

Regular Meeting of the Water Works and Lighting Commission
Wednesday, January 13, 2021

There were present:

Commissioner Scott Kellogg
Commissioner Tom Nowak
Commissioner John Bergin
Commissioner Rick Merdan by audio conference
Commissioner John Harper by audio conference

Also in attendance: Jem Brown, Roxanne Gronski, Todd Weiler, Dale Scheunemann, and Jeff Kuhn. In attendance via audio conference: Matt Stormoen, Josh Elliott, Lynn Schroer, and Sean Wall.

1. Call to Order

Chairman Tom Nowak called the meeting to order at 1:00 PM.

2. Approval, additions or corrections to the minutes of the following meeting

2.1 Regular Commission Meeting held December 9, 2020

There was a motion made by John Bergin, seconded by Scott Kellogg, and carried to approve the minutes of the Regular Commission Meeting held December 9, 2020 and to place them on file. There were no nay votes recorded.

3. Action items

There were no action items.

4. Department Updates

4.1 Safety Committee Report

The safety committee meeting minutes and the safety coordinator's monthly report were reviewed. Sean Wall stated that he completed updating the emergency response protocol for the well houses. This protocol will be published in a pdf format and will be immediately accessible to the water crew via their mobile phones.

4.2 Line Superintendent's Report

This report was reviewed and December outages were discussed.

4.3 Water Department Operations Report

This report was reviewed and December water projects were discussed.

4.4 Customer Support Supervisor's Report

This report was reviewed. Our 30 and 60 day past due balances are comparable while our 90 day past due balance continues to skyrocket. The Public Service Commission will be meeting again in March and we are hopeful that they will allow us to resume disconnection by April 15th.

4.5 Director of Finance's Report

This report was reviewed and November financial reports were discussed.

4.6 Information System's Administrator's Report

This report was reviewed. Matt Stormoen stated that in December a major cyber incident involving Solarwinds Orion network scanning software was discovered nationwide. Matt stated that WW&LC does not use any Solarwinds products and therefore was not vulnerable to this attack. He stated that he has been monitoring this incident closely and will continue to do so.

4.7 Conservation Manager's Report

This report was reviewed and discussed.

4.8 Director of Engineering & Electric Operations

This report was reviewed and both the Baker Substation upgrade and the Filter Plant MCC replacement was discussed.

4.9 General Manager's Report

This report was reviewed and discussed. Jem stated that both the MEUW Board and GLU board met virtually in December and summarized those meetings.

5. Review of accounts payables

A listing of all invoices and checks covering December purchases was provided to the commission for review.

6. Adjourn

There was a motion made by John Bergin, seconded by Scott Kellogg, and carried to adjourn at 1:42 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary