

FLORENCE UTILITY COMMISSION BOARD MEETING
Tuesday, February 14, 2023 – 2:00 p.m.
Florence Utility Office, 501 Spring Avenue, Florence

PRESENT:

Board Members: Gene Lefebber and Dennis Krueger, Troy Frappier - telephonically
Also Present: Utility Manger Roger Secrist, Town Board Supervisor John Holbrook, Kathy Wertanen,
Kristina Williams, Steve Wilcox, Eric Lorenzen and Bethany Ryers of Baker-Tilly
attended virtually

1. Call to Order

The meeting was called to order at 2:00 p.m. by Commission President, G. Lefebber.

2. Meeting Minutes Approval

Motion by D. Krueger, supported by T. Frappier to approve the following minutes as presented:

- January 5, 2023 Special Meeting
- January 10, 2023 Regular Meeting
- February 10, 2023 Special Meeting

All in favor. Motion carried.

3. WPPI

Jesse Roberts was not able to attend.

Items were discussed out of order from the posted agenda

4. Financial

- a. Income Review
 - K. Williams provided preliminary December financials.
- b. Invoice Review – general discussion
Invoice Approval
 - Motion by D. Krueger, supported by T. Frappier to approve checks 41358 through 41416 and 16406 through 16411. Motion carried.
- c. Bank Designations: Great North Bank, LGIP, CDARS
 - Motion by D. Krueger, supported by T. Frappier to continue with current bank designations. Motion carried.
- d. Signing Authority Designations
 - Motion by D. Krueger, supported by T. Frappier to grant signing authority to Roger Secrist on all utility financial accounts. Motion carried.
- c. 2021 Audit
 - Bethany Ryers of Baker-Tilly presented the 2021 Audit Report and Insights.
 - Baker Tilly will be working with K. Williams on the implementation of GASB 87 standards.
 - It is recommended that we file for a natural gas rate increase. Current rates have been in effect since 2009.

5. Customer Accounts

- a. Aging Summary Report provided. No discussion.

6. Department Updates

- a. General Updates
 - 1) Inventory is complete.

- b. Electric Department
 - 1) Substation Transformer- Energis conducted a complete test on the transformer. A findings report with a cost-estimate for repairs is forthcoming.
 - 2) The crew is working on maintenance and tree trimming.

- c. Natural Gas Department
 - 1) Continue to work on the operator qualification manual modifications. It is approximately 40-50% complete.
 - 2) Roger and Eric visited Antigo Gas to view their processes and procedures.
 - 3) The crew is studying and training in preparation for annual testing. Eric is in the process of re-writing the tests so employees will be tested specifically on Florence Utilities' procedures.
 - 4) The Public Service Commission will be here the week of March 20th.
 - 5) Roger will research with the PSC the cost allowance for AMI conversion purchases.
 - 6) AMI data collection equipment still to be installed.

- d. Water Department
 - 1) Larch sampling at all wells in complete.
 - 2) DNR Reporting is complete for the month

- e. Wastewater Department
 - 1) The blower motor was replaced at the Quinnesec lift station.
 - 2) The USDA conducted an audit of the RDA sewer project completed in 2016.
 - 3) Our application for *Intent to Apply for Financing* application was accepted for the Central Avenue sewer replacement project. Mead & Hunt engineering services for the project are estimated to be \$38,000.

- f. Personnel - Nothing at this time.

9. Closed Session

Motion by T. Frappier, supported by D. Krueger to move to closed session pursuant to Wis. Stat. 19.85(1)(c)(e)(f)(g) to discuss:

- a) Personnel 19.85(1)(c)(e)(f)(g)

Motion carried.

T. Frappier disconnected from telephonic attendance of the meeting.

10. Return to Open Session

Motion by D. Krueger, supported by G. Lefebber to move to open session. Motion carried.

11. Action on Items in Closed Session

No action items.

12. Open Discussion -None

14. Adjourn

There being no further business, a motion was made by D. Krueger, supported by G. Lefebber to adjourn. Motion carried.

Respectfully Submitted,

Kathy Wertanen

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