

## CEDARBURG LIGHT & WATER COMMISSION

January 16, 2024

The regular monthly meeting of the Light & Water Commission was held on Tuesday, January 16, 2024 at 6:00 p.m. at the utility office.

Call to order by Andy Moss

Roll Call: Present – Joseph Dorr, Tim Larson, Andy Moss, David Pagel, Paul Radtke, and City Council Member Patricia Thome  
Excused – Blaine Hilgendorf  
Also Present – General Manager Ben Collins, Administrative Manager Mari Lauer, Water Utility Superintendent Tim Martin

### 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 December 18, 2023 were amended with a correction in the “Voucher Summary for November” section, and approved on a motion by Paul Radtke, seconded by Tim Larson. Motion carried.

### VOUCHER SUMMARY FOR DECEMBER

Accounts Payable, ACH, & Wire Transfers	\$ 1,481,333.00
Payroll	<u>143,904.00</u>
Total Vouchers	\$ 1,625,237.00

### BANK BALANCE FOR DECEMBER

12/1/23 Balance Available	\$ 816,915.72
+ Deposits	1,384,708.29
- Checks and Other Debits	<u>1,918,884.19</u>
12/31/23 Available Balance	\$ 282,739.82

### REVENUE ITEMS FOR DECEMBER

kWh Sold 8,825,114	\$ 921,854.49
Water Sold 28,899,295 Gallons	<u>168,607.96</u>
	\$ 1,090,462.45

Water Pumped 35,447,740 Gallons  
Power Purchased – 9,102,973 kWh

## NEW BUSINESS

### WATER DEPARTMENT ANNUAL PRESENTATION

Water Utility Superintendent Tim Martin provided the annual water department presentation. The presentation reviewed key activities from the last year, the present, and the outlook for the water department. The full presentation can be viewed in the electronic commission packet.

Tim discussed the 2023 projects including; street and utility relay projects, compliance sampling, Western Rd water tower project, cross-connection program, and water main and service breaks. The full presentation can be viewed in the electronic commission packet.

Other areas of discussion included: 2024 construction plans, rehab of Well 5, future staffing, and the lead water service replacement program.

### 2024 MEETING SCHEDULE AND EDUCATIONAL TOPIC PRESENTATIONS

Ben Collins created a 2024 meeting and education topics schedule for 2024. This schedule will serve as a guide for the upcoming commission meetings. The commission is welcome to suggest other topics of interest.

### 2023 CL&W WORKPLACE CULTURE ASSESSMENT AND EMPLOYEE EOY REVIEW COMMENT SUMMARY

The employee cultural assessment is an internal process that management is using to evaluate the workplace culture. Staff members were asked to complete a self-evaluation in December. The self-assessment was centered on the utility's core values of safety, health, and wellness; integrity; customer service; employee culture and engagement; and community engagement and development. Managers met with each team member to discuss and clarify topics. Employee strengths and weaknesses were identified, as were areas where the utility could improve.

Employee feedback, comments and suggestions were compiled and provided to the commissioners.

### CITY COUNCIL, MANAGER AND DEPARTMENT REPORTS

The Manager & Department Reports were provided to the commissioners in advance of the meeting. The full reports can be reviewed in the electronic commission packet.

Ben Collins provided the CL&W staff training log for 2023. Utility staff has participated in various training utilizing many different vendors; WPPI Energy, CVMIC, MEUW, APPA, MATC, etc.

CL&W yearly audit is scheduled for March 18-20. The APPA Legislative Rally is scheduled for February 25-28.

CL&W is in the process of implementing an Outage Management System. This system will be tested at the end of January, and it will allow the utility to communicate with customers during outages.

#### APPROVAL OF BILLS

The bills, as listed on the Check Register were audited, and a motion was made by Patricia Thome, seconded by Tim Larson, to approve the bills for payment. Motion carried.

#### ADJOURNMENT

A motion was made by Paul Radtke, seconded by Patricia Thome, to adjourn at 7:20 pm. Motion carried.