

Kaukauna, WI
March 24, 2017

The regular meeting of Kaukauna Utilities Commission was called to order at 12:00 p.m. by President Lee Meyerhofer. Commission Members present were Tom McGinnis, Tom Driessen, Lee Meyerhofer, John Moore, Gene Rosin, Sue Hennes and Bill Vanderloop. Also present were Jeff Feldt, Don Krause, Kevin Obiala, Denise Vanderloop, Dave Pahl, Lonnie Pichler, Amanda Marks and Amy Brick from KU, Diana Driessen, Karen Brooks, and Brian Roebke.

It was moved by John Moore, seconded by Gene Rosin to approve the minutes of the February 15, 2017 regular Commission meeting as written.

All members voted aye. Motion Carried.

There was no public comment.

Manager of Engineering & Electric Distribution Eric Miller discussed the replacement of the meter technician truck. Eric informed the Commission that \$25,000 is included in the 2017 capital budget. Two bids were received with Broadway Automotive being the lowest evaluated bid at \$27,473.

It was moved by Tom McGinnis, seconded by John Moore to authorize the General Manager to award the purchase of the new meter technician pickup truck to Broadway Automotive for a new Ford F150 as bid in the amount of \$27,473.

Roll Call Vote:

Tom Driessen	aye
Lee Meyerhofer	aye
Gene Rosin	aye
John Moore	aye
Bill Vanderloop	aye
Tom McGinnis	aye
Susan Hennes	aye

Motion Carried

Manager of Engineering & Electric Distribution Eric Miller discussed the license and maintenance agreement between Kaukauna Utilities and Elster Solutions, LLC. Eric informed the Commission KU has been working with Elster Solutions regarding their Advanced Metering Infrastructure (AMI) solution. Elster Solutions is one of two AMI solutions that have been selected and approved by WPPI for use by their membership and WPPI's Meter Data Management (MDM) system supports Elster's product line. Eric also informed the Commission that eighteen (18) other municipal electric utilities in the state are also using the Elster solution for their AMI with WPPI hosting the MDM. Eric also informed the Commission the contract was reviewed by the City Attorney and deemed acceptable.

It was moved by John Moore, seconded by Bill Vanderloop to authorize the General Manager to execute the Member Purchase, License and Maintenance Agreement between Kaukauna Utilities and Elster Solutions, LLC.

Roll Call Vote:

Lee Meyerhofer	aye
Tom Driessen	aye
Susan Hennes	aye
Gene Rosin	aye
Bill Vanderloop	aye
Tom McGinnis	aye
John Moore	aye

The Commission reviewed the monthly reports.

Staff reports:

Manager of Information Technology Don Krause informed the Commission he will be installing a touch screen display in the Assembly Room to replace the projector. Don stated he is working with WPPI regarding the implementation of phishing software and also that he is working with the Distribution Department regarding the installation of underground fiber to various projects throughout our service territory. Don stated IT has also been working on the AMI project.

Manager of Engineering & Electric Distribution Eric Miller informed the Commission crews have been working on the Nestle Cold Storage expansion project and also on the Hwy ZZ project. Eric stated he is working on the preliminary design work for Delanglade Substation and he has also been working with the Fox River Navigational Authority regarding providing power to the Rapide Croche Dam.

Accounting Supervisor Amanda Marks reported on Finance & Administration. Amanda stated the auditors were at the utility last week and found no issues. Amanda also stated customer payments have increased due to the moratorium ending in April.

Manager of Human Resources Denise Vanderloop informed the Commission that Dennis Besaw was promoted to Lead Mechanical Technician replacing Charlie Guyette who recently retired and that she has been interviewing potential summer hires. Denise updated the Commission on the search for the Manager of Finance & Administration position stating two candidates will be brought back for 2nd interviews. Denise also informed the Commission she met with Associated Bank providing them census information that will assist them with their research regarding whether or not there are other plans available to KU that are comparable to the State Health Plan.

Energy Services Representative Steve Engebos reviewed the February Energy Services Report.

General Manager Jeff Feldt reported for Manager of Generation & Operations Mike Pedersen in his absence. Jeff informed the Commission the final license application for KCP has been submitted to the Federal Energy Regulatory Commission (FERC) and they have one year to review and make comments. Jeff stated staff completed the FERC required EAP tabletop training with local agencies. Jeff informed the Commission that staff replaced two yaw belts on the wind turbines at the Kaukauna High School and they are back in service. Jeff also stated that Engine A & B were removed from the Pratt Whitney unit and sent to be repaired.

Water Superintendent Kevin Obiala informed the Commission crews have been cleaning and painting at the filter plants, working distribution valves, and testing large meters.

General Manager Jeff Feldt reviewed the 2016 eReliability Tracker Annual Report. Jeff informed the Commission the design for the front office remodel was redone to add a confidential area for customers to discuss billing issues and that the "OO" Substation upgrade project is roughly 70% complete. Jeff informed the Commission the 51st Quarter Century Dinner will be held April 12 at VanAbel's, the APPA National Conference is June 17-20 in Orlando, and the MEUW Annual Conference is June 28-30 in Madison. If the Commissioners are interested in attending, they are to contact Amy.

The Commission chose not to adjourn to closed session pursuant to Wis. State Statute 19.85(f) for review of data Kaukauna Utilities is prohibited from making public under Wis. Stat. 196.37, including Kaukauna Utilities Write Off Journal details, Check Register details and Customer Usage and Billing.

It was moved by John Moore, seconded by Gene Rosin to approve the accounts receivable write-offs.

Roll Call Vote:

Bill Vanderloop	aye
Tom McGinnis	aye
Lee Meyerhofer	aye
John Moore	aye
Susan Hennes	aye
Gene Rosin	aye
Tom Driessen	aye

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore that check number 112, 113, 114, 115, 116, 117, 118 and checks numbered 64516 through 64713 in the amount of \$4,232,670.20 be approved for payment.

Roll Call Vote:

John Moore	aye
Gene Rosin	aye
Bill Vanderloop	aye
Tom Driessen	aye

Susan Hennes aye
Lee Meyerhofer aye
Tom McGinnis aye


Motion Carried

It was moved by John Moore, seconded by Bill Vanderloop to adjourn.

All members voted aye.

Motion Carried

The meeting ended at 12:50 p.m.


Thomas J. McGinnis
Secretary

Minutes taken by Amy Brick