

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, May 8, 2024

**There were present:**

Commissioner John Bergin  
Commissioner John Harper  
Commissioner Rick Merdan  
Commissioner Jeff Penzkover

Also in attendance: Jem Brown, Roxanne Gronski, Jeff Kuhn, Josh Elliott, Matt Stormoen, Shawn Reimer, Adam Breunig, Todd Weiler, Tyler Sneen, Shannon Resheske, Lynn Schroer, Sean Wall, and Amber Danielski.

**1. Call to Order**

Chairman John Bergin called the meeting to order at 2:00 PM.

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

**2.1 Regular Commission Meeting held April 10, 2024**

There was a motion made by Rick Merdan, seconded by John Harper, and carried to approve the minutes of the Regular Commission Meeting held on April 10, 2024, and to place them on file. There were no nay votes recorded.

**2.2 Special Commission Meeting held April 15, 2024**

There was a motion made by Rick Merdan, seconded by John Harper, and carried to approve the minutes of the Special Commission Meeting held on April 15, 2024, and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1 Review and accept 2023 audit**

Director of Finance, Jeff Kuhn introduced Amber Danielski from CliftonLarsonAllen LLP (CLA), to present the 2023 audit report. CLA provided an unmodified opinion (a clean audit report) again relating to the accuracy of WWLC's financial reports. After a lengthy discussion and all questions answered, there was a motion made by Rick Medan, seconded by Jeff Penzkover, and carried to accept the 2023 Audit Report as presented by CliftonLarsonAllen LLP. No nay votes were recorded.

#### **4.0 Department updates**

#### **4.1 Safety Committee Report**

The commissioners reviewed and discussed the Safety Coordinator's monthly report. Sean Wall was onsite when our water crew replaced a hydrant and answered questions regarding his observations.

#### **4.2 Line Superintendent's Report**

This report was reviewed and April call-ins and projects were discussed.

#### **4.3 Water Department Operations Report**

This report was reviewed and Adam Breunig answered questions regarding the west water tower 5-year washout inspection. This inspection was done by Utility Services as part of our Tower Maintenance Contract.

#### **4.4 Customer Support Supervisor's Report**

This report was reviewed and Lynn Schroer stated that we began a new process to better gage the success rate of customer payment arrangements and will share that data after the end of electric disconnections this year.

#### **4.5 Director of Finance's Report**

This report was reviewed and Jeff Kuhn answered questions regarding the financial statements.

#### **4.6 Information System's Administrator's Report**

This report was reviewed and discussed. Matt Stormoen answered questions regarding April projects.

#### **4.7 Conservation Manager's Report**

This report was reviewed and discussed. Shawn Reimer answered questions regarding various meetings he had with local businesses in April. Shawn also updated the Commission on the Wisconsin Rapids Community Impact Pilot.

#### **4.8 Electrical Engineer's Report**

This report was reviewed and discussed. Tyler Sneen stated that he worked with Van Ert Electric scanning the pad-mounted switchgears and transformers

over 1000KVA as part of our annual thermal scanning routine.

#### **4.9 Director of Engineering & Electric Operations**

This report was reviewed and discussed. Todd Weiler answered questions regarding the Under Frequency Load Shedding Program.

#### **4.10 General Manager's Report**

This report was reviewed and discussed. Jem Brown answered questions regarding various MEUW and Great Lakes Utilities meetings that were held in April.

### **5. Review of accounts payables**

A listing of all invoices and checks covering April was provided to the commission for review and all questions answered.

### **6. Adjourn**

There was a motion made by Rick Merdan, seconded by Jeff Penzkover, and carried to adjourn at 2:50 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary