



Water Works and Lighting Commission

221 16th Street S, P.O. Box 399, Wisconsin Rapids, WI 54495-0399 (715) 423-6300

AGENDA

There will be a Regular Meeting of the Water Works and Lighting Commission in the conference room on Wednesday, February 12, 2025, at 2:00 PM.

Listed below is the agenda for this meeting.

1. Call to order
2. Approval, additions, or corrections to the minutes of the following meeting
 - 2.1. Regular Commission Meeting held January 8, 2025
3. Department updates
 - 3.1. Safety Coordinator
 - 3.2. Line Superintendent
 - 3.3. Electrical Engineer
 - 3.4. Water Department Operations
 - 3.5. Information Systems Administrator
 - 3.6. Conservation Manager
 - 3.7. Customer Support Supervisor
 - 3.8. Chief Financial Officer
 - 3.9. General Manager
4. Review of accounts payable
5. Adjourn

If given 72 hours' notice, efforts will be made by the General Manager's office to accommodate the needs of disabled individuals through sign language interpreters and other auxiliary aids.

Regular Meeting of the Water Works and Lighting Commission
Wednesday, January 8, 2025

There were present:

Commissioner Kevin Fangman
Commissioner John Harper
Commissioner Rick Merdan
Commissioner Jeff Penzkover
Commissioner John Bergin

Also in attendance: Todd Weiler, Jeff Kuhn, Adam Breunig, Lynn Schroer, Sean Wall, Heidi Schroeder, and Shawn Reimer

1. Call to Order

Chairperson John Bergin called the meeting to order at 2:00 PM.

2. Approval, additions, or corrections to the minutes of the following meeting

2.1 Regular Commission Meeting held December 11, 2024

There was a motion made by John Harper, seconded by Keven Fangman, and carried to approve the minutes of the Regular Commission Meeting held on December 11, 2024, and to place them on file. No nay votes were recorded.

2.2 Special Commission Meeting held December 16, 2024

There was a motion made by Rick Merdan, seconded by John Harper, and carried to approve the minutes of the Special Commission Meeting held on December 16, 2024, and to place them on file. No nay votes were recorded.

3. Action items

3.1 Water Distribution Supply Bid

Adam Breunig discussed and answered questions regarding the bids received for the 2025 water distribution supplies; it was determined that Ferguson once again offered the best option as they were the lowest bid and met the needs of WWLC.

After discussion, there was a motion made by Rick Merdan, seconded by John Harper, and carried to approve. No nay votes were recorded.

4.0 Department updates

4.1 Safety Coordinator's Report

The commissioners reviewed the Safety Coordinator's report. Sean Wall answered questions regarding safety award preparation and discussed the utility's worker's compensation modification factor rate.

4.2 Line Superintendent's Report

This report was reviewed with no questions asked and no new items.

4.3 Electrical Engineer's Report

This report was reviewed and discussed. Since Tyler Sneen was not present, Todd Weiler and Adam Breunig answered questions regarding well service and caustic pump troubleshooting and cleaning.

4.4 Water Department Operation's Report

This report was reviewed and discussed. Adam Breunig answered questions regarding the Zoo water service upgrade and cold weather issues as it related to water lines freezing. Run water notices will be sent to certain customers over the next couple of weeks.

4.5 Information Systems Administrator's Report

This report was reviewed and discussed. Todd Weiler answered questions regarding the status of the IT Assistant search, this posting ends on January 10th.

4.6 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer answered questions regarding the new Immanuel Lutheran school and church opening.

4.7 Customer Support Supervisor's Report

This report was reviewed and discussed. Lynn Schroer answered questions regarding an increased number of in-person payments and feedback on the new Friday office hours.

4.8 Chief Financial Officer's Report

This report was reviewed and discussed. Jeff Kuhn answered questions regarding the financial statements.

4.9 General Manager's Report

This report was reviewed, and future projects were discussed. The Commission was impressed by the utility's accomplishments in 2024.

5. Review of accounts payables

A listing of all invoices and checks covering December was provided to the commission for review and all questions answered.

6. Adjourn

There was a motion made by Rick Merdan seconded by Kevin Fangman and carried to adjourn at 2:35PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

**Wisconsin Rapids Water Works & Lighting Commission
January 2025**

Prepared By: Sean T. Wall, MEUW Senior Regional Safety Coordinator

SAFETY REPORT

ACCOMPLISHMENTS

1. Training

- a. Bloodborne Pathogens safety training
 - i. Also covered Panic Alarm procedures with the crews
- b. Office Safety & Ergonomics / Emergency Action Plan safety training (Office only)

2. Audits / Inspections

- a. No inspections scheduled

3. Compliance/Risk Management

- a. Attended Commission meeting
- b. Met with Adam & Josh to discuss hydraulic shoring for excavations
- c. Checked on need for chainsaw safety training seminar. No need determined.
- d. Applied for APPA Safety Award

GOALS AND OBJECTIVES

1. Training

- a. Hearing Conservation & PPE safety training

2. Audits/Inspections

- a. No inspections planned

3. Compliance/Risk Management

- a. Attend Commission meeting
- b. Follow up on all incidents



Water Works and Lighting Commission

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Line Superintendent's Report

January 2025

Work Performed

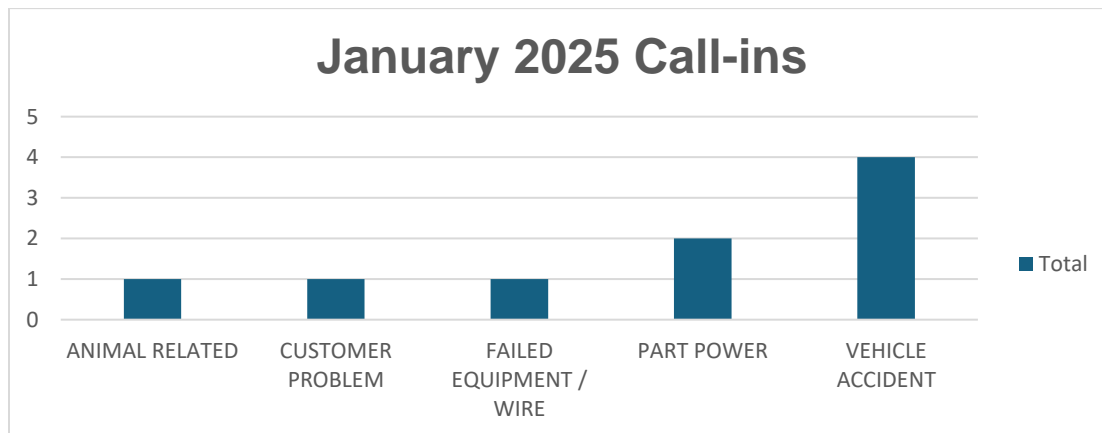
During January the Electric Department processed work orders, electric service orders, and 65 trouble slips.

Other Projects

- Continued pole replacements
- Continued tree trimming
- Worked on multiple customer project's
- Completed annual boom waxing/ dielectric testing

After Hours Calls

In January there were 9 after-hour call-ins.



The call for "Failed Equipment" was a broken insulator.

Respectfully submitted,

Josh Elliott

Electric Line Superintendent



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**ELECTRICAL ENGINEER'S REPORT
January 2025**

PSC Preventative Maintenance Filing

Every utility is required to provide a biennial report to the Public Service Commission showing compliance with its Preventative Maintenance Plan. This report includes a list of inspected circuits and facilities, the condition of facilities, schedules for preventative maintenance, and success at meeting the established schedules. I prepared this report and noted all the preventative maintenance and upgrades we've made to our system in the last two years.

Well 4 PLC Replacement

The meter techs and I replaced the PLC at well 4 with a new upgraded version of what was there before. We noticed that this PLC also needs an analog output card since it is one of two wells that need to have variable speed control on the pump. I took the card from well 5 since that well is down for maintenance currently. I ordered and replaced another analog output card to replace the one I took from well 5.

GLU Revenue Meter Issues

My contact at Marshfield Utilities who I work with to make sure our revenue meters are running properly notified me that he had an issue reading a meter at West Sub. The issue was with one of the old 3 phase meters which uses a dial-up connection. After troubleshooting the issue with them, we found that their system was dialing out to the meter multiple times at once, causing the meter to give a busy signal and failing the read. We added some pauses in their dial-out parameters and that fixed the issue.

Transformer Inventory

2025 Order – Remaining to be received:

7 @ 50KVA 1 phase 120/240V Pad-mount
30 @ 25KVA 1 phase 120/240V Pad-mount

We received 11 distribution transformers this month, completing our order of 3 phase units for the year. Our supplier seems to be holding true to their word that they would have these to us early 2025.

Tyler Sneen

Electrical Engineer



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WATER DEPARTMENT OPERATIONS REPORT
January 2024

WATER PROJECTS

During January, the water department worked on the following projects.

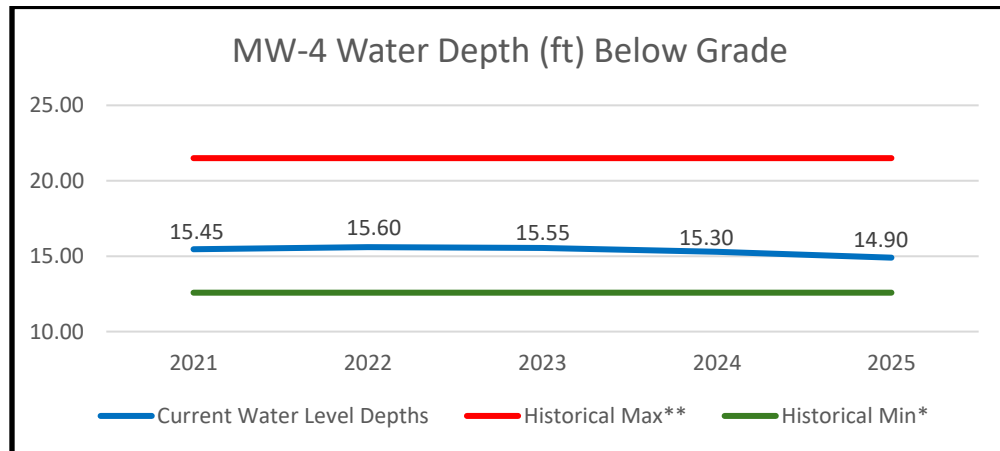
- The Water Department performed its biennial cleaning of the West Clarifier.
- The Water Department replaced Filters 1-3 Sodium Hydroxide lines between the peristaltic pump and the clearwell injection point as proactive maintenance.
- Crews repaired Cast Iron (CI) water main breaks at 311 Plover St, 1740 Russell St, 2nd Ave S and Hurley St, 3rd Ave N 700' S of Grant St, 3rd St N and Franklin St.
- Crews repaired a 2" Galvanized Service Leak at 2660 8th St S.

TROUBLE CALLS

The water meter crew responded to 35 trouble calls and tested 3 water meters.

WATER DEPTHS AT MONITORING WELL (MW) 4 FOR THE LAST 5 YEARS

The readings given below were taken during the last week of January of the year.



* Historical minimum depth below grade for MW-4 was 12'-7" on July 2nd, 2004.

** Historical maximum depth below grade for MW-4 was 21'-6" on September 11th, 2009.

Sincerely,
Adam Breunig
Water Superintendent



Water Works and Lighting Commission

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INFORMATION SYSTEMS ADMINISTRATOR'S REPORT
January 2025

Information Systems Technician

Todd, Jeff, Kevin, and I conducted interviews and we were able to select a candidate for the Information Systems Technician position. I have had conversations with him and he is as excited as I am about the new position. We will be offering him the position as soon as we receive the background check.

Fire Alarm Rebuild for the Filter Plant

Randy and John will begin working on the wiring for the filter plant fire alarms in February.

UPS Replacement

I have received the new UPS units for the SCADA network closet and the main network closet. Randy and John will install them in the next couple of weeks.

CISA Assessment Summary

I will be handing out a copy of the cyber security assessment that we received from the DHS for your review. Most of the concern will be addressed in the SCADA Network Updates and the Cyber Security projects that are included in the 2025 budget. Please read through it and then let me know if you have any questions or comments.

Projects

1. Cyber Security
2. Fire Alarm Rebuild for the Filter Plant
3. SCADA Network Updates
4. GIS Orthoimagery
5. UPS Replacement
6. Camera Replacement

Sincerely,

Matt Stormoen
Information Systems Administrator



Water Works and Lighting Commission

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Key Accounts Manager/Energy Efficiency Specialist Report January 2025

WOW Logistics

The organization was sent a rate change option letter due to a decrease of their electric usage. The organization had an option to remain on their current CP1 rate for a 12 month period or move down a rate class. The Manager of the facility contacted me to determine which rate design would save them in energy costs. An electric load analysis was performed, and a recommendation was explained of the benefit to remain on their current rate for another 12 months. This recommendation will save them 9% in annual energy costs.

During the phone conversation, I attained information of their electrical equipment inside their facility, and was able to schedule an on-site visit. An energy assessment will be administered this next week by myself and Focus on Energy Advisor to determine better energy practices as well as energy efficiency incentive money available for possible energy efficiency equipment upgrades.

Lincoln High School Reality Check

WW&LC has committed to assist once again in the financial literacy simulation for graduating seniors at Lincoln High School. The simulation will be held March 11th at the LHS fieldhouse. Our goal will be to provide students with a realistic experience in budgeting and financial responsibilities, while interacting with members of the business community sector. This will also give the Utility a chance to market our 2025 WW&LC Jem Brown Scholarship offer that we aim to market at our booth.

Provision Partners Cooperative

The facility is a corn drying facility in our service territory. Due to a decrease in electric usage I contacted them to investigate the reason for the sudden decrease. Considering the early harvest of corn this past year due to a dry growing season, led for a cut back on their dryers. At this time we discussed the option of going to a Time of Day rate that displayed a 2% savings. We are

waiting for an email confirmation to switch them to the more cost effective rate option.

City of Wisconsin Rapids Common Council Meeting

This past month I was honored to present to the city of Wisconsin Rapids Common Council and the community the success story of the Community Impact Pilot Program. This program was a partnership between Focus on Energy and WW&LC that provided 11 local businesses a complete makeover in energy efficiency upgrades to their business while being 100% funded. The total amount awarded was \$294,000 in upgrades to our local business community. This presentation also assisted in further marketing of the Focus on Energy Program offers that are available not only to our businesses but residential customers.

A special thanks to our WW&LC Commissioners and Mayor Zacher that found it significant to further promote and market this program to the public.

Respectfully,

Shawn Reimer

Key Accounts Manager



Water Works and Lighting Commission

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**CUSTOMER SUPPORT SUPERVISOR'S REPORT
JANUARY 2025**

COLLECTIONS

Below is the comparison of active and inactive accounts receivable for January.

ALL PROVIDERS – Active and Inactive Accounts			
	<u>January, 2023</u>	<u>January, 2024</u>	<u>January, 2025</u>
30 day	214,985	225,123	253,955
60 day	94,343	83,990	93,514
90 day	78,203	82,051	82,299
Current	2,219,633	2,295,390	2,666,033
Total Active	2,607,164	2,686,554	3,095,801
Total Inactive	23,440	22,567	31,308
Total AR	2,630,604	2,709,121	3,127,109

In January we sent 285 water disconnection letters to customers with a past due account balance over \$200. Of the 285 letters, 129 made a payment before tagging the property for disconnection. Twenty-five properties were disconnected, and four properties remain disconnected to date. The Public Service Commission water disconnection requirements are not as rigid as electric, resulting in an increase in our accounts receivable during this time.

Tax Refund Interception Program (TRIP) and State Debt Collection (SDC)

We received \$661 through SDC in January. We also sent 110 customers a letter indicating their past due balance would be sent to TRIP if not paid. Of the 110 letters, 76 were for active account balances where water disconnection is not an option.

Commercial Accounts

Sixty-eight commercial accounts were notified of a past due balance and pending disconnect in January. All customers either paid or made payment arrangements. Unpaid commercial accounts with a pending disconnection without a deposit on file are sent a letter indicating a deposit will be applied to their account if not paid by the future due date.

The low-income benefits program is part of the Commitment to Community charge that is billed to all electric accounts. Half of the funds collected go to low-income programs, while the other half is sent to Focus on Energy for energy efficiency programs. Below is a breakdown of what has been sent to Energy Assistance in relation to what our customers have received in benefits.

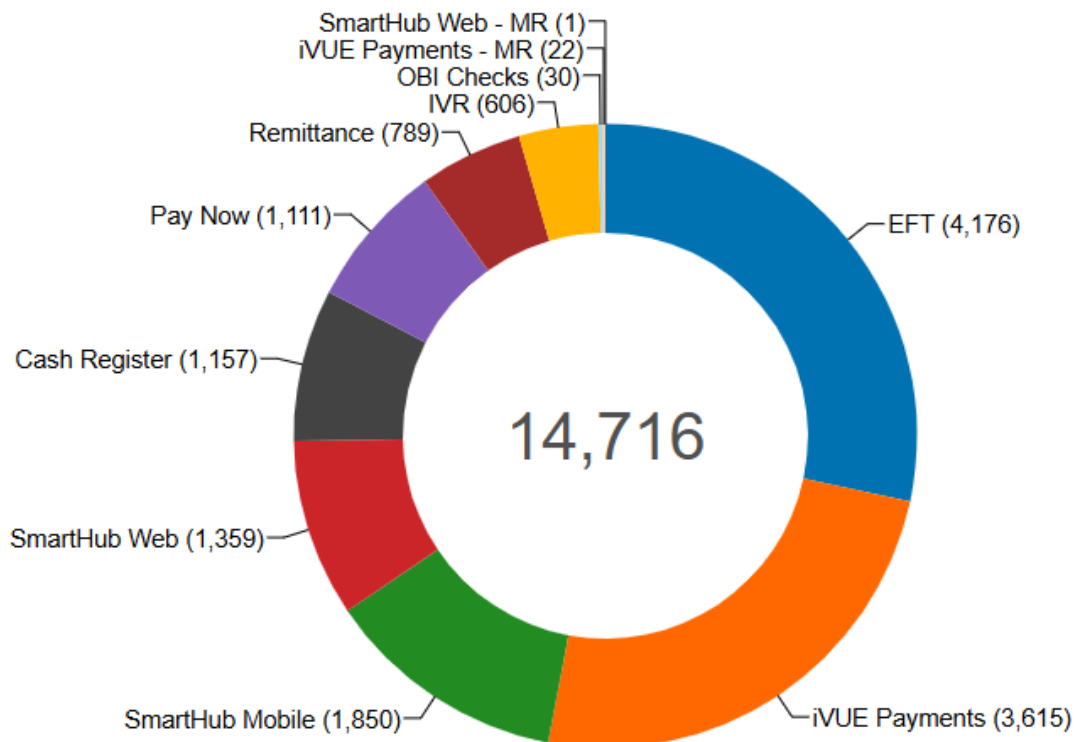
Year	Sent	Received
2021	\$139,026	\$231,311
2022	\$140,633	\$246,397
2023	\$142,836	\$251,772
2024	\$143,647	\$293,030

OFFICE INFORMATION

- ✦ The City of Wisconsin Rapids storm sewer increase was implemented in our billing software.
- ✦ Office staff processed six new electric and water services in January. In addition, 141 electric and 72 water move orders were processed. Twenty-nine were received electronically.
- ✦ Office staff answered 1,704 customer phone calls in January.
- ✦ 1,157 payments were processed in the lobby.
- ✦ Forty-eight welcome letters were sent to new customers.
- ✦ Fifty-one water allowed to run letters and nine p-value letters were sent.
- ✦ On January 23rd office staff participated in a customer service training course through MEUW entitled The Power of 1. This training is one of six 90-minute sessions featuring live, interactive, virtual instruction focused on understanding different aspects of customer service both externally and internally.

OFFICE PAYMENTS

We received 14,716 payments in January with approximately 67 percent received via one of our electronic payment options.



SOCIAL MEDIA / WEBSITE



Nine messages were posted on social media in January. Our website generated 6,716 page views.

Respectfully submitted,
Lynn Schroer
Customer Support Supervisor



Water Works and Lighting Commission

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Chief Financial Officer Report

January 2025

Financial Reports

Since the fiscal year is not yet finalized, we do not have December statements available, so they are not included in the packet. All of January and most of February will be spent closing out fiscal year 2024, with the auditors performing final field work the week of March 3rd. Utility revenue has been reconciled and accrued, as shown below. For the electric utility, 2024 electric sales increased \$1,234,658, or 4.2%.

	2024	2023	2022
	YTD	YTD	YTD
Sales of Electricity (\$)			
Residential Sales	\$ 12,194,111	\$ 11,412,291	\$ 11,222,130
General Service	\$ 4,672,835	\$ 4,189,245	\$ 4,124,371
Small Power (CP1)	\$ 3,595,865	\$ 3,416,052	\$ 3,245,709
Large Power (CP2 & CP3)	\$ 4,267,246	\$ 4,052,845	\$ 4,129,143
Industrial Power (CP4)	\$ 4,108,901	\$ 3,624,288	\$ 3,550,759
Street & Athletic Field Lighting	\$ 684,826	\$ 647,968	\$ 634,570
Power Cost Adjustment Clause	\$ 1,130,789	\$ 2,077,226	\$ 1,501,378
Total Sales of Electricity	\$ 30,654,573	\$ 29,419,915	\$ 28,408,060

For the water utility, sales decreased \$58,080, or about 1.35%. Irrigation sales were \$223,779 lower, or about 38%, due to a wetter spring and first half of summer in 2024 compared to the dry summer in 2023.

	2024	2023	2022
	YTD	YTD	YTD
Metered Sales of Water (\$)			
Residential Sales	\$ 2,015,134	\$ 1,954,889	\$ 1,846,214
Commercial Sales	\$ 752,609	\$ 731,825	\$ 777,426
Industrial Sales	\$ 690,086	\$ 608,320	\$ 599,540
Irrigation Sales	\$ 365,817	\$ 589,596	\$ 401,163
Multi-Family Residential Sales	\$ 230,493	\$ 218,955	\$ 207,590
Public Authority Sales	\$ 194,674	\$ 203,308	\$ 190,418
Total Sales of Water	\$ 4,248,814	\$ 4,306,893	\$ 4,022,351

January is typically a negative cash flow month, with five of the last 6 January's having a negative cash flow. For 2025, January had a negative cash flow of \$363,219, compared to \$118,868 in 2024. In 2025, there were three payrolls paid in January, which was a factor in the increased negative cash flow.

Workers Compensation Information

At last month's Commission meeting, a question was raised regarding the workers' compensation experience (mod) factor. This factor determines whether a discount or premium applies to workers' compensation insurance. In simple terms, the workers' compensation plan compares our own experience with the experience that is expected for employers engaged in similar businesses. When our claim experience is better than what is expected, we earn a "credit" experience modifier which will decrease the amount of premium paid. Conversely, if our claim experience is worse than what is expected, we earn a "debit" experience modifier which will increase the amount of premium paid.

Below is a history of the utility's experience factor:

Year	Experience Factor
2021	0.78
2022	0.71
2023	0.81
2024	0.91
2025	1.15

For 2024, the utility paid \$38,958 for our Workers Compensation coverage. The pool experienced significant losses in 2021, which will drop off next year, along with an injury in 2024. If 2025 remains relatively injury-free for both the utility and the City, the mod factor is expected to decrease in 2026.

Wisconsin Public Utility Institute Board Seat

At the January 22 GLU board meeting, I was recommended and approved to continue to serve as the Great Lakes Utilities board member of the Wisconsin Public Utility Institute. This organization's mission is to advance understanding and discussion of relevant utility industry topics and emerging trends in the electric, natural gas, and water industries. I am grateful for the opportunity to continue in this position.

Respectively submitted,



Jeff Kuhn
Chief Financial Officer

Wisconsin Rapids Water Works and Lighting Commission
Cash Flow Summary
for Month Ending January 31, 2025

	Year to Date	Prior Year to Date
Cash Receipts:		
Utility Receipts, Net of Returns	\$ 3,526,865	\$ 3,590,813
Interest and Dividends	\$ 295	\$ 206
Transfer from Investments	\$ 504,298	\$ 561,217
ATC Dividend Payment	\$ 233,726	\$ 144,388
Total Cash Receipts	\$ 4,265,183	\$ 4,296,624
Disbursements		
AP Payments	\$ (1,684,109)	\$ (1,888,446)
GLU Power Bill	\$ (1,800,432)	\$ (1,677,220)
Transfer to Investments	\$ (250,000)	\$ (275,000)
ATC - Voluntary Capital Call	\$ (265,767)	\$ (76,203)
Sales Tax Payment	\$ (37,140)	\$ (36,396)
Payroll	\$ (586,724)	\$ (458,102)
Service Fees	\$ (4,230)	\$ (4,124)
Total Disbursements	\$ (4,628,402)	\$ (4,415,492)
Net Cash Flow	\$ (363,219)	\$ (118,868)



Water Works and Lighting Commission

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**GENERAL MANAGER'S REPORT
January, 2025**

GLU Solar Committee

The GLU Behind the Meter Solar (BTMS) Committee had multiple meetings in January. A Request for Quotation was sent out and initial questions from interested bidders reviewed and answered. It is looking like 20 bids will be submitted for consideration. Bids are due back by 2pm CST, February 19th.

MEUW Electric Operations Conference & Expo 2025

I attended the MEUW Electric Operations Conference in the WI Dells from January 15th through the 17th. There were multiple presentations, some of the more interesting included one by Professional Engineer Dave Krause on improving the reliability of the power grid, another by FBI Special Agent Amanda Knutson on cybersecurity, and Green Bay Packer Hall of Famer Gilbert Brown on "Unlocking the Secrets of Team Success".

Monthly GLU Meeting

Jeff and I attended Great Lakes Utility's meeting on January 22nd. Nick Kumm mentioned that there are multiple utilities expressing interest in joining GLU and he will keep the existing members abreast as discussions develop.

Information Systems Technician Interviews

Interviews for the Information Systems Technician took place on January 29th. A very good candidate was selected and we are in the process of finalizing an offer of employment.

Apprentice Linemen

Filter Plant Operator Tyler Schoenike has accepted the internal posting for the Apprentice Linemen. His tentative start date will be May 1st after a replacement for his former position is selected and trained.

2024 ATC Transactions

WW&LC's investment in American Transmission Company continued to yield profitable results in 2024. Though the utility had to pay in \$285,656 on capital calls, it received \$685,453 in cash dividends and added an additional \$250,914 in increased ownership. It is important to note, like was discussed last fall in our annual budget meeting, ATC anticipates that the capital calls will be higher than the cash dividends over the next few years but then will go back to what the utility has seen in the past.

Todd Weiler, P.E.

General Manager