

## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

February 28, 2024

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Antoine Tines, and Gary Turchan (telephonically) present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Service Manager; Kurt Melchert, Electric Manager (telephonically); and Tammy Phillips, Accounting and Administrative Assistant.

Those excused were Comm. Merkes, and Steve Grenell, Engineering Manager

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 January 24, 2024.
- B. Minutes of the Closed Meeting of January 24, 2024
- C. Approve and warrant the following payments dated January 25-February 28, 2024 in the amount of \$7,068,711.46.
- D. Correspondence as listed:
  - Copy of "Proud to be a Locally Owned Utility"
  - Copy of Direct Payment Plan for Menasha Utilities Customers
  - Copy of Thank-You from St. Joseph Food Program RE: 437 lbs of food donated
  - Copy of DSPS Work-Related Injuries & Illnesses
  - Copy of Letter from WPPI RE: Kurt Melchert continuing service on the DSAG
  - Copy of Email from DNR RE: Disregard OWQP's Letter Dated 12/6/23
  - Copy of MU February Newsletter

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, There was no unfinished business discussed at this meeting.

Item VII. New Business, Bucket Truck Purchase for 2026 – Staff is recommending creating a purchase order for an Altec TA-60 Bucket Truck for \$306,496 for the third quarter of 2026.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to create a purchase order for a new bucket truck in 2026.

2024 Water Main Bid Opening – Staff reviewed the bid opening. Eight bids were received with Calnin & Goss, LLC being the lowest bidder.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to award the 2024 Water Main project to Calnin & Goss, LLC in the amount of \$1,198,379.57.

Adam Smith, Water Utility Manager left the meeting at 8:32 a.m.

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

December (unaudited) Financial and Project Status Reports – The December unaudited financials do not include the adjustments for the lease accounting standard, the new standard for subscription-based IT agreements (SBITA), and the WRS and Life Insurance post-employment accrual entries in Administrative and General expense. Electric consumption was lower than budget by 1.9% for YTD 2023. The cost of power was lower in 2023 compared to budget and 2022. Net operating income was higher YTD by \$656,039 due to lower operating expenses and depreciation.

Water usage was 7% higher than budget YTD. Net Operating Income was higher due to adjustments for lower depreciation and taxes in December, along with adjustments for accruals at year end. System losses were slightly above target at 8.8%.

Energy Services – Ballasts and lamps were replaced at Koslo Park in 2023 due to materials on backorder from 2022.

Telecommunications – Net operating income was higher for 2023 due to less distribution expenses.

January 2024 Financial and Project Status Reports – Electric consumption for January was lower than budget by 8.9%, cost of power was 18.7% lower, and Net Operating Income was higher by \$185,763.

Water usage was higher by 18.5%, expenses were lower, and Net Operating Income was higher.

After discussion, the Commission accepted the December 2023 (unaudited) and January 2024 Financial and Project Status Reports as presented.

Project Reports, Electric Projects – Crews worked on seven new services, the new forklift was received, and new transformers were purchased.

Water Projects – Meters and a chlorine analyzer for the High Lift Pump Station were purchased. Two employees started training for the new SCADA system, and GIS Inventory continues.

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 on roll call to adjourn at 9:00 a.m.

By: MARK L. ALLWARDT  
President

GARY TURCHAN  
Secretary