

## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

March 23, 2022

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Don Merkes, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; Paula Maurer, Customer Service Manager; Kurt Melchert, Electric Manager; Ethan Vanderpoel, Engineering Technician; Dawn Lucier, Administrative and Accounting Assistant; and Tammy Phillips, Accounting and Administrative Assistant. Also present telephonically was Elizabeth McMasters of CLA (CliftonLarsonAllen, LLP).

Commission Tines was excused.

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

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

- A. Minutes of the Regular Meeting of February 23, 2022.
- B. Approve and warrant the following payments dated February 24 – March 23, 2022, in the amount of \$4,459,221.60.
- C. Correspondence as listed:
  - Copy of bill insert RE: Solar best practices.
  - Copy of letter to GS-CP1 Customers RE: Energy efficiency programs.
  - Copy of letter sent to customers February through April RE: Delinquent account balances.
  - Copy of press release dated March 17 RE: Moratorium ending April 15<sup>th</sup>.
  - Copy of Home Energy Report for residential customers.
  - Copy of memorandum dated March 16, from Mallory Kleven, Nicole Guld, of WPPI Energy RE: Typical bill comparison summary.
  - Copy of email dated March 4 from Matthew Atienza, APPA Safety Team RE: 2021 Safety Awards of Excellence results.
  - Copy of press release from the City of Menasha Health Department RE: Menasha receiving funding to complete all of the lead service line replacements in 2022.
  - Copy of simplified rate case application – Water Class AB.
  - Copy of water rate increase notice being run in the Post Crescent on March 22.
  - Copy of 2022 Regional Power Dinners event sign up form.
  - Copy of March 2022 MU Employee Newsletter.

With the presence of Elizabeth McMasters, the New Business, Item VII, 2021 Audit was advanced for discussion.

Item VII. New Business, 2021 Audit – The audited financial statements were discussed. The Utilities received a clean opinion with no reported instances of non-compliance on its financial statements and ended the year with a positive net position.

Elizabeth McMasters departed at 8:33 a.m.

Item IV. Claims Against the Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, Purchases 2022-2023 – Due to long lead times, management is requesting to submit purchase orders in 2022 for the 2023 electric and water meter purchases. Financing options, if product arrived early, was discussed.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to direct staff to issue purchase orders for 2023 meters and modules not to exceed the amount listed in the memo.

Item VII. New Business, Compensation Study – The agreement from Carlson Dettmann Consulting is for professional services to provide a market assessment of all the positions in the Utility in the amount of \$10,000. The completion of the study would be scheduled prior to the budget to capture market fluctuations.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve the professional agreement with Carlson Dettman Consulting for the market review not to exceed \$10,000, plus travel and expenses.

Out of State Travel, AWWA Conference – Adam Smith, Water Utility Manager, requested authorization to attend the American Water Works Association ACE 22 Conference in San Antonio, Texas from June 12-16, 2022.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call to approve the out of state travel to the AWWA ACE 22 conference in San Antonio, Texas, for the Water Utility Manager, Adam Smith.

Professional Services Agreement, Water System Modeling – The agreement from McMahan is for professional services which include utilizing and summarizing fire flows, identify areas of distribution system limitations, preparing maps, and reporting the breakdown of fire flows and pressure data.

The Commission asked to have staff create a plan to bring back for discussion.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The February report was discussed.

February Financial and Project Status Reports – Compared to budget, electric consumption was 3% higher, cost of power was 2.7% higher, and Net Operating Income was lower.

Water usage was 5.3% higher than budget and chemical costs were 18% higher per thousand gallons.

After discussion, the Commission accepted the February Financial and Project Status Reports as presented.

Kristin Hubertus departed at 9:15 a.m.

Project Reports, Electric Projects – Staff is working on the SCADA drawings and transformer leak at the Tayco substation.

Water Projects – Crews will be starting the Racine Street roundabout; water distribution is working on leak detection and will be starting valve exercising; and lead service line replacements have begun.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved to adjourn at 9:18 a.m.

By: MARK L. ALLWARDT  
President

GARY TURCHAN  
Secretary