

Minutes for Meeting held on January 11, 2016

The meeting was called to order at 4:30 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 meeting held on December 7, 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 Glen, seconded by Ted to approve the December vouchers of #038854-038876, December WPPI Energy Power Bill and the electronic transfers for a total of \$237,990.53. Motion carried.

A note was made that a policy needs to be written regarding the any shared equipment and the proper way to handle maintenance costs.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. An update was given on the recloser project and tree trimming. XLReporter Training is pushed off until fall for Nathan and he is registered for Isagraf Training. An update was given on the water main break on Tweedy Street. It was stressed that the main break was not caused by the water fights that were held by the fire department. Todd displayed the SCADA system for everyone and showed that the break occurred the day before the water fights.

A motion was made by Ted, seconded by Glen to approve the transfer of health insurance coverage from WPS to United Health Care. Motion carried.

A motion was made by Don, seconded by Ted to approve the transfer of bill printing from in house to InfoSend. Motion carried.

There was discussion on the attendance of commission members to the Legislative Rally in Washington DC. Those interested in attending were Glen, Ted, and Todd.

Discussion was had regarding the lighting maintenance on the water towers.

The commission discussed the transportation options for servicing customers on Anthony Island.

The lead operator report was given by Barry. The winter phosphorus pilot study is ongoing.

The lead lineman report was given by Cade. There was 1 outage to report on December 28th at N3655 County Rd E for less than 1 hour. The connector disconnected from high winds.

The next meeting is scheduled for Monday February 8th.

A motion was made by Glen, seconded by Ted to move into closed session. A roll call vote was taken. Don – yes, Glen – yes, Bruce – yes, Ted – yes. Meeting was moved into closed session.

A motion was made by Glen and seconded by Ted to adjourn. Meeting adjourned.

Minutes for Meeting held February 8, 2016

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

The minutes from the meeting held on January 11, 2016 were reviewed. A motion was made by Glen, seconded by Don to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Glen to approve the January vouchers of #038877-038922, January WPPi Energy Power Bill and the electronic transfers for a total of \$245,397.91. Motion carried.

The managers report was given by Todd. An update on construction projects was given. They would like to get the reclosers hung before spring. An update was also given regarding the outsourcing of our bill print. There was discussion about the Griffith Lift bypass. A motion was made by Don, seconded by Glen to authorize the purchase of the Griffith Street Lift bypass for a quoted price of \$4980. Motion carried.

There was discussion about the accountants recommendation on realigning the cash accounts.

The lead operator report was given by Barry. He noted the phosphorous pilot is complete and the next step is to pilot during high flows that come in the spring to make sure we can stay in compliance. Barry also mentioned doing maintenance on the valves at both wells.

Cade gave the lead lineman report. There were no outages to report. They are currently working on tree trimming. He did mention that there was a street light on Juneau Street that was damaged by a vehicle again.

There is a change to the next meeting. The next monthly meeting will be held on Thursday March 3rd. Those packets will be emailed to the commissioners.

Before the meeting adjourned Todd gave a demonstration of the recloser project that the crew has been working on.

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

Minutes for Meeting held March 3, 2016

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 Engelbart, Todd Tessmann, Cade Schreiber and Jamie Kulkee. Barry Moder was absent.

The minutes from the meeting held on February 8, 2016 were reviewed. A motion was made by Glen, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Bruce, seconded by Ted to approve the February vouchers of #038923-038972, February WPPI Energy Power Bill and the electronic transfers for a total of \$241,190.89. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The APPA conference in Washington DC is next week. Todd, Glen and Ted will be attending. Cade and Shane will be attending a locator training in Oconomowoc in April. Some maintenance on the valves at the WWTP is being performed. The recloser on Arrowhead Trail is up and operating. Todd also gave an update on tree trimming and InfoSend.

Additional pricing options were requested for servicing Anthony Island and we are going to revisit the item next month.

There was discussion about the Community Hall lighting project. A motion was made by Don, seconded by Ted to authorize expenditure of \$800 for the Community Hall lighting project upon final review. Motion carried.

The Lead Operator report was given by Todd. The wastewater treatment plant is performing well considering this spring transitional time of year.

The Lead Lineman report was given by Cade. On February 27th a tree branch fell on a power line leaving 7 customers without power for approximately 45 minutes. On the 29th some roots pushed a conductor into a transformer pad causing one customer a partial power outage.

The next meeting is scheduled for April 4th.

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

Minutes for Meeting held April 4, 2016

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 Engelbart, Todd Tessmann, Cade Schreiber, Barry Moder and Jamie Kulkee.

The minutes from the meeting held on March 3, 2016 were reviewed. A motion was made by Glen, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Glen, seconded by Ted to approve the March vouchers of #038973-039016, March WPPI Energy Power Bill and the electronic transfers for a total of \$224,204.09. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers report. He gave a construction update. The reclosers are coming between June-August and anticipation of installation in September. Todd did some research and found from Rural Water that the obstruction lights on the water towers are no longer needed. The next time the lights burn out we will not be replacing them. An InfoSend update was given. An update on the APPA Legislative Rally was also given.

Discussion was had in regards to servicing Anthony Island customers. A motion was made by Glen, seconded by Ted to approve the purchase of a boat trailer and Suzuki motor for \$1705 from Ox-Bo Marine. Motion carried.

An update was given on the Community Hall lighting project. Trade allies from the Focus on Energy program are going to come and give an estimate for the project. More information will be provided once the estimates are in.

A motion was made by Ted, seconded by Bruce to recommend to the Village Board that it maintains the ordinance regarding sewer connection fees and lower the fee to \$0. Motion carried.

A motion was made by Wayne, seconded by Ted to authorize the purchase of service restoration equipment for a price of \$2550. Motion carried.

The WPPI Regional meeting will be held on May 11th at the Golden Mast Inn in Okauchee, WI. All commission members are able to attend with the exception of the Village President Dennis Uecker.

Barry gave the lead operator report. A copy of the Water System Annual Compliance Report was given to the commission. The commission would like to extend congratulations to Barry and Nathan on a job well done for the Annual Compliance Report.

The lead lineman report was given by Cade. There was 1 outage to report on Butternut Court. A tree took down a service and 1 customer was without power for approximately 5 hours.

The next meeting will be held Monday May 2nd.

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

Minutes for Meeting held May 2, 2016

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 Engelbart, Todd Tessmann, Cade Schreiber and Jamie Kulkee. Barry Moder was absent.

The minutes from the meeting held on April 4, 2016 were reviewed. A motion was made by Glen, seconded by Ted to approve the minutes as submitted. Motion carried.

A motion was made by Wayne, seconded by Ted to approve the April vouchers of #039017-039064, April WPPI Energy Power Bill and the electronic transfers for a total of \$231,262.72. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers' report. One 3-phase recloser is in and 2nd one should arrive sometime in June, the engineers will need to design the control settings before installing, performance testing will be completed after programming. Tree trimming and spraying is continuing. The valve turner that was approved in the budget is being purchased for the budgeted amount.

There was discussion about a customer request for a 3 phase line extension on Level Valley Road to build a milking parlor. The customer was given an estimated cost that they would have to pay to have that line extension completed. Including converting approx. 5000 ft of 2-phase line to 3-phase and installing at least 300ft of underground primary. It was also discussed that since this line is already 50 plus years old it might make financial sense to rebuild the line entirely now rather than just adding the 3rd phase. A motion was made by Ted, seconded by Wayne to approve the rebuilding the line to a new 3-phase line in conjunction with the customer line extension, if the project proceeds. Motion carried.

An update was given on the Community Hall lighting project.

Cade gave the lead lineman report. There were no outages to report. There is a new house that was built on Butternut Trail and a new pole was put in behind Bethany. Cade also gave a demonstration on the service saver device that was approved last month.

The next regular commission meeting will be June 6th. At that time a special meeting for June 20th will be discussed.

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

Minutes for Meeting held June 6, 2016

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 Engelbart, Todd Tessmann, Barry Moder, Nathan Schoenike and Jamie Kulkee. Cade Schreiber was absent. Karen Kuehl from the Booster Club was also present.

Karen Kuehl presented information on the concession stand project taking place at the Hustisford High School football field. They are on their final leg of the project hoping to raise enough funds to install bathrooms in the stand. She said they are looking for donations to help complete the project.

The minutes from the meeting held on May 2, 2016 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 May vouchers of #039069-039105, May WPPI Energy Power Bill and the electronic transfers for a total of \$231,373.86. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. He gave a construction update. An update was given on the 3 phase line conversion on Level Valley Road. A new chlorine pump for well 3 has been ordered. An update was given on the recloser project. Nathan also gave a demonstration on a new siren control system.

A motion was made by Wayne, seconded by Ted to authorize the transferring of our local CTC program to the state administered Low Income Energy Assistance program. Motion carried.

Barry gave the lead operator report. The recirculating pumps are currently running and everything at the plant is operating really well.

Todd gave the lineman report. He had no outages to report.

A special meeting will be held June 20th at 4:30 pm.

The next regular commission meeting will be tentatively held July 5th, pending a decision by the Village Board as to which night their meeting will take place. The utility commission will meet the same night they choose.

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

Minutes for Meeting held June 20, 2016

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

The compliance maintenance report was reviewed. A motion was made by Glen, seconded by Ted to approve the compliance maintenance report as submitted. Motion carried.

The commission wants to commend the Water/Wastewater department on a job well done after reviewing the compliance maintenance report.

The Booster Club project was discussed. It was decided that at this time there would be no monetary donation made to the project. The utilities will offer services to the project if they can help that way.

The commission reviewed the long range utility requirements and financing. The replacement of the remaining 4 inch main in the village was discussed. The Ridge Street main will be a priority project expected around 2020-2021 with decisions needing to be made by 2019. Other streets include the alley east of Ridge Street, and the alley near the Fire Station. Other items discussed were equipment/vehicles that will need to be replaced. These include the electric backhoe and bucket truck. The sewer department has the phosphorus removal system project and dredging of the lagoons as future projects.

A motion was made by Ted, seconded by Wayne to move into closed session. A roll call vote was taken. Don-yes, Wayne-yes, Bruce-yes, Glen-yes, Ted-yes. Meeting was moved into closed session.

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

Minutes for Meeting held July 5, 2016

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 Engelbart, Todd Tessmann, Barry Moder and Jamie Kulkee. Cade Schreiber was absent.

The minutes from the meeting held on June 6, 2016 and June 20, 2016 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 June vouchers of #039106-039150, June WPPI Energy Power Bill and the electronic transfers for a total of \$224,036.40. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers report. The electric utility took their utility plow in for service. The recloser was installed on Daley Road.

The draft audit report was reviewed.

Barry gave the lead operator report. Things are running smoothly at the treatment plant.

The lead lineman report was given by Todd. There were two outages to report. On June 5th a tree took down a service on Hwy R leaving 1 customer without power. The other outage was on June 15th on West Lakeview Road where a tree landed on a transformer causing the line fuse to blow. A total of 9 customers were effected with this outage.

The next regular meeting will be on August 8th.

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

Minutes for Meeting held August 8, 2016

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, Barry Moder and Jamie Kulkee. Cade Schreiber and Ted Engelbart were absent.

The minutes from the meeting held on July 5, 2016 were reviewed. A motion was made by Bruce, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Glen, seconded by Wayne to approve the July vouchers of #039151-039196, July WPPI Energy Power Bill and the electronic transfers for a total of \$247,442.45. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers report. There is heavy tree cover on Anthony Island in the overhead lines. The option of converting the islands primary and secondary lines to underground was discussed. The service lines would remain overhead. The trouble with the conversion would be getting the equipment to the island. The Nehls farm project on Level Valley is delayed. The customer is hoping to have things in place by the end of the year so we can move forward once the frost is out of the ground in the spring. Letters went out to customers on Spruce Street and Lakeview Road that will be effected by a cable replacement project.

The WPPIenergy Annual meeting is coming up on September 14-16th. Interested commission members should let Todd or Jamie know so we are able to make reservations.

The discussion on Preliminary Compliance Alternatives was tabled until next month.

Discussion was had about the requirements for an eye wash station for the effluent pH system.

A motion was made by Bruce, seconded by Glen to accept the 2015 audit report as submitted. Motion carried.

Barry gave the lead operator report. He thanked the commission for approving the purchase of a new valve turner. This is a great addition to the water/wastewater department. Everything else is running smoothly at the treatment plant.

Todd provided the lineman report. There were 2 outages to report. Two customers experienced an outage on Spruce Street and 1 customer had an outage on Anthony Island due to storm damage.

The next meeting is scheduled for Tuesday September 6th at 4:30pm.

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. Meeting adjourned.

Minutes for Meeting held September 12, 2016

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

The minutes from the meeting held on August 8, 2016 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 Ted to approve the August vouchers of #039197-039235, August WPPI Energy Power Bill and the electronic transfers for a total of \$264,194.02. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The recloser projects are complete including the fiber. We have been experiencing trips in the new reclosers. The issue has been sent to the engineers for review and a programming fix. The crew is also working on some line maintenance in Hillcrest Rd.

A motion was made by Don, seconded by Ted to adopt the Preliminary Compliance Alternative Plan as submitted by MSA. Motion carried.

There was discussion on the eye wash station for the pH system. It was recommended to submit a variance to install a lower cost option.

A motion was made by Glen, seconded by Ted to purchase the demo cordless/hydraulic cutter from Utility Sales Associates for \$1960. Motion carried.

A motion was made by Ted, seconded by Glen to approve the purchase of a chipper box for the flatbed truck contingent on the Village of Hustisford approval of their share at 50% of the cost. Motion carried.

The preliminary 2017 budget was discussed.

The lead operator report was given by Barry. The pumping stations are keeping up with the large amounts of rainfall we have had. The manhole at Tweedy and Highland is scheduled for rehab.

There were no outages to report.

The next meeting is scheduled for October 3rd, 2016.

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

Minutes for Meeting held October 3, 2016

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

The minutes from the meeting held on September 12, 2016 were reviewed. A motion was made by Ted, seconded by Glen to approve the minutes as submitted. Motion carried.

A motion was made by Glen, seconded by Wayne to approve the September vouchers of #039236-039275, September WPPI Energy Power Bill and the electronic transfers for a total of \$253,896.78. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. Cade gave a demonstration of the new cutter tool that was purchased. The Spruce street project is starting this week. WPPI is holding an orientation on November 3rd. Any interested commission members should let Todd or Jamie know by October 28th if they wish to attend. Virginia Wick, a customer of Hustisford Utilities, won an iPad Air2 by responding to a WPPI survey request on the renewable energy program. The APPA Legislative Rally is scheduled for February 27 – March 1.

There was discussion on the 2017 budget items

The lead operator report was given by Barry. Between August and September we reported over 13 inches of rain. The treatment plant and lift stations are handling this well.

The lead lineman report was given by Cade. There were no outages to report. Upcoming projects include taking the 2-phase line on Hillcrest Road down to a single line. They will also be removing an overhead service on Thornow Rd.

The next regular commission meeting is scheduled for November 7, 2016.

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

Minutes for Meeting held November 7, 2016

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 Engelbart, Todd Tessmann, Barry Moder, Cade Schreiber and Jamie Kulkee.

The minutes from the meeting held on October 3, 2016 were reviewed. A motion was made by Ted, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Glen, seconded by Ted to approve the October vouchers of #039276-039319, October WPPI Energy Power Bill and the electronic transfers for a total of \$285,118.59. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. A list of possible topics for the next APPA Legislative Rally was handed out and briefly discussed. Todd mentioned the possibility of going in for an electric rate case next year with a possible implementation date of January 2018, 3 years from our last rate increase. Construction updates were given. The Hillcrest Road project is complete. The Spruce Street project is almost finished, just the street lights portion of the project remains. Todd discussed LED bulbs for street and overhead light use.

There was discussion on possibly purchasing a VHF radio repeater in the future.

A motion was made by Wayne, seconded by Glen to approve the purchase of an eye wash station for \$2046.68 from USA BlueBook. Motion carried.

The winners were drawn for our Public Power Week raffle. The winner of the \$100 utility bill credit was Christine Schmidt. There were 6 \$50 utility bill credit winners. They were Donald Roth, Richard Anderson, Cherie Roraff, Dan Kuehl, Maynard Pieper, and Richard Burch. Congratulations to all our winners.

There was discussion on the 2017 budget.

Barry gave the lead operator report. The wastewater treatment plant continues to run smoothly. The manhole at Tweedy & Highland St was relined and epoxied this month.

Cade gave the lead lineman report. There were 2 planned outages and 1 unplanned outage in October. The planned outages were on Spruce Street. Each outage affected 2 customers for about 2 hours. The other outage was on Hazelwood Rd that was out for roughly 45 minutes and affected 15 customers.

The next regular commission meeting is scheduled for December 5th.

A motion was made by Wayne, seconded by Glen to move into closed session. A roll call vote was taken, Don-yes, Wayne-yes, Glen-yes, Bruce-yes, Ted-yes. Commission was moved to closed session.

A motion to adjourn the closed session was made by Ted and seconded by Bruce. The motion passed and the Commission moved into the open session.

The open session addressed the budgetary item of employee compensation. After a brief discussion on this issue a motion to increase employee compensation by a cost of living increase of 2% was made by Ted. The motion was seconded by Bruce. After a brief discussion on the motion, mainly to clarify some points, the question was called. The motion passed and employee compensation for 2017 will increase by 2%.

There be no further business a motion to adjourn was made by Glen and seconded by Ted. Motion passed and the meeting was adjourned.

Minutes for Meeting held December 5, 2016

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

The minutes from the meeting held on November 7, 2016 were reviewed. A motion was made by Ted, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Bruce, seconded by Ted to approve the November vouchers of #039320-039361, November WPPI Energy Power Bill and the electronic transfers for a total of \$209,582.63. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers report. The Spruce Street cable replacement and lighting project is now complete. There are a few poles on Level Valley Road that need to be replaced over winter. Tree trimming will be starting up soon. Asplundh is coming towards the end of December/beginning of January. The Howard substation transformer samples have testing positive for water in the sample. New samples were taken today after changing the sample stem. The SCADA server project is taking a little longer than anticipated. It is likely this project will continue into 2017. The local safety program is going down to 5% of a person from 10% of a person to lower the costs of the program for the village and utility. Health insurance rates are decreasing 5% for 2017. The Community Hall furnace needs about \$350-400 worth of materials to fix it. It was decided that the utility will absorb those charges as community projects. The school concession stand is in need of an electrician. Todd is going to look at what is needed. The VHF radio has been taken out of the 2017 budget. The cost kept going up, it will be revisited next year.

A motion was made by Bruce, seconded by Ted to adopt the 2017 budget as submitted. Motion carried.

The lead operator report was given by Barry. The acid and ferric tanks were topped off to prepare for the upcoming cold winter months. Both the water and sewer plants are in compliance with end of year DNR testing. All things are running smoothly.

The next regular scheduled commission meeting is set for January 9, 2017.

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