

Regular Meeting of the Water Works and Lighting Commission
Wednesday, October 9, 2024

There were present:

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

Also in attendance: Todd Weiler, Jeff Kuhn, Josh Elliott, Matt Stormoen, Shawn Reimer, Adam Breunig, Tyler Sneen, Lynn Schroer, Sean Wall and Heidi Schroeder

1. Call to Order

Chairperson 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 Special Commission Meeting held September 6, 2024 at 8:00AM

There was a motion made by Rick Merdan, seconded by Kevin Fangman, and carried to approve the minutes of the Special Commission Meeting held on September 6, 2024 at 8:00AM, and to place them on file. No nay votes were recorded.

2.2 Special Commission Meeting held September 6, 2024 at 1:00PM

There was a motion made by Rick Merdan, seconded by Kevin Fangman, and carried to approve the minutes of the Special Commission Meeting held on September 11, 2024 at 1:00PM, and to place them on file. No nay votes were recorded.

2.3 Regular Commission Meeting held September 11, 2024

There was a motion made by John Harper, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on September 11, 2024, and to place them on file. No nay votes were recorded.

2.4 Special Commission Meeting held September 19, 2024

There was a motion made by Kevin Fangman, seconded by Rick Merdan, and carried to approve the minutes of the Special Commission Meeting held on September 19, 2024, and to place them on file. No nay votes were recorded.

3. Action items

3.1 Distribution transformer selection

Tyler Sneen submitted his recommendation for the purchase of distribution transformers to be ordered from RESCO in the amount of \$453,008. After discussion and based upon the best pricing and Tyler's recommendation there was a motion made by John Harper and seconded by Jeff Penzkover and carried to approve the purchase of distribution transformers from RESCO in the amount of \$453,008. No nay votes were recorded.

4.0 Department updates

4.1 Safety Coordinator's Report

The commissioners reviewed the Safety Coordinator's report and Sean Wall answered questions regarding the annual fall safety training and equipment inspections for both electric and water crews.

4.2 Line Superintendent's Report

This report was reviewed and discussed. Josh Elliott answered questions regarding the September call-ins and projects that our crews have been working on.

4.3 Electrical Engineer's Report

This report was reviewed and discussed. Tyler Sneen answered questions regarding a notice we received that two of the Schweitzer differential relays that we just installed need to be sent in for a recall. Todd Weiler added that Schweitzer relays are one of the best most reliable relays available and are made in the US in the state of Washington. Todd also stated that the last time we had a failure of one was about 8 years ago.

4.4 Water Department Operation's Report

This report was reviewed and discussed. Adam Breunig answered questions regarding current and historic monitoring well water levels and September water projects which included the repair of the leaking 8" gate valve at 12th Street North and Baker Street.

4.5 Information Systems Administrator's Report

This report was reviewed and discussed. Matt Stormoen answered the question from Kevin Fangman regarding paperless customers receiving notifications of the newsletters. Matt and Lynn Schroer both said the newsletters are posted on Facebook and on Smarthub; they will be looking into using and testing a messenger feature through NISC.

4.6 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer has been contacting and working with Key Account Customers discussing the UFLS (Under Frequency Load Shedding) program. All discussions regarding this required safety precaution program and why it has been implemented were well received.

4.7 Customer Support Supervisor's Report

This report was reviewed and discussed. Lynn Schroer answered questions regarding landlord notices and tax roll letters that will be sent out by October 15th.

4.8 Chief Financial Officer's Report

This report was reviewed and discussed. Jeff Kuhn answered questions regarding the financial statements and the RESCO dividend that we received.

4.9 General Manager's Report

This report was reviewed and discussed. Todd Weiler commented that he and Jeff Kuhn met with CWPCo and that they felt it was a very positive and productive meeting.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by Rick Merdan, seconded by Kevin Fangman, and carried to adjourn at 2:28 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary