

Regular Meeting of the Water Works and Lighting Commission
Wednesday, February 12, 2020

There were present:

Commissioner John Bergin
Commissioner Scott Kellogg
Commissioner Tom Nowak

Also in attendance: Jem Brown, Todd Weiler, Roxanne Gronski, Dale Scheunemann, Jeff Kuhn, Matt Stormoen, Lynn Schroer, Josh Elliott, Tyler Sneen, and Sean Wall

1. Call to Order

Chairman Tom Nowak called the meeting to order at 1:00 PM. Commissioners John Harper and Rick Merdan were excused from today's meeting.

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

2.1 Regular Commission Meeting held January 8, 2020

There was a motion made by Scott Kellogg, seconded by John Bergin, and carried to approve the minutes of the Regular Commission Meeting held January 8, 2020 and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Training Request – AWWA National Conference

Dale Scheunemann requested permission to attend this year's AWWA National Conference which is being held June 14th – 18th in Orlando, Florida. This conference is a great opportunity to attend and utilize workshops and technical sessions which supply valuable information on various topics in the water utility industry. There was a motion made by Scott Kellogg, seconded by John Bergin, and carried to approve this request and allow Dale Scheunemann to attend the 2020 AWWA National Conference. There were no nay votes recorded.

3.2 Trailer mount air compressor replacement

Dale Scheunemann explained that our current air compressor is from 1993 and due to age and needed maintenance, is in need of replacement.

After a discussion on the quotes received, and based upon staff recommendation, there was a motion made by John Bergin, seconded by Scott

Kellogg, and carried to approve the purchase a trailer mounted air compressor manufactured by SULLAIR from United Rentals in the amount of \$21,285. No nay votes were recorded.

4. Department Updates

4.1 Safety Committee Report

This report was reviewed and discussed. Sean Wall stated that he is currently doing CPR and bloodborne pathogen training sessions. CPR training is done every two years and bloodborne pathogen training is required every year. Sean also outlined the new employee safety orientation he will be doing with our 2 new employees.

4.2 Line Superintendent's Report

This report was reviewed and January electric projects were discussed.

4.3 Water Department Operations Report

This report was reviewed and discussed.

4.4 Customer Support Supervisor's Report

This report was reviewed and discussed. WW&LC has selected a new website provider that will be developing a new website design. The new design will provide better usability and faster access to information for our customers. Lynn stated that the office will also be developing a "new customer" packet that can be given to customers.

4.5 Director of Finance's Report

This report was reviewed and January financial reports were discussed. Jeff gave an update on the electric rate case and on the progress of July 20th storm damage reimbursement through FEMA.

4.6 Information System's Administrator's Report

This report was reviewed and the Honeywell Connexo to iVUE integration was discussed.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer and Jeff Kuhn

attended Sunrise Rotary on January 23rd and gave a presentation on Focus on Energy incentives for residential and businesses.

4.8 Director of Engineering & Electric Operations

This report was reviewed and discussed. The annual distribution transformer order was explained and discussed at length.

4.9 General Manager's Report

This report was reviewed and discussed. Jem Brown stated that we recently hired McKenna Kalata, a 2016 WW&LC scholarship recipient, to fill the position of filter plant operator. McKenna is a great example of the original intent of our scholarship program which was to give opportunities to individuals that are pursuing an education that prepares them for a career in the electric and/or water utility field.

5. Review of accounts payables

A listing of all invoices and checks covering January 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 1:45 PM. No nay votes were recorded.

Respectfully submitted,

John Bergin, Acting Secretary