

Kaukauna, WI
February 20, 2020

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, Sue Hennes, John Moore, Pennie Thiele, Lee Meyerhofer, and Greg Lenz. Also present were Jeff Feldt, Denise Vanderloop, Mike Pedersen, Don Krause, Eric Miller, Kevin Obiala, Clara Pickett, Dave Pahl, Lonnie Pichler, Randy Vercauteren, and Amy Brick from KU, Karen Brooks, Diana Driessen, Brian Roebke from the Times Villager, City Attorney Kevin Davidson, and Steve Engebos from WPPI Energy.

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

All members voted aye.

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to approve the minutes of the January 14, 2020 Commission meeting as written.

All members voted aye.

Motion Carried

There was no public comment.

Manager of Human Resources Denise Vanderloop discussed the need for three (3) summer seasonal positions and one engineering intern position for the summer of 2020. Denise informed the Commission two positions will be assigned to the Generation & Substations Department to perform painting and clean-up activities at the Substations and Hydro Plants and one position will be assigned to the Stores & Facilities Department to perform routine lawn care and general maintenance activities at various facilities to include the Main Office and Warehouse. Also included is one engineering intern position to assist with updates to CAD drawings, the engineering model, SCADA System, and GIS.

It was moved by Pennie Thiele, seconded by Tony Penterman to authorize approval to hire three summer seasonal positions and one engineering intern for 2020.

All members voted aye.

Motion Carried

Manager of Finance & Administration Clara Pickett discussed the current customer credit card fees informing the Commission that currently customers incur a fee when they elect to use a credit or debit card to pay their monthly bill. The fees are \$3.95 per residential transaction and \$9.95 per commercial transaction with a maximum payment amount of \$350 per transaction. Clara stated the Public Service of Wisconsin (PSC) historically disallowed credit card processing fees to be included in rates; however, the PSC has recently reevaluated their stance on this subject and issued an order that allows utilities to recover costs of credit card processing fees in rates. Clara stated staff evaluated various options to absorb the credit card fees and after reviewing those options, she recommends accepting the proposal from KU's current third party provider Paymentus as they are currently integrated with Northstar and MyAccount; therefore, no additional programming fees would be incurred.

It was moved by Greg Lenz, seconded by Sue Hennes to authorize the General Manager to approve the amended agreement with Paymentus, eliminating the convenience fee charged to customers

for credit card payments, and including these fees as an operations and maintenance expense recovered through utility rates in our next rate case.

Roll Call Vote:	Lee Meyerhofer	aye
	Greg Lenz	aye
	Sue Hennes	aye
	Tony Penterman	aye
	John Moore	aye
	Pennie Thiele	aye

Motion Carried

Manager of Finance & Administration Clara Pickett discussed the American Transmission Company (ATC) Investment Activities. KU contributed \$146,540 to ATC in 2019. The contribution was made based on ATC's Capital Call which is designed to obtain funds for ATC capital projects. Clara stated if KU elected not to contribute additional funds, KU's percentage interest in ATC would be reduced. KU's percentage interest is currently 0.1724%. As ATC will require up to \$35,000,000 in additional capital in 2020, KU will be required to contribute \$60,340 in 2020 to maintain KU's current ownership interest of 0.1724%.

It was moved by Sue Hennes, seconded by Greg Lenz to authorize the General Manager to contribute sufficient funds to ATC to maintain Kaukauna Utilities' current ownership interest in ATC (0.1724%).

Roll Call Vote:	Greg Lenz	aye
	Pennie Thiele	aye
	Lee Meyerhofer	aye
	John Moore	aye
	Sue Hennes	aye
	Tony Penterman	aye

Motion Carried

The Commission reviewed the monthly reports and the Electric and Water Financial Statements.

Staff reports:

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

Water Superintendent Kevin Obiala informed the Commission crews repaired six water main breaks since the last Commission meeting, they have also been testing large meters, continuing with the AMI meter conversion project, and working on miscellaneous winter projects. Kevin also informed the Commission he is retiring on May 8.

Manager of Human Resources Denise Vanderloop informed the Commission there are four new employees starting in February; two Electro-Mechanical Technicians, one Journey Line Technician, and one Apprentice Line Technician. She also informed the Commission Bill Adamietz, Meter Technician, is retiring effective March 19. She is working with Clara reviewing vendors for the potential Timekeeping and Human Resources software and working with Amy reviewing the Summary Plan Documents (SPD's) for the HRA and FSA plans with Diversified Benefit Services.

Manager of Generation & Substations Dave Pahl informed the Commission Unit #2 at Combined Locks Hydro is back online and crews have been working on re-calibrating sensors and processes inside the plant. MJ Electric has started construction of the Combined Locks Substation. He is continuing to work on the implementation of the Outage Management System (OMS) and held an initial review meeting with staff. Dave stated he is working on PSC reporting importing data from the SCADA and GIS systems.

Manager of Engineering & Electric Distribution Eric Miller informed the Commission crews completed work at Rueden Ridge Subdivision and Riverview Ridge Subdivision in Combined Locks and have started working on the Blue Stem Meadows Subdivision. Eric stated LED street lights have been installed on Hwy 96. Engineering has been working on multiple bridge projects and the Meter Technicians have been testing meters resulting from the AMI Meter Exchange project.

Manager of Information Technology Don Krause informed the Commission staff has been working on virtualization hardware upgrades, changing out security cameras, and continuing to stay diligent with Cybersecurity. Don stated he has been asked to present on Cybersecurity at the MEUW Annual Meeting.

Manager of Finance & Administration Clara Pickett stated staff is working on year end processing and also informed the Commission the auditors will be at KU on March 16.

Director of Operations Mike Pedersen informed the Commission staff completed the annual FERC Security training, the annual reports have been submitted to the Department of Energy, he met with the WDNR regarding the Combined Locks Hydro Plant relicensing, the Recreation Plan has been submitted for the Kaukauna City Plant relicensing, and he is waiting for FERC to issue the Environmental Assessment for the Kimberly Hydro Plant relicensing.

General Manager Jeff Feldt discussed the PSC Lead Services Replacement Program Notice of Investigation, provided a recap of the MEUW Legislative meetings, and provided an updated on the Combined Locks Hydro Unit #2 Major Overhaul. The 54th Quarter Century Club dinner is April 16 at Van Abel's, the Electronics Recycling Event is April 25 at the KU Warehouse, the MEUW Annual Conference is May 13-15 in Manitowoc, and the APPA National Conference is June 6-10 in Long Beach, CA. If the Commission is interested in attending any of these events, they are to contact Amy Brick at 920.462.0227.

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 Tony Penterman to approve the accounts receivable write-offs.

Roll Call Vote:	John Moore	aye
	Tony Penterman	aye
	Greg Lenz	aye
	Pennie Thiele	aye
	Sue Hennes	aye
	Lee Meyerhofer	aye

Motion Carried

It was moved by Pennie Thiele, seconded by Greg Lenz that check 553, checks numbered 555 through 567, and checks numbered 71309 through 71479 in the amount of \$5,249,024.29 be approved for payment.

Roll Call Vote:	Pennie Thiele	aye
	Tony Penterman	aye
	Lee Meyerhofer	aye
	John Moore	aye
	Sue Hennes	aye
	Greg Lenz	aye

Motion Carried

It was moved by Tony Penterman, seconded by John Moore to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 4:57 p.m.

John P. Moore
Secretary

Minutes taken by Amy Brick