

COLUMBUS WATER & LIGHT
COMMISSION MEETING
MARCH 17, 2022

CWL Commission President Motiff called the CWL Commission meeting to order at 6:00 pm. Commissioners present: Andler, Lang, Schulze and Aspuro. Also, present at the meeting was Director of Planning and Development, Matthew Schreiber, City Administrator Kyle Ellefson, Lead Lineman David Koenig and Superintendent Kaltenberg. Excused Basten and Mayor Arnold.

It was reported that the City Clerk, as required by appropriate Wisconsin Statutes, had given proper public notice of the meeting.

The Agenda for the meeting was approved on a motion by Lang, second by Andler. Motion carried.

Visitor's Comments and Utility Communications: Director of Planning and Development, Matthew Schreiber gave a development update for the City of Columbus.

The Consent Agenda which consisted of the February 23rd CWL Commission Meeting minutes, Monthly Treasurer's Report, the Outage Report and the February Pre-Audit Financials, was approved on a motion from Aspuro, second by Lang with the amendment to the motion from Aspuro, second by Lang of the revision to the minutes adding that Commissioner Aspuro found an error with the 2022 STH 89 (Farnham Street) Construction Administration, Task Order 2022-CWL01. Motion carried.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

Cash Disbursements/Accounts Payable Reports: The Commission reviewed the February Cash Disbursements Report. Checks numbered 22513-22554 and 39 wire and ACH transfers, totaled \$901,953.62. The Commission reviewed the Accounts Payable Report and ordered paid 28 requests totaling \$70,675.75. Motion by Aspuro, second by Andler to approve paying the 28 requests from the AP Report. Motion carried. Reports were approved and placed on file.

Review Code of Conduct for all elected officials and volunteer board, committee and commission members. On February 16, 2022 the City Council approved a Code of Conduct Policy that applies to elected and appointed committee/commission members. Commissioner Aspuro referenced a typo in Section 4 and Commissioner Schulz referenced a grammar error in Section 7. Commissioner Aspuro also requested that Section 6 C should be changed to "Ask if the issue has been brought to the City Administrator or to the CWL Superintendent."

City Proposal Impacting CWL Governance: At the Columbus Common Council Committee of the Whole a draft personnel manual was discussed. This brought some questions from CWL employees and Commissioners. Past and current practice is that CWL would revise and update its personnel manual, using the City Revised manual as the standard. It was agreed that any policy adopted by the CWL Commission would take precedence over a City Policy. If CWL does not have a particular policy, the City's policy would take precedence. CWL employees are concerned of the possibility of losing some of their benefits.

Review Annual Sales/Statistics: Sup't Kaltenberg reviewed the 2021 annual sales and statistics; she presented six graphs showing the annual sales and consumption statistics for years 2016 through 2021.

Electric Rate Adjustment: At the February Commission meeting the topic of an electric rate adjustment was brought up. The Commission instructed Sup't Kaltenberg to gather all the necessary information that is

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needed to proceed. The following day Sup't Kaltenberg spoke with Energy Services Representative, Anna Stieve who suggested they reach out to WPPI Director of Rates, Tim Ament. He stated it takes about a year

from start to finish. He suggests waiting until the 2021 PSC Annual Report is complete. Sup't Kaltenberg will let the Commission know when the annual report is complete.

Position Descriptions: Four draft position descriptions were revised and presented. At the February Commission meeting the discussion on agenda item "Superintendent's Review"; it was the consensus of the Commission that the position descriptions needed to be updated first. Commission President Motiff and Commissioner Schulze agreed to work with Sup't Kaltenberg on the Superintendent's Review form and process. Both these items will be on the next Commission meeting agenda

Commissioner Orientation Packet: Sup't Kaltenberg presented a Commissioner Orientation checklist for a New Commission Orientation Packet. Currently Water and Light does not have anything put together for new Commissioners and putting a packet together will help them understand the organization. It will provide valuable information for new Commissioners on the who, what and where for them to be more informed and better prepared to serve on the Water and Light Commission. Commissioners suggested other items to be included in the packet. Sup't Kaltenberg will update the checklist and bring this back to the Commission next month.

Critical Employee Response Time: Lead Lineman Koenig advised the Commission to change the critical response time for employees from 20 minutes to 30 minutes. Changing the response time does not change the customer service from CWL. CWL has lost two prior employees' because of living too far from their families which they had relied on. If the response time would have been 30 minutes for both of these employees, CWL would have had a broader living range and they could have been closer to home. Motion was made by Schulze, second by Aspuro to change the critical response time for employees to 30 minutes. Motion carried.

REPORTS:

Mayor Comments: Mayor Arnold was excused this evening.

Superintendent Kaltenberg's Report:

- The CWL crew has been working on the following:
 - Hwy 89 Project – pole relocations due to road project and tree trimming.
 - Open Point Field Inventory
 - Electric service upgrades
 - Tree Trimming
- On Wednesday, February 23rd, Sup't Kaltenberg attended the MEUW Federal Grants for Municipal Utilities. This was a presentation on infrastructure grant opportunities introduction discussing the recent US spending bills put on by Power System Engineering.
- On Thursday, March 24th, Sup't Kaltenberg attended the PSC Water Utility Stakeholder Roundtable. They highlighted changes to the 2021 PSC annual reports, gave updates to the rate case and construction applications, and discussed training surveys they will be sending out soon.

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- On Tuesday, March 1st, Dave Koenig, Jake Tanner, Troy Kehoe and Sup't Kaltenberg met with Erin Cullen, GIS Customer Success Manager from Ruekert & Mielke. She went over the water tool suite and corresponding dashboards and search portal pages. They also discussed updating maps and adding PDF maps to the Map Gallery to view and/or print.
- On Tuesday, March 1st, Dave Koenig, Jake Tanner, Troy Kehoe and Sup't Kaltenberg met with Don Heikkila, Project Manager from Ruekert & Mielke to go over the draft WDNR forms, specifications, drawings, chemical feed calculations and chemical feeder information that has been prepared for the WDNR submittal. On March 2nd Don submitted the plan with all supporting documents to the WDNR.
- On Thursday, March 3rd, Sup't Kaltenberg attended the WPPI Joint Executive Committee and Finance & Audit Committee of WPPI Energy for the presentation of the 2021 Audit and Financial Report for WPPI by Baker Tilly.
- To date, 2,317 of 2,346 water meters have been converted to AMI.

Motion by Aspuro, second by Andler to adjourn at 7:39 p.m. Motion carried.

****Next Scheduled Meeting – Thursday, April 21st, 6:00 pm at Columbus Water and Light****

Respectfully Submitted,

Brook Andler
CWL Commission Secretary