

Minutes for Meeting held on January 8, 2018

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 December 4, 2017 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 Dennis to approve the December vouchers #39875-39923, December WPPI Energy Power Bill, and the electronic transfers for a total of \$256,424.30. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. An update was given on the recloser project. The recloser will be installed at the intersection of Juneau St and Hwy 60. The JCB backhoe was picked up on Sunday January 7th. We will likely have to put safety rails on the top of the water towers. This is for the safety of our staff along with the people that rent space at the top of the towers. Todd will continue to research this. An update was given on the controllers. We are looking at alternative options for controllers. The company we have been purchasing from are discontinuing the product. An update was also given on the street lighting project.

There was discussion on the AMI presentation from last month.

The treatment plant pump replacement was discussed.

Barry gave the lead operator report. The wastewater treatment plant finished with a good year. Starting to plan for the spring needs. Three water meters and pipes froze at 505 W Griffith St. They were able to change the frost plates on the meters and the owner had to call a plumber for their broken pipes. A heater was never turned on in their meter room.

Cade gave the lead lineman report. There was 1 outage to report. A pine tree took out the line on Arrowhead Trail and 44 customers were out of power for about 15 minutes. There is a new service that went in on Mark Lane.

The next meeting is scheduled for February 5th.

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

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

Minutes for Meeting held on February 5, 2018

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

The minutes from the meeting held on January 8, 2018 were reviewed. A motion was made by Dennis, seconded by Glen to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Glen to approve the January vouchers #39924-39962, January WPPI Energy Power Bill, and the electronic transfers for a total of \$230,477.32. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. Asplundh is coming within the next few months to begin tree trimming. PSE will be here tomorrow (February 6th) to update the reclosers. There was a meeting with Doris from the DNR about our upcoming permit renewal.

There was discussion on the purchasing of adapter brackets for LED street lighting. The cost is \$67/light and there are 48 lights that need adapters. A motion was made by Glen, seconded by Dennis to approve the purchasing of the adapters for \$3216 plus the cost of shipping with funds coming from the reserve account. Motion carried.

The pump at the treatment plant is currently not working properly. Todd received quotes from L.W. Allen and Xylem for 2 new pumps. A motion was made by Dennis, seconded by Glen to purchase 2 pumps from L.W. Allen for the price of \$32172 using DNR Replacement funds. Motion carried.

The cross connection contract proposal from Hydrocorp was reviewed. A motion was made by Dennis, seconded by Glen to approve the 2 year contract with Hydrocorp for \$10680. Motion carried.

There was discussion about AMI vs AMR.

Barry gave the lead operator report. There is roughly 18 inches of frost in the ground in the streets. Customers have been running water for the utility to try to prevent main breaks. Everything else is running smoothly at the treatment plant.

Cade gave the lead lineman report. There were no outages to report. They have been focusing on tree trimming.

The next meeting will be March 5th at 4:30 pm.

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

Minutes for Meeting held on March 5, 2018

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 February 5, 2018 were reviewed. A motion was made by Dennis, seconded by Glen to approve the minutes as submitted. Motion carried.

A motion was made by Ted, seconded by Wayne to approve the February vouchers #39963-040005, February WPPI Energy Power Bill, and the electronic transfers for a total of \$213,336.66. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. An update was given on the wiring project at the wastewater treatment plant. The recloser project is ready to be tested and installed.

A motion was made by Ted, seconded by Wayne to approve the purchase of breakers for the Community Hall. The funding would come from Utility and WPPI community funds.

The APPA Legislative Rally trip was discussed. It was attended by Todd, Don and Glen.

Discussion was had on AMI vs AMR.

A motion was made by Dennis, seconded by Glen to approve Cade attending the APPA O&E Conference via the scholarship he received from WPPI. Motion carried.

The lead operator report was given by Barry. The numbers are looking great at the treatment plant. Once the ice is gone he will put the recirculating pumps in and start running them.

The lead lineman report was given by Cade. There were no outages to report. He shared the 2017 Annual Benchmarking Report provided by APPA.

The next meeting is scheduled for April 9, 2018.

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

Minutes for Meeting held on April 9, 2018

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, Cade Schreiber, and Jamie Kulke. Ted Engelbart was absent

The minutes from the meeting held on March 5, 2018 were reviewed. A motion was made by Dennis, seconded by Glen to approve the minutes as submitted. Motion carried.

A motion was made by Glen, seconded by Wayne to approve the March vouchers #40006-040057, March WPPI Energy Power Bill, and the electronic transfers for a total of \$243,805.98. Motion carried.

The 2017 yearend report and the February to date report were reviewed. There was a unanimous consensus to authorize Todd to contact WPPI for an electric rate review.

The managers report was given by Todd. The street lights on Juneau Street are going up. They have been working on the septic at the High School football stand. Majority of their work has been down at the treatment plant wiring the generator. Asplundh was here last month and they got a lot done. They were here for 9 days. The reclosers are ready to be put up.

The draft audit report was handed out for review. Zak Bloom from Wegner CPAs will be at the next meeting.

The preliminary compliance requirements for the treatment plant permit were reviewed.

The lead operator report was given by Barry. Things are going well at the treatment plant.

The lead lineman report was given by Cade. He didn't have any outages to report. They have been working on installing the street lights. He also handing out a Certificate of Excellence in Reliability that the Utilities received for significantly outperforming the electric industry national average in reliability.

The next meeting is scheduled for May 7,2018.

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

Minutes for Meeting held on May 7, 2018

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

Zak presented the 2017 audit summary.

The minutes from the meeting held on April 9, 2018 were reviewed. A motion was made by Don, seconded by Ted to approve the minutes as submitted. Motion carried.

A motion was made by Ted, seconded by Wayne to approve the April vouchers #40058-040102, April WPPI Energy Power Bill, and the electronic transfers for a total of \$227,489.69. Motion carried.

The monthly report was reviewed and accepted as submitted

The managers report was given by Todd. The bathrooms at the concession stand at the high school are done. The reclosers are ready and just have to be put up. We are working with MSA on the Treatment Plant permit and waiting on the final draft. The pump replacement project is getting pushed back to June. We will be testing the substation interrupter with AC Engineering this summer. Some poles and other materials were purchased.

A motion was made by Don, seconded by Ted to approve proceeding with the electric rate study. Motion carried.

The discussion on financing and rate options for the treatment plant phosphorus compliance was tabled until a future meeting.

Discussion on AMI was tabled until a future meeting.

The lead operator report was given by Barry. There was a very late pond turnover this year because of the weather. The recirculating pump and aerators are running.

The lead lineman report was given by Cade. There were no outages to report. They had to replace a pole that was rotted and broke. Cade said the APPA O&E Conference in Raleigh, NC was very good.

The next meeting is scheduled for June 4th.

A motion was made by Don, seconded by Wayne to accept a letter of resignation given by Nathan Schoenike. Motion carried.

A motion was made by Ted, seconded by Wayne to move to closed session. A roll call vote was taken with all voting yes. Motion carried.

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

Minutes for Meeting held on June 4, 2018

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.

The minutes from the meeting held on May 7, 2018 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 May vouchers #40103-040149, May WPPI Energy Power Bill, and the electronic transfers for a total of \$210,708.18. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. There was discussion on switching to AMI. The handheld radio will not have support after 2020. The substation circuit switcher had a small gas leak. Todd is going to get an alarm on the circuit switcher and connect it to the SCADA to detect any future leaks. The buttons on the D.O. (dissolved oxygen) meter are starting to stick causing some troubles with testing. The treatment plant pumps are going in on June 20th. A repeater update was given. They are currently monitoring frequencies to find the best one to minimize interference. Ken Pfeifer is cutting the lawn at the treatment plant.

An update on the treatment plant permit was given.

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

There was discussion about the vacant utility position.

The lead operator report was given by Barry. The plant numbers are looking good. We had a total of 6.83" of rain this month.

The lead lineman report was tabled until next month.

The next meeting is scheduled for July 2nd.

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

Minutes for Meeting held on June 18, 2018

A special meeting of the Utility Commission 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, and Jamie Kulkee.

There was discussion on the workload structure for the water, wastewater and electric departments. The discussion included after hours call duties, proposal to cross train employees, and re-align workload.

Todd also gave a visual demonstration of the SCADA system.

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

Minutes for Meeting held on July 2, 2018

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.

The minutes from the meetings held on June 4, 2018 and June 18, 2018 were reviewed. A motion was made by Dennis, seconded by Glen to approve the minutes as submitted. Motion carried.

A motion was made by Ted, seconded by Wayne to approve the June vouchers #40150-040202, June WPPI Energy Power Bill, and the electronic transfers for a total of \$214,943.08. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The recloser project is complete. Shortly after installation it was used to restore power to Sinissippi Point customers after an underground fault by the elderly housing. An update was given on the radio repeater. The treatment plant pump replacement is done and the generator is operating at 480 volts. WPPI offers an advanced cyber security monitoring for \$4300. It is the new generation fire wall. This might be something to consider in the future.

The final treatment plant permit went into effect July 1, 2018

The proposal for the treatment plant software replacement was tabled for next meeting.

An update was given for the next steps for the phosphorus TMDL compliance.

The AMI decision timeline was tabled until next meeting.

The lead lineman report was given by Cade. A failed underground caused an outage. There were 163 customers affected. 108 were out for just under an hour and 55 were out for 1 hour and 40 minutes. The residents at 450 S Lake St were out for roughly 6 hours. That is where the failure occurred.

The next meeting is scheduled for August 6th.

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

Minutes for Meeting held on Aug 6, 2018

The meeting was called to order at 4:30 pm by Don Baumann at the Wastewater Treatment Plant. 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 meetings held on July 2, 2018 were reviewed. A motion was made by Glen, seconded by Wayne to approve the minutes with a minor correction as submitted. Motion carried.

A motion was made by Dennis, seconded by Ted to approve the July vouchers #40203-040246, July WPPI Energy Power Bill, and the electronic transfers for a total of \$285,218.56. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The repeater is in and working great. The company that previously serviced our treatment plant software program is not in business anymore and the company that took over for them isn't doing a good job servicing the product. Looking into switching to a SyTech program XLReporter. There are some XLReporter online classes coming up that would be good for Todd to register for. There was an update given on the aerator repairs. They were able to use some spare parts on-hand and repaired the ones we have. We will add new aerators to the budget.

Todd is going to contact Zak Bloom at Wagner Accounting to get a quote for assistance in long range financial planning. It is tabled until the quote is received.

WPPI offers a cyber security service that offers enhanced layers of security including next generation firewalls. A motion was made by Ted, seconded by Glen to accept the WPPI proposal for cyber security with an annual fee of \$4650 to take effect when available. Motion carried.

The staff re-alignment proposal was discussed. Cade and Shane will cross train and learn the water department duties along with getting their water licenses. Barry will continue his water/sewer license. A future employee will be hired as an electric groundman. A motion was made by Ted, seconded by Wayne to approve the staff re-alignment proposal. Motion carried.

A motion was made by Dennis, seconded by Ted to approve the movement from AMR to AMI. Motion carried.

Todd will be sending out information about the WPPI Annual Meeting at the Marriott in Madison.

Barry gave the lead operator report. The high zone tower is going to be cleaned out and painted this month. The radium samples that were sent in came back good.

Cade gave the lead linemen report. There was an outage on July 26. About 15 customers were affected for about 10-15 minutes.

We took a tour of the wastewater treatment plant.

The next meeting will be September 10th.

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

Minutes for Meeting held on September 10, 2018

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, Cade Schreiber, Barry Moder and Jamie Kulkee. Glen Falkenthal was absent.

The minutes from the meetings held on August 6, 2018 were reviewed. A motion was made by Dennis, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Ted, seconded by Dennis to approve the August vouchers #40247-040279, August WPPI Energy Power Bill, and the electronic transfers for a total of \$279,380.78. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. An XL Reporter update was given. We have well 2 online and are receiving data. We are waiting for well 3 network equipment to get that online as well. The substation regulator was not working properly. They thought it was a motor that was failing but turned out to that it was something that we could fix ourselves. The engineers tested it and everything is working well. The oil tank located at the village garage needs to be removed or another container needs to be used. Todd will look into the matter further. The high zone tower maintenance is complete and the tower is back online. An AMI update was given. We can ease into the program after the 1st of the year and slowly transition into it. The larger costs of conversion are not charged until the water installation begins. Todd and Jamie were on a conference call with Laserfiche. Our software will need to be updated in the future if we plan to continue using it. There are several options available.

A motion was made by Wayne, seconded by Ted to approve Sabels manhole valve repair estimate of \$19,875 on a time and material price. Motion carried.

A motion was made by Dennis, seconded by Ted to authorize Wegner CPA to proceed with preparing the long range financial plans for the water and wastewater utilities. Motion carried.

The MEUW meeting is coming up October 23rd at Hi-Way Harry's in Johnson Creek. Please let Todd or Jamie know if you are able to make it by the next meeting.

The lead operator report was given by Barry. The commission thanked the employees for all of their hard work with the heavy rains that we had. We didn't have any direct pumping into the river and the system was able to handle the extra flows.

The lead lineman report was given by Cade. We are having issues with pelicans flying into our electric lines and causing substation trips. There have been 3-4 trips that we are aware of. On September 8 there was a squirrel vs transformer on Highway 60 that caused an outage. On the 26th a tree fell on the line on Arnold Road and the single phase failed. This caused the substation to trip and 130 customers were out of power for approximately 1.5 hours due to a programming issue on the recloser.

The next meeting is October 8th.

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

Minutes for Meeting held on October 8, 2018

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

The minutes from the meetings held on September 10, 2018 were reviewed. A motion was made by Wayne, seconded by Ted to approve the minutes as submitted. Motion carried.

A motion was made by Ted, seconded by Glen to approve the September vouchers #40280-040317, September WPPI Energy Power Bill, and the electronic transfers for a total of \$292,803.19. Motion carried.

The monthly report was reviewed and accepted as submitted.

The manager's report was given by Todd. XL Reporter is being used with our SCADA for the well & treatment plant software. The controls in the regulator are not working properly. The substation is currently offline. We are working on getting that repaired soon. It is recommended to change them every 10 years and the reclosers every 20 years. An update was given on the valve repair at the treatment plant.

A 2019 budget update was given.

An update on the treatment plant phosphorus upgrade was given.

The MSA engineering quote was reviewed and discussed.

The MEUW district dinner is October 23rd at Hi-Way Harry's in Johnson Creek. Glen, Don, Wayne, Ted and Todd are available to attend. Jamie will check with Dennis and Bruce to see if they are available.

Cade gave the lead lineman report. There was an outage on 9/2 on Hwy DJ. A single home was without power for about 1 ½ hours due to a lightning damage to the transformer.

The next meeting is scheduled for November 5th.

Don presented his letter of resignation as utility chair effective immediately. He wishes to remain on the utility commission. A motion was made by Don to set the term of chairman at 3 years. There was no second so that motion failed. A motion was then made by Ted, seconded by Wayne to set the chairman term at 5 years. Motion carried. A call for nominations was presented. A motion was made by Ted, seconded by Wayne to nominate Glen as the chairman. A roll call vote was taken. Wayne – yes, Glen – yes, Don – yes, Ted – yes. Motion carried. A motion was made by Don, seconded by Glen to appoint Wayne as the secretary. Motion carried.

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

Minutes for Meeting held on November 5, 2018

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

Zak presented the draft versions of the long-range financial plan for water and sewer.

The minutes from the meetings held on October 8, 2018 were reviewed. A motion was made by Wayne, seconded by Don to approve the minutes as submitted. Motion carried.

A motion was made by Dennis, seconded by Wayne to approve the October vouchers #40318-040356, October WPPI Energy Power Bill, and the electronic transfers for a total of \$236,825.91. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. He presented the software program XL Reporter and some of the features available. The substation regulator repairs are complete. We are experimenting with the date that we run the arrears graph information. We are looking at running it the same date each month to make it more consistent and not very so much when the meeting is held. We are gathering data right now and will present the information in January.

The 2019 budget was discussed. The health insurance is going up 1.6% and planned wage increase of 2%.

A treatment plant phosphorous update was given.

Attendance at the APPA Legislative Rally was discussed. Bruce, Glen and Todd have decided to go.

The Public Power Week raffle winners were drawn. The \$100 winner – Shannon Meier. There were 6 \$50 winners – Mike Koch, Mark Connolly, Cynthia Martinez, Days Gone By, Kathie Bock, and Gerald Luedke. Congrats to the winners.

Cade gave the lead lineman report. On 10/6 a storm took a tree down on the line causing the west side of Oakwood Boulevard to be out for about 1.5 hours. There was a planned outage on 10/24 to transfer lines to a new pole. Six customers were out for roughly an hour.

The next meeting is scheduled for December 3rd.

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

Minutes for Meeting held on December 3, 2018

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

The minutes from the meeting held on November 5, 2018 were reviewed. A motion was made by Don, seconded by Ted to approve the minutes as submitted. Motion carried.

A motion was made by Ted, seconded by Wayne to approve the November vouchers #40357-040391, November WPPI Energy Power Bill, and the electronic transfers for a total of \$248,891.66. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. They are looking into using XL Reporter to send notices regarding dam changes. If the dam is adjusted, it will automatically send an email 15 minutes later. The substation property insurance is going to increase next year 24.9% from \$800 to \$1400 and increase again the following year. It was noticed in an internal review by our insurance company that they had it improperly coded in their system causing undercharging.

A motion was made by Don, seconded by Ted to approve the 2019 budget. Motion carried.

An update on the electric rate case was given. We are proposing a customer charge increase and a usage charge decrease.

A treatment plant phosphorus update was given. The proposed project final plan and specifications has to be submitted to the DNR by the end of the year. Todd is hoping to have estimated project plans next month.

Barry gave the lead operator report. The wastewater treatment plant numbers are looking good and they are ready for winter.

The next meeting is scheduled for January 7th.

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