

CEDARBURG LIGHT & WATER COMMISSION

February 19, 2024

The regular monthly meeting of the Light & Water Commission was held on Monday, February 19, 2024 at 6:00 p.m. at the utility office.

Call to order by Blaine Hilgendorf

Roll Call: Present – Joseph Dorr, Blaine Hilgendorf, Andy Moss, David Pagel, Paul Radtke, and City Council Member Patricia Thome

Excused – Tim Larson

Also Present – General Manager Ben Collins, Administrative Manager Mari Lauer, Electric Utility Superintendent Karsten Huse, Electrical Engineer Jeff Thierfelder

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 January 16, 2024 were read and approved on a motion by Patricia Thome, seconded by Joseph Dorr. Motion carried.

VOUCHER SUMMARY FOR JANUARY

Accounts Payable, ACH, & Wire Transfers	\$ 1,398,665.00
Payroll	<u>91,840.00</u>
Total Vouchers	\$ 1,490,505.00

BANK BALANCE FOR JANUARY

1/1/24 Balance Available	\$ 282,739.82
+ Deposits	1,730,447.88
- Checks and Other Debits	<u>1,164,370.02</u>
1/31/24 Available Balance	\$ 848,817.68

REVENUE ITEMS FOR JANUARY

kWh Sold 9,301,572	\$ 893,642.54
Water Sold 27,283,521 Gallons	<u>163,365.34</u>
	\$ 1,057,007.88

Water Pumped 35,585,460 Gallons
Power Purchased – 9,604,919 kWh

NEW BUSINESS

PRESENTATION OF THE ELECTRIC DEPARTMENT ANNUAL REPORT PRESENTATION BY NICK ABRAITIS OF GRP ENGINEERING

Electric Utility Superintendent Karsten Huse and Electrical Engineer Jeff Thierfelder provided the annual Electric Department presentation. The presentation was intended to review key activities from the last year or so, the present, and the future outlook for the electric department. The presentation is available electronically.

Karsten and Jeff discussed customer and utility financed projects, crew safety, 2023 completed projects, 2023 projects carried over into 2024, system reliability, outage review, upcoming projects, and future inventory constraints. They also gave an overview of the current mapping system.

Nick Abraitis of GRP Engineering demonstrated the Electric Model that was created as part of the distribution, coordination, and long-range planning studies performed in 2023 and 2024.

DISCUSS GIS ANALYST POSITION; AND ACTION THEREON

The Personnel Committee recently met to discuss the needs of a new position – GIS Analyst. As the utility evolves, the need for efficient management of data has been identified as increasingly critical. This GIS analyst will fill a role that will enhance operational efficiency.

A motion was made by Joseph Dorr, seconded by Andy Moss, to authorize staff to solicit and hire the GIS Analyst position. Motion carried.

2023 ELECTRIC AND WATER INVENTORY ADJUSTMENTS; AND ACTION THEREON

The Manager discussed the need for the commission to approve the annual adjustments to physical inventory as part of the annual audit prep. Once again, inventory for both utilities went smoothly for 2023.

Each year the utility takes a physical count of inventory products. These counts are compared to the count in the computerized inventory system. Differences are reviewed each year by the Electric Superintendent, Water Superintendent, and General Manager. Any variances that have a large quantity and/or dollar difference or that may have a material effect on the utility's property record units are researched to determine if errors made during the year are identifiable, and such errors are corrected. If errors in procedure are identified, they are discussed with the employees, and corrections are made.

A motion was made by Patricia Thome, seconded by Joseph Dorr, to approve annual adjustments to balance the value of physical inventory in stock with the

accounting records in the amount of \$3,933 for the electric utility and \$225 for the water utility. Motion carried.

COMPENSATORY TIME POLICY REVIEW; AND ACTION THEREON

Changes were made to the Compensatory Time Policy as part of the Policy Modernization project. Changes include clarification of the 40-hour calendar year maximum accrual and GM and Supervisor discretion for certain administrative and implementation aspects of the policy.

A motion was made by Patricia Thome, seconded by Joseph Dorr, to adopt the changes to the Compensatory Time Policy as presented, with an effective date of February 19, 2024. Motion carried.

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.

CLW sent out a survey to Chamber of Commerce members. A customer outreach event is being coordinated with Focus on Energy for Chamber members on March 19.

The electric rate case is in process with the Public Service Commission.

The APPA Legislative Rally is scheduled for February 25 – 28. Cedarburg representatives will include Mayor Mike O’Keefe, Blaine Hilgendorf, Andy Moss, Paul Radtke, and Ben Collins.

APPROVAL OF BILLS

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

ADJOURNMENT

A motion was made by Paul Radtke, seconded by Patricia Thome, to adjourn at 8:32 pm. Motion carried.