

Regular Meeting of the Water Works and Lighting Commission
Wednesday, November 11, 2020

There were present:

Commissioner Scott Kellogg
Commissioner Tom Nowak
Commissioner John Bergin by audio conference
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, Shawn Reimer, 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 October 14, 2020

There was a motion made by John Harper, seconded by Scott Kellogg, and carried to approve the minutes of the Regular Commission Meeting held October 14, 2020 and to place them on file. There were no nay votes recorded.

2.2 Special Commission Meeting held October 19, 2020

There was a motion made by Rick Merdan, seconded by John Harper, and carried to approve the minutes of the Special Commission Meeting held October 19, 2020 and to place them on file. There were no nay votes recorded.

3. Action items

3.1 2021 Distribution Transformers

Director of Engineering and Electric Operations Todd Weiler stated that WW&LC usually goes out for bids every January for the annual purchase of distribution transformers. Todd stated that he was informed that due to Covid-19 the lead time needed to order transformers for 2021 is approximately 24 weeks.

Todd stated that Border States was low bid but he doesn't feel confident

using them because he believes the quote is incorrect and/or not to spec. They did not quote the right quantities and/or sizes and were not complete missing some parts like the arrestors as requested in the spec.

Todd is recommending purchasing the 2021 transformers from RESCO who quoted transformers made by ERMCO. These transformers are made in the United States, and qualify for a future dividend check in the amount of approximately \$23,026.

After discussion and all questions answered and based upon recommendation there was a motion made by John Harper, seconded by Rick Merdan, and carried to accept the quote from RESCO in the amount of \$287,828 for the annual purchase of distribution transformers. No nay votes were recorded.

4. Department Updates

4.1 Safety Committee Report

The safety committee report was reviewed. MEUW safety coordinator Sean Wall presented the commission with the MEUW Electric Safety Award. This award is given out by MEUW to recognize those electric utilities that are striving for a safety perfect culture by participating in safety trainings, inspections, and process improvements to make their work environments safe to work in. WW&LC was awarded the highest level of this award for 2019 due to that strong commitment to safety.

4.2 Line Superintendent's Report

This report was reviewed and October outages were discussed.

4.3 Water Department Operations Report

This report was reviewed and October water projects were discussed. Dale Scheunemann explained what seasonal meters are, what they are used for, and why they need to be removed before the cold weather.

4.4 Customer Support Supervisor's Report

This report was reviewed and delinquent electric charges being placed on tax roll was discussed.

4.5 Director of Finance's Report

This report was reviewed and was discussed.

4.6 Information System's Administrator's Report

This report was reviewed. ISA Matt Stormoen gave an update on the progress with the Outage Management System software program.

4.7 Conservation Manager's Report

This report was reviewed and several key account contacts were discussed.

4.8 Director of Engineering & Electric Operations

This report was reviewed and the Baker Substation project was discussed.

4.9 General Manager's Report

This report was reviewed and discussed.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by Scott Kellogg, seconded by John Bergin, and carried to adjourn at 1:39 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary