

Kaukauna, WI  
September 24, 2024

The regular meeting of Kaukauna Utilities Commission was called to order at 4:00 p.m. by President Lee Meyerhofer. Commission Members present were John Moore, Pennie Thiele, Sue Hennes, Lee Meyerhofer, and Tony Penterman. Also present were Michael Avanzi, Clara Pickett, Dave Pahl, Tara Schmitz, Andy Vanden Heuvel, and Amy Brick from KU, Richard Heinemann from Boardman Clark, and Frank Barth, WPPI Energy Services Manager

It was moved by John Moore, seconded by Sue Hennes to excuse the absence of Commissioner's Greg Lenz and Paul Van Berkel.

All members voted aye.

Motion Carried

It was moved by John Moore, seconded by Pennie Thiele to approve the minutes of the August 21, 2024 Commission meeting.

All members voted aye.

Motion Carried

Finance & Administration Director Clara Pickett discussed the Audit Request for Proposals informing the Commission the last request for proposal (RFP) for auditing services was completed in 2019, requesting a 3-year contract proposal with an optional 2-year renewal. The result of that process was the selection of Baker Tilly as our auditing firm for the audit years of 2019 through 2023. As that contract has ended, it was determined that it would be in the best interest of the Utility to perform a review of auditing services and request proposals from multiple firms. Responses were received from four (4) professional auditing firms. The responses were reviewed and scored in accordance with the criteria outlined in the RFP. After review, staff recommends awarding the contract for auditing services to Clifton Larson Allen (CLA).

It was moved by Tony Penterman, seconded by John Moore to authorize the General Manager to award the audit contract to CLA for the years ending December 31, 2024-2026 with the option to negotiate renewals as outlined in the request for proposal.

Roll Call Vote:

Tony Penterman	aye
John Moore	aye
Sue Hennes	aye
Lee Meyerhofer	aye
Pennie Thiele	aye

Motion Carried

Director of Operations Dave Pahl discussed the reverse osmosis pilot study required by the Wisconsin Department of Natural Resources (WDNR) informing the Commission the request included all the requirements for the pilot study but also included the request for an estimation of filtration needs for the proposed upgrade. Four proposals were received and ranked based on qualifications in the Request for Proposal (RFP). Three of the four total proposals were within approximately 15% of each other but over the engineer's budgetary estimate of \$3,368,000. The following proposals were received and evaluated:

<b>Manufacturer</b>	<b>Score</b>	<b>Rank</b>
Surplus Management, Inc. (dba Water Surplus)	80	1
WesTech Engineering, LLC	73	2
Kurita America, Inc. (dba Tonka Water)	58	3
Flowpoint Environmental Systems, Inc.	51	4

Based on the rankings, the top two companies were selected to be interviewed. The interviews were performed on September 16, 2024. Kaukauna Utilities, CBS Squared, and Applied Technologies were present during both interviews.

It was moved by John Moore, seconded by Sue Hennes to authorize the General Manager to award the reverse osmosis pilot study to Surplus Management, Inc. (dba Water Surplus) in the amount of \$43,295.

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

Motion Carried

Human Resources Director Tara Schmitz discussed the Engineering Intern position informing the Commission staff will be upgrading the control systems for the hydroelectric generators starting in 2025 and have identified the need for an engineering intern who specializes in control systems to assist in designing and programming human machine interface (HMI) applications, integrating HMI Systems with existing control frameworks, conducting testing and validation of software, documenting processes and system specifications, and to provide training to the field operator upon project completion.

It was moved by John Moore, seconded by Sue Hennes to authorize the General Manager to hire an engineering intern for a duration of approximately 40 hours per week for 9 months in 2025 with the wage guidelines as recommended by staff and with the ability to offer a housing stipend up to \$1,000 per month if the home address is more than a 60-minute commute.

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

Motion Carried

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

General Manager Michael Avanzi reviewed highlights from the monthly department updates informing the Commission that Commission Paul Van Berkel was awarded the Community Service award at the WPPI Annual Meeting. The key account customer meeting is tomorrow, Wednesday, September 25<sup>th</sup> from 11:00-1:00. The Badger Bash is October 1<sup>st</sup> in Hydro Park from 4:00-6:00. The annual EV car show is October 5<sup>th</sup> from 9:00-1:00 at Hydro Park. Open Enrollment for 2025 starts September 30<sup>th</sup>. The

employee engagement survey will be completed September 27<sup>th</sup>. Staff will provide the results at an upcoming meeting. A benefit survey was sent to employees to gauge their satisfaction with KU's benefits. The results of the survey will be shared at the Finance & Personnel Committee meeting. Painting of the fire hydrants has started and should be completed the week of October 4<sup>th</sup>. Hydro production has decreased due to low river flow. Fencing repairs will begin at multiple sites the week of September 30<sup>th</sup>. Tomorrow staff will be starting the upgrade to the audio-visual equipment in the Commission Chambers. Staff is continuing to work on the 2025 budget. The Public Service Commission (PSC) approved the EV rate for residential customers. KU is hosting an event to help customers apply for Energy Assistance. A representative from Outagamie County will be on site to assist with the application and answer any questions on Monday, October 21<sup>st</sup>. Content has been added to the website about energy aware days, what they are, and what customers can do to conserve energy on those days. A broken drain pipe directly adjacent to the drains collection tank was determined to be the cause of the leak at Island Street. KU was recommended by the Department of Energy (DOE) for negotiation of an incentive award through the Section 247 grant program for the Little Chute Bulkhead Wall Repair (G25-04) and Kaukauna City Plant Forebay Wall Repair (G26-06) Projects. The awards will fund a total of approximately \$280,000 (30% of the projects). The January Commission meeting will be tentatively rescheduled to January 22<sup>nd</sup>.

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. 196.137, including Kaukauna Utilities Write Off Journal details, Check Register details and Customer Usage and Billing.

It was moved by John Moore, seconded by Sue Hennes to approve the August accounts receivable write-offs.

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

Motion Carried

It was moved by Pennie Thiele, seconded by John Moore that checks numbered 1615 through 1643, 80348, 80428, and checks numbered 80669 through 80835 in the amount of \$5,550,477.64 be approved for payment.

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

Motion Carried

It was moved by John Moore, seconded by Sue Hennes to adjourn.

All members voted aye.	Motion Carried
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The meeting ended at 4:55 p.m.

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John P. Moore  
Secretary

Minutes taken by Amy Brick