

NEW RICHMOND UTILITY COMMISSION MINUTES

June 5, 2019

The regular meeting of the New Richmond Utility Commission was held on June 5, 2019 at 8:00 a.m. at the Civic Center.

Pat Becker called the meeting to order at 8:00 a.m.

Members Present: Bob Mullen, Mike Kastens, Gerry Warner, and Pat Becker. Dan Casey present via telephone conference call.

A motion was made by Mike Kastens to approve the agenda, seconded by Gerry Warner, and carried.

A motion was made by Gerry Warner to approve the minutes of the May 1, 2019 meeting, seconded by Bob Mullen, and carried.

A motion was made by Bob Mullen to approve May 2019 bills and disbursements, seconded by Gerry Warner, and carried.

Public Comment:

None

Election of Officers:

Bob Mullen moved to keep the existing officers for another term, no second. Gerry Warner nominated Mike Kastens for president, seconded by Pat Becker, motion carried. Pat Becker nominated Gerry Warner for secretary, seconded by Mike Kastens, motion carried.

Application for Sewer Adjustment – Nancy Gleason:

Rae Ann Ailts gave background information on a leak Nancy Gleason discovered on April 15, 2019, in her home. The leak occurred under the concrete slab in the main bathroom of the home. Ms. Gleason contacted the Utility requesting a refund of sewer charges for the excess water used due to the leak. On May 21, New Richmond Utilities received a request for sewer credit from Ms. Gleason in accordance with the application criteria of the Water Leak Sewer Adjustment Policy. On May 22, Pat Howell of the Water Department conducted an inspection of the home and verified that repairs were completed. He determined excess water did not go down a drain and would have been absorbed into the ground.

The Water Leak Sewer Adjustment Policy states “Only water pipe breaks (leaks) that develop inside of the building which do not add any volume of the water at the WWTP may be considered for a sewer adjustment. There will be no adjustment to the water portion of the bill.”

Ms. Gleason is requesting a sewer credit for her April 15 and May 15 billing. Average monthly usage for the account is 2,000 gallons. Based on the average usage, the April 15 billing has 5,000 gallons of additional water used equaling a sewer credit of \$29.75. The May 15 billing has 7,000 gallons of additional water used, equaling a sewer credit of \$41.65. A combined sewer credit based on 12,000 gallons of additional water used is \$71.40 (per 1,000 volume rate of $5.95 \times 12 = \$71.40$).

Bob Mullen moved to approve the sewer credit of \$71.40, seconded by Gerry Warner, motion carried.

Approval of 2018 CMAR Report and Resolution:

Pursuant to Chapter 208 of the Wisconsin Administrative Code, all wastewater treatment facilities must submit an annual report to the Wisconsin DNR, referred to as the Compliance Maintenance Annual Report (CMAR). The CMAR evaluates the wastewater treatment system for potential problems or deficiencies. Management, operation, and maintenance activities are covered, as well as compliance with permit requirements. Around April 30 of each year, the DNR makes electronic CMAR forms available for the previous calendar year. The Utility Commission is required to pass a resolution that verifies it has reviewed the CMAR and authorizes the WWTP Operator to submit the report. Steve Skinner stated there was nothing out of compliance for 2018. Pat Becker moved to approve Compliance Maintenance Resolution 06052019, seconded by Bob Mullen, motion carried.

1Q19 Financial Report:

Joel Enders presented analysis of first quarter 2019 financial results.

Water and Sewer Study Update:

Rae Ann Ailts provided an update and reviewed the timeline for the water and sewer rate study. Letters were mailed to all ratepayers for the open house. Open house is scheduled for June 5th and June 19th at 6:00 pm in the Council Chambers, located in the Civic Center. Individual meetings will

take place with the largest ratepayers. In July there will be a presentation by Trilogy regarding the proposed rate structure.

CTH GG Water main Design Contract:

St. Croix County has plans to reconstruct CTH GG from 140th Street to 150th Street in 2020. The City does not currently have water main in this location to serve the Peninsula Heights subdivision, which is served only through an easement from Wood Duck Lane. The water main to this subdivision should be looped to provide reliability and redundancy in service, and the timing with the county's project would allow the City to install the main without the need for roadway restoration.

Because of all these factors, this project has been included in the Capital Improvement Plan for 2020. Based on the funding sources for the County's project, the design plans for our project will need to be completed by the end of the year. Staff has requested and received a proposal from SEH for design of this project for a cost of \$23,500.00. Gerry Warner moved to approve the proposal from SEH for the design of STH GG water main, not to exceed \$23,500.00, seconded by Bob Mullen, motion carried.

Department Reports

Jeremiah Wendt, Director of Public Works:

- Water leak on Knowles avenue on Monday by the Smoke Shop & Apple Blossoms, this was not a main line but was a copper service line. Tjader Highstrom was able to bore a new copper line into the building. Water department was commended on their quick response, great communication, and repair of the water leak.
- Park Art Fair is June 7th & 8th at Mary Park.
- Commemorative event in memory of the 120th Anniversary of the 1899 Cyclone will take place on June 12th with the planting of the 117th tree.
- Kyle Wells & GIS department put together an 1899 Cyclone story map for the website.

Steve Skinner, Lead Wastewater Treatment Plant Operator:

- Performed some minor repairs on air compressor in the digester building.
- One of the boiler heat exchangers corroded during the winter and started leaking water. Countryside Plumbing replaced the heat exchanger.
- School presentations are wrapping up. Steve was invited back another year for career day.
- New DNR basin engineer stopped by and introduced himself, and toured the WWTP.
- Still sampling ammonia, last month results were good, two weeks ago went way up. Staff are focusing on the Industrial Park where the reading is the highest.
- Still trying to set up a meeting with state legislators concerning the DOT hauling of bio solids.

Bob Meyer, Water Superintendent:

- Have a high volume of diggers hotline locates from homeowners and contractors.
- Quality Flow was given the approval to proceed with the Fox Run Lift Station upgrade.
- Water main flushing continues.
- Finished the Emergency Response Plan with the assistance of the office staff.
- Water presentations took place at New Richmond Schools during the month of May.
- Two employees assisted Xcel Energy in Deer Park on Saturday with issues affecting a lift station.
- Ice pigging of the water mains will begin on June 14th. Letters were mailed, and door hangers will be used for notifying affected residents.
- DNR water tower inspections are scheduled for June 24th.

Weston Arndt, Electric Superintendent:

- Growth Strategy Meeting – A meeting with WPPI Energy and Krause Power Engineering was held on Thursday May 2.
- Pole testing – 1/3 of the wood poles on our system were tested in 2018. The poles tested were south of East First St and east of South Knowles. 2019 pole testing will shift to west of South Knowles. We expect similar results as we received in 2018.
- MEUW – Annual Meeting Highlights.
 - 5G - FCC pole attachment process.
 - Mutual Aid and emergency preparedness.
 - Technology – Electric Vehicles and Battery Storage impact on the industry.
 - Workforce – Youth Apprenticeships.
- WPPI Energy Board of Directors Meeting
 - Updates on technology and services.
 - Power Supply Discussion – Carbon Emission Goals

- Wholesale rates in 2020 – Aligning cost allocation with rate design – Utilize peak, super-peak, off-peak, super-off-peak and seasonal rate differentiations.
- MEUW Arc Flash Training in River Falls – May 30.
- Reconductor a section of overhead line on East First St due to the load growth east in the Fox Run and Whispering Prairie developments – June 5 – about 8 customers – Park to Greateon.
- Monette – Finish system improvements the week of June 10. Outage notification was sent to about 63 customers, estimated outage time of 3 hours.
- Rustic Ridge – project will be completed this summer.
- Knowles sub – 5 year maintenance – Substation outage the week of June 10.
- A WPPI Energy Distribution Services Advisory Group Meeting is planned for June 11.
- On June 19, MEUW will be onsite for electric safety training.

Stacie Running, WPPI ESR:

- Focus on Energy
 - Incentives paid January-May, 2019 = \$22,779
 - Additional \$18,000+ in applications in process
 - 657 customer incentives paid
 - 418,123 first year kWh savings
 - 5,893,939 kWh lifecycle savings
- WPPI/New Richmond Utilities
 - Smart Energy Provider application submitted to APPA.
 - Public Power Day of Giving
 - Two donations (\$250 each) will be made to local charities:
 - Rise New Richmond
 - Happy Kids Backpack
 - Lakeside Foods Sustainability Award will be delivered today.
 - Researching costs associated with Public Electric Vehicle Charging Station.
 - 130th Anniversary Celebration Committee formed; ideas brainstormed.

Rae Ann Ailts, Finance Director:

- PSC billing audit in progress, waiting for feedback.
- Work continues on the water & sewer rate study.
- Office busy with move ins & move outs.
- Winter moratorium over – electric disconnects have begun.
- Continue to work with customers on payment options.
- Implemented payment arrangements within NorthStar software.
- Capital Improvement Plan in 2019 includes funds for implementing a new financial software program. A first assessment phase began in April with EO Johnson assessing the number of software systems currently being used throughout the City. The goal is to reduce the twenty seven software systems currently being used.
- June council meeting will bring forward the 2nd phase of the financial software, which will include different solutions to determine what program would be best to move forward with.

Mike Darrow, Utility Manager:

- RAVE alert system was utilized in notifying customers impacted by the water break.
- Budget process has begun.
- City's first paper newsletter mailed out this week to residents. Currently looking at options for people to opt out or subscribe electronically to the newsletter.
- Library project begins June 18th with the community conversation.
- Performing interviews with developers for the Beebe project later in the week.
- Busy summer with projects and development.

There being no further business, Gerry Warner motioned to adjourn, seconded by Bob Mullen, and carried. The meeting adjourned at 9:00 a.m.

Mike Kastens, President

Gerry Warner, Secretary