REGULAR MEETING OF THE JEFFERSON UTILITIES COMMISSION, HELD SEPTEMBER 8, 2025

On call of the roll, Commissioners present were: Pieters, Adams, Oppermann, Neils, Schroeder, Ganser. Member Excused: Bristol. Also present were: Business Manager, Sarah Hinze; Electrical Line Superintendent, Nick Baumann; Meter Technician, Jackie Tucker; Lead Lineman, Nick Mueller. The meeting began at 5:30 p.m.

Public Participation: None.

Minutes

Motion by Neils to approve the open session August 11, 2025 meeting. Seconded by Schroeder. On voice call, motion carried. Adams abstained.

Approval of August and September 2025 Expenditures

Motion by Schroeder and seconded by Ganser to approve the expenditures as presented. On call of the roll, motion carried. (Pieters-Aye; Adams - Aye; Ganser – Aye; Schroeder-Aye; Oppermann – Aye; Neils - Aye).

Discussion and Possible Action- Development of Cash Reserve Policy

Hinze explained that she has been working with WPPI regarding the costs related to the 6-circuit buildout and that she was unable to locate a cash reserve policy for the utility. WPPI recommends that a policy is created. Not only is this good practice but it also sets forth the parameters the Commission approved for cash reserve amount(s) and have it documented. It was the consensus of the Commission to draft a cash reserve policy for review and approval. Hinze indicated she will research policy formats of other utilities.

Discussion and Possible Action- 2026 Rate Case and Financing the 6-Circuit Buildout Project

Hinze discussed a spreadsheet completed by staff at WPPI regarding funding options for the 6-circuit buildout. Hinze stated that the recommendation from WPPI is to bring our cash reserve up from 30 days to 45 days and in order to do this they recommend a rate case with the PSC. This will put the utility in a better position for future borrowing which will be needed for the 6-circuit buildout. She stated that at this time the Commission would need to vote to move forward with a rate case. Once WPPI staff has completed the rase case analysis they will present to the Commission for final approval to submittal to the PSC. Motion by Oppermann to proceed with the process for rate case in order to improve cash reserves and capital investments. Seconded by Adams. On call of the roll, motion carried. (Pieters-Aye; Adams - Aye; Ganser – Aye; Schroeder-Aye; Oppermann – Aye; Neils - Aye).

Discussion and Possible Action- Community Contribution Requests

The Commission reviewed a request from Jefferson County Christmas Neighbors for $1,000 for the December 2025 program. Motion by Schroeder to approve the request as presented. Seconded by Oppermann. On call of the roll, motion carried. (Pieters-Aye; Adams - Aye; Ganser – Aye; Schroeder-Aye; Oppermann – Aye; Neils - Aye).

Discussion- Utility Billing Transfer Update

Hinze indicated that she was notified by Attorney Rogers that he was informed of an issue regarding the receipting of customer payments. She stated that the issue is related to the electric utility (JU) receiving customer payments that were meant for the City utility payments. Hinze stated that as soon as this was brought to her attention she looked into the matter. She informed the Commission that anytime a customer presents a payment that is for the City utilities the customer is directed to City Hall to make the payment. Also, when City payments are received in the night box, the customer is called to inform them that JU would take the payment to City Hall one time, but that moving forward City payments must be made at City Hall. When looking into electronic payment an issue was discovered with customers who set up bank bill pay with their banking institutions. Since the City uses the same customer account numbers as JU, there is no way for JU to determine where that customer intended the payment to go. The payment is captured by the payment processor (PSN) and posted to the account in JU's billing system. Hinze indicated she reached out to Tim Frietag to discuss these issues. A meeting was scheduled with Tim Frietag, Haylee Schaefer, Tanya Stewart, Sarah Copsey, Todd Clark, Emily Hein, and Hinze. Hinze explained the above with the group. The group discussed the delinquent City accounts and how JU could help determine, if possible, if some of these accounts were paid at JU. Hinze suggested that if Schaefer send her a copy of the list and that JU would go through those accounts to determine if any had been paid to JU. Hinze indicated that JU would refund any overpayments, but the customer must request the refund and that JU would cut a check to the customer. It was the consensus of the group that Schaefer was going to review her current list

of delinquencies and will send it to Hinze for JU to review those accounts and that each month going forward she will continue to send the list over for review. Hinze stated that Freitag indicated that it seemed to him that over time this problem should resolve itself, as customers learn that two separate payments need to be made.

Update on On-going Electric Utility Projects

Baumann informed the Commission that a milestone took place on August 12th and 13th when the utility and Kikkoman's electricians powered up Kikkoman's equipment. He stated that this was a test of Kikkoman's electrical system within the building and the testing went as planned. He stated that Kikkoman's electricians still have some programming to do on their end, but the plan is for the building to have permanent power in November. He stated that JU is on standby for the date. Baumann informed the Commission that the lift station in the Food and Beverage Innovation Park has been energized. Baumann stated that he is still waiting for the easements to be completed for the North Golf Drive property. He stated that maintenance work was completed on Highway K to upgrade some services that were needed. He stated that the crew remains busy and he is working on the paperwork for the Food and Beverage Park.

Electric Utility Manager Monthly Report

Hinze indicated that 937 AMI have yet to be installed and work continues to install AMI meters in between other projects. Hinze indicated that the 2026 budget will be presented at the next Commission meeting. Hinze indicated that at the December 2024 meeting the Commission discussed having the City put up and take down banners. She stated she and Freitag will be meeting to discuss this further, since then JU re-arranged some projects and put up the G-Day banners.

Future Agenda Items

Motion by Adams and seconded by Neils to adjourn. Motion carried on a voice vote. The meeting adjourned at 6:14 pm.