

Regular Meeting of the Water Works and Lighting Commission
Wednesday, December 12, 2018

There were present:

Commissioner John Bergin
Commissioner John Harper
Commissioner Joe Kozicki
Commissioner Rick Merdan
Commissioner Tom Nowak

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

1. Call to Order

Acting Chairman Tom Nowak called the meeting to order at 1:00 PM and turned the meeting over to Acting Secretary Joe Kozicki.

1.1 Reorganization of offices and committees

Acting Secretary Joe Kozicki called for nominations for the position of Chairperson. Rick Merdan nominated Tom Nowak to serve as Chairperson of the Water Works and Lighting Commission. Nominations were called three times and then closed. There were no other nominations. There was a motion made by Rick Merdan, seconded by John Bergin, and carried to cast a unanimous vote to elect Tom Nowak as Chairperson of the Water Works and Lighting Commission. There were no nay votes recorded.

Chairperson Tom Nowak continued the meeting and called for nominations for the position of Secretary. John Harper nominated Rick Merdan to serve as secretary of the Water Works and Lighting Commission. Nominations were called three times and then closed. There were no other nominations. There was a motion made by John Harper, seconded by Joe Kozicki, and carried to cast a unanimous vote to elect Rick Merdan as Secretary of the Water Works and Lighting Commission. There were no nay votes recorded.

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

2.1 Regular Commission Meeting held November 14, 2018

There was a motion made by John Bergin, seconded by Rick Merdan,

and carried to approve the minutes of the Regular Commission Meeting held November 14, 2018 and to place them on file. No nay votes were recorded.

3. Action Items

There were no action items.

4. Department Updates

4.1 Safety Committee Report

This report was reviewed and our written safety programs were discussed.

4.2 Line Superintendent's Report

This report was reviewed and part power incidents were discussed. Josh Elliott stated that due to the changing temperatures it is not unusual to see an increase in part power outages this time of year.

4.3 Water Department Operations Report

This report was reviewed and Dale Scheunemann explained that we pump some non-draining hydrants this time of the year to prevent them from possibly freezing and breaking.

4.4 Customer Support Supervisor's Report

This report was reviewed and SmartHub app for payments was discussed.

4.5 Director of Finance's Report

This report was reviewed and discussed. Jeff stated that we were notified that Schenck (our current audit firm) is joining CliftonLarsonAllen (CLA) starting January 1, 2019. We will have the same audit team this year as in the past but our 2018 audit report will be issued by the newly combined CLA.

4.6 Information Systems Administrator's Report

This report was reviewed and our AMI communication upgrade was discussed.

4.7 Conservation Manager's Report

This report was reviewed and discussed.

4.8 Director of Engineering & Electric Operations

This report was reviewed and the WR West Substation ATC Relay Project was discussed.

4.9 General Manager's Report

This report was reviewed and discussed. Jem stated that he along with the general manager of Manitowoc made a presentation to the Trempeleau City Council on behalf of Great Lakes Utilities. He stated that they reviewed the history of GLU and the benefits the joint action agency provides its members.

5. Review of accounts payables

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

6. Adjourn

There was a motion made by John Bergin, seconded by Joe Kozicki, and carried to adjourn at 1:21 PM. No nay votes were recorded.

Respectfully submitted,

Richard Merdan, Secretary