

### Minutes for Meeting held on January 6, 2020

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

The minutes from the meeting held on December 9, 2019 were reviewed. A motion was made by Ted, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Dennis, seconded by Ted to approve the December vouchers #40888-40921, December WPPI Energy Power Bill, and the electronic transfers for a total of \$200,954.53. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. An update was given on the high zone antenna. A response request was sent to US Cellular to build a safety rail at the top of the tower as part of their updates. We are now waiting for a response. The new pickup truck was purchased from Grinwald Ford for \$27,029 (including licensing & title fees). The truck will be picked up tomorrow. An update was given on the dental insurance. Employees will be purchasing their own plans for a cost of about \$30/person.

Todd gave an AMI update. Todd will be ordering 300 electric meters. The cost is around \$31,000 and it takes about 4-5 months to receive the meters and equipment.

An update was given on the treatment plant building. The building arrived in December and all work is basically done with it. The only remaining issue is the door is hitting the cement pad. They are working on finding a resolution.

Logan Boldt is currently taking the 9 month lineman program at Moraine Park in Beaver Dam. A motion was made by Ted, seconded by Wayne to appoint Logan as a full time lineman apprentice starting in May. A roll call vote was taken with all present voting yes. Motion carried.

The lead operator report was given by Cade. He presented an outage report for 2019. There were 9 outages during the year. The causes for the outages were 2 underground failures, one lighting strike and the remaining outages were caused by trees.

Barry gave the operator report. He explained some of the upcoming projects for the year. They include testing the sludge from the 3 ponds, sewer relining, and TMDL pounds of phosphorous reporting. On the water side we will have lead/copper testing. We had 40 inches of rain during 2019. Kevin is attending the MEG meeting Wednesday.

The next meeting is scheduled for February 3<sup>rd</sup>, 2020.

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

### Minutes for Meeting held on February 3, 2020

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

The minutes from the meeting held on January 6, 2020 were reviewed. A motion was made by Dennis, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Dennis to approve the January vouchers #40922-40958, January WPPI Energy Power Bill, and the electronic transfers for a total of \$233,563.90. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. He gave an update on the high zone water tower. We have received a response from US Cellular and they have agreed to put up a safety rail as part of their planned updates/revisions. Approval by the commission was given for them to proceed with the proposal. An update was given on the well 3 chlorinator. We were given 2 options from the company when we first experienced problems, replace the chlorinator or get a new pump. We chose the chlorinator and it did not work. We then had to purchase a new pump and install that. The pump seems to be handling the chlorine issues we were having, but we are left with a new chlorinator that we do not need. Todd is going to try to get the company to stand behind their recommendation and try to receive credit for the original purchase. Todd gave an update on the substation network switch/fiber conversion. He also let the commission know about upcoming material purchases that were in the budget. We will be purchasing transformers from Resco, xarms from Border States, cable from Irby, tree trimmers from Asplundh will be here in February, electric AMI meters this summer, and poles this fall.

There was discussion about the sale of the retired water/wastewater vehicle. A motion was made by Wayne, seconded by Don to approve the sale of the vehicle on the WI Surplus website. Motion carried.

We had planned on using XLReporter for our wastewater software since that is what is used for the water department. That program is not going to work for what we need. Todd and Barry are looking into other software programs to use. LW Allen offers a software package for \$11,000 and \$13,000 for programming. They will speak with them to get more information before the next meeting.

Zak Bloom is no longer at Wegner CPA's. Todd and Jamie will discuss with the auditors the future of Wegner's and continuing to perform utility audits. We may need WPPI's help to send out an RFP in May/June.

A chemical building update was given.

Cade gave the lead lineman report. There were no outages to report in January. There was a street light hit on the corner of Tweedy and Lake St by the Lake Street Inn. Two customers on Lake Drive requested disconnections for some tree trimming at their properties. They were reconnected the following week. Barry gave the operator report. He handed out a monthly flows chart displaying the flows and effluent. There was a water main break at the intersection of Griffith and Ann Street. We have put the new chlorine pump in and have been monitoring it this past week.

We will follow the Village Board for the next meeting date. Proposed to change the date to March 9<sup>th</sup>.

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

### Minutes for Meeting held on March 9, 2020

The meeting was called to order at 4:30 pm by Glen Falkenthal. Also in attendance were Don Baumann, Dennis Uecker, Ted Engelbart, Todd Tessmann, Cade Schreiber, Barry Moder and Jamie Kulkee. Wayne Schultz and Mike Grant were absent. Mike Laue from MSA Engineering arrived at 5 pm.

The minutes from the meeting held on February 3, 2020 were reviewed. A motion was made by Dennis, seconded by Don to approve the minutes as submitted. Motion carried.

A motion was made by Dennis, seconded by Don to approve the February vouchers #40959-41003, February WPPI Energy Power Bill, and the electronic transfers for a total of \$329,705.32. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers' report was given by Todd. They are looking at options of either converting the post top fixtures with retrofit LED bulbs for around \$100 or replacing the entire fixture for \$385. There is cost advantage to retrofitting with LED bulb, but the longevity is less than a fixture is designed as an LED. The retrofit seems to be the best option for us. There are about 60 fixtures that need to be converted. This will likely be in the 2021 budget. He also gave an update on the Windows 10 upgrades and Virtual Machine installations that will be completed in the next month or so.

A motion was made by Don, seconded by Ted to approve the US Cellular antenna modifications, including installing a new safety rail, agreement. Motion carried.

There was discussion about the water/wastewater software. Altonex Control Systems, a division of LW Allen, offers a WIMS reporting software for \$23,697. The estimated yearly maintenance cost is \$1500. A motion was made by Ted, seconded by Dennis to approve the replacement software from Altonex/LW Allen for \$23,697 to be used from sewer reserve funds. Motion carried.

A chemical building update was given by Todd. The amount that Hustisford Utilities will be borrowing from Hustisford State Bank will be \$140,000. Todd is working with the bank to finalize the paperwork.

Mike Laue from MSA Engineering gave a presentation on the proposals regarding water/wastewater installation in the TIF district. Three options were presented. Option 1 had an estimated cost of \$388,000 and included a small diameter-low pressure sewer system with privately owned grinder pumps. The second option included a small diameter-low pressure forcemain with Village owned grinder pump station and gravity sewer. This option is estimated at \$426,000. The third option included an open cut 10" gravity sewer (west end) thru wetland plus 8" gravity sewer (east end). The estimated cost is \$450,000. This option would require additional DNR permitting for about \$10,000 that is not included in the estimated cost. There was discussion about how the contribution in aid of construction (CIAC) will apply to the TIF district and raise the payment in lieu of taxes (PILOT). There were no decisions or recommendations made to the Village at this time.

There were 3 bids that were received for the Geotechnical Services for water/wastewater soil boring in the TIF District. The bids were received as follows: Intertek PSI-\$4250, Giles Engineering Associates-\$4586, and Soils & Engineering Services Inc-\$4955. A motion was made by Dennis, seconded by Ted to recommend hiring Intertek PSI for \$4250 for the geotechnical services for soil boring in the TIF district. Motion carried. The lead lineman report was given by Cade. There were 5 customers that were without power due to a transformer being hit by a car. Asplundh will be here for 4 weeks doing tree trimming.

We are also looking at getting a quote from them to do brush cutting/mowing this summer. Cade also mentioned that there were 5 light poles that have been hit, 1 fire hydrant, and 1 transformer in the last few weeks.

The operator report was given by Barry. The 2019 Water Quality Report was included in the packets for review. There were 2 water main breaks on Ridge Street. They were at the same location.

The next meeting is scheduled for April 6<sup>th</sup>.

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

### Minutes for Meeting held on April 6, 2020

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

The minutes from the meeting held on March 9, 2020 were reviewed. A motion was made by Ted, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Ted to approve the March vouchers #41004-41042, March WPPI Energy Power Bill, and the electronic transfers for a total of \$234,793.01. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers report. He went over the ongoing staff protections regarding Covid-19. Jamie is currently working from home. The electric and water/sewer employees are rotating on call shifts. They are also limiting contact by only having 1 person in a vehicle. Things have been going well. With the weather becoming nicer this will probably be the last week for on call staff. There are outdoor projects that they can start working on. Kevin is going to be painting fire hydrants starting next week. A tentative start date for the new lineman Logan will be April 20<sup>th</sup>. Koch's will begin boring projects. We have some work on Arrowhead Court and Level Valley Road. We will try to schedule Koch's for work on Anthony Island for after Labor Day. Electric/water/sewer staff are signed up for flagger training. The sanitary districts have been billed for their portions of the chemical building project for the bills we have received so far. Hubbard Sanitary District #1 share is 26.4% and were billed \$53,181.05 and Hubbard Sanitary District #2 was billed \$24,311.34 or 12.07%. There are a few remaining bills that we have not received yet.

The 3 different options for water/wastewater extension were reviewed. The commission feels that the gravity lift station would not be practical because it would need to be placed deep due to the elevation changes of the property (option #3). A motion was made by Dennis, seconded by Don to recommend to the Hustisford Village Board option #1 for the water/wastewater extension. Motion carried.

The lead lineman report was given by Cade. There were no outages to report for March. They were called out this past weekend for a pole on fire. It was caused by burning the ditch and the pole caught fire. The pole is currently being braced and they are looking to buy a new pole from Hartford.

The operator report was given by Barry. Preliminary work was done by Visu-Sewer for the sewer relining project. Barry had to turn up the chemical feed additions due to spring pond turnover. He also made sure that we have enough chemicals and supplies on hand since the shipping/delivery times are a little longer than usual.

The next meeting is scheduled for May 4, 2020.

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

### Minutes for Meeting held on May 4, 2020

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

The minutes from the meeting held on April 6, 2020 were reviewed. A motion was made by Ted, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Dennis, seconded by Ted to approve the April vouchers #41043-41084, April WPPI Energy Power Bill, and the electronic transfers for a total of \$238,172.81. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers report. A Covid-19 staff protections update was given. Jamie is continuing to work from home. The village hall lobby is closed, the drive thru is available. Employees are traveling 1 person per vehicle. Logan needs to return to lineman school May 18-29<sup>th</sup>. Logan will receive a \$500 WPPI scholarship. There will be work done on the substation recloser. We need voltage reference available. Frontier has filed for bankruptcy. They have 1 electric/water/sewer account with us and are billed annually for pole contacts. Boardman Clark was contacted for reference and are going to keep an eye on it for us. We don't feel that we are going to lose anything with it. Their accounts are paid up-to-date. We are going to schedule Wegner Accounting to come to next months meeting. MEUW is putting on a webinar/test for flagger certification. The certification is required for state highway work, and it will likely be required for county roads in the future. An update was given on the Chemical building. Everything is complete except for a little scada work. It has been working well. Kevin will be sandblasting and repainting the older fire hydrants. We received out billing audit findings letter. The main finding was that during our last rate case the late payment penalty was changed from 1% to 3%. We are now being required to back-bill the difference in late payment penalties from August 2019 – February 2020. WPPI is working on calculating the amounts.

A motion was made by Don, seconded by Wayne to approve the purchase of rubber gloves and sleeves from Hi-Line Utility Supply for \$733.28. Motion carried.

The lead lineman report was given by Cade. A construction update was given. They changed the pole on Perch Rd that was damaged during a ditch burning. A new home/service was installed on Mark Lane. A new 3-phase service was put in on Lake St. Koch's finished Level Valley Rd boring. The landscaping is done on Oakwood Blvd. Cade worked with Kevin flushing all the hydrants.

Barry gave the operator report. Visu-Sewer finished the sewer main relining last month. It was done on North Lake St and North & South Highland St. There was 1 complaint from a customer and it ended up being roots in his lateral.

The next meeting is scheduled for June 8<sup>th</sup> at 4:30 pm.

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

### Minutes for Meeting held on June 8, 2020

The meeting was called to order at 4:30 pm by Glen Falkenthal. Also in attendance were Wayne Schultz, Dennis Uecker, Ted Engelbart, Todd Tessmann, Cade Schreiber, Barry Moder and Jamie Kulkee. Don Baumann was absent. Also in attendance via Zoom were Jessica Nordenstrom & Scott Haumersen from Wegner CPA's.

Scott and Jessica presented an overview of the 2019 audit.

The minutes from the meeting held on May 4, 2020 were reviewed. A motion was made by Dennis, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Dennis, seconded by Ted to approve the May vouchers #41085-41135, May WPPI Energy Power Bill, and the electronic transfers for a total of \$275,548.02. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. An update was given on COVID-19 procedures. The lobby remains closed and we are utilizing the drive-thru window. Logan finished nine month school at MPTC. An update was given on the substation reclosers. We are running the pump manually at the chemical building. We still need to get SCADA online. The cement slab issue by the door has been fixed. There were issues with the West Griffith lift pump. They were clearing grease from the lines and the propellers were damaged by nuts that were in the lines. Both pump impellers had damage and will need to be replaced. They are currently operational. An update was given on the AMI meters.

An update was given regarding the PSC billing audit and back-billing the penalties. Todd is going to submit a letter to the PSC stating we can supply the list of calculations with our audit findings, but we do not feel that it is right to back-bill the customers.

The 2019 Compliance Maintenance Annual Report was reviewed. A motion was made by Dennis, seconded by Wayne to approve the 2019 Compliance Maintenance Annual Report and submit it. Motion carried.

The lead lineman report was given by Cade. There was an outage on May 24<sup>th</sup>. Transformer troubles on Oaklawn Rd caused 40 customers to go without power for about 1 hour and 1 customer was out of power for about 2 hours. There were multiple outages June 2-3. Tree damage was the reason 15 customers were out for about an hour and 29 customers were out for under 6 hours. Three services needed to be fixed before those lines could be energized. There is a new service/home going up on County Rd DJ. Koch's will be boring out on Bitternut Trail and Arrowhead to replace overhead to underground.

Barry gave the operator report. There have been some BOD and suspended solids issues. He thinks that the algae is creating high suspended solids. It was brought up that we speak with MSA again about killing off the carp in pond 3. They had investigated the carp issue in 2015 and their findings letter was handed out and discussed. Barry will contact MSA with questions and to get updated cost information. For now there will be higher chemical bills trying to keep in compliance.

The next meeting is scheduled for July 6<sup>th</sup>.

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

### Minutes for Meeting held on July 13, 2020

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

The minutes from the meeting held on June 8, 2020 were reviewed. A motion was made by Dennis, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Ted to approve the June vouchers #41136-41177, June WPPI Energy Power Bill, and the electronic transfers for a total of \$235,799.16. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. An update was given on the substation recloser work. The recommendation we received from AC Engineering was to continue to monitor the oil in the transformers. They added reference voltage to the substation. We are waiting to receive the cutouts. An update was given on the Frontier Bankruptcy. An AMI update was given. The electric meters that were ordered are all here and we have 2 gatekeepers. Logan will be attending a locating seminar in Eau Claire August 11<sup>th</sup>. His apprenticeship could possible start August 3<sup>rd</sup> in Green Bay.

The utility arrears and disconnection requirements were discussed. Past due notices were mailed out at the end of June reminding customers that they had a past due balance and disconnections were going to start in July. July 15<sup>th</sup> disconnection notices will be mailed out and disconnections will take place at the end of July.

An update was given regarding the back billing for late payment fees from our previous rate case. The PSC has denied our request to not charge the penalties for the six months the incorrect penalty rate was used.

We are working with MSA to discuss the fish/carp problems in the lagoons at the treatment plant. Todd and Barry are going to schedule a time for a company to come for a site visit and discuss options.

The lead lineman report was given by Cade. A construction update was given. Arrowhead Court is finished and switched to underground. There was an outage on the 2<sup>nd</sup> of June. Fifteen customers were out for 50 minutes and 29 customers were out for about 5.5 hours. A tree is the reason for the outage. Last week there was 1 customer out for 1.5 hours on DJ due to a transformer issue.

Barry gave the operator report. The amount of ferric being used has increased, but that has kept us in compliance. We were supposed to be testing for lead and copper but that was delayed. We are now waiting for approval from the DNR before the testing can begin.

Our next meeting is scheduled for August 3, 2020.

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



### Minutes for Meeting held on August 3, 2020

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

The minutes from the meeting held on July 13, 2020 were reviewed. A motion was made by Dennis, seconded by Ted to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Ted to approve the July vouchers #41178-41216, July WPPI Energy Power Bill, and the electronic transfers for a total of \$255,036.36. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. There is a meeting scheduled (via phone) for August 10<sup>th</sup> with WPPI to discuss the next steps for setup and installation. The substation switches arrived last week. We are receiving \$2900 from WPPI for community recharge funds. We have decided to give money to the school districts, Hustisford and Bethany, to use for sanitation projects for the upcoming school year. A 2020 budget update was given. Logan is attending lineman school this week at Northeast Technical College in Green Bay.

A motion was made by Ted, seconded by Don to approve the apprenticeship training reimbursement contract with Logan Boldt.

There was discussion about the late payment penalties. It was decided that we will not charge late payment penalties for the remainder of the year and begin in January 2021. The PSC has instructed utilities that penalties may not be charged on balances accrued during the COVID stay at home orders (from March – July).

There was discussion about the fish in lagoon 3. MSA is working on getting permits. We are looking at tentatively beginning eradication in the beginning of September.

The lead lineman report was given by Cade. There was an outage on Hwy DJ for just under 2 hours that affected 1 customer. Eighteen customers were out on Hickory Rd due to a squirrel. A new pole was placed on Oakwood Blvd off Hwy 60. They have finished clearing trees by Ryan Peplinski. There has been discussion about putting that service underground next year.

The operator report was given by Barry. The West Griffith check valves are changed. Barry has turned down the amount of ferric that is being added to the ponds. Sludge samples have been taken and sent in for testing. This is required every 5 years. We are still waiting for the DNR for the lead/copper testing.

The next meeting is scheduled for September 8<sup>th</sup> at 4:30 pm.

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

### Minutes for Meeting held on September 8, 2020

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

The minutes from the meeting held on August 3, 2020 were reviewed. A motion was made by Wayne, seconded by Dennis to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Ted to approve the August vouchers #41217-41257, August WPPI Energy Power Bill, and the electronic transfers for a total of \$301,781.64. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The HLT (Hot Line Tag) issue has been resolved. There was a programming issue that was corrected, and everything has been working correctly. An update was given on the AMI project. Staff had training on mCare and we have installed 19 meters. There are a few new services being installed. There were 2 outages at Gene Nehl's property. There is a heavy load on the service and the first outage was a failed transfer switch and then a week later was a transformer. There was also an outage on Spruce Street. An underground cable failed.

An update was given regarding our auditors. Wegners CPS's is no longer performing utility audits. We will put an RFP out to find another firm.

There was discussion about the vacuum excavator. Todd explained equipment that was demonstrated by the utility. It will be used by all 3 utilities. We will put a vacuum excavator in the budget next year.

The fish eradication project in pond 3 will cost about \$10,000 for the treatment chemicals. We are hoping to get this done this month. A motion was made by Dennis, seconded by Wayne to proceed with Aquatic Biologists for the fish eradication.

WPPI offers financing for AMI projects and have also extended that to energy efficiency projects. The loan is a no interest, 10 year loan with a 1% fee at startup. The utility is going to use this financing for their AMI project and we can include funding to finish up the street lights project. This would save the village approximately \$4300/year by switching the remaining lights to LED. A motion was made by Wayne, seconded by Ted to recommend to the Village Board that we finance the AMI project and street lights through WPPI. Motion carried.

An update was given on the late payment penalties. We will have the back-bill amounts placed on the bills in October and a letter will go out to the customers explaining what happened.

The next meeting is scheduled for October 5<sup>th</sup>.

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

### Minutes for Meeting held on October 5, 2020

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

The minutes from the meeting held on September 8, 2020 were reviewed. A motion was made by Dennis, seconded by Ted to approve the minutes as submitted. Motion carried.

A motion was made by Don, seconded by Dennis to approve the September vouchers #41258-41300, September WPPI Energy Power Bill, and the electronic transfers for a total of \$262,033.27. Motion carried.

The monthly report was reviewed and accepted as submitted.

The Managers report was given by Todd. An AMI update was given. We had originally purchased 305 AMI meters. We have kept some on hand for failures and the rest have been installed. Todd has ordered more meters for next year. It is estimated that it will take 20 weeks for delivery, but some may come in sooner. The fish removal project is complete. We filled a 20 yard dumpster from Advanced Disposal. He has noticed extended delivery times for materials so he will be ordering transformers soon for next year. An update was given about the WPPI borrowing. We are looking to borrow \$180,000 for 10 years. \$150,000 will be used towards the AMI project and \$30,000 for street lighting.

A motion was made by Ted, seconded by Dennis to approve \$600 high zone grading to fix the driveway. It will cost \$1200 and it will be split with the Village. Motion carried.

There was discussion on quotes received for security entrance at the Village hall. We received a quote from Hometown Glass for \$5910 to add a secure entrance to the Village hall. The Village board is going to discuss the quote at their meeting. The utility is in favor of the secure entrance at the Village hall.

The quote received from Hometown Glass for the electric shop entrance door replacement was \$4615. Todd is going to try to get more quotes. It will be in the budget for next year.

The 2021 budget was reviewed.

The lead lineman report was given by Cade. The Spruce St project is coming along nicely. The cable is in and the transformers are going in tomorrow. Hydrant flushing will be on Wednesday. The High School parking lot lights have been converted to LED and the JHE lights are wired and going in soon. There are several other projects going on, larger service for Gene Nehls, new homes on Cty Rd E and Mark Ln, a primary extension Spring Creek Rd. And installation of new AMI meters in the village.

Barry gave the operator report. The fish kill was very successful. It was a great team project and went smoothly with everyone's help. We plan on discharging effluent October 8<sup>th</sup>. We have kept in contact with the DNR throughout the process. The lead & copper tests are done and in compliance. We will be doing sludge sample analysis this year.

There will be a special meeting October 19<sup>th</sup> or 26<sup>th</sup>. A date will be decided after speaking with the absent commission members. The regular commission meeting will be November 9<sup>th</sup>.

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

### Minutes for Meeting held on October 26, 2020

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

Todd shared pictures of the substation projects.

Jamie gave a demonstration of the MyAccount portal that is available for customers to use through our website to make payments and track water and electric usage.

There was discussion about new auditing firms for 2021.

The required bucket truck repairs were discussed. A quote from Utility Sales was reviewed. Todd is going to get another quote before the next meeting.

The 2021 budget was reviewed.

A motion was made by Don, seconded by Dennis to move to closed session. A roll call vote was taken with all votes yes and they entered closed session.

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

### Minutes for Meeting held on November 9, 2020

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

The minutes from the meeting held on October 4, 2020 and October 26, 2020 were reviewed. A motion was made by Dennis, seconded by Wayne to approve the minutes as submitted. Motion carried.

A motion was made by Dennis, seconded by Ted to approve the October vouchers #41301-41351, October WPPI Energy Power Bill, and the electronic transfers for a total of \$287,201.73. Motion carried.

The monthly report was reviewed and accepted as submitted.

The managers report was given by Todd. The water/sewer pickup truck was sold for \$4550 on the Wisconsin Surplus website.

Hubbard Sanitary District #2 has requested that we provide SCADA support for their district. Mike Cappello reached out to Todd because they would like SCADA support for their main pumping station. There was discussion about the requirements the district would need to complete to enable support. A motion was made by Wayne, seconded by Ted to proceed with setup of Hubbard Sanitary District #2 SCADA support. Motion carried.

The specifications for the hydro excavator were reviewed. Todd shared photos and videos of the products that were demoed. Both units have a hydraulic boom with remote control option that would relieve operator fatigue and possible back injuries while using the 4" suction hose. The additional cost of this option is between \$15,000 and \$16,000. It was the consensus that over the life of the machine this was an invaluable option. A motion was made by Dennis, seconded by Wayne to adjust the budget to include the purchase of the hydraulic boom option. Motion Carried.

The 2021 budget was reviewed and discussed. A motion was made by Dennis, seconded by Ted to approve the 2021 budget. Motion carried.

The auditing firm quotes were reviewed. We received quotes from Baker Tilly and Huberty CPA's. After discussion, a motion was made by Wayne, seconded by Ted to approve Baker Tilly as our auditing firm for 2021.

The lead lineman report was given by Cade. A pole was changed out on Elmwood Rd and by Gene Nehls. A new service was installed on Arrowhead Ct and another new home will be ready for service soon. The John Hustis Elementary School LED lights are complete. The Spruce St project is nearing completion. The Spring Creek Rd site is ready for service when requested. There were no outages to report.

The operator report was given by Barry. The BOD and suspended solids graph was handed out. The water is very clear after the fish disposal project. A pH probe has been installed for the feed system.

The Public Power Week winners were drawn: Congratulations to the winners.

\$100 – Martin Wojcik

\$50 – James Olsen

\$50 – Jeff Kohloff

\$50 – Lorraine Mueller

\$50 – Richard Kuehl

\$50 – Karen Lang

\$50 – Ty Hildebrandt

The next meeting is scheduled for December 7<sup>th</sup>.

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

### Minutes for Meeting held on December 7, 2020

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

The minutes from the meeting held on November 9, 2020 were reviewed. A motion was made by Dennis, 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 #41352-41382, November WPPI Energy Power Bill, and the electronic transfers for a total of \$254,248.48. Motion carried.

The monthly report was reviewed and accepted as submitted.

Todd gave the managers report. There are 480 new AMI meters that were delivered last week. A Covid-19 update was given. Employees are limiting contact with each other, traveling with 1 person per vehicle where practical and wearing masks when in the same room. Jamie is working from home. An update on the street lights and material purchases was given. There is progress with the DOT on the property off of highway 60. We will need poles and primary cable for the project so Todd is ordering the materials so we do not have to wait for them when the project advances. He will also bid street lights through the WPPI contract. We need post top, roadway, and flood lights to complete the street lighting in the village. The APPA Legislative Rally is going to be held virtually in 2021. Todd has been in contact with Hubbard Sanitary District #2 and submitted an agreement to them outlining the costs and requirements for SCADA support. The setup for the control panels will be exactly the same as the other panels we have and the maintenance and software costs would be divided between users. A motion was made by Don, seconded by Wayne to proceed with Hubbard Sanitary District #2 SCADA agreement. Motion carried.

The quotes for the Hydro-vac Excavator were reviewed and discussed. When the utility staff tried out the equipment, they preferred the Ditch Witch units functionality over the Vermeer. The Vermeer proposed price was \$102,010 and the Ditch Witch proposal was \$95,500. This price from Ditch Witch included the hydraulic boom and heater. A motion was made by Ted, seconded by Dennis to approve the purchase of the Ditch Witch Vac unit with trailer for a total of \$95,500. Motion carried.

The WPPI loan documents were reviewed. A motion was made by Wayne, seconded by Don to approve the WPPI Loan Documents for the \$180,000 loan. Motion carried.

Todd gave the outage report. There was a failed arrestor on Level Valley Rd where 3 customers were out of power. On November 27<sup>th</sup>, a squirrel was in the line at Berlon causing an outage.

Barry gave the operator report. The numbers at the wastewater treatment plant have been good since the fish kill. The transfer pump was removed from the ponds to prevent freezing damage. When we do this the numbers generally trend up, so we will keep an eye on it.

The next meeting is scheduled for January 11<sup>th</sup>, 2021.

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