

CEDARBURG LIGHT & WATER COMMISSION

April 15, 2024

The regular monthly meeting of the Light & Water Commission was held on Monday, April 15, 2024 at 6:00 p.m. at the utility office.

Call to order by Patricia Thome

Roll Call: Present – Tim Larson, Andy Moss, David Pagel, Paul Radtke, and City Council Member Patricia Thome
Excused – Joseph Dorr, Blaine Hilgendorf
Also Present – General Manager Ben Collins, Administrative Manager Mari Lauer, Electric Utility Superintendent Karsten Huse, Staff Accountant Jessica Cotter, Staff Accountant Keri Guidinger

STATEMENT OF PUBLIC NOTICE

The Statement of Public Notice was read, and it was acknowledged that the agenda for this meeting was posted and distributed in compliance with the Wisconsin Open Meetings Law.

APPROVAL OF MINUTES

The minutes of the Regular Meeting held on March 18, 2024 were read and approved on a motion by Tim Larson, seconded by Paul Radtke. Motion carried.

VOUCHER SUMMARY FOR MARCH

Accounts Payable, ACH, & Wire Transfers	\$ 1,529,020.00
Payroll	<u>88,261.00</u>
Total Vouchers	\$ 1,617,281.00

BANK BALANCE FOR MARCH

3/1/24 Balance Available	\$ 714,851.57
+ Deposits	1,441,536.65
- Checks and Other Debits	<u>1,410,276.98</u>
3/31/24 Available Balance	\$ 746,111.24

REVENUE ITEMS FOR MARCH

kWh Sold 8,035,105	\$ 805,640.93
Water Sold 25,358,990 Gallons	<u>156,212.08</u>
	\$ 961,853.01

Water Pumped 32,147,440 Gallons
Power Purchased – 8,295,234 kWh

NEW BUSINESS

PRESENTATION OF 2023 FINANCIAL AUDIT REPORT BY BAKER TILLY; AND ACTION THEREON

The Management Report and 2023 Audit Report were presented by Jodi Dobson of Baker Tilly. Both reports were distributed to the commission in advance of the meeting. Jodi focused primarily on the Management Report, summarizing key findings and financial information from the 2023 audit.

The full audit report and management report can be reviewed in the electronic commission packet.

A motion was made by Patricia Thome, seconded by David Pagel, to approve the 2023 Financial Audit Report as prepared and reported by Jodi Dobson at Baker Tilly. Motion carried.

DISTRIBUTION STUDY AND 5-YEAR PLAN PRESENTATION AND DISCUSSION

Nick Abraitis from GRP Engineering presented a summary and findings from the Distribution Study, 5-Year plan, and coordination study.

Nick discussed the engineering model and map, distribution system study, the 5-year plan, and coordination study.

2023 BUDGET TO ACTUAL PRESENTATION

The 2023 Budget to Actual Report was provided to commissioners in advance of the meeting. The report summarizes how actual costs compared to budgeted costs for 2023. When costs differed substantially from budget to actual, notations were made on the report identifying the reasons.

In addition, projects during the year that were to exceed the budget were explained in more detail through the department reports.

The full budget to actual report can be reviewed in the electronic commission packet.

BRING YOUR OWN DEVICE (BYOD) POLICY, AND ACTION THEREON

As part of the Policy Modernization project, the Bring Your Own Device (BYOD) was created. The policy covers the following points:

- Purpose defined as providing option to use personal device at work
- Personal devices must be approved and allow for Utility security software
- Employees are responsible for all personal device fees and charges
- Utility reserves the right to monitor, search, review and access all business-related information on personal devices

A motion was made by Paul Radtke, seconded by David Pagel, to approve the new Bring Your Own Device policy as presented, pending review and approval by outside legal counsel. Motion carried.

CITY COUNCIL, MANAGER AND DEPARTMENT REPORTS

The Manager & Department Reports were provided to the commissioners in advance of the meeting. The full reports can be reviewed in the electronic commission packet.

City Council Member Patricia Thome thanked the commissioners and staff, as this is her last commission meeting. Pat is the new Cedarburg Mayor. She discussed the procedure for her council member replacement on the CLW commission.

Ben discussed the GIS Analyst position. Phone interviews are complete, and in-person interviews will be scheduled.

Orion Loukopoulos has completed his Journey Lineman Apprenticeship and necessary work hours.

The Outage Management System continues to progress. Behind the scenes IT is complete. Testing is ongoing.

APPROVAL OF BILLS

The bills, as listed on the Check Register were audited, and a motion was made by Paul Radtke, seconded by Patricia Thome to approve the bills for payment. Motion carried.

ADJOURNMENT

A motion was made by Tim Larson, seconded by Paul Radtke, to adjourn at 7:42 pm. Motion carried.