

CEDARBURG LIGHT & WATER COMMISSION

September 17, 2018

The regular monthly meeting of the Light & Water Commission was held on Monday, September 17, 2018 at 7:00 p.m. at the Cedarburg Light & Water Utility Building, N30W5926 Lincoln Blvd, Cedarburg, WI 53012.

Call to order by President Blaine Hilgendorf

Roll Call: Present – Jim Coutts, Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, and City Council Member Patricia Thome
Also Present – General Manager Dale Lythjohan, Financial Manager Lynda Lalley, and Administrative Manager Mari Lauer.

STATEMENT OF PUBLIC NOTICE

The Statement of Public Notice was read, and it was acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

The minutes of the Regular Meeting held on August 20, 2018 were read and approved on a motion by Patricia Thome, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR AUG

Accounts Payable	\$ 478,336.77
ACH & Wire Transfers	971,071.17
Payroll	<u>118,718.81</u>
Total Vouchers	\$1,568,126.75

BANK BALANCE FOR AUG

8/1/18 Balance Available	\$ 312,778.94
+ Deposits	1,742,663.03
- Checks and Other Debits	<u>1,850,462.15</u>
8/31/18 Available Balance	\$ 204,979.82

REVENUE ITEMS FOR AUG

Light & Power Sold – 10,220,122 kWh	\$1,350,032.58
Street Lighting Revenue 49,108 kWh	23,061.89
Water Sold – 35,596,866 Gallons	146,900.04
Water Pumped 43,434,440 Gallons; Power Used 103,4901 kWh	<u>12,438.59</u>
	\$ 1,532,433.10

NEW BUSINESS

INTRODUCTORY DEMONSTRATION OF MYMETER CUSTOMER PORTAL

Administrative Manager Mari Lauer presented an introductory overview of the MyMeter customer portal. MyMeter is available as a result of the AMI meter installation, and will replace the e-Care platform currently being used.

Through MyMeter, customers will be able to view usage, view and pay bills, set up ACH, and choose E-Billing. This is a great tool for customers to track and compare usage and to receive alerts. This portal is viewable on any device which will be a benefit to customers.

Utility staff will utilize MyMeter to assist customers with high usage concerns by using analytics to troubleshoot.

PSN is the current bill payment service, but will be replaced by Paymentus. The transition to Paymentus will occur during the change to MyMeter.

CONSIDER CHANGES TO EMPLOYEE EXPENSE POLICY; AND ACTION THEREON

General Manager Lythjohan discussed the existing expense policy relating to reimbursements for education registration, books and other expenses. Currently, most reimbursements are centered around individual classes, and management would like to enhance the current policy to include language that would allow reimbursements to be available on a case by case basis for college level classes.

The proposed changes would allow this policy to be used as a guideline for management to:

1. Create a customized plan for each employee to be signed by the employee and general manager.
2. Eligible classes to be reimbursed will be related to the employee's current position, and will directly benefit the utility.
3. Maximum class reimbursement would be 50% of the average UW tuition cost.
4. Employees would be required to pay all expenses in advance, then upon completion would submit for reimbursement.
5. Termination reimbursement was reviewed with the commission, and would not change from the current policy.

The commission suggested minor changes to the policy language. A motion was made by Jim Coutts, seconded by Tim Larson, to table the discussion to be reconsidered at the November meeting. Motion carried.

CITY COUNCIL UPDATE, GENERAL MANAGER, AND DEPARTMENT REPORTS

The following are highlights of the Manager & Department Reports that were provided in writing to the commissioners in advance of the meeting. Any specific discussions are noted.

The management team is scheduled to meet in early October to review the Business Plan progress and will report to the full commission later this fall.

Electric Service Outages Totals:

- 2018 year to date: 11
- 2017 Year end total: 21
- 2016 Year end total: 18
- 2015 Year end total: 13

Electric crews responded to a mutual aid request for Plymouth Utilities Aug 28-30. There were many downed power lines and trees damaged from the storm.

The Chevy Volt and Dodge mini-van were recently sold through the Wisconsin Surplus auction site. The volt sold for \$10,750 and the van sold for \$5,000.

Total water pumpage for the month of August:

- 2016 = 42,919,980
- 2017 = 42,909,640
- 2018 = 43,434,440

Staff has assisted the City of Cedarburg with a condensed wage and benefits study. Municipalities, cities and villages were sent the survey and a list of questions, and many responded. The data was compiled by utility staff, and they will work with the City Administrator to put a summary together. This study is a representation of competitive entities, it is not a comprehensive study.

Public Power Week is October 7-13. CL&W will be celebrating 117 years of public power by raffling off a Nest thermometer, Ring video doorbell, and a \$50 bill credit during the month of October. Customers that bring in a non-perishable food item can enter into the raffles, and the food items will benefit Ozaukee County Family Sharing.

APPROVAL OF BILLS

The bills, as listed on the attached Check Register, were audited and a motion was made by Andy Moss, seconded by Pat Thome, to approve the bills for payment. Motion carried.

ADJOURN

On a motion by David Pagel, seconded by Andy Moss, the meeting adjourned at 8:18 p.m. Motion Carried.