8:40 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (g) of the Wisconsin Statutes for the purpose of 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. RE: Litigation

By: MARK L. ALLWARDT  
President

CARLA R. WATSON  
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.