

CEDARBURG LIGHT & WATER COMMISSION

March 18, 2024

The regular monthly meeting of the Light & Water Commission was held on Monday, March 18, 2024 at 6:00 p.m. at the utility office.

Call to order by Blaine Hilgendorf

Roll Call: Present – Joseph Dorr, Blaine Hilgendorf, Tim Larson, Andy Moss, David Pagel, and Paul Radtke

Excused – City Council Member Patricia Thome

Also Present – General Manager Ben Collins, Administrative Manager Mari Lauer, 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 February 19, 2024 were read and approved on a motion by Joseph Dorr, seconded by Tim Larson. Motion carried.

VOUCHER SUMMARY FOR FEBRUARY

Accounts Payable, ACH, & Wire Transfers	\$ 1,340,432.00
Payroll	<u>87,560.00</u>
Total Vouchers	\$ 1,427,992.00

BANK BALANCE FOR FEBRUARY

2/1/24 Balance Available	\$ 848,817.68
+ Deposits	1,525,633.99
- Checks and Other Debits	<u>1,659,600.10</u>
2/29/24 Available Balance	\$ 714,851.57

REVENUE ITEMS FOR FEBRUARY

kWh Sold 8,058,268	\$ 869,815.16
Water Sold 24,539,854 Gallons	<u>152,773.33</u>
	\$ 1,022,588.49

Water Pumped 31,306,930 Gallons
Power Purchased – 8,303,803 kWh

NEW BUSINESS

ADMINISTRATIVE, CUSTOMER SERVICE, AND SUPPORT SERVICES DEPARTMENT 2023 ANNUAL REPORT AND 2024 PREVIEW

Administrative Manager Mari Lauer provided the annual office update. The presentation was intended to review key activities from 2023, and the upcoming projects for 2024 and beyond.

Mari discussed the high points from 2023 including:

- Customer Driven: continuing to focus on customer needs including MyAccount updates, credit card fee change, and monitoring of rates
- Community Focus: continuing to sponsor and participate in local events, school connections, and environmental responsibility
- People and Culture: focusing on investing in staff and culture, promoting the Wellness committee, policy modernization, core values, training, and the comp study
- Accounting and Finance: new budget process, forecasting, electric rate case
- Operations Support / IT: remote access, increased internet speed, and site security

In 2024 staff will be focusing on:

- Strategic Planning: leadership, succession planning, policy modernization, and roles and responsibility realignment
- Operations Support / IT: Connected Mobile Workforce, Outage Management, Access Points, battery back-up, Office 365, and disaster recovery
- People, Culture and Customer Service: Chamber of Commerce presentation, landlord presentation, philanthropic committee, new rate class, new GIS Analyst position, Billing Specialist replacement, employee training, and employee wellness

The presentation is available electronically.

POLICY PROJECT UPDATE

TRAVEL EXPENSE POLICY; AND ACTION THEREON

Changes were made to the Travel Expense Policy as part of the Policy Modernization project. Changes include separating travel expenses from the expense policy, use of the Federal GSA Meals, Incidentals, and Expense (MI&E) rates for reimbursement, and other minor updates to modernize the policy.

A motion was made by Tim Larson, seconded by Andy Moss, to adopt the changes to the Travel Expense Policy effective March 18, 2024. Motion carried.

OVERTIME POLICY; AND ACTION THEREON

Changes were made to the Overtime Policy as part of the Policy Modernization project. Changes include definition of the work week, changed the exempt overtime pay to 1.5 regular rate of pay instead of 1.5 crew regular rate of pay, added exempt straight time overtime rate of pay contingency, and other minor updates to modernize the policy.

A motion was made by Joe Dorr, seconded by Paul Radtke, to adopt the changes to the Overtime Policy effective March 18, 2024. Motion carried.

BUDGET VARIANCE AND AMENDMENT FOR ACCOUNTING LAPTOP REPLACEMENT; AND ACTION THEREON

An accounting laptop recently failed and cannot be repaired. Management recommends a replacement which would create a budget variance.

A motion was made by Joe Dorr, seconded by Tim Larson to approve the budget variance and purchase of a new accounting laptop. Motion carried.

APPA LEGISLATIVE RALLY REPORT

Commissioner Andy Moss gave an overview of the recent APPA Legislative Rally in Washington DC. Andy provided handouts to the commissioners with an overview.

Mayor O'Keefe, Commissioners Moss, Radtke, and Hilgendorf, and General Manager Collins attended the 2024 APPA Legislative Rally held in Washington DC. Over 70 representatives from Wisconsin Municipal Power Providers attended to speak with Legislators regarding important issues the industry is facing. The Wisconsin Group was able to speak with Senators Johnson and Baldwin, and members from District 5 were able to meet with Representative Grothman's Staff.

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.

A customer outreach event is scheduled for March 19th at the Cedarburg Library. CL&W and Focus on Energy will be speaking with approximately ten registrants.

The electric rate case is in progress with the PSCW.

The Outage Management System testing continues. Some issues are being analyzed before the OMS is rolled out.

Baker Tilly will present the audit presentation virtually at the April commission meeting.

APPROVAL OF BILLS

The bills, as listed on the Check Register were audited, and a motion was made by Joe Dorr, seconded by Tim Larson, to approve the bills for payment. Motion carried.

ADJOURNMENT

A motion was made by Paul Radtke, seconded by Tim Larson, to adjourn at 7:07 pm. Motion carried.