



## *Water Works and Lighting Commission*

*221 16<sup>th</sup> Street South P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 FAX: 715/423-2831*

### **AGENDA**

There will be a Regular Meeting of the Water Works and Lighting Commission in the conference room on Wednesday, November 11, 2020 at 1:00 PM. Due to COVID-19 restrictions the meeting will not be open to the public for attendance in person. If you would like to join the meeting remotely via audio conference, please use the information listed below. Long distance charges may apply.

Dial in number: +1 301 715 8592 US (Germantown) **or** +1 312 626 6799 US (Chicago)

Meeting ID: 969 9292 4517

Passcode: 261731

Listed below is the agenda for this meeting.

1. Call to order
2. Approval, additions or corrections to the minutes of the following meetings
  - 2.1. Regular Commission Meeting held October 14, 2020
  - 2.2. Special Commission Meeting held October 19, 2020
3. Action items
  - 3.1. 2021 Distribution Transformers
4. Department updates
  - 4.1. Safety Committee
  - 4.2. Line Superintendent
  - 4.3. Water Department Operations
  - 4.4. Customer Support Supervisor
  - 4.5. Director of Finance
  - 4.6. Information Systems Administrator
  - 4.7. Conservation Manager
  - 4.8. Director of Engineering & Electric Operations
  - 4.9. General Manager
5. Review of accounts payable
6. 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, October 14, 2020

### **There were present:**

Commissioner Scott Kellogg  
Commissioner Tom Nowak  
Commissioner Rick Merdan by audio conference  
Commissioner John Bergin by audio conference  
Commissioner John Harper by audio conference

Also in attendance: Jem Brown, Roxanne Gronski, Dale Scheunemann, Lynn Schroer, Josh Elliott and Jeff Kuhn. In attendance via audio conference: Matt Stormoen, Todd Weiler, Shawn Reimer, and Sean Wall.

### **1. Call to Order**

Chairman Tom Nowak called the meeting to order at 1:00 PM.

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

#### **2.1 Regular Commission Meeting held September 9, 2020**

There was a motion made by Rick Merdan, seconded by Scott Kellogg, and carried to approve the minutes of the Regular Commission Meeting held September 9, 2020 and to place them on file. There were no nay votes recorded.

#### **2.2 Special Commission Meeting held October 2, 2020**

There was a motion made by John Harper, seconded by Rick Merdan, and carried to approve the minutes of the Special Commission Meeting held October 2, 2020 and to place them on file. There were no nay votes recorded.

### **3. Action items**

There were no action items.

### **4. Department Updates**

#### **4.1 Safety Committee Report**

The safety committee report was reviewed. WW&LC was visited by the Department of Safety and Professional Services (DSPS) on September 9th to

perform an audit of the water department, specifically focusing on DSPS injury reporting / DSPS 10710 form, safety programs, safety training, documentation for each, and requested a tour of the facility. This audit/inspection went extremely well and she was very impressed with how neat/clean/organized our facility was.

#### **4.2 Line Superintendent's Report**

This report was reviewed and September outages were discussed.

#### **4.3 Water Department Operations Report**

This report was reviewed and September water projects were discussed.

#### **4.4 Customer Support Supervisor's Report**

This report was reviewed and discussed. On September 17th at the regular meeting for the Public Service Commission of Wisconsin (PSC), the commissioners again voted 2-1 to continue the moratorium on utility residential customer disconnections until November 1, 2020. This decision means we will not be allowed to disconnect residential customers until April 15, 2021 because the cold-weather moratorium goes into effect on November 1st. Our 90 day past due number is at an all-time high with our collection process suspended.

Lynn Schroer also stated that on September 22, Jeff, Joanna and herself participated in the virtual MEUW Accounting & Customer Service Seminar via zoom conference. Topics discussed were updates from the PSC, FEMA disaster recovery, and a guest speaker with tips on managing the stress of Covid-19 both at work and at home.

#### **4.5 Director of Finance's Report**

This report was reviewed and the financial statements were discussed.

#### **4.6 Information System's Administrator's Report**

This report was reviewed and was discussed. In September Microsoft announced a major security vulnerability in all Microsoft Windows products. They quietly released a patch in late August to address this vulnerability. When the vulnerability was disclosed in mid-September every cyber security and electric regulatory agency put out a high priority notice requiring everyone to make sure that the update was installed on all devices.

Matt stated that he has verified that the patch is installed on all Windows 10 and Windows Server 2012 and later devices. I also discovered that all Windows

7 and Windows Server 2008 or older devices were not receiving the patch due to the Windows software version being out of support. All devices running the older versions of Windows have already been addressed or replaced.

#### **4.7 Conservation Manager's Report**

This report was reviewed and the ATC load transfer was discussed. On October 1st, 2020 from 5 a.m. to 8 p.m. American Transmission Company had to take their 115kV line out of service on the east side of the city. Due to this line being out of service, WW&LC had to feed the entire city from the WR West Substation.

#### **4.8 Director of Engineering & Electric Operations**

This report was reviewed. Todd Weiler stated that he is very comfortable with the timeline set by ATC for the Baker Substation project. This new shortened timeline changes completion date from March of 2021 to completion by the end of 2020. This requires WW&LC to move up check out and startup of some of its equipment, but WW&LC agrees with ATC that it makes sense to complete this work prior to the colder winter temperatures of January and February.

#### **4.9 General Manager's Report**

This report was reviewed and discussed. Jem Brown stated that he participated in a GLU conference call meeting yesterday. The proposed 2021 budget was reviewed and will be approved at the October Annual Meeting. The 2021 budget includes a 3.5% wholesale power rate reduction for Wisconsin Rapids. The 2019 annual report was reviewed and approved. The Energy Authority presented their revised capacity analysis via Zoom. The Energy Authority is recommending GLU meets its future capacity needs with a diversified approach, which includes solar, bi-lateral contracts and by downsizing the proposed RICE generation project.

### **5. Review of accounts payables**

A listing of all invoices and checks covering September purchases was provided to the commission for review.

### **6. Adjourn**

There was a motion made by Scott Kellogg, seconded by Rick Merdan, and carried to adjourn at 1:37 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

## Special Meeting of the Water Works and Lighting Commission Monday, October 19, 2020

### **There were present:**

Commissioner Tom Nowak  
Commissioner John Bergin  
Commissioner Scott Kellogg  
Commissioner Rick Merdan by audio conference  
Commissioner John Harper by audio conference

Also in attendance: Jem Brown, Josh Elliott, Jeff Kuhn, Matt Stormoen, and Dale Scheunemann. In attendance via audio conference: Todd Weiler and Shawn Reimer.

### **1. Call to Order**

Chairman Tom Nowak called the meeting to order at 8:00 AM.

### **2. 2021 Budget**

Director of Finance Jeff Kuhn presented the 2021 budget. After a lengthy discussion, there was a motion made by John Bergin, seconded by John Harper, and carried to approve the 2021 budget as presented. There were no nay votes recorded.

### **3. Adjourn**

There was a motion made by John Harper, seconded by John Bergin, and carried to adjourn at 9:30 AM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

**SAFETY COMMITTEE MEETING MINUTES FOR NOVEMBER 4, 2020**

Discussion with: Dale Scheunemann, Adam Breunig, Justin Armagost, Tyler Sneen, Beth Knobeck, Jason Warren, Robert Nash, Josh Elliott, and Sean Wall

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

The committee reviewed the Forklift Procedure Program and found no changes required at this time.

There were no new safety concerns at this time.

**SAFETY TOPIC**

Sean Wall and Dale Scheunemann both stressed the importance of being aware of changing winter conditions. With snow and ice on the roadways we need to give more time and space to other vehicles and to always watch out for other drivers who may not be aware of the conditions or as cautious. And with the changing winter conditions parking lots and sidewalks can become very slippery.

The Safety Committee meeting ended at 7:30 AM.



Municipal Electric Utilities of Wisconsin  
*Service. Advocacy. Safety.*  
725 Lois Drive  
Sun Prairie, WI 53590  
T: 608-837-2263  
F: 608-837-0206  
[www.meuw.org](http://www.meuw.org)

## Wisconsin Rapids Water Works & Lighting Commission

October 2020

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

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# SAFETY REPORT

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## ACCOMPLISHMENTS

1. **Training**
  - a. Fall Protection (classroom & equipment inspections) x2
2. **Audits/Inspections**
  - a. No inspections
3. **Compliance/Risk Management**
  - a. Attended Safety Committee meeting
  - b. Attended Commission meetings
  - c. Revised Powered Industrial Truck safety program for November Safety Committee review
  - d. Took pictures of all Confined Spaces to begin process of Confined Space Hazard Assessments & Index
    - i. This is a direct follow up to the recent DSPS audit

## GOALS AND OBJECTIVES

1. **Training**
  - a. Fall Protection training / documented equipment inspections (1 class per dept.)
2. **Audits/Inspections**
  - a. No audits / inspections planned
3. **Compliance/Risk Management**
  - a. Attend Safety Committee meeting
  - b. Attend Commission meeting
  - c. Revise Fall Protection safety program for December Safety Committee Review (final program for 2020)
  - d. Develop index and insert pictures into Confined Space Hazard Assessment. Begin process of analyzing each space with the Water department
  - e. Discuss LOTO procedures with Water Filter Plant employees / equipment
    - i. This is a direct follow up to the recent DSPS audit





### *Water Works and Lighting Commission*

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#### **LINE SUPERINTENDENT'S REPORT October 2020**

##### **Work Performed**

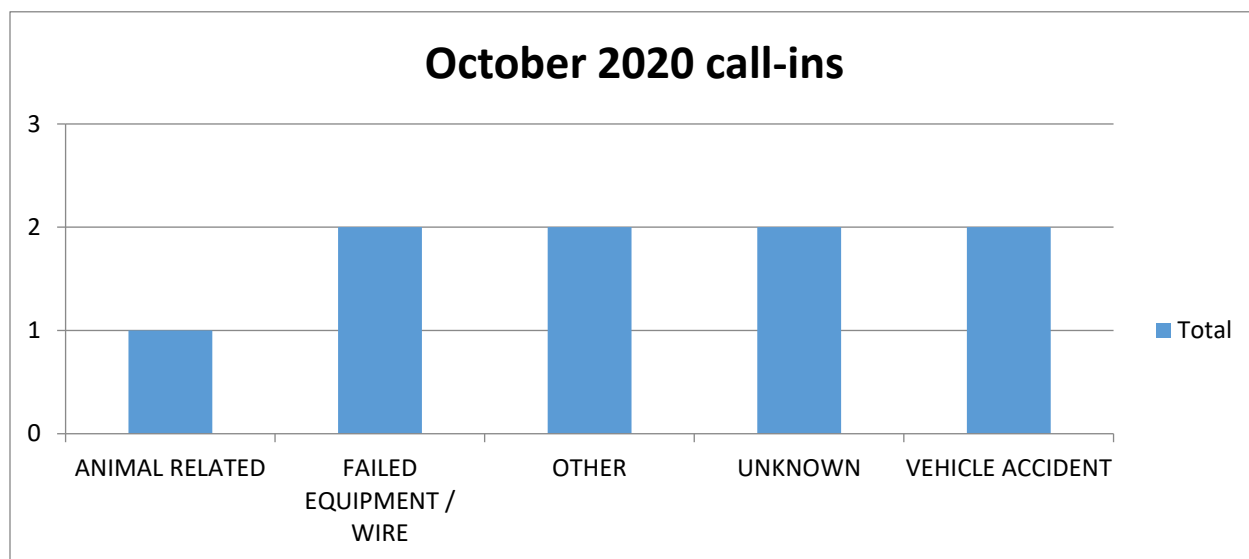
During October the Electric Department processed 15 work orders, 11 electric service orders, and 46 trouble slips.

##### **Other Projects**

- Continued replacement of older wooden poles
- Continued tree trimming
- Continued work at Baker Substation
- Completed numerous customer projects

##### **After Hours Calls**

In October there were 9 after hour call-outs.



The call-ins for failed equipment were for 1 bad combination and 1 recloser failure.

Respectfully submitted,

Josh Elliott  
Electric Line Superintendent



*Water Works and Lighting Commission*

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**WATER DEPARTMENT OPERATIONS REPORT  
October 2020**

**WATER PROJECT**

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

- ❖ Crews replaced lead services at: 421 14<sup>th</sup> Avenue North, 511 7<sup>th</sup> Street North, and 1240 2<sup>nd</sup> Street North.
- ❖ Crews repaired valve boxes at 6<sup>th</sup>, 12<sup>th</sup>, and 15<sup>th</sup> Streets South and Pepper Avenue that were broken.
- ❖ Crews dug and prepared the above locations for paving.
- ❖ Crews pulled all seasonal meters before the cold weather shows up.
- ❖ Crews tested 8 seasonal 1" meters.

**TROUBLE CALLS**

The following paperwork was processed by the water department in October:

- 13 – Meter trouble slips
- 2 – Disconnects
- 2 – Reconnects

**WATER ELEVATIONS AT MV – 4 MONITORING WELL FOR THE LAST 5 YEARS**

The readings given below were taken during the last week of October of the year noted:

2020 – 15'1"	2018 – 14'1"	2016 – 15'5"
2019 – 14'1"	2017 – 15'4"	

The highest elevation for MV – 4 was 12'7" on July 2, 2004

The lowest elevation for MV – 4 was 21.5 on September 11, 2009

Sincerely,

*Dale Scheunemann*  
Water Superintendent

**Water Works and Lighting Commission**221 16<sup>th</sup> Street S, P.O. Box 399 Wisconsin Rapids, WI 54495-0399 (715) 423-6300**CUSTOMER SUPPORT SUPERVISOR'S REPORT  
OCTOBER 2020****COLLECTIONS**

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

ALL PROVIDERS – Active Accounts			
	<u>October, 2018</u>	<u>October, 2019</u>	<u>October, 2020</u>
<b>30 day</b>	\$224,763.67	\$195,485.10	\$269,653.96
<b>60 day</b>	\$65,783.51	\$60,491.86	\$157,034.53
<b>90 day</b>	\$21,262.67	\$19,344.54	\$310,723.01
<b>Current</b>	\$1,994,321.09	\$2,029,994.70	\$1,925,358.09
<b>Total Active</b>	\$2,306,130.94	\$2,305,316.20	\$2,662,769.59
<b>Total Inactive</b>	\$200,536.84	\$257,128.97	\$119,539.07
<b>Total AR</b>	\$2,506,667.78	\$2,562,445.17	\$2,782,308.66

At their regular meeting on October 22, the Public Service Commission of Wisconsin (PSC) voted again to extend the moratorium on all utility disconnections and refusal of service for nonpayment until April 15, 2021, suspending our normal water disconnection process during the electric moratorium from November 1 to April 15. The PSC will require all utilities who are seeking to disconnect residential service after April 15, 2021 to file their disconnection plan by February 15, 2021. This decision has given ratepayers exemption from paying their utility bill for 18 months and has significantly affected our 60 and 90 day past due balances. Currently we have 163 customers that have not made a payment since March and approximately 60 customers that have not made a payment in 2020. Of the past due accounts, 567 have a past due balance over \$500 and 162 have a past due balance over \$1,000. Without the threat of disconnection, some customers have refrained from payment and any contact effort the utility made to these customers has gone unacknowledged.

Twelve new deferred payment arrangements were set up for residential customers in October, and 54 reminder letters were sent to customers with an existing arrangement. Forty-three commercial accounts were tagged for pending disconnection. One customer set up a payment arrangement and the remainder paid prior to disconnect.

We collected \$1,921 of revenue through the Tax Refund Interception Program for a 2020 total of \$49,474.

**NEW CUSTOMER ORDERS**

The office staff processed one new electric customer in October. In addition, 273 electric and 116 water move orders were processed. Twenty-one of these orders were submitted electronically. In addition, 47 new customer welcome letters were sent.

**CUSTOMER PHONE CALLS**

In October our office answered approximately 1,800 customer phone calls. The average call lasted approximately 3 minutes and was answered in approximately 8 seconds.

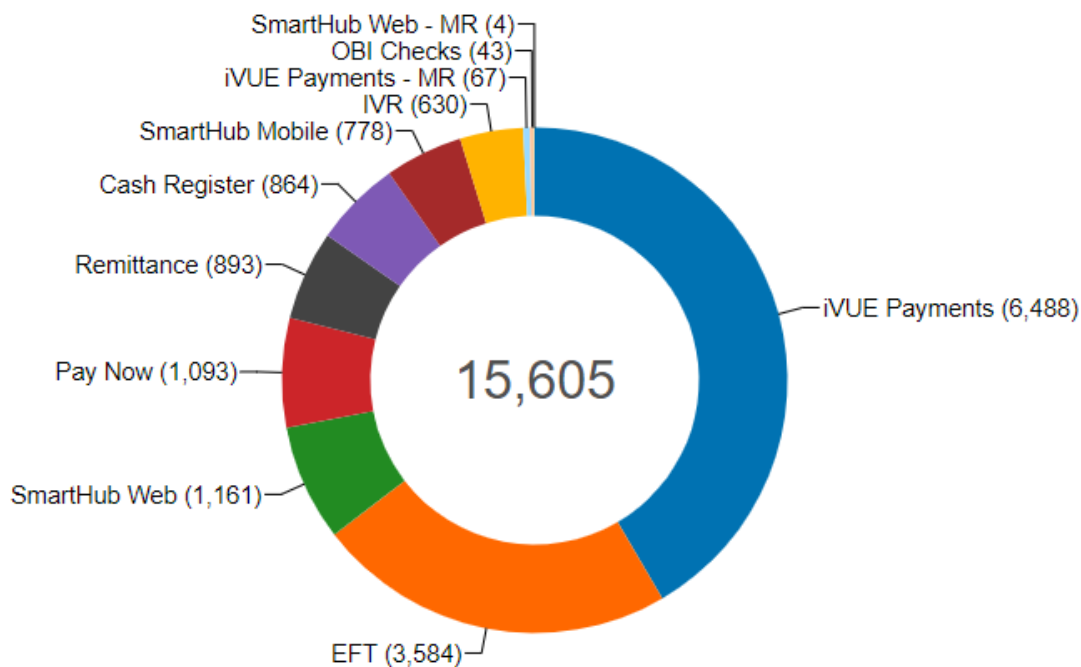
## **WATER BILL ON TAX ROLL**

Per Wisconsin State Statute 66.0809, tenants and homeowners are mailed a letter regarding unpaid water and sewer balances. Below is a comparison for the last five years of the number of letters sent and the total amount subject to the tax roll process. Included in the total for 2020 were 22 active accounts. By law, unpaid balances as of October 31st will be charged a 10% penalty and final unpaid balances will be sent to the tax roll by November 15<sup>th</sup>. Again, I would like to credit the office staff who continue to take the time when processing move in/out orders, sending letters to landlords each month with past due water and sewer charges, and taking extra time with area landlords who call with tenant questions. Given the year we have had with the current restrictions due to the pandemic, this has not been an easy task for our office staff.

Year	Letters Mailed	Total
2016	433	\$75,057
2017	362	\$53,111
2018	373	\$60,426
2019	326	\$45,127
2020	333	\$61,557

## **OFFICE PAYMENTS**

Payments for October totaled 15,605 with 23 percent on auto payment and 30 percent received via one of our many e-payment options.



## **SOCIAL MEDIA AND WEBSITE ANALYTICS**



We posted seven messages on social media generating 6,852 views on Facebook and 2,751 impressions (total amount of times people viewed a tweet) on Twitter.

Respectfully submitted,

*Lynn Schroer*

Customer Support Supervisor

*Water Works and Lighting Commission**221 16<sup>th</sup> Street S, P.O. Box 399 Wisconsin Rapids, WI 54495-0399 (715) 423-6300***Director of Finance Report****October 2020****Financial Reports**

Included in this month's packet are the September 2020 draft financial statements. The electric utility is showing a net operating income of \$595,786, compared to \$202,539 in 2019. The health insurance billing is one month behind compared to 2019, which is lowering Administrative and General Expenses by roughly \$40,000. Other expense categories are in line with 2019 amounts. The large increase in miscellaneous non-operating income is the contribution in aid of construction by an industrial customer that paid for the necessary infrastructure to serve them.

The water utility has a net operating income of \$1,019,481, compared to \$389,161 in 2019, or an increase of 162%. The source of supply expense is higher than 2019 as well 5 was cleaned at a cost of \$20,700.

**Electric Bill on Tax Roll**

Jem and I attended and presented at two City committee meetings and attended the Common Council meeting regarding electric bill on tax roll. At the October 20<sup>th</sup> Common Council meeting, the issue was referred back to Committee for further discussion, taking place on November 5<sup>th</sup>.

Lynn and I also had several conversations with area landlords discussing the past due arrearages and business practices of the utility. Unfortunately, many of the items the landlords suggest are items the utility cannot implement because of PSC regulations or are cost prohibitive.

**2021 Budget**

On October 29<sup>th</sup>, Jem and I took the utility's 2021 budget to the City's Property and Finance Committee for approval. After discussion, the budget was approved by the Committee as presented.

*Jeff Kuhn*

Jeff Kuhn

Director of Finance

Wisconsin Rapids Water Works and Lighting Commission  
Cash Flow Summary  
for Month Ending October 31, 2020

	<u>Current Month</u>	<u>Year to Date</u>
Cash Receipts:		
Utility Receipts	\$ 3,563,941	\$ 32,566,836
Interest and Dividends	\$ 72	\$ 2,977
Transfer from Investments	\$ -	\$ 3,755,081
ATC Dividend Payment	<u>\$ 108,705</u>	<u>\$ 577,686</u>
Total Cash Receipts	<b>\$ 3,672,718</b>	<b>\$ 36,902,580</b>
Disbursements		
AP Payments	\$ (1,395,887)	\$ (15,173,270)
GLU Power Bill	\$ (1,365,710)	\$ (14,692,283)
Transfer to Investments	\$ (260,000)	\$ (3,345,000)
ATC - Voluntary Capital Call	\$ (38,100)	\$ (133,232)
Sales Tax Payment	\$ (101,800)	\$ (574,712)
Payroll	\$ (421,813)	\$ (3,230,224)
Service Fees	\$ (3,642)	\$ (36,436)
NSF Payments	<u>\$ (2,688)</u>	<u>\$ (29,094)</u>
Total Disbursements	<b><u>\$ (3,589,639)</u></b>	<b><u>\$ (37,214,252)</u></b>
Net Cash Flow	<b><u><u>\$ 83,079</u></u></b>	<b><u><u>\$ (311,672)</u></u></b>

Wisconsin Rapids Water Works and Lighting Commission  
Combined Utility Income Statement  
Year to Date for Months Ending September 2020 and 2019

	Current Year to Date			Prior Year to Date			% Increase (Decrease)		
	Electric	Water	Total	Electric	Water	Total	Electric	Water	Total
Charges for Services	\$ 18,863,001	\$ 3,163,997	\$ 22,026,998	\$ 19,122,658	\$ 2,772,601	\$ 21,895,259	(1.4%)	14.1%	0.6%
Other Operating Revenues	\$ 286,918	\$ 1,299,216	\$ 1,586,133	\$ 343,095	\$ 1,052,978	\$ 1,396,073	(16.4%)	23.4%	13.6%
Total Operating Revenues	\$ 19,149,919	\$ 4,463,213	\$ 23,613,132	\$ 19,465,753	\$ 3,825,578	\$ 23,291,331	(1.6%)	16.7%	1.4%
Operating Expenses	15,703,629	1,993,050	17,696,679	16,514,312	2,006,884	18,521,196	(4.9%)	(0.7%)	(4.5%)
Depreciation Expense	1,696,254	719,431	2,415,685	1,625,902	698,533	2,324,435	4.3%	3.0%	3.9%
Taxes Expense	1,154,250	731,250	1,885,500	1,123,000	731,000	1,854,000	2.8%	0.0%	1.7%
Total Operating Expenses	18,554,133	3,443,732	21,997,865	19,263,214	3,436,417	22,699,631	(3.7%)	0.2%	(3.1%)
<b>Operating Income (Loss)</b>	<b>\$ 595,786</b>	<b>\$ 1,019,481</b>	<b>\$ 1,615,267</b>	<b>\$ 202,539</b>	<b>\$ 389,161</b>	<b>\$ 591,700</b>	<b>194.2%</b>	<b>162.0%</b>	<b>173.0%</b>
Non-Operating Income	2,295,118	42,711	2,337,830	628,094	71,925	700,019	265.4%	(40.6%)	234.0%
Interest Charges	139,768		139,768	149,789		149,789	(6.7%)		(6.7%)
Other Non-operating Exp	264,348	78,799	343,146	224,147	51,565	275,712	17.9%	52.8%	24.5%
<b>Net Income (Loss)</b>	<b>\$ 2,486,788</b>	<b>\$ 983,394</b>	<b>\$ 3,470,182</b>	<b>\$ 456,697</b>	<b>\$ 409,522</b>	<b>\$ 866,218</b>	<b>444.5%</b>	<b>140.1%</b>	<b>300.6%</b>

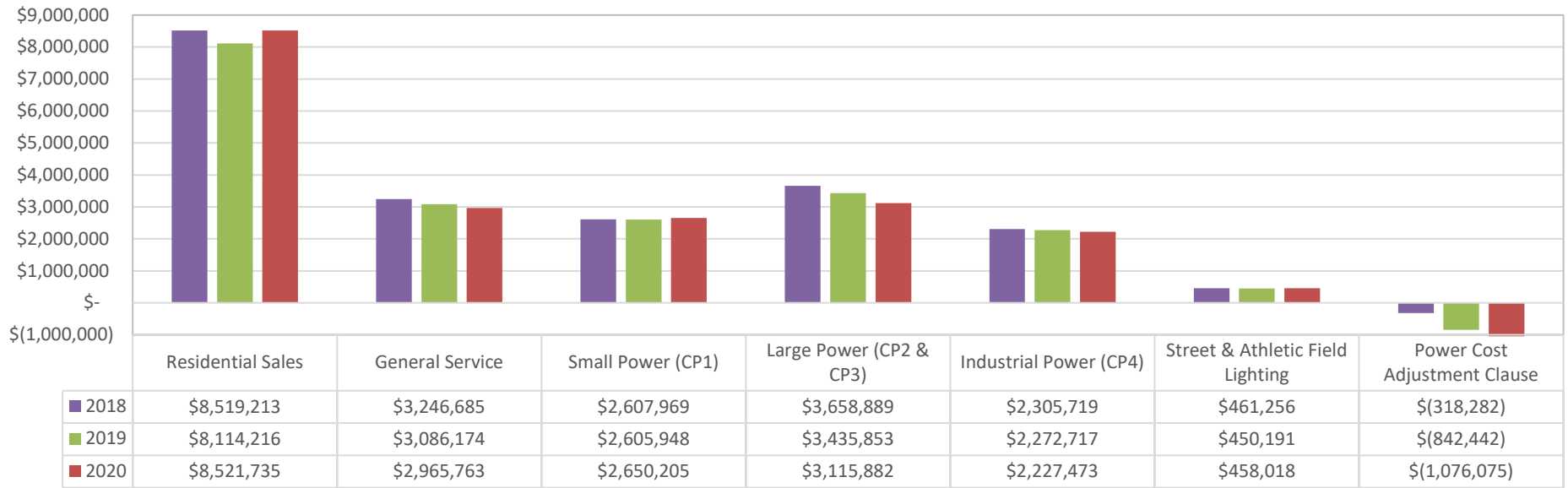
Wisconsin Rapids Water Works and Lighting Commission  
Electric Income Statement  
Year to Date for Months Ending September 2020, 2019, 2018

	Current Budget	2020 YTD	2019 YTD	2018 YTD	Remaining Budget
<b>Sales of Electricity</b>					
Residential Sales	\$ 11,025,000	\$ 8,521,735	\$ 8,114,216	\$ 8,519,213	\$ 2,503,265
General Service	\$ 4,139,000	\$ 2,965,763	\$ 3,086,174	\$ 3,246,685	\$ 1,173,237
Small Power (CP1)	\$ 3,497,000	\$ 2,650,205	\$ 2,605,948	\$ 2,607,969	\$ 846,795
Large Power (CP2 & CP3)	\$ 4,784,000	\$ 3,115,882	\$ 3,435,853	\$ 3,658,889	\$ 1,668,118
Industrial Power (CP4)	\$ 3,944,000	\$ 2,227,473	\$ 2,272,717	\$ 2,305,719	\$ 1,716,527
Street & Athletic Field Lighting	\$ 620,000	\$ 458,018	\$ 450,191	\$ 461,256	\$ 161,982
Power Cost Adjustment Clause	\$ (500,000)	\$ (1,076,075)	\$ (842,442)	\$ (318,282)	\$ 576,075
Total Sales of Electricity	\$ 27,509,000	\$ 18,863,001	\$ 19,122,658	\$ 20,481,449	\$ 8,645,999
<b>Other Operating Revenues</b>					
Misc Service Revenues - Reconnect Fees	\$ 30,000	\$ 210	\$ 25,095	\$ 25,235	\$ 29,790
Rent From Electric Property	\$ 252,000	\$ 257,620	\$ 250,409	\$ 244,515	\$ (5,620)
Forfeited Discounts	\$ 90,000	\$ 27,038	\$ 65,189	\$ 73,908	\$ 62,962
Other Electric Revenues	\$ 4,000	\$ 2,050	\$ 2,402	\$ 2,622	\$ 1,950
Total Operating Revenues	\$ 27,885,000	\$ 19,149,919	\$ 19,465,753	\$ 20,827,729	\$ 8,735,081
<b>Operating Expenses</b>					
Purchased Power Expense	\$ 18,868,400	\$ 13,255,972	\$ 13,952,728	\$ 14,870,838	\$ 5,612,428
Maintenance & Distribution Expense	\$ 1,578,600	\$ 1,148,316	\$ 1,198,490	\$ 874,586	\$ 430,284
Customer Accounts Expense	\$ 769,000	\$ 446,998	\$ 421,744	\$ 524,545	\$ 322,002
Advertising Expense	\$ 29,000	\$ 14,527	\$ 14,427	\$ 13,770	\$ 14,473
Administrative And General Expense	\$ 1,335,600	\$ 837,815	\$ 926,923	\$ 969,971	\$ 497,785
Depreciation Expense	\$ 2,169,600	\$ 1,696,254	\$ 1,625,902	\$ 1,577,644	\$ 473,346
Taxes Expense	\$ 1,530,200	\$ 1,154,250	\$ 1,123,000	\$ 1,068,003	\$ 375,950
Total Operating Expenses	\$ 26,280,400	\$ 18,554,133	\$ 19,263,214	\$ 19,899,358	\$ 7,726,267
<b>Operating Income</b>	<b>\$ 1,604,600</b>	<b>\$ 595,786</b>	<b>\$ 202,539</b>	<b>\$ 928,371</b>	<b>\$ 1,008,814</b>
Merchandise and Jobbing	\$ 43,000	\$ 26,997	\$ 24,037	\$ 16,944	\$ 16,003
Interest and Dividend Income	\$ 715,000	\$ 497,514	\$ 450,037	\$ 417,846	\$ 217,486
Miscellaneous Non-Operating Income	\$ 1,400,000	\$ 1,770,608	\$ 154,021	\$ 120,442	\$ (370,608)
Total Other Income Additions	\$ 2,158,000	\$ 2,295,118	\$ 628,094	\$ 555,231	\$ (137,118)
Interest Charges	\$ 190,685	\$ 139,768	\$ 149,789	\$ 153,623	\$ 50,917
Other Income Deductions	\$ 333,807	\$ 264,348	\$ 224,147	\$ 210,394	\$ 69,459
<b>Total Net Income</b>	<b>\$ 3,238,108</b>	<b>\$ 2,486,788</b>	<b>\$ 456,697</b>	<b>\$ 1,119,585</b>	<b>\$ 751,320</b>

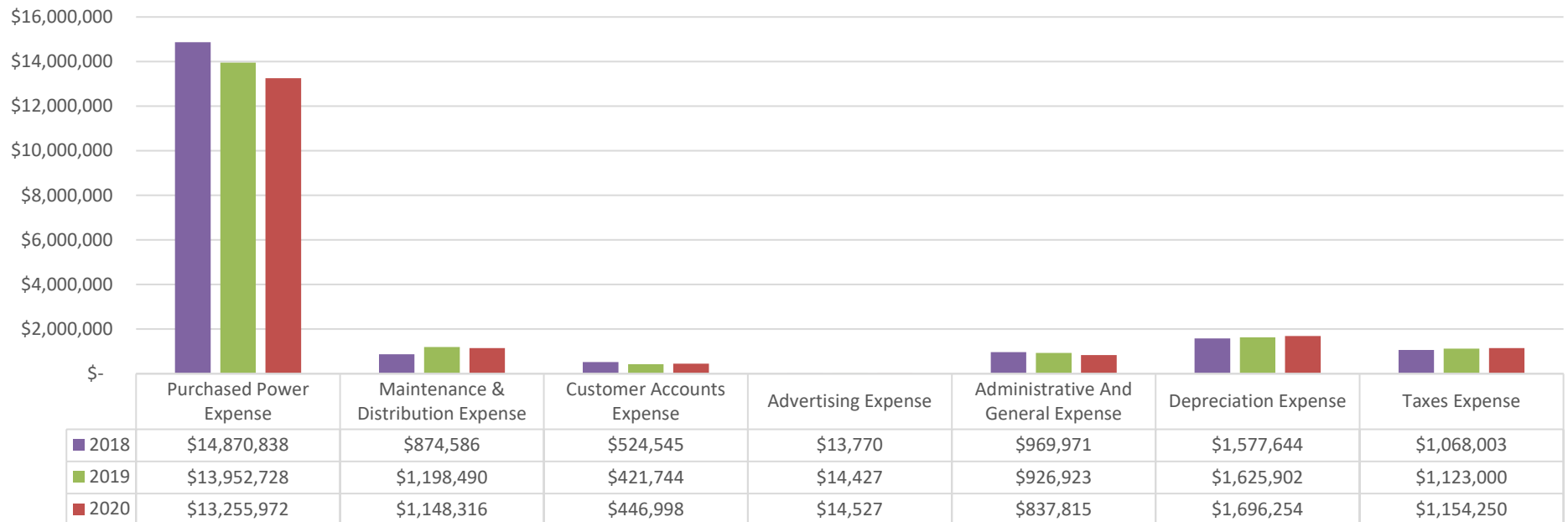


Wisconsin Rapids Water Works and Lighting Commission  
Selected Electric Utility Financial Charts  
Year to Date for Months Ending September 2020, 2019, 2018

Electric Utility Sales Revenue by Customer Type



YTD Electric Operating Expenses

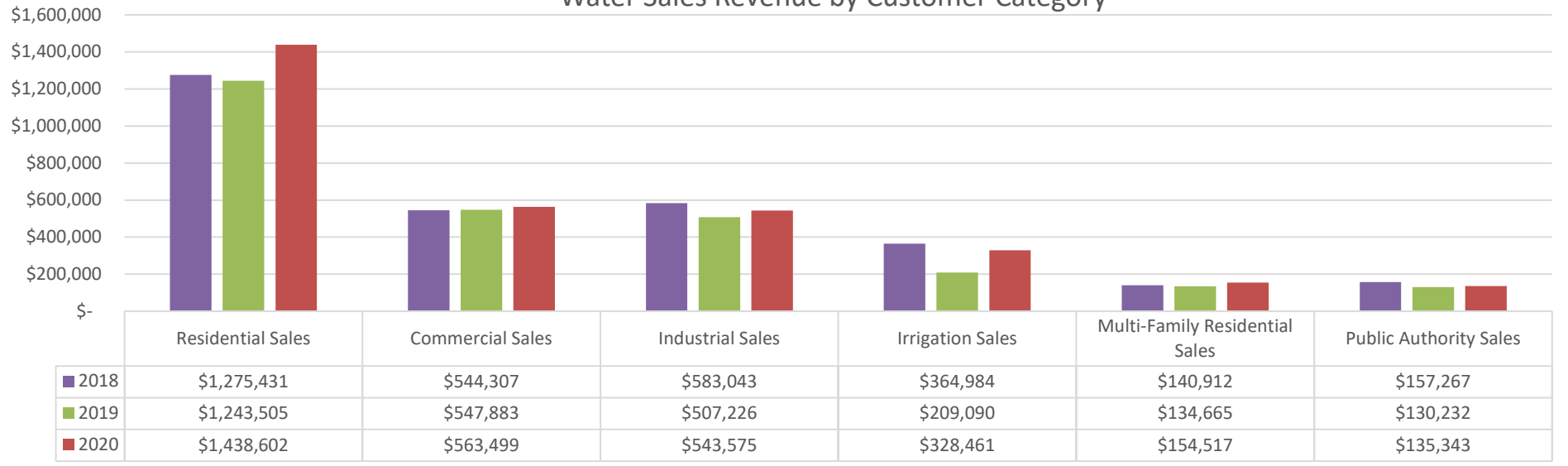


Wisconsin Rapids Water Works and Lighting Commission  
Water Income Statement  
Year to Date for Months Ending September 2020, 2019, 2018

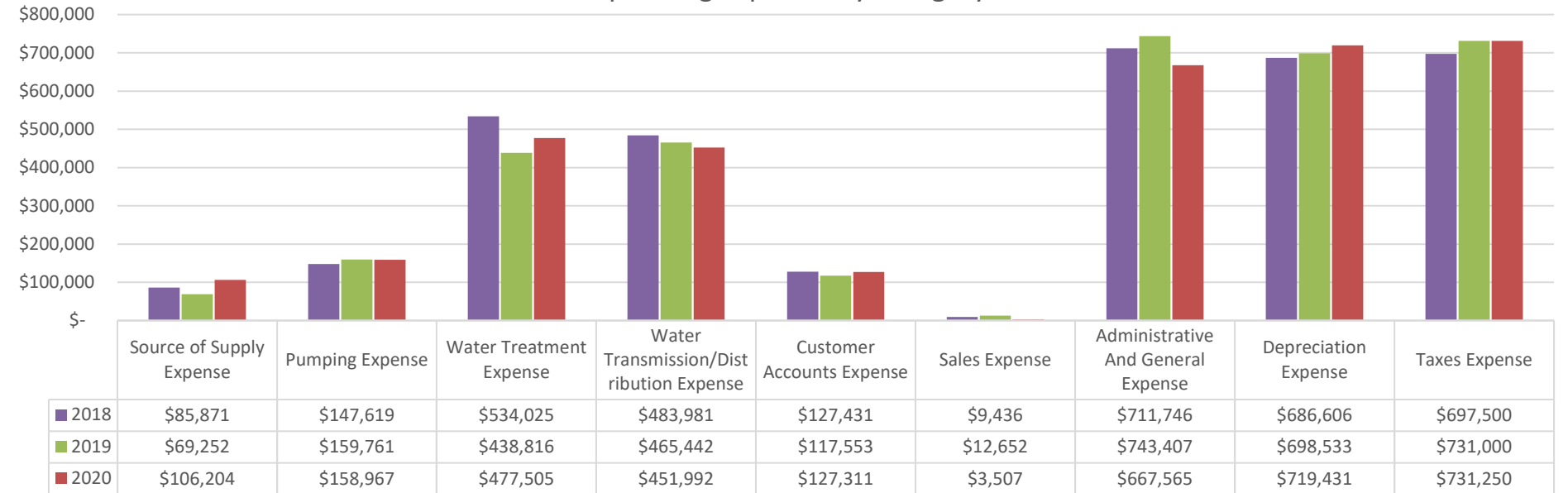
	Current Budget	2020 YTD	2019 YTD	2018 YTD	Remaining Budget
<b>Metered Sales of Water</b>					
Residential Sales	\$ 1,877,000	\$ 1,438,602	\$ 1,243,505	\$ 1,275,431	\$ 438,398
Commercial Sales	\$ 786,000	\$ 563,499	\$ 547,883	\$ 544,307	\$ 222,501
Industrial Sales	\$ 805,000	\$ 543,575	\$ 507,226	\$ 583,043	\$ 261,425
Irrigation Sales	\$ 256,000	\$ 328,461	\$ 209,090	\$ 364,984	\$ (72,461)
Multi-Family Residential Sales	\$ 228,000	\$ 154,517	\$ 134,665	\$ 140,912	\$ 73,483
Public Authority Sales	\$ 215,000	\$ 135,343	\$ 130,232	\$ 157,267	\$ 79,657
Total Sales of Water	\$ 4,167,000	\$ 3,163,997	\$ 2,772,601	\$ 3,065,944	\$ 1,003,003
<b>Other Operating Revenues</b>					
Private Fire Protection	\$ 52,200	\$ 43,131	\$ 40,189	\$ 36,197	\$ 9,069
Public Fire Protection	\$ 1,276,000	\$ 944,736	\$ 685,380	\$ 686,141	\$ 331,264
Forfeited Discounts	\$ 20,000	\$ 13,039	\$ 28,415	\$ 30,190	\$ 6,961
Miscellaneous Service Revenues	\$ 2,500	\$ 1,575	\$ 2,260	\$ 2,280	\$ 925
Rent From Water Property	\$ 92,000	\$ 61,179	\$ 59,448	\$ 53,013	\$ 30,821
Other Water Revenues	\$ 50,000	\$ 235,556	\$ 237,285	\$ 245,167	\$ (185,556)
Total Operating Revenues	\$ 5,659,700	\$ 4,463,213	\$ 3,825,578	\$ 4,118,931	\$ 1,196,487
<b>Operating Expenses</b>					
Source of Supply Expense	\$ 92,900	\$ 106,204	\$ 69,252	\$ 85,871	\$ (13,304)
Pumping Expense	\$ 212,900	\$ 158,967	\$ 159,761	\$ 147,619	\$ 53,933
Water Treatment Expense	\$ 601,500	\$ 477,505	\$ 438,816	\$ 534,025	\$ 123,995
Water Transmission/Distribution Expense	\$ 760,300	\$ 451,992	\$ 465,442	\$ 483,981	\$ 308,308
Customer Accounts Expense	\$ 85,000	\$ 127,311	\$ 117,553	\$ 127,431	\$ (42,311)
Sales Expense	\$ 12,500	\$ 3,507	\$ 12,652	\$ 9,436	\$ 8,993
Administrative And General Expense	\$ 970,300	\$ 667,565	\$ 743,407	\$ 711,746	\$ 302,735
Depreciation Expense	\$ 873,305	\$ 719,431	\$ 698,533	\$ 686,606	\$ 153,874
Taxes Expense	\$ 944,349	\$ 731,250	\$ 731,000	\$ 697,500	\$ 213,099
Total Operating Expenses	\$ 4,553,054	\$ 3,443,732	\$ 3,436,417	\$ 3,484,214	\$ 1,109,322
<b>Operating Income</b>	<b>\$ 1,106,646</b>	<b>\$ 1,019,481</b>	<b>\$ 389,161</b>	<b>\$ 634,717</b>	<b>\$ 87,165</b>
Merchandise and Jobbing	\$ 2,000	\$ (733)	\$ 3,085	\$ 369	\$ 2,733
Interest and Dividend Income	\$ 70,000	\$ 43,445	\$ 65,187	\$ 46,431	\$ 26,555
Miscellaneous Non-operating Income	\$ 40,000	\$ -	\$ 3,653	\$ 17,768	\$ 40,000
Total Other Income Additions	\$ 112,000	\$ 42,711	\$ 71,925	\$ 64,568	\$ 69,289
Other Income Deductions	\$ 125,000	\$ 78,799	\$ 51,565	\$ 10,529	\$ 46,201
<b>Total Net Income</b>	<b>\$ 1,093,646</b>	<b>\$ 983,394</b>	<b>\$ 409,522</b>	<b>\$ 688,756</b>	<b>\$ 110,252</b>

Wisconsin Rapids Water Works and Lighting Commission  
Selected Water Utility Financial Charts  
Year to Date for Months Ending September 2020, 2019, 2018

Water Sales Revenue by Customer Category



Water Operating Expense by Category



Wisconsin Rapids Water Works and Lighting Commission  
Electric and Water Utility Balance Sheet  
Balances as of September 2020 & 2019

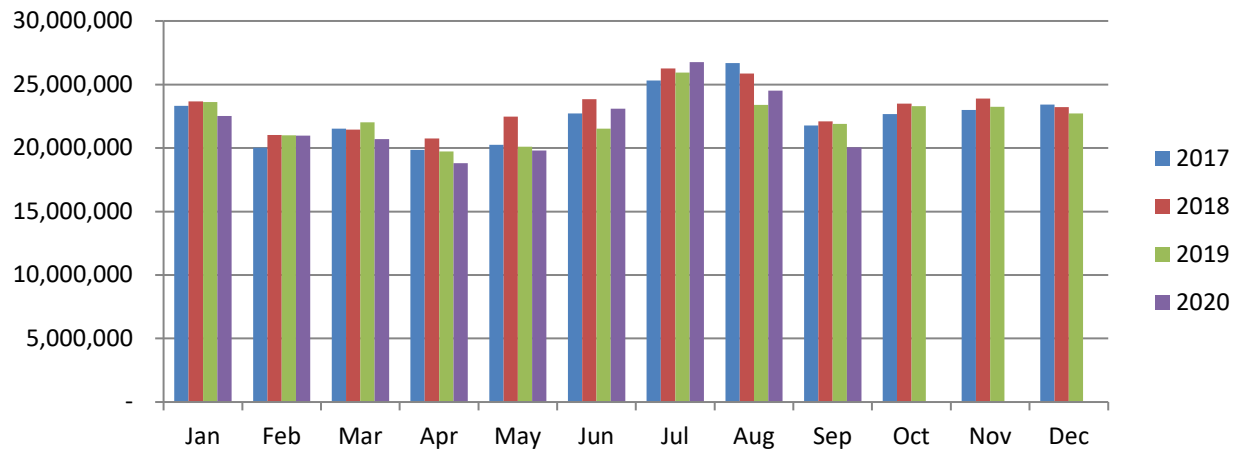
	2020			2019		
	Electric Utility	Water Utility	Combined Utilities	Electric Utility	Water Utility	Combined Utilities
<b>ASSETS</b>						
Utility Plant						
Utility Plant in Service	58,125,030	43,875,877	102,000,907	56,335,224	43,134,986	99,470,210
Utility Plant in Service - Common	7,859,432	2,562,451	10,421,883	7,573,084	2,478,090	10,051,173
Property Held for Future Use	500	104,255	104,755	500	104,255	104,755
Construction Work in Progress	6,896,590	830,558	7,727,148	4,069,173	690,874	4,760,047
<b>Total Utility Plant</b>	<b>72,881,552</b>	<b>47,373,142</b>	<b>120,254,694</b>	<b>67,977,981</b>	<b>46,408,205</b>	<b>114,386,186</b>
Less: Accumulated Depreciation						
Accumulated Depreciation	(26,334,253)	(17,333,458)	(43,667,711)	(25,309,562)	(16,467,861)	(41,777,423)
Accumulated Depreciation - Common	(5,819,746)	(1,661,652)	(7,481,398)	(5,538,236)	(1,617,615)	(7,155,851)
<b>Total Accumulated Depreciation</b>	<b>(32,153,999)</b>	<b>(18,995,110)</b>	<b>(51,149,109)</b>	<b>(30,847,798)</b>	<b>(18,085,476)</b>	<b>(48,933,274)</b>
<b>Net Utility Plant</b>	<b>40,727,553</b>	<b>28,378,032</b>	<b>69,105,585</b>	<b>37,130,182</b>	<b>28,322,729</b>	<b>65,452,912</b>
Current and Accrued Assets						
Cash	(670,722)	1,870,285	1,199,563	358,897	1,408,971	1,767,868
Working Funds	940	-	940	940	-	940
Rate Stabilization Deposit	372,986	-	372,986	356,931	-	356,931
Temporary Cash Investments	374,878	362,988	737,866	383,587	301,135	684,722
Customer Accounts Receivable	3,699,572	826,632	4,526,204	2,972,757	597,219	3,569,976
Other Accounts Receivable	145,123	530,006	675,129	168,661	443,599	612,260
Receivable From Municipality	21,278	-	21,278	37,336	-	37,336
Notes Receivable	500,000	-	500,000	500,000	-	500,000
Sewer Fee For Collections	-	312,740	312,740	-	319,091	319,091
Due To (From) Municipality	-	32,639	32,639	-	39,608	39,608
Plant Materials & Supplies	1,144,572	235,551	1,380,122	1,434,174	315,158	1,749,332
Stores Expense	(30,215)	(48,312)	(78,527)	(138,050)	(15,098)	(153,148)
Prepayments	150,208	27,895	178,103	364,216	23,645	387,861
Interest Receivable	-	-	-	-	-	-
<b>Total Current and Accrued Assets</b>	<b>5,708,619</b>	<b>4,150,424</b>	<b>9,859,043</b>	<b>6,439,450</b>	<b>3,433,327</b>	<b>9,872,777</b>
Other Investments						
Depreciation Fund	4,527,894	4,171,297	8,699,190	5,148,115	3,652,526	8,800,641
Other Investments	8,040,108	-	8,040,108	7,634,419	-	7,634,419
Other Special Funds	270,649	11,050	281,699	266,835	5,950	272,785
<b>Total Other Investments</b>	<b>12,838,650</b>	<b>4,182,347</b>	<b>17,020,997</b>	<b>13,049,369</b>	<b>3,658,476</b>	<b>16,707,845</b>
Deferred outflows of Resources						
Unamortized Debt Disc & Expense	581,032	-	581,032	649,781	-	649,781
Preliminary Survey & Investigation Charges	2,808	-	2,808	2,808	-	2,808
Clearing Accounts	(559)	23,841	23,281	(32,006)	17,183	(14,823)
Deferred Outflows Related To Pension	1,482,811	798,436	2,281,247	1,281,182	689,868	1,971,051
Misc Deferred Debits	37,751	91,912	129,662	162,817	56,817	219,634
<b>Total Deferred Outflows of Resources</b>	<b>2,103,842</b>	<b>914,189</b>	<b>3,018,031</b>	<b>2,064,582</b>	<b>763,868</b>	<b>2,828,451</b>
<b>Total Assets and Deferred Outflows</b>	<b>61,378,665</b>	<b>37,624,992</b>	<b>99,003,656</b>	<b>58,683,584</b>	<b>36,178,401</b>	<b>94,861,985</b>

Wisconsin Rapids Water Works and Lighting Commission  
Electric and Water Utility Balance Sheet  
Balances as of September 2020 & 2019

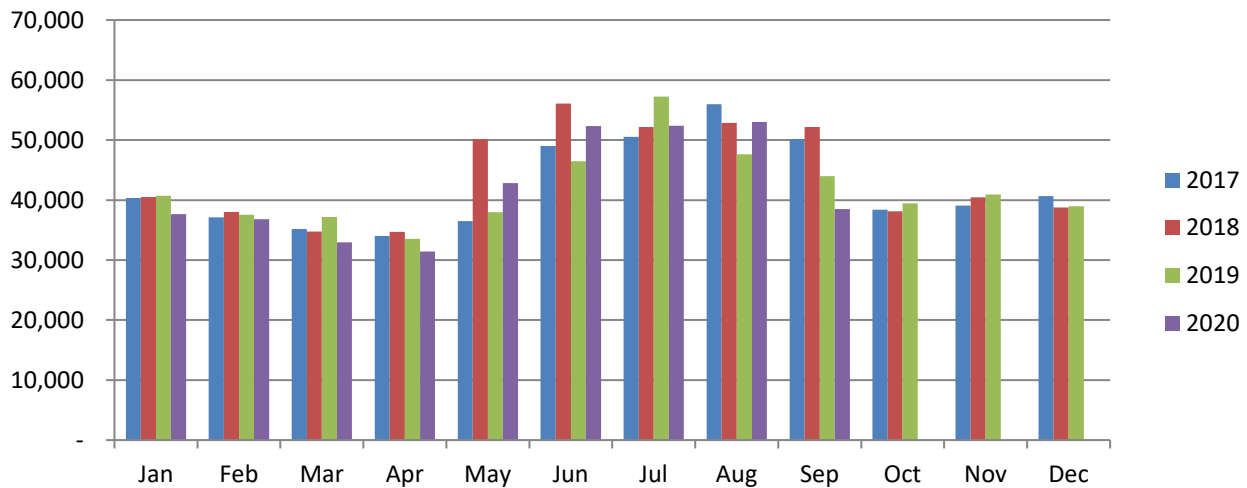
	2020			2019		
	Electric Utility	Water Utility	Combined Utilities	Electric Utility	Water Utility	Combined Utilities
<b>LIABILITIES</b>						
<b>Current and Accrued Liabilities</b>						
Accounts Payable	2,238,707	-	2,238,707	2,221,530	-	2,221,530
Payables To Municipality	-	-	-	-	-	-
Customer Deposits	405,636	-	405,636	371,181	-	371,181
Taxes Accrued	760,892	732,320	1,493,212	925,330	732,608	1,657,938
Interest Accrued	18,799	-	18,799	16,068	-	16,068
Tax Collections Payable	186,917	-	186,917	191,097	-	191,097
Misc Current And Accrued Liabilities	682,586	148,402	830,988	580,375	125,979	706,354
<b>Total Current and Accrued Liabilities</b>	<b>4,293,537</b>	<b>880,722</b>	<b>5,174,259</b>	<b>4,305,582</b>	<b>858,586</b>	<b>5,164,168</b>
<b>Long Term Debt</b>						
Long Term Debt - Bonds	5,025,000	-	5,025,000	5,535,000	-	5,535,000
<b>PROPRIETARY CAPITAL</b>						
Capital Paid In By Municipality	1,030,967	798,819	1,829,787	1,030,967	798,819	1,829,787
Retained Earnings	48,227,515	34,337,113	82,564,628	43,922,433	33,173,672	77,096,105
<b>Total Proprietary Capital</b>	<b>49,258,482</b>	<b>35,135,933</b>	<b>84,394,415</b>	<b>44,953,401</b>	<b>33,972,491</b>	<b>78,925,892</b>
<b>Deferred Inflows of Resources</b>						
Customer Advance For Construction	79,050	-	79,050	1,392,315	-	1,392,315
Wholesale Rate Refund & Public Benefits	307,945	-	307,945	338,887	-	338,887
Unamortized Premium On Debt	55,261	-	55,261	61,794	-	61,794
Other Deferred Credits	2,359,389	1,608,337	3,967,727	2,096,606	1,347,324	3,443,930
<b>Total Deferred Inflows of Resources</b>	<b>2,801,645</b>	<b>1,608,337</b>	<b>4,409,983</b>	<b>3,889,601</b>	<b>1,347,324</b>	<b>5,236,925</b>
<b>Total Liabilities, Equity and Def Inflows</b>	<b>61,378,665</b>	<b>37,624,992</b>	<b>99,003,656</b>	<b>58,683,584</b>	<b>36,178,401</b>	<b>94,861,985</b>

Wisconsin Rapids Water Works and Lighting Commission  
Monthly Electric Purchases  
2017-2020

### Electric Purchases by Month (kWh)



### Electric Purchases - Demand by Month (kW)





*Water Works and Lighting Commission*

221 16th St. So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 FAX: 715/423-2831

**INFORMATION SYSTEMS ADMINISTRATOR'S REPORT**  
**October 2020**

**Outage Management**

We are finishing up with fixing the transformer data in the NISC iVUE software. Once complete we will begin testing the Outage Management System. The results of the testing phase will ultimately decide whether we continue with NISC's Outage Management System or we start pursuing a different Outage Management solution.

**Projects**

1. Outage Management
2. AMI Communication Upgrade
3. Cyber Security Mitigation

Sincerely,

Matt Stormoen  
Information Systems Administrator



### *Water Works and Lighting Commission*

221 16<sup>th</sup> Street So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 FAX: 715/423-2831

## **Conservation Manager Report October 2020**

### **LED E-Tail Promotion**

Water Works & Lighting Commission partnered with Focus on Energy to bring a limited time offer throughout the month of October. Customers were allowed to purchase up to two bundles of energy efficient LED products. This offer was similar to the popular promotion featured at the 2019 Open House event. This promotion was marketed through social media and newsletter disbursement to our customers. This played a huge role in the success of the greater numbers of bulbs sold on-line verses at the 2019 open house. And is a result of, Lynn Schroer and office staff posting this promotion through social media, re-tweets and answering customer calls. Informing our customers of this great promotion was the key factor in the huge success of this offer.

The savings estimate for Energy Star LED bulbs: Our customers purchased 4,560 bulbs in the month of October. Each year we will save approximately 326,170 kWh of electricity with an electricity cost savings of \$ 47,099. Over the life of the bulbs we will save approximately \$696,565 in electricity costs and \$28,233 in equipment replacement costs. These purchases will reduce emissions by approximately 502,302 pounds of carbon dioxide annually, which is equivalent to the emissions of 48 cars. This year's promotion sold 2,692 more bulbs than last year. And will save \$28,177 more in electricity costs than in 2019.

**Key Account Contacts:** this month I had communications with these accounts.

- Ocean Spray Cranberry
- Happy Hippo LLC
- Charter Communication
- Wisconsin Rapids Public Schools
- Lycon INC
- Sakata JV Holdings LLC

Ocean Spray – Requested monthly usages to all their water accounts for the



year 2019. This information was collected and sent over to assist with their new sustainability tracking system.

Happy Hippo LLC – Load analysis were requested to evaluate if a Time of Day (TOD) rate would benefit spaces being rented out to his tenants. Four out of the five services will have a cost savings benefit of approximately 10% to switch to a TOD rate. Further discussed, was my suggestion that these accounts will need continuing analysis, in the months to come. Mainly due to this savings may not be as attractive on TOD due to the load analysis and collecting data during the epidemic and the businesses irregular load patterns.

Charter Communication – Has requested a load analysis on four electric accounts. Furthermore, a letter of authorization was sent to release a year of load data for a communication node service. Load analysis were performed, and a recommendation to switch to TOD that suggested an attractive savings of approximately 17%. All load data was sent to charter and discussed after evaluation, to switch seventy eight communication node services to a TOD rate, supporting further savings.

Respectfully,  
*Shawn Reimer*

Conservation Manager

*Water Works and Lighting Commission**221 16th St. So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 FAX: 715/423-2831***DIRECTOR OF ENGINEERING AND ELECTRIC OPERATIONS REPORT  
October, 2020****Baker Substation**

The project continues to go well and proceed on schedule. On October 1<sup>st</sup>, the entire east side of the city was fed from the west side with the aging cables under the expressway bridge, while the Baker Substation was taken out of service to make changes to the 115kV ATC incoming lines and bus work. Since then, half of the substation and only one of the two ATC lines have been in service feeding the east side of the city while the other ATC line and other half of the substation is being rebuilt. During the month of October, new control cables were pulled from the new control houses to the substation equipment and new ATC breaker, bus, and capacitor banks were erected. The next major accomplishment will take place between November 20<sup>th</sup> and 30<sup>th</sup> when the newly rebuilt 115kV ATC line south of the substation and the west half of the substation's 115kV equipment is placed back in service allowing the other line and other half of the substation to be rebuilt.

**2021 Distribution Transformers**

Distribution transformers which are typically ordered in January now have a 6 month lead time instead of the typical 4 months. Because of this we have gone out for bids on these transformers early. Bids are due on November 9<sup>th</sup> and will be presented as an action item at the November 11<sup>th</sup> meeting.

*Todd Weiler, P.E.*

Director of Engineering &amp; Electric Operations



*Water Works and Lighting Commission*

*221 16<sup>th</sup> Street So. P.O. Box 399 Wisconsin Rapids, WI 54495-0399 715/423-6300 FAX: 715/423-2831*

**GENERAL MANAGER'S REPORT**  
**October, 2020**

**WW&LC 2021 Budget:** Time was spent reviewing and finalizing the 2021 draft budget. Our Commission approved the budget on October 19<sup>th</sup>. Jeff and I attended the October 29<sup>th</sup> City Finance Committee meeting. There were several good questions asked about the budget by the Committee. The Finance Committee approved the 2021 budget. The full Common Council will vote at their November Council meeting.

**Great Lakes Utilities:** The GLU Board met via conference call on October 13<sup>th</sup> and October 28<sup>th</sup>. The Board continued discussion on the potential natural gas generation and going forward on a feasibility study with respect to a solar project. It was decided that the total cost of the natural gas engine generation project had to come in at or below \$1100 kW installed before the Board would authorize the project. The Energy Authority will begin the solar feasibility study in November. They will analyze behind the meter installations under 5 mW at member communities; GLU building a large array that connects directly to the transmission system; and GLU executing a long term PPA with a developer.

*Jem Brown*  
General Manager