

REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD FEBRUARY 12, 2018

On call of the roll, commissioners present were: Adams, Brandel, Ristow, Oppermann and Michaelis. Also present: Interim Utility Manager Adler and Office Manager Statz. Comm. Beyer arrived at 5:49 p.m. Absent was: Tinberg. Meeting began at 5:29 p.m.

PUBLIC PARTICIPATION

None

MINUTES

It was moved by Comm. Ristow and seconded by Comm. Michaelis to approve the regular session minutes from the January 8, 2018 meeting. Motion carried on a voice vote.

EXPENDITURES

It was moved by Comm. Brandel and seconded by Comm. Michaelis to approve the payment of January's bills totaling \$1,152,658.42. On call of the roll, motion carried unanimously. (Adams – Aye, Ristow – Aye, Brandel – Aye, Oppermann – Aye, Michaelis - Aye)

DISCUSSION AND APPROVAL OF NEW CREDIT CARD PROCESSOR

Office Manager Statz shared with the commission three potential credit card vendors. She stated that in 2018 WPPI will be launching a MyAccount portal for customers to use. Through this portal a customer can sign up for e-billing, make online payments and view and monitor their energy use. These are the services that our customers have been asking for. Because of this, Office Manager Statz stated that options were either Paymentus or Payment Services Network (PSN) as a credit card processor, as they are the companies that WPPI is working with.

She stated that due to the large amount of setup fees charged by Paymentus, she was recommending that we enter into a contract with PSN. Office Manager Statz stated that PSN's standard contract agreement is three years, but they are willing to offer a one-year contract, initially. It was her recommendation that we sign a one-year contract with PSN and if we are not satisfied, we could switch back to Paymentus.

Comm. Adams stepped out of the meeting and Comm. Brandel took over as chair.

It was moved by Comm. Ristow and seconded by Comm. Oppermann to approve a one-year contract with Payment Service Network as our credit card processor. On call of the roll, motion carried unanimously. (Ristow – Aye, Brandel – Aye, Oppermann – Aye, Michaelis - Aye)

Comm. Adams returned to the meeting and resumed as chair.

DISCUSSION AND UPDATE OF LEAD SERVICE PROGRAM

Utility Manager Adler updated the commission on the lead service replacement program and Senate Bill 48. Mr. Adler stated that SB48 would allow the use of ratepayer dollars to loan money to customers for the replacements. As of now, this could be in the form of a grant or a loan and it is only helping customers with a partial replacement.

Utility Manager Adler stated that the City of Milwaukee is offering a water filter to customers. He asked the commission if that was something that they would be interested in Jefferson doing.

Comm. Ristow asked what information is given to customers currently.

Utility Manager Adler stated that there is information on the website for customers to view.

Lead Water Operator Rob Kincaid was present at the meeting and stated that the contractor typically runs the water about 20-30 minutes to get any elevated lead levels out of the water when we replace our side of the lateral.

Comm. Ristow stated that he would be in favor of the utility providing water filters and a packet of information on lead to customers when we change out our side of their lateral service. Given that there are not many service replacements made each year, it shouldn't have too much of a financial impact on the water utility.

DISCUSSION AND APPROVAL OF NEW PICKUP TRUCK PURCHASE

Utility Manager Adler presented the quotes that he received for a new fleet vehicle.

It was moved by Comm. Oppermann, and seconded by Comm. Brandel to approve the purchase of a pickup truck from Griffin Dodge for an amount not to exceed \$30,614.00. On call of the roll, motion carried unanimously. (Adams – Aye, Ristow – Aye, Brandel – Aye, Oppermann – Aye, Michaelis - Aye)

DISCUSSION AND APPROVAL OF NEW METER TEST BENCH

Utility Manager Adler stated that the test bench that we currently have is over twenty years old and the software is outdated. He stated that he was able to find a demo model through Radian. This is the same company that WPPI uses.

It was moved by Comm. Brandel, and seconded by Comm. Ristow to approve the purchase of a new meter test bench from Radian Research for an amount not to exceed \$11,634.00. On call of the roll, motion carried unanimously. (Adams – Aye, Ristow – Aye, Brandel – Aye, Oppermann – Aye, Michaelis - Aye)

Comm. Beyer arrived at the meeting.

COMMUNITY CONTRIBUTIONS – JEFFERSON CRUISE NIGHT

Comm. Oppermann stated that he would like Jefferson Utilities to have a presence at one of the cruise night events like the Fire Department does. He asked staff to coordinate with the Fire Department so city vehicles could be present on the same night.

It was moved by Comm. Oppermann, seconded by Comm. Michaelis to approve a \$300.00 donation to Jefferson Cruise Night. On call of the roll, motion carried. (Adams – Aye, Beyer – Aye, Ristow – Aye, Brandel - Aye, Oppermann – Aye, Michaelis - Aye)

COMMUNITY CONTRIBUTIONS – HUMANE SOCIETY OF JEFFERSON COUNTY, FURRY FRIENDS WALK

Comm. Brandel stated that he was not in favor of supporting this organization, simply because they are not a Jefferson Utilities customer.

It was moved by Comm. Michaelis seconded by Comm. Brandel to approve a \$125.00 donation to the Humane Society of Jefferson County, Furry Friends Walk. On call of the roll, motion carried. (Adams – Aye, Beyer – Aye, Ristow – Aye, Brandel - Nay, Oppermann – Aye, Michaelis - Aye)

COMMUNITY CONTRIBUTIONS – TOMORROW’S HOPE

It was moved by Comm. Beyer, seconded by Comm. Ristow to approve a \$3,000.00 donation to Tomorrow’s Hope. On call of the roll, motion carried. (Adams – Aye, Beyer – Aye, Ristow – Aye, Brandel - Aye, Oppermann – Aye, Michaelis - Aye)

It was moved by Comm. Oppermann, seconded by Comm. Beyer to adjourn to closed session pursuant to Section 19.85(1)(c)(f) of the Wisconsin State Statutes considering employment, promotion and compensation and considering financial, medical or disciplinary data of a specific person. On call of the roll, motion carried. (Adams – Aye, Beyer – Aye, Ristow – Aye, Brandel - Aye, Oppermann – Aye, Michaelis - Aye)

It was moved by Comm. Oppermann, seconded by Comm. Brandel to reconvene to open session. On call of the roll, motion carried. (Adams – Aye, Beyer – Aye, Ristow – Aye, Brandel - Aye, Oppermann – Aye, Michaelis - Aye)

CONSIDER PERSONNEL MANUAL/PAY MATRIX AMENDMENT CONCERNING TEMPORARY LICENSING ISSUES

No discussion or action was taken.

INSTRUCT INTERIM UTILITY MANAGER TO PROCEED WITH COMMISSION RECOMMENDATIONS

No action was taken.

It was moved by Comm. Ristow, seconded by Comm. Brandel to adjourn. Motion carried on a voice vote. The meeting was adjourned at 6:14 p.m.