

Kaukauna, WI  
January 23, 2019

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, Lee Meyerhofer, and Greg Lenz. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Eric Miller, Kevin Obiala, Clara Pickett, Dave Pahl, Randy Vercauteren, Dennis Besaw, Brian Willms, Dan Goffard, Eric Murphy, and Amy Brick from KU, and Diana Driessen.

It was moved by John Moore, seconded by Tony Penterman to approve the minutes of the December 19, 2018 Commission meeting as written.

All members voted aye.

Motion Carried

There was no public comment.

President Lee Meyerhofer and General Manager Jeff Feldt recognized six Kaukauna Utilities employees on completing the MEUW Management Training Program and presented awards to Dennis Besaw, Dan Goffard, Eric Murphy, and Brian Willms. Employees Corey Huntley and Collin Hass were unable to attend.

Water Superintendent Kevin Obiala discussed the Customer Owned Lead Service Lateral Replacement Ordinance stating KU has been replacing lead water service laterals since 2011 when an ordinance was enacted to require customers that have a lead service to replace it when the water utility is reconstructing its facilities in the area. Kevin stated that currently there are 876 customer owned lead service laterals that are scheduled to be replaced over the next ten years; in addition, there are 645 customer owned lead service laterals that were not replaced when the utility replaced water mains prior to 2011 when the ordinance went into effect. Kevin informed the Commission a new ordinance is being drafted that would require these customer owned lead service laterals to be replaced, and to support replacement of the service laterals, KU proposes to offer financial assistance to those customers who are impacted. The proposed ordinance includes KU would loan the City an initial \$100,000 to fund a revolving loan fund to provide loans to customers to replace their lead service lateral. It is estimated that approximately 50 of these laterals would be replaced annually based on an average cost of \$2,000 per lateral. Also included is customers that are required to replace their lead service lateral would have the option to either pay for their lateral replacement directly or utilize the revolving loan fund through the City with the amount borrowed amortized over a ten year period and placed on their annual property tax bill for payment.

It was moved by John Moore, seconded by Tom Driessen to approve a \$100,000 loan to the City for purposes of initial funding of a revolving loan fund to provide financial assistance to Kaukauna Utilities water customers to replace their lead service laterals and authorize the General Manager and City Attorney to finalize a Customer Owned Lead Service Lateral Replacement Ordinance and present to the City Council for approval.

Roll Call Vote:

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

Motion Carried

It was moved by John Moore, seconded by Tony Penterman to recommend to the Common Council of the City of Kaukauna repeal and recreation of Section 13.066 of the City of Kaukauna's Municipal Code to incorporate the proposed LPL replacement provisions.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Tom McGinnis to recommend to the Common Council of the City of Kaukauna repeal and recreation of Section 13.05(9)(i)2.b.ii to reflect the City's specified 10 year payback period as set forth in Section 8.03(2)(j).

All members voted aye.

Motion Carried

General Manager Jeff Feldt reviewed the Final 2018 Work Plan, 2018 Key Corporate Objectives, and 2018 Key Performance Indicators.

General Manager Jeff Feldt reviewed the proposed 2019 Key Corporate Objectives.

It was moved by John Moore, seconded by Tom McGinnis to approve the 2019 Key Corporate Objectives as presented.

All members voted aye.

Motion Carried

General Manager Jeff Feldt reviewed the 2019 Work Plan.

It was moved by Tony Penterman, seconded by John Moore to approve the 2019 Work Plan as presented.

All members voted aye.

Motion Carried

The Commission reviewed the monthly reports.

Staff reports:

Water Superintendent Kevin Obiala informed the Commission staff is continuing with the AMI meter conversion project and testing large meters. Kevin also stated crews repaired one service leak and two water main breaks since the last Commission meeting.

Manager of Information Technology Don Krause informed the Commission that staff has been installing new computers at employees workstations who are due for an upgrade and also working on Phase 3 at the City of Kaukauna's Parks and Recreation Department.

General Manager Jeff Feldt reported for Energy Services Representative, Steve Engebos, in his absence.

Manager of Finance & Administration Clara Pickett stated staff has been working on year end processes and staff at the Warehouse have finalized the 2018 inventory. Clara stated Customer Service is working on steps for collections. Clara also informed the Commission she recently signed an agreement with Infosend for bill printing.

Manager of Generation & Substations Dave Pahl informed the Commission Combined Locks Hydro Unit #1 has been put back in service. Dave stated staff upgraded the hydro model at 1000 Islands and installed a solar powered security camera at the City of Kaukauna. Dave also stated he recently received a letter from the PSC finalizing the docket for the OO Substation rebuild.

Manager of Engineering & Electric Distribution Eric Miller stated crews have been changing fuse cut outs, performing system maintenance, and assisting Meter Technicians with the AMI meter conversion project. Eric also stated staff has been assisting the Hydro department with ice removal at hydro plants due to the cold weather. Eric also reported he has been working with the WDOT on finalizing plans for the Hwy 96 project.

Manager of Human Resources Denise Vanderloop informed the Commission KU employee Todd Kocian was hired for the Stores & Utilities Technician and due to Todd's position change, the Relief System Operator position has been published. Denise also reported that she and Jeff Feldt met with FVTC to start the strategic planning process. Denise also stated requests for seasonal employees are due to her by January 29.

Director of Operations Mike Pedersen stated recreation drawings for the Badger relicensing project have been submitted to the Federal Energy Regulatory Commission (FERC), and he also submitted the FERC required invasive species study that is part of the Badger license. Mike informed the Commission he is working on the Preliminary Application Document (PAD) and the Notice of Intent (NOI) for relicensing of the CLP.

General Manager Jeff Feldt updated the Commission on the electric rate case, provided the 2018 report from the Department of Safety and Professional Services (DSPS), and also updated the Commission regarding the Front Office/Security Upgrade Project.

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 Tom McGinnis 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
Greg Lenz	aye

Motion Carried

It was moved by Tom McGinnis, seconded by John Moore that checks numbered 341 through 354, and checks numbered 68919 through 69147 in the amount of \$19,317,586.72 be approved for payment.

Roll Call Vote:

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

Motion Carried

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

All members voted aye.

Motion Carried

The meeting ended at 5:48 p.m.

  
Thomas J. McGinnis  
Secretary

Minutes taken by Amy Brick