

Regular Meeting of the Water Works and Lighting Commission
Wednesday, October 14, 2020

There were present:

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

Also in attendance: Jem Brown, Roxanne Gronski, Dale Scheunemann, Lynn Schroer, Josh Elliott and Jeff Kuhn. In attendance via audio conference: Matt Stormoen, Todd Weiler, Shawn Reimer, 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 September 9, 2020

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

2.2 Special Commission Meeting held October 2, 2020

There was a motion made by John Harper, seconded by Rick Merdan, and carried to approve the minutes of the Special Commission Meeting held October 2, 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 report was reviewed. WW&LC was visited by the Department of Safety and Professional Services (DSPS) on September 9th to

perform an audit of the water department, specifically focusing on DSPS injury reporting / DSPS 10710 form, safety programs, safety training, documentation for each, and requested a tour of the facility. This audit/inspection went extremely well and she was very impressed with how neat/clean/organized our facility was.

4.2 Line Superintendent's Report

This report was reviewed and September outages were discussed.

4.3 Water Department Operations Report

This report was reviewed and September water projects were discussed.

4.4 Customer Support Supervisor's Report

This report was reviewed and discussed. On September 17th at the regular meeting for the Public Service Commission of Wisconsin (PSC), the commissioners again voted 2-1 to continue the moratorium on utility residential customer disconnections until November 1, 2020. This decision means we will not be allowed to disconnect residential customers until April 15, 2021 because the cold-weather moratorium goes into effect on November 1st. Our 90 day past due number is at an all-time high with our collection process suspended.

Lynn Schroer also stated that on September 22, Jeff, Joanna and herself participated in the virtual MEUW Accounting & Customer Service Seminar via zoom conference. Topics discussed were updates from the PSC, FEMA disaster recovery, and a guest speaker with tips on managing the stress of Covid-19 both at work and at home.

4.5 Director of Finance's Report

This report was reviewed and the financial statements were discussed.

4.6 Information System's Administrator's Report

This report was reviewed and was discussed. In September Microsoft announced a major security vulnerability in all Microsoft Windows products. They quietly released a patch in late August to address this vulnerability. When the vulnerability was disclosed in mid-September every cyber security and electric regulatory agency put out a high priority notice requiring everyone to make sure that the update was installed on all devices.

Matt stated that he has verified that the patch is installed on all Windows 10 and Windows Server 2012 and later devices. I also discovered that all Windows

7 and Windows Server 2008 or older devices were not receiving the patch due to the Windows software version being out of support. All devices running the older versions of Windows have already been addressed or replaced.

4.7 Conservation Manager's Report

This report was reviewed and the ATC load transfer was discussed. On October 1st, 2020 from 5 a.m. to 8 p.m. American Transmission Company had to take their 115kV line out of service on the east side of the city. Due to this line being out of service, WW&LC had to feed the entire city from the WR West Substation.

4.8 Director of Engineering & Electric Operations

This report was reviewed. Todd Weiler stated that he is very comfortable with the timeline set by ATC for the Baker Substation project. This new shortened timeline changes completion date from March of 2021 to completion by the end of 2020. This requires WW&LC to move up check out and startup of some of its equipment, but WW&LC agrees with ATC that it makes sense to complete this work prior to the colder winter temperatures of January and February.

4.9 General Manager's Report

This report was reviewed and discussed. Jem Brown stated that he participated in a GLU conference call meeting yesterday. The proposed 2021 budget was reviewed and will be approved at the October Annual Meeting. The 2021 budget includes a 3.5% wholesale power rate reduction for Wisconsin Rapids. The 2019 annual report was reviewed and approved. The Energy Authority presented their revised capacity analysis via Zoom. The Energy Authority is recommending GLU meets its future capacity needs with a diversified approach, which includes solar, bi-lateral contracts and by downsizing the proposed RICE generation project.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by Scott Kellogg, seconded by Rick Merdan, and carried to adjourn at 1:37 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary