

Kaukauna, WI  
May 23, 2018

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were Tony Penterman, Tom Driessen, Sue Hennes, John Moore, Tom McGinnis, and Lee Meyerhofer. Also present were Jeff Feldt, Denise Vanderloop, Eric Miller, Kevin Obiala, Clara Pickett, Tou Lee, Dave Pahl, Lonnie Pichler, Randy Vercauteren, and Amy Brick from KU, Diana Driessen, Karen Brooks, Tess Roberts, Attorney Kevin Davidson, and Steve Engebos from WPPI Energy.

It was moved by John Moore, seconded by Tom Driessen to excuse Commissioner Greg Lenz's absence.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tony Penterman to approve the minutes of the April 18, 2018 Commission meetings as written.

All members voted aye.

Motion Carried

There was no public comment.

Manager of Finance & Administration Clara Pickett discussed the bond investment advisors. Clara informed the Commission KU has several investment accounts required by our Bond Resolutions, including the Debt Reserve Accounts. Clara stated the electric debt reserve account has been invested through an investment group and broker out of state and recently, the investment group and broker parted ways and a decision was made to use the opportunity to investigate other options. Clara informed the Commission the Wisconsin Investment Series Cooperative (WISC) fund, managed through PMA securities was determined to be the best option for investment of the Debt Reserve accounts, stating WISC is an investment opportunity open to Wisconsin public entities. Lee Meyerhofer recommended to staff that KU's investment advisors be evaluated every three years.

It was moved by Lee Meyerhofer, seconded by Tom McGinnis to authorize Kaukauna Utilities to proceed with investment services through PMA by having the City Council pass the Resolution Authorizing Entry into an Intergovernmental Cooperation Agreement Relating to the "Wisconsin Investment Series Cooperative" and Authorizing Participation in the Investment Programs of the Fund.

All members voted aye.

Motion Carried

Manager of Finance & Administration Clara Pickett reviewed the revised Purchasing Policy and Procedures. The Commission made some revisions and provided recommendations. Clara stated she will present the final draft to the Commission at the June commission meeting.

Water Superintendent Kevin Obiala discussed the #5 Well Pump Replacement. Kevin informed the Commission that part of KU's well pump maintenance program includes replacement of each well pump on a ten year rotation. This is due to the wear of the pumps and the deterioration of the column pipe. Kevin stated that \$40,000 is included in the 2018 budget to replace the pump. The following three bids were received with CTW Corporation being the lowest evaluated bid at \$19,641.

<u>Contractor</u>	<u>Bid Total</u>
CTW Corporation	\$19,641
Municipal Well & Pump	\$23,105
Water Well Solutions	\$25,367

It was moved by Tom McGinnis, seconded by Tony Penterman to approve the bid submitted by CTW Corporation in the amount of \$19,641 for the replacement of the Well #5 Submersible Pump and Column Pipe.

Roll Call Vote:

Tom Driessen	aye
Lee Meyerhofer	aye
Sue Hennes	aye
Tony Penterman	aye
John Moore	aye
Tom McGinnis	aye

## Motion Carried

Manager of Human Resources Denise Vanderloop discussed the request for one additional summer season position within the Water Department. Denise informed the Commission at the meeting on February 21, the Commission approved the hiring of five summer seasonal positions for 2018. Since that time, the Water Department determined they would like to complete the AMI Meter Project by the end of 2019 (the anticipated completion date was the end of 2020), and to meet that objective, they are requesting to add an additional seasonal summer position to assist their department with leak detection, operating distribution valves, and to assist with every day operations. Denise stated the addition of a seasonal summer position will allow three Water Utility Technicians to convert water meters to AMI throughout the summer.

It was moved by Tony Penterman, seconded by John Moore to authorize the General Manager to hire one additional summer seasonal position for 2018.

All members voted aye

Motion Carried

General Manager Jeff Feldt discussed the Combined Locks Unit #1 Rebuild Project due to the absence of Manager of Generation & Operations, Mike Pedersen. Jeff informed the Commission the project involves the inspection and rebuild of the runner, wicket gates, gate servo, oil head, gear box, and generator. The following seven bids were received with the following results:

<u>Contractor</u>	<u>Base Bid Total</u>	<u>Evaluated Pricing</u>
Lunda	Declined to bid	N/A
S.T. Cotter	Declined to bid	N/A
Boldt	Partnered with Voith	N/A
Turbine Pro	\$649,859	\$792,679
HCMS	\$720,806	\$706,806
Miron	\$559,289	\$771,100
Voith	\$855,000	\$875,000

Jeff informed the Commission that the proposals were evaluated and KU recommends the award for the rebuild of Combined Locks Hydro Unit #1 be awarded to HCMS for the firm price of \$706,806.80. The total budgeted amount of \$1,450,500 includes dollars for the unknown once the generator and gearbox are open, cleaned, and inspected.

It was moved by John Moore, seconded by Tom McGinnis to authorize the General Manager to issue a contract to HCMS for the Combined Locks Hydro Unit #1 Turbine Rebuild Project for the firm price of \$706,806.80.

## Roll Call Vote

John Moore	aye
Tony Penterman	aye
Tom McGinnis	aye
Tom Driessen	aye
Sue Hennes	aye
Lee Meyerthofer	aye

The Commission reviewed the monthly reports.

Staff reports:

Water Superintendent Kevin Obiala informed the Commission staff is continuing to work on the AMI project, the Water Main Relay project, and the Hwy 55 Rebuild project. Kevin stated crews repaired three hydrants and also had two water main breaks since the last Commission meeting. Kevin also informed the Commission the Industrial Water Tower has been removed from service and the Contractor has started to sandblast the inside of the tower.

Manager of Human Resources Denise Vanderloop informed the Commission the changeover from Nationwide Retirement Solutions to ICMA-RC has been completed and everything went well. Denise also informed the Commission interviews are scheduled for the Engineering Technician position due to the retirement of Kelly O'Keefe.

Manager of Finance & Administration Clara Pickett informed the Commission the interim rate order for the electric rate case has been received with rates being implemented June 1. Clara stated

customer service staff has been busy with disconnects and working with customers setting up payment plans. Clara also reviewed the PCAC Calculation process.

Manager of Engineering & Electric Distribution Eric Miller stated crews are continuing their work on the Hwy ZZ Rebuild project and have also been installing LED streetlights on Main Avenue in Little Chute. Eric also informed the Commission the Thilmany Road project has been completed and the "OO" Substation will be energized and returned to service next week.

Energy Services Representative Steve Engebos reviewed the April monthly report.

Information Technology Specialist Tou Lee reported for Manager of Information Technology Don Krause is his absence. Tou informed the Commission staff have been working on Cyber Security and have been working with Outagamie County due to them switching to a new dispatching software for the Police and Fire Departments.

General Manager Jeff Feldt reported for Manager of Generation & Operations Mike Pedersen in his absence. Jeff informed the Commission the joint agency meeting was held regarding the relicensing of the Combined Locks Plant. Jeff stated crews completed the spring outage at Island Street Peaking Plant, upgraded some sections of the control system, and have been raking trashracks on a daily basis due to the high water.

General Manager Jeff Feldt informed the Commission three employees were recognized at the employee luncheon today; Rich Allhiser (30 years), Eugene Klister (15 years), and Tou Lee (5 years). Jeff stated at the MEUW Conference, four Commissioners were acknowledged for the Charlie Bradburn Pillars of Public Power Award; Lee Meyerhofer, 23 yrs., Tom Driessen, 17 yrs., Tom McGinnis, 13 yrs., and John Moore, 11 yrs. Jeff informed the Commission KU received the MEUW Silver Safety Award for 2017.

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 Tom McGinnis, seconded by Tom Driessen to approve the accounts receivable write-offs.

Roll Call Vote:

Tom McGinnis	aye
Tony Penterman	aye
Lee Meyerhofer	aye
Tom Driessen	aye
John Moore	aye
Sue Hennes	aye

Motion Carried

It was moved by John Moore, seconded by Tom Driessen that checks numbered 237 through 244, and checks numbered 67430 through 67599 in the amount of \$3,412,593.33 be approved for payment.

Roll Call Vote:

Tom Driessen	aye
Tony Penterman	aye
Sue Hennes	aye
John Moore	aye
Lee Meyerhofer	aye
Tom McGinnis	aye

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to adjourn to closed session pursuant to Wis. State Statute 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with regard to litigation in which it is likely to become involved at 5:12 p.m.

All members voted aye.

Motion Carried

It was moved by Tom Driessen, seconded by John Moore to return to open session at 5:44 p.m.

All members voted aye. Motion Carried

It was moved by Tom Driessen, seconded by John Moore to adjourn to Closed Session pursuant to Wis. State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: Acquisition of Property at 5:45 p.m.

All members voted aye. Motion Carried

It was moved by Tom McGinnis, seconded by John Moore to return to open session at 5:53 p.m.

All members voted aye. Motion Carried

It was moved by John Moore, seconded by Tom McGinnis to approve the small projects plan with a total project cost of \$87,150 to acquire real estate property at 215 Elm Street, City of Kaukauna, Wisconsin, and to authorize the City Attorney to draft all required documentation and proceed with acquisition of said property.

Roll Call Vote:

Tom McGinnis	aye
Tony Penterman	aye
Lee Meyerhofer	aye
Tom Driessen	aye
John Moore	aye
Sue Hennes	aye

It was moved by Tom Driessen, seconded by Tony Penterman to adjourn.

All members voted aye. Motion Carried

The meeting ended at 5:54 p.m.

  
 Thomas J. McGinnis  
 Secretary

Minutes taken by Amy Brick