

## BLACK RIVER FALLS UTILITY COMMISSION MEETING MINUTES

October 25, 2021

Utility Commission President John Lund called a meeting of the Black River Falls Municipal Utility Commission to order on October 25, 2021 at 4:30 p.m. in the Utility Conference Room at 119 North Water Street. Commissioners in attendance were Jeff Amo, Jay Eddy, Pete Olson, and Don Mathews. Also present were General Manager Casey Engebretson, Office Manager Julie Babcock, Electric Superintendent Kevin LaValley, and Garrett Aleckson (Banner Journal).

A motion was made by Commissioner Amo and seconded by Commissioner Olson to approve the minutes from the September 27, 2021 regular meeting.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

A motion was made by Commissioner Mathews and seconded by Commissioner Eddy to approve the accounts payable vouchers; CK #37693 - #37759; EP #100548 - #100555 – Totaling \$1,124,587.13.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion Carried.

Julie Babcock reviewed the September 2021 financials.

Julie Babcock reviewed the September 2021 arrears.

Julie Babcock reviewed the 2022 draft electric, water, and sewer budgets with the Commission.

A motion was made by Commissioner Olson and seconded by Commissioner Amo to approve the 2022 electric, water, and sewer budgets.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

Casey Engebretson provided an update on water operations. Casey informed the Commission that the water and wastewater staff are continuing to concentrate their efforts on AMI meter replacements. The crews have seven (7) meters yet to install. These customers have been sent a final notice requesting an appointment to change out the water meter. The letter states that if the change-out is not scheduled and completed by November 19, 2021, the non-standard meter charge will be added to the customer's utility bill, in accordance with the Utility's rate tariff.

Casey Engebretson informed the Commission that the diaphragm pumps at the WWTP are being installed this week. The contractor is having issues coordinating the install work with his electrical contractor's schedule.

Kevin LaValley provided an update on electric operations. Kevin informed the Commission that the underwater inspection of the forebay upper bulkhead gates has been completed. The Utility has received the videos, but have yet to receive the written report. Deterioration of the steel guide rails and the concrete was noticed. The Commission discussed the need for repair and will review the written report at the November Commission meeting.

Casey Engebretson provided the Commission with a construction update for the operations center. The Commission reviewed the seventh payment application, change orders to-date, and project costs-to-date. Casey informed the Commission that delivery of a couple items may have a minimal impact on completion, however, move-in date remains scheduled for November 15<sup>th</sup>, 2021.

A motion was made by Commissioner Mathews and seconded by Commissioner Olson to approve Security Financial Bank Resolution 2021-3; Designating Public Depository for Miscellaneous Public Accounts and Authorizing Withdrawal of Public Monies.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

A motion was made by Commissioner Eddy and seconded by Commissioner Amo to renew the dental plan with Delta Dental at a 0% increase for 2022.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

The Commission reviewed four (4) health insurance renewal options with WEA Trust for 2022.

A motion was made by Commissioner Mathews and seconded by Commissioner Olson to select WEA Health Plan Renewal Option #3 at a 2.92% increase for 2022 and keep the employee premium contribution at 12%.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

The Commission discussed wage adjustments and reviewed industry comparables for non-exempt employees.

A motion was made by Commissioner Olson and seconded by Commissioner Amo to approve a 3.0% wage adjustment for non-exempt employees, effective January 1, 2022.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

A motion was made by Commissioner Olson and seconded by Commissioner Amo to adjourn to Closed Session at 5:48 p.m., pursuant to Section 19.85 (1)(c); Consider employment, promotion, compensation, or performance evaluation of any public employee subject to the jurisdiction or authority of governing body – Exempt Employees Performance Reviews and Wage Adjustment Discussion.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

A motion was made by Commissioner Olson and seconded by Commissioner Eddy to reconvene to Open Session at 6:11 p.m.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

A motion was made by Commissioner Olson and seconded by Commissioner Amo to approve a 3.0% wage adjustment for exempt employees, effective January 1, 2022.

Aye: Lund, Amo, Eddy, Olson, and Mathews  
Motion carried.

The next meeting is scheduled for Monday November 29, 2021 at 4:30 pm.

A motion was made by Commissioner Olson and seconded by Commissioner Eddy to adjourn the meeting at 6:13 p.m.

Casey Engebretson, General Manager

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