

CEDARBURG LIGHT & WATER COMMISSION

September 16, 2024

The regular monthly meeting of the Light & Water Commission was held on Monday, September 16, 2024 at 6:00 p.m. at the utility office.

Call to order by Andy Moss

Roll Call: Present – Joseph Dorr, Tim Larson, Andy Moss, and Paul Radtke
Excused – Blaine Hilgendorf, David Pagel, City Council Member Jim Fitzpatrick
Also Present – General Manager Ben Collins, Administrative Manager Mari Lauer, 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 July 15, 2024 were read and approved on a motion by Tim Larson, seconded by Paul Radtke. Motion carried.

VOUCHER SUMMARY FOR AUGUST

Accounts Payable, ACH, & Wire Transfers	\$ 1,789,293.00
Payroll	<u>93,111.00</u>
Total Vouchers	\$ 1,882,404.00

BANK BALANCE FOR AUGUST

8/1/24 Balance Available	\$ 677,020.03
+ Deposits	1,912,575.78
- Checks and Other Debits	<u>917,594.09</u>
8/31/24 Available Balance	\$ 1,672,001.72

REVENUE ITEMS FOR AUGUST

kWh Sold 10,307,129	\$ 1,277,421.73
Water Sold 36,863,934 Gallons	<u>202,448.91</u>
	\$ 1,479,870.64
Water Pumped 41,718,930 Gallons	
Power Purchased 10,595,623 kWh	

NEW BUSINESS

INTRODUCTION OF GIS ANALYST, MARK STRAM

Ben Collins introduced Mark Stram, GIS Analyst. Mark started with CLW on June 26, 2024. Mark is currently working on updating the GIS mapping systems for both electric and water utilities. He has been working with staff from Ozaukee County and the City of Cedarburg to obtain the most current data.

FRONT OFFICE REORGANIZATION TO SUPPORT BUSINESS NEEDS; AND ACTION THEREON

Ben Collins reviewed the current office organizational chart, and the proposed realignment as reviewed by the Financial Ad hoc and Personnel Committees. The realignment within the accounting department specifically will address the increasing demands for financial analysis and foster closer collaboration with the GIS Analyst.

A motion was made by Andy Moss, seconded by Joe Dorr, to approve the front office realignment as presented by staff. Motion carried.

NEWLY CREATED JOB DESCRIPTION MANAGER OF FINANCE AND ACCOUNTING; AND ACTION THEREON

The newly created job description for the Manager of Finance and Accounting was provided to the commissioners prior to the meeting. The job description was reviewed by the Financial Ad hoc and Personnel Committees.

A motion was made by Tim Larson, seconded by Paul Radtke, to approve the Manager of Finance and Accounting job description as presented by staff. Motion carried.

NEWLY CREATED JOB DESCRIPTION FINANCIAL ANALYST; AND ACTION THEREON

The newly created job description for the Financial Analyst was provided to the commissioners prior to the meeting. The job description was reviewed by the Financial Ad hoc and Personnel Committees.

A motion was made by Joe Dorr seconded by Tim Larson, to approve the Financial Analyst job description as presented by staff. Motion carried.

THERMOSTAT DEMAND RESPONSE PROGRAM; AND ACTION THEREON

Ben Collins reviewed the thermostat demand response program. Commissioners asked questions, and discussion addressed any concerns.

Cedarburg Light & Water Utility, in collaboration with WPPI Energy, is submitting an application to the Public Service Commission of Wisconsin for approval of an

Optional Bring Your Own Device (BYOD) Demand Response Program. This initiative, aimed at residential customers, leverages smart thermostats to manage electricity consumption during periods of high demand, thus reducing overall power demand and associated costs.

The program's primary objectives include reducing the need for additional generation resources, minimizing greenhouse gas emissions, and gathering data to improve future demand response efforts. By 2025, participants will receive monetary incentives. WPPI Energy will cover program costs.

EnergyHub, an energy services software company, will be contracted so that customers can self-enroll and manage participation via a mobile app, with flexibility to opt out of individual control events. Cedarburg will work with WPPI and other member utilities to achieve scale and maximize grid support, with a target of 4,000 to 5,000 aggregated participants system-wide by 2027.

Approval is sought to begin marketing in early 2025, with full implementation by June 2025. This program responds to expressed customer interest and aligns with Wisconsin's transition to a more renewable energy mix.

A motion was made by Joe Dorr, seconded by Tim Larson, to approve management to take the necessary steps with WPPI Energy to seek approval from the PSCW and implement the pilot program. Motion carried.

2025 COMPENSATION & BENEFITS; AND ACTION THEREON

A motion was made by Joe Dorr, seconded by Tim Larson, to approve the benefit and compensation packages for 2025 as presented by management as follows:

- 3.75% base wage increase for employees meeting expectations and an additional 1.25% discretionary allocation of 2025 Straight Time Payroll to be used by the General Manager to provide additional compensation increases for merit, wage stratification, and/or other competitive or business reasons as well as other incentive based pay initiatives.
- Increasing the Health Insurance opt-out payment in lieu to \$504 per month
- Increasing the market adjustment stipend to \$59.46 per paid period or \$1,545.96 annually for employee electing the individual coverage, or \$146.31 per pay period or \$3,804.12 annually for employees electing family coverage

BEREAVEMENT LEAVE POLICY; WORKERS' COMPENSATION POLICY; JURY DUTY AND COURT APPEARANCE POLICY; AND UNPAID PERSONAL LEAVE OF ABSENCE POLICY; AND ACTION THEREON

As part of the Policy Modernization project, updates to the following policies were discussed for approval:

1. Bereavement Leave Policy
2. Workers' Compensation Policy
3. Jury Duty And Court Appearance Policy
4. Unpaid Personal Leave Of Absence Policy

The verbiage in the policies were updated for modernization. All updates were provided to the commissioners prior to the meeting.

A motion was made by Paul Radtke, seconded by Joe Dorr, to approve the four policies as presented by staff. 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.

The residential survey results have been received, and the results were very positive. The results will be used for future planning.

The lead service replacement project continues. Public and private loans closed on September 11, and the first reimbursement was wired to the City of Cedarburg. The next phase of replacements is scheduled for 80 customers beginning at the end of September.

WPPI Annual meeting is scheduled for Sept 18-20. The next recycling event is scheduled for Sept 28 at Firemen's Park. Open Enrollment for CLW employees is Sept 30-Oct 25.

APPROVAL OF BILLS

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

ADJOURN TO CLOSED SESSION

A motion was made by Joe Dorr, seconded by Tim Larson, to adjourn to closed session at 7:16 pm, Pursuant to Wis. Stats. 19.85 (1)(g) to confer with legal counsel for the Commission who is rendering oral or written advice concerning strategy to be adopted with respect to litigation in which it is or is likely to become involved, specifically regarding Well #4 update.

ADJOURNMENT

A motion was made by Joe Dorr, seconded by Tim Larson, to adjourn at 7:22 pm.