

Minutes for Meeting held on January 12, 2015

The meeting was called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Glen Falkenthal, Dennis Uecker, Bruce Nekich, Todd Tessmann, Cade Schreiber, Barry Moder, and Jamie Kulkee. Kurt Weber was absent.

The minutes from the previous meeting on December 8, 2014 were reviewed. A motion was made by Glen, seconded by Wayne to approve the minutes as written. Motion carried.

A motion was made by Glen, seconded by Bruce to approve the December vouchers #038295-038334, December WPPI Energy power bill and the electronic transfers for a total of \$215,999.90. Motion carried.

The December monthly report was reviewed and accepted as submitted.

The Utility Manager report was given by Todd. The Superintendents Conference is next week in Wisconsin Dells. Todd and Cade will be attending. There was discussion on the water tower by Fireman's hall and looking into getting that parceled off while the ownership of the Fireman's Hall is being discussed by the Village. An update was given about the action that needs to take place this year regarding the phosphorous compliance. Tom from MSA will be assisting with that. An estimate cost of \$4000-\$8000 was given to completely take care of the fish problem in the lagoons. The Vlan/phone system are in the final stages and should be switched over in the next couple months.

There was discussion about installing an AED at the Village Hall/ Utility Office. The item will be added to the 2016 budget.

The upcoming APPA Legislative Rally in Washington DC was discussed and interested commission members can submit their forms to Todd.

More information and pricing will be collected on the costs of outsourcing bill printing and mailing.

The date for the Special January meeting is set for January 26, 2015.

Barry gave the lead operator report. The pH system is officially up and running in December. We have started running water in the low zone. Everything else is performing well at the Treatment Plant.

The Lead Lineman report was given by Cade. There was an outage on Level Valley Road. There also was an outage on Juneau Street that is believe to be caused from a project being done by Waas Boring to extend fiber to the Library.

The next regular meeting is February 2, 2015.

A motion was made by Glen, seconded by Wayne to move into closed session. Motion carried.

A motion was made by Wayne, seconded by Glen to adjourn. Motion carried and meeting adjourned.

Minutes for Meeting held on February 2, 2015

The meeting was called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Glen Falkenthal, Dennis Uecker, Bruce Nekich, Todd Tessmann, and Jamie Kulkee. Kurt Weber was absent.

The minutes from the previous meetings on January 12 & 26, 2015 were reviewed. A motion was made by Glen, seconded by Bruce to approve the minutes as written. Motion carried.

A motion was made by Bruce, seconded by Wayne to approve the January vouchers #038336-038379, January WPPI Energy power bill and the electronic transfers for a total of \$255,548.94. Motion carried.

The January monthly report was reviewed and accepted as submitted.

Todd gave the managers report. An update was given on the phone/Vlan project. There was a frozen pipe/broken meter at 101 N Lake St that the water department was working on the night of the meeting. Cade and Shane are attending Lineman training in Eau Claire. The linemen are working on trimming trees weather permitting. The Griffith Street lift control panel is complete and will hopefully be installed next week (weather permitting).

There is a tentative meeting scheduled for March 23, 2015.

There were no outages to report.

The water utility is running smoothly with no special items to report.

The next regular meeting is scheduled for March 2, 2015.

A motion was made by Glen, seconded by Bruce to adjourn. Motion carried and meeting adjourned.

Minutes for Meeting held on March 2, 2015

The meeting was called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Glen Falkenthal, Dennis Uecker, Todd Tessmann, Cade Schreiber, Barry Moder, and Jamie Kulkee. Kurt Weber and Bruce Nekich were absent.

The minutes from the previous meetings on February 2, 2015 were reviewed. A motion was made by Glen, seconded by Wayne to approve the minutes as written. Motion carried.

A motion was made by Don, seconded by Glen to approve the February vouchers #038380-038427, February WPPI Energy power bill and the electronic transfers for a total of \$292,754.50. Motion carried.

The February monthly report was reviewed and accepted as submitted.

Todd gave the managers report. He provided a lagoon report from MSA regarding the fish population. It is believed that the unexplained fish kill is the reason that the lagoons are performing so well. Todd also gave a demonstration on the new phone system.

A motion was made by Don, seconded by Wayne to approve the clearing of \$12068 on the books per the auditor's recommendations. Motion Carried.

A motion was made by Glen, seconded by Wayne to increase the reserve monthly deposit amounts to \$10,000 for electric and \$1,000 for DNR Replacement. Motion carried.

Glen made a motion to approve the purchase of line materials in the amount of \$43,195.50. Don seconded the motion and the motion carried.

A motion was made by Wayne, seconded by Glen to approve the purchase of a truck cap for a maximum amount of \$1,650. Motion carried.

There was discussion on the recloser project.

Barry gave the Lead Operator report. There was a water main break on Ridge Street. He also reported that things are running efficiently at the wastewater treatment plant with the new phone system in place.

The Lead Lineman report was given by Cade. There were no outages to report for the month. He provided a few reports from the new eReliability Tracker Program.

The next regular monthly meeting is scheduled for April 6th. And there is a tentative special meeting scheduled for April 23rd.

A motion was made by Wayne, seconded by Glen to move into closed session. Motion carried.

A motion was made by Wayne, seconded by Glen to adjourn. Meeting adjourned.

Minutes for Meeting held on April 7th, 2015

The meeting was held at the Electric Shop 443 E Griffith St. It was called to order at 4:30 pm by Don Baumann. Also in attendance were Glen Falkenthal, Bruce Nekich, Todd Tessmann, Cade Schreiber, Barry Moder, and Jamie Kulkee. Kurt Weber, Wayne Schultz, and Dennis Uecker were absent.

The minutes from the previous meetings on March 2, 2015 and March 30, 2015 were reviewed. A motion was made by Glen, seconded by Don to approve the minutes as written. Motion carried.

A motion was made by Don, seconded by Bruce to approve the March vouchers #038429-038493, March WPPI Energy power bill and the electronic transfers for a total of \$260,075.95. Motion carried.

The March monthly report was reviewed and accepted as submitted.

Todd gave the managers report. The Ph system is holding steady and performing well. The phone system is complete.

There was discussion into other delivery methods for disconnect notices. Voice Shot and One Call now were looked at. These are websites that allow you to set an account up and manage online. The companies make phone calls to customers off of a selected list. Charges are based on successful calls. Bruce also mentioned looking into PhoneTree.

Todd is expecting to get quotes back around the middle of April for the 3 phase recloser project.

Barry gave the Lead Operator report. The recirculating pump is in. The pump transfers water from pond 3 to pond 1. There was a minor problem cause by flushable wipes being caught in the propeller of the aerator. A new propeller is coming in at the end of the week to try and solve the problem. Well 2 had some minor maintenance issues over the weekend but those are fixed now.

Cade gave the Lead Lineman report. There were a few outages to report. March 12th there was an outage on Butternut Court for about 30 minutes to an hour. This was a secondary failure. There was also a secondary outage on March 16th on Juneau Street.

The next meeting is scheduled for May 4th, 2015.

A motion was made by Don, seconded by Bruce to adjourn. Meeting adjourned.

Note: The closed session mentioned on the agenda was an error. No closed session was held.

Minutes for Meeting held on May 4, 2015

The meeting called to order at 4:30 pm by Don Baumann. Also in attendance were Glen Falkenthal, Dennis Uecker, Bruce Nekich, Ted Engelbart, Todd Tessmann, Cade Schreiber, Barry Moder, and Jamie Kulkee. Wayne Schultz was absent.

The minutes from the previous meetings on April 7, 2015 were reviewed. A motion was made by Glen, seconded by Bruce to approve the minutes as written. Motion carried.

A motion was made by Bruce, seconded by Don to approve the April vouchers #038494-038538, April WPPI Energy power bill and the electronic transfers for a total of \$251,335.40. Motion carried.

The April monthly report was reviewed and accepted as submitted.

Todd gave the managers report. There is not any paperwork that needs to be completed for the IRS regarding phone reimbursement due to a regulation that was passed in 2010. Old Truck #1 will be auctioned off using Wisconsin Surplus online. This prevents a conflict of interest if an employee or board member is interested in purchasing. State Insurance will no longer be providing coverage effective 2017. An update was given on the Griffith Street Generator. A tax report error has incurred involving Todd and Payment Service Network (PSN). The Utility uses PSN for online payments through our website. They had been using Todd's social security number instead of the Utilities EIN. A resolution is being worked on. The owner of the land next to the treatment plant has expressed interest in annexing the land into the village.

A motion was made by Glen, seconded by Bruce to purchase the recloser, converter, and transformer from G & W for \$24,720. Motion carried.

A motion was made by Glen, seconded by Ted to replace the water service at the Hustisford Community Hall with the size to be determined. Motion carried.

There is a promising outlook from the initial test results from the phosphorus pilot study. Ferric is being fed through a pump on a percentage basis and the output is being tested.

Todd left the meeting early.

Lead operator report was given by Barry. The treatment plant is operating smoothly.

Lead Lineman report was given by Cade. The Oaklawn Estates project is finished. There were a few outages to finish the project. A total of 7 customers were out for 6 ½ hours on 2 separate occasions. There was also a customer on Perch Rd that experienced a brief outage unrelated to the project. The concrete at Berlon is in and now waiting for them to proceed.

The next meeting is scheduled for June 1st.

A motion was made by Bruce, seconded by Ted to adjourn. Meeting adjourned.

Minutes for Meeting held on June 1, 2015

The meeting called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Dennis Uecker, Bruce Nekich, Ted Engelbart, Todd Tessmann, Cade Schreiber, Barry Moder, and Jamie Kulkee. Phil Cossons from Ehlers was also in attendance. Glen Falkenthal was absent.

The minutes from the previous meetings on May 4, 2015 were reviewed. A motion was made by Ted, seconded by Don to approve the minutes as written. Motion carried.

A motion was made by Bruce, seconded by Ted to approve the May vouchers #038539-038581, May WPPI Energy power bill and the electronic transfers for a total of \$230,582.09. Motion carried.

The May monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The utility portion of the Berlon Industry project is complete. A new hydrant will be installed June 8th at the fireman's training tower. A review of how Voiceshot (disconnection notice) program was going was given.

Phil Cosson from Ehlers explained the process of refinancing the Utility 2006 Revenue Bond of \$1,695,000. A motion was made by Bruce, seconded by Ted to recommend to the Village to proceed with the refinancing. Motion carried.

Todd continued with the managers report. The bucket truck is going in for repairs to the control panel. He also mentioned that there were some issues with over the past weekend with our phone system. The internet went down due to a filter issue with Charter and then there was a board/router issue causing the phones to go down. A resolution is being worked on.

A motion was made by Bruce, seconded by Ted to approve the purchase of a recloser from G&W for \$20,820. Motion carried.

There was discussion on the fixed electric charges. The discussion involved increasing the monthly customer charge and decreasing the kwh charge. No decisions were made at this time.

Discussion on the tenant deferred payment agreement was postponed until the next meeting.

There was discussion on extending the WPPI long term power supply contract.

There is an upcoming SCADA Tech training opportunity that costs \$1695 for a 3 day training program. A motion was made by Ted, seconded by Wayne to authorize Nathan to attend RCCI Training when it becomes available including travel and room and board expenses. Motion carried.

The Phosphorus Pilot Study is generating data for the engineers to process. They are currently experimenting with 2 gallons/day.

Barry gave the lead operator report. Things continue to operate smoothly.

Cade gave the lead lineman report. There was a planned outage at W3729 State Rd 60 to retention the line. There were also 2 outages along highway 60 east on May 7th due to high winds. The next project for the electric utility is going to be on Highway E.

The next meeting will follow the decision of the Village with the 4th of July holiday.

A motion was made by Wayne, seconded by Bruce to adjourn. Meeting adjourned.

Minutes for Meeting held on July 6, 2015

The meeting called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Glen Falkenthal, Dennis Uecker, Bruce Nekich, Ted Engelbart, Todd Tessmann, Barry Moder, and Jamie Kulkee. Jodi Dobson from Baker Tilly was also present.

The minutes from the previous meetings on June 1, 2015 were reviewed. A motion was made by Ted, seconded by Wayne to approve the minutes as written. Motion carried.

A motion was made by Glen, seconded by Ted to approve the June vouchers #038582-038626, June WPPI Energy power bill and the electronic transfers for a total of \$218,435.36. Motion carried.

The June monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. They are working with the owner of the apartment building near the Griffith St Generator to get an easement to place the generator on the lot line. There was some discussion about 3rd party inquiries regarding the water tower leases. MSA submitted a letter to the DNR on behalf of the utility in regards to the compliance status report for phosphorus limits. Todd also gave an update on the Bond Refinance. The bond sold to Bankers' Bank.

A motion was made by Glen, seconded by Wayne to approve a donation of \$1000 to the Lake Sinissippi Association to be used for fireworks. Motion carried. It is noted that Ted did not vote because of a conflict of interest.

Jodi Dobson presented a review of the 2014 Audit Report.

A motion was made by Ted, seconded by Wayne to purchase a 48 port network switch. Motion carried.

There was discussion about the CTC Fund Distribution Method. More information is going to be gathered and brought to a later meeting.

The Tenant Deferred Payment Agreements tariff was discussed. Under 2013 Act 274 the following tariff change is proposed. Hustisford Utilities shall offer deferred payment agreements to residential accounts and may offer such agreements to other customers. However, Hustisford Utilities will not offer a deferred payment agreement to a residential customer who is a tenant if any of the following criteria applies:

1. The residential tenant has greater than \$100 of account arrearages that are more than 90 days past due for utilities that bill monthly; or for utilities that do not bill monthly, has greater than \$100 of account arrearages that are past due for more than two billing cycles.
2. The tenant has defaulted on a deferred payment agreement in the past 12 months. This criterion only applied to deferred payment agreements and not to other types of payment extensions or agreements.

3. The residential tenant is responsible for account arrearages that were placed on any property owner's tax bill in the utility's service territory in the past 24 months.
4. The residential tenant has a balance that accrued during the winter moratorium that is more than 80 days past due.

A motion was made by Wayne, seconded by Ted to adopt the 4 provisions to Act 274 and proceed with the filing the case with the PSC. Motion carried with no further discussion.

Discussion was had on extending the WPPI Long Term Power Supply Contract.

The lead operator report was given by Barry. There is currently floating algae in the ponds but it is not causing any troubles with testing/outputs. An update was also given on the phosphorus pilot study.

Todd gave the lead lineman report. There was an outage on 6/10/15 on Lake Drive affecting 25 customers for 40 minutes and also 80 customers for just over 3 hours. A large oak tree came down that tore down the primary and secondary conductors and subsequently started a small wooded area and pickup truck on fire. The current project is installing a new service at the Rod and Gun Club.

The next meeting is scheduled for July 20, 2015 and next regular meeting will be August 3, 2015.

A motion was made by Wayne, seconded by Glen to adjourn. Meeting adjourned.

Minutes for Meeting held on August 3, 2015

The meeting called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Glen Falkenthal, Dennis Uecker, Bruce Nekich, Ted Engelbart, Todd Tessmann, Cade Schreiber, Barry Moder, and Jamie Kulkee.

The minutes from the previous meetings on July 6, 2015 and July 20, 2015 were reviewed. A motion was made by Glen, seconded by Ted to approve the minutes with a minor typing error corrected. Motion carried.

A motion was made by Bruce, seconded by Wayne to approve the July vouchers #038627-038669, June WPPI Energy power bill and the electronic transfers for a total of \$238,195.54. Motion carried.

The July monthly report was reviewed and accepted as submitted.

Todd gave the managers report. The substation was broken into and about 40 feet of copper was taken. He also talked about upgrading the handheld meter reader.

There was discussion about the WPPI Energy Long Term Contract Extension. The main reason for the extension is to allow WPPI a better position when entering into long term borrowing contracts.

If any board members are interested in attending the WPPI Energy Annual Meeting they need to let Todd know soon.

Barry presented the Wastewater Treatment Facility Compliance Maintenance Annual Report and explained the results. A motion was made by Glen, seconded by Ted to approve and submit the report to the DNR. Motion carried.

There was discussion about hiring part time help next year and to include it in the budget that is prepared this fall.

The lead operator report was given by Barry. The current project the water crew will be working on is a new service at the Community Center.

The lead lineman report was given by Cade. They are working on a reconductor job on Hwy E. There were a few outages to report. On August 13th a tree came down on Butternut Court and 38 customers were without power for 6 hours and 15 were without power for 2 hours.

There will be a Special Meeting on August 17th and the next regular meeting will be September 8th.

A motion was made by Wayne, seconded by Ted to move into closed session. Motion carried.

A motion was made by Wayne, seconded by Ted to adjourn. Meeting adjourned.

Minutes for Meeting held on September 8, 2015

The meeting called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Dennis Uecker, Bruce Nekich, Ted Engelbart, Todd Tessmann, Cade Schreiber, and Jamie Kulkee. Glen Falkenthal and Barry Moder were absent.

The minutes from the previous meetings on August 3, 2015 and August 17, 2015 were reviewed. A motion was made by Ted, seconded by Wayne to approve the minutes as printed. Motion carried.

A motion was made by Bruce, seconded by Ted to approve the August vouchers #038670-038711, August WPPI Energy power bill and the electronic transfers for a total of \$266,031.64. Motion carried.

The August monthly report was reviewed and accepted as submitted.

Todd gave the managers report. The file server is being switched over Thursday and Friday of this week. The Griffith Street Generator is being delivered Wednesday. The recloser/fiber project will hopefully be installed in fall. An update was given about wireless LAN access. Todd explained repairs to the plow. There was a switch out behind the dash which is now repaired.

A motion was made by Ted, seconded by Bruce to adopt the SCADA/IT position pay scale including an increase of \$0.87/hour immediately and an addition \$0.87/hour increase in 6 months and to appoint Nathan Schoenike to the position. A roll call vote was taken. Motion carried.

There was discussion about the water rates and future maintenance requirements.

The concept of a community calendar was discussed.

The lead lineman report was given by Cade. There were no outages to report. He gave an update on the recloser project along with a conversion of overhead to underground service on Hazelwood.

The next regular meeting will be held October 5, 2015.

A motion was made by Bruce, seconded by Ted to adjourn. Meeting adjourned.

Minutes for Meeting held on October 5, 2015

The meeting was called to order at 4:30 pm by Don Baumann. Also in attendance were Glen Falkenthal, Dennis Uecker, Bruce Nekich, Ted Englebart, Todd Tessmann, Barry Moder, Cade Schreiber, and Jamie Kulkee. Wayne Schultz was absent.

The minutes from the meetings held on September 8, 2015 were reviewed. A motion was made by Ted, seconded by Bruce to approve the minutes as submitted. Motion carried.

A motion was made by Glen, seconded by Ted to approve the September vouchers of #038714-038759, September WPPI Energy Power bill and the electronic transfers for a total of \$285,071.51. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. There were some minor issues when switching the replacement file server over, but things are functioning properly now. The footings for the Griffith Street generator are being poured Tuesday. A line extension was put in on Maple Road. The new handheld reader is here. The mobile unit was sent in for an upgrade. A PSC hearing was held on September 24th for the ACT 274 tariff changes. We are currently awaiting the final paperwork to put those changes in place. An update was given on the 3 phase recloser project.

The 3 year audit proposal from Baker Tilly is:

2015 \$16,150

2016 \$16,550

2017 \$16,950

A motion was made by Bruce, seconded by Ted to accept the proposal by Baker Tilly. Motion carried.

There was discussion about the CTC funds.

The preliminary 2016 budget was discussed.

Barry gave the lead operator report. The recirculating pump is working well. Everything else at the treatment plant is also running smoothly.

Cade gave the lead lineman report. On September 8th there was one outage on Hwy 60 due to a squirrel in the transformer. On September 19th a tree went down on the lines in the Arrowhead Trail/Butternut Court area. This effected 130 customers for 2 hours 15 minutes and 74 customers for an additional 1 hour.

The next meeting is scheduled for November 2, 2015.

A motion was made by Bruce, seconded by Ted to move into closed session.

A motion was made by Glen, seconded by Bruce to adjourn. Meeting adjourned.

Minutes for Meeting held on November 2, 2015

The meeting was called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Glen Falkenthal, Dennis Uecker, Bruce Nekich, Ted Englebart, Todd Tessmann, Barry Moder, Cade Schreiber, and Jamie Kulkee.

The minutes from the meetings held on October 5, 2015 were reviewed. A motion was made by Ted, seconded by Bruce to approve the minutes as submitted. Motion carried.

A motion was made by Glen, seconded by Wayne to approve the October vouchers of #038760-038793, October WPPI Energy Power bill and the electronic transfers for a total of \$252,150.85. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. He gave a construction project update. The fiber project is about ¾ installed and both reclosers are in and waiting on engineering for some configuring.

A motion was made by Wayne, seconded by Ted to authorize the donation of a basin and electrical installation with associated materials to the Booster Club concession stand project. Motion carried.

A motion was made by Glen, seconded by Ted to recommend to the Village Board a wastewater rate increase of 3%. A roll call vote was taken, motion passed.

There was discussion about transferring CTC Funds to the State program. No decision was made at this time.

A motion was made by Ted, seconded by Glen to approve two registrations for XLReporting Training at an estimated cost of \$5500 for March 2016. The cost of the program is \$995 for 2 days and the utility will also cover airfare and lodging. Motion carried.

A motion was made by Wayne, seconded by Ted to approve Asplundh tree trimming contract for an estimated cost of \$18,000 for 3 weeks of trimming. Motion carried.

The public power week grill winners were picked. The lucky recipients were Debbie Luedke and Scott & Pam Kinczfoegel.

There was discussion on the 2016 budget.

The lead operator report was given by Barry. Operations are running smoothly.

The lead lineman report was given by Cade. There were no outages to report and tree trimming has started along Hwy 60.

December 7th will be the next regular meeting.

A motion was made by Bruce, seconded by Ted to adjourn. Meeting adjourned.

Minutes for Meeting held on December 7, 2015

The meeting was called to order at 4:30 pm by Don Baumann. Also in attendance were Wayne Schultz, Glen Falkenthal, Dennis Uecker, Bruce Nekich, Ted Englebart, Todd Tessmann, Barry Moder, and Jamie Kulkee. Cade Schreiber was absent.

The minutes from the meetings held on November 2, 2015 were reviewed. A motion was made by Glen, seconded by Ted to approve the minutes as submitted. Motion carried.

A motion was made by Bruce, seconded by Wayne to approve the November vouchers of #038794-038835, November WPPI Energy Power bill and the electronic transfers for a total of \$217,583.35. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The reclosers need their final programming and testing and have an estimated installation date in January. The cost of the XLReporter Training is expected to be lower than estimated. The Griffith Street generator project is complete. Nathan is working at getting all of the generators on the SCADA system.

There are two options being looked at for health insurance for 2016. They are Humana and United Health Care. The options that are being looked at are at a comparable cost to the previous years.

The 2016 budget was reviewed. A motion was made by Don, seconded by Ted to adopt the 2016 budget including operating revenues for all three utilities of \$3,460,670 which includes a 2% wage increase for employees. A roll call vote was taken. Don-yes, Wayne-yes, Bruce-yes, Ted-yes. Motion carried. A note was made that Glen left at 5pm before discussion took place regarding the budget.

There was discussion about transferring the CTC funds to the state program.

The lead operator report was given by Barry. They are starting their winter preparations at the wastewater treatment plant. They are also starting winter phosphorous tests for the phosphorous pilot study.

The lead lineman report was given by Todd. There was 1 outage to report. The cause of the outage is unknown. It occurred on November 7th and 83 customers were out of power for an hour.

The next regular monthly meeting is scheduled for January 11th and the February meeting is set for Monday February 8th.

A motion was made by Ted, seconded by Wayne to move into closed session. Motion carried.

A motion was made by Wayne, seconded by Ted to adjourn. Meeting Adjourned.