



# OFFICIAL NOTICE AND AGENDA

Notice is hereby given that the City of Stoughton Utilities Committee will hold a regular meeting on the date and at the time and location given below.

Meeting of: **CITY OF STOUGHTON UTILITIES COMMITTEE**  
Date/Time: Monday, May 14, 2018 at 5:00 p.m.  
Location: Edmund T. Malinowski Board Room, Stoughton Utilities Administration Office  
600 South Fourth Street, Stoughton, Wisconsin  
Members: Mayor Tim Swadley, Citizen Member Kym Ackerman, Citizen Member David Erdman, Alderperson Regina Hirsch, Citizen Member John Kallas, Alderperson Pat O'Connor, Alderperson Nicole Wiessinger

## **AGENDA:**

### **CALL TO ORDER**

### **CONSENT AGENDA**

*(All items are considered routine and will be enacted upon by one motion. There will be no separate discussion of these items unless a Stoughton Utilities Committee member so requests, in which event the item will be removed from the consent agenda and be considered on the regular agenda.)*

- a. Stoughton Utilities Payments Due List Report
- b. Draft Minutes of the April 16, 2018 Regular Utilities Committee Meeting
- c. Stoughton Utilities March 2018 Financial Summary
- d. Stoughton Utilities March 2018 Statistical Report
- e. Stoughton Utilities April 2018 Activities Report
- f. Utilities Committee Annual Calendar
- g. Communications

### **ORGANIZATIONAL BUSINESS**

1. Election of the Utilities Committee Chairperson and Vice-Chairperson **(Action)**
2. Election of the Utilities Committee Liaison and Alternate Liaison to the Stoughton Common Council **(Action)**
3. Selection of the Utilities Committee meeting date and time **(Action)**

### **OLD BUSINESS**

4. Status of the Utilities Committee recommendation(s) to the Stoughton Common Council **(Discussion)**

### **NEW BUSINESS**

5. Proposed electric and water tax-stabilization dividends **(Action)**
6. Anticipated 2018 fund transfers to the City of Stoughton **(Discussion)**
7. Stoughton Utilities goals status report **(Discussion)**
8. Customer collections status report and disconnection timeline **(Discussion)**
9. Commitment to Community program funding and customer return **(Discussion)**
10. West Substation construction status update **(Discussion)**
11. Cost analysis of an overhead to underground electric system conversion **(Discussion)**
12. Invitation to attend an Orientation to WPPI Energy **(Discussion)**
13. Utilities Committee future agenda item(s) **(Discussion)**

### **ADJOURNMENT**

Notices Sent To:

Stoughton Utilities Committee Members  
Stoughton Utilities Director Robert P. Kardasz, P.E.  
Stoughton Utilities Assistant Director Brian Hoops

cc: Stoughton City Attorney Matthew Dregne  
Stoughton Common Council Members  
Stoughton City Clerk Holly Licht  
Stoughton Leadership Team  
Stoughton Utilities Wastewater System Supervisor Brian Erickson  
Stoughton Utilities Finance Manager Jamin Friedl, CPA  
Stoughton Utilities Operations Superintendent Sean Grady  
Unified Newspaper Group - Stoughton Courier Hub

**ATTENTION COMMITTEE MEMBERS:** Two-thirds of members are needed for a quorum. The committee may only conduct business when a quorum is present. If you are unable to attend the meeting, please contact Robert Kardasz or Brian Hoops via telephone at (608) 877-7423 or (608) 877-7412 respectively, or via email at [RKardasz@stoughtonutilities.com](mailto:RKardasz@stoughtonutilities.com) or [BHoops@stoughtonutilities.com](mailto:BHoops@stoughtonutilities.com).

It is possible that members of, and possibly a quorum of members of other committees of the Common Council of the City of Stoughton may be in attendance at this meeting to gather information. No action will be taken by any such group(s) at this meeting other than the Stoughton Utilities Committee consisting of the members listed above. An expanded meeting may constitute a quorum of the Common Council.

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For information, or to request such assistance, please contact Stoughton Utilities at (608) 873-3379.

Current and past Stoughton Utilities Committee documents, including meeting notices, meeting packets, and meeting minutes, are available for public download at <http://stoughtonutilities.com/uc>.

Date: Thursday, May 03, 2018  
 Time: 12:59PM  
 User: SGUNSOLUS

**Stoughton Utilities**  
**Check Register Summary - Standard**

Page: 1 of 5  
 Report: 03699W.rpt  
 Company: 7430

Period: - As of: 5/3/2018

Check Nbr	Type	Date	Amount Paid	Vendor ID / Name	Description
<b>Company: 7430</b>					
001593	EP	4/5/2018	47,185.32	516 WELLS FARGO BANK	VO for check batch: 308233
001594	HC	4/17/2018	819,372.89	009 WPPI	WPPI-Renewable Energy/WPPI-Buy Back Solar Credit/WPPI-Shared Savings/WPPI-Large Power/WPPI-Support Services/WPPI-Support Services/WPPI-Support Services
001595	HC	4/30/2018	30.52	421 FIRST DATA CHARGES	First Data-April Ach/First Data-April Ach/First Data-April Ach/First Data-April Ach
001596	HC	4/30/2018	1,313.24	002 Employee Benefits Corp - Ach	EBC-April Ach/EBC-April Ach/EBC-April Ach/EBC-April Ach
001597	HC	4/30/2018	461.46	007 TDS Metrocom - Ach	TDS Metrocom - April Ach/TDS Metrocom - April Ach/TDS Metrocom - April Ach/TDS Metrocom - April Ach
001598	HC	4/30/2018	217.90	856 GORDON FLESCH COMPANY, INC.	Gordon Flesch-April Ach/Gordon Flesch-April Ach/Gordon Flesch-April Ach/Gordon Flesch-April Ach
001599	HC	4/30/2018	2,710.39	003 Alliant Energy - Ach	Alliant Energy - April Ach/Alliant Energy - April Ach/Alliant Energy - April Ach/Alliant Energy - April Ach/Alliant Energy - April Ach/Alliant Energy - April Ach/Alliant Energy - April Ach
001600	HC	4/30/2018	1,236.44	001 Delta Dental - Ach	Delta Dental - April Ach/Delta Dental - April Ach/Delta Dental - April Ach
001601	HC	4/30/2018	418.78	547 Charter Communications-Ach	Charter Comm-April Ach/Charter Comm-April Ach/Charter Comm-April Ach/Charter Comm-April Ach
001602	HC	4/30/2018	133.82	952 AT&T	AT&T - April Ach/AT&T - April Ach
001603	HC	4/30/2018	35,833.84	025 Payroll Federal Taxes- Ach	Federal Taxes-April Ach/Federal Taxes-April Ach/Federal Taxes-April Ach/Federal Taxes-April Ach
001604	HC	4/30/2018	7,209.92	008 Payroll State Taxes - Ach	State Taxes-April Ach/State Taxes-April Ach
001605	HC	4/30/2018	16,187.32	010 WI Dept. of Revenue Taxpayment-Ach	Dept of Revenue-April Ach/Dept of Revenue-April Ach



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025550	CK	4/11/2018	769.50	166 INKWORKS, INC.	Inkworks-Inserts/Inkworks-Water Report
025551	CK	4/11/2018	2,056.35	451 INSIGHT FS	Insights-Fuel/Insights-Fuel/Insights-Fuel
025552	CK	4/11/2018	9,526.00	729 SHC SUGAR HILL CONSULTING, LLC	SHC Sugar Hill-Scada Work
025553	CK	4/11/2018	1,380.00	084 HARVEST FARMS, LLC	Harvest Farms-Embedded Costs/Harvest Farms-Embedded Costs
025554	CK	4/11/2018	55.49	344 EUGENE LEE	E Lee-Customer Refund/E Lee-Customer Refund/E Lee-Customer Refund
025555	CK	4/11/2018	159.27	886 COPIER & REPAIR LLC	Copier-Customer Refund
025556	CK	4/11/2018	74,303.88	131 CITY OF STOUGHTON	City Stoton-Dean Medical/City Stoton-Feb Aflac/City Stoton-March Delta Vision/City Stoton-Feb Aflac/City Stoton-March Rent/City Stoton-March Rent/City Stoton-March Rent/City Stoton-March Wa Twr/City Stoton-March Life Ins/City Stoton-Feb Life Ins+
025557	CK	4/17/2018	1,172.00	152 CLEAN GREEN WISCONSIN	Clean Green-Cleaning svcs/Clean Green-Cleaning svcs/Clean Green-Cleaning svcs
025558	CK	4/17/2018	7,322.33	327 BORDER STATES ELECTRIC SUPPLY	Border States-Inventory/Border States-Inventory/Border States-Supplies
025559	CK	4/17/2018	6,578.08	362 UTILITY SERVICE CO., INC	Utility Svcs-Qtr 3 tower
025560	CK	4/17/2018	5,167.77	400 RESCO	Resco-Supplies/Resco-Supplies
025561	CK	4/17/2018	858.21	577 DANCE DIMENSIONS SHAWNEE STRATTON	Dance Dimensions-Cust Ref
025562	CK	4/17/2018	19,224.84	131 CITY OF STOUGHTON	City Stoton-April Retirement/City Stoton-April Retirement/City Stoton-April Retirement
025563	CK	4/17/2018	176.77	133 WISCONSIN SCTF	WI SCTF-Support
025564	CK	4/17/2018	10,450.25	290 MID-WEST TREE & EXCAVATION, INC	Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching/Midwest-Trenching
025565	CK	4/17/2018	16,200.00	373 E S R I INC.	E S R I -Maint. & Lic/E S R I -Maint. & Lic/E S R I -Maint. & Lic

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025566	CK	4/17/2018	57.00	584 VINING SPARKS IBG, L.P.	Vining Sparks-Safekeeping
025567	CK	4/17/2018	40.00	133 WISCONSIN SCTF	WI SCTF-April B Support
025568	CK	4/17/2018	272.00	133 WISCONSIN SCTF	WI SCTF-April B Support
025569	CK	4/17/2018	40.00	405 ROSENBAUM CRUSHING & EXCAV.	Rosenbaum-Material Dump
025570	CK	4/17/2018	274.40	641 SHRED IT USA	Shred It-Shredding/Shred It-Shredding/Shred It-Shredding
025571	CK	4/17/2018	25.00	675 WI STATE LABORATORY OF HYGIENE	Wi State Lab-Fluoride Tests
025572	CK	4/17/2018	3,429.30	727 GLS UTILITY LLC	GLS Utility-March Locates/GLS Utility-March Locates/GLS Utility-March Locates
025573	CK	4/18/2018	44,216.24	131 CITY OF STOUGHTON	City Stoton-Stormwater
101642	CK	4/5/2018	3,920.00	463 GREAT-WEST	Great West-Apr A Def Comp
101643	CK	4/5/2018	450.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-Apr A Def comp
101644	CK	4/11/2018	12,022.08	157 FORSTER ELEC. ENG.,INC.	Forster-Tech Assist/Forster-Scada& control upgrade/Forster-Technical Assist/Forster-Tech Assist/Forster-Roundabouts/Forster-West Sub/Forster-Tech Assist/Forster-West Sub
101645	CK	4/11/2018	3,620.80	852 INFOSEND, INC	Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing/Infosend-Billing & Mailing
101646	CK	4/12/2018	152.00	525 TYLER HARDING	T Harding-School/T Harding-School
101647	CK	4/12/2018	152.00	545 AARON MATTINGLY	A Mattingly-School/A Mattingly-School
101648	CK	4/18/2018	28.00	310 HANSON PEST MANAGEMENT	Hanson Pest-Pest Maint.
101649	CK	4/18/2018	3,920.00	463 GREAT-WEST	Great West-Apr B Def Comp
101650	CK	4/18/2018	5,364.10	603 SEERA-WIPFLI LLP	Seera-CTC funds
101651	CK	4/18/2018	750.69	648 BAKER TILLY VIRCHOW KRAUSE, LLP	Baker Tilly-Audit services/Baker Tilly-Audit services/Baker Tilly-Audit services

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101652	CK	4/18/2018	450.00	731 NORTH SHORE BANK FSB-DEFERRED COMP.	N Shore Bk-Apr B Def Comp
		<b>Company Total</b>	1,293,027.14		

Date: Thursday, April 05, 2018

Time: 11:20AM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000083'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
<b>Import ID: 009010</b>		<b>Import # : 0000000083</b>							
7430	934	000000	626	663 STOUGHTON BUMPER TO B	71.28	WIRING FOR TRUCK 5	03/21/2018	8700	-
7430	934	000000	626	663 STOUGHTON BUMPER TO B	86.88	PARTS FOR TRUCK 2	03/26/2018	8700	-
7450	933	000000	626	663 STOUGHTON BUMPER TO B	17.58	PARTS FOR TRUCK 3	03/27/2018	8700	-
7430	921	000000	994	AMAZON MKTPLACE PMTS	10.99	Cisco power supply adapter	03/14/2018	5250	-
7450	921	000000	994	AMAZON MKTPLACE PMTS	3.99	Cisco power supply adapter	03/14/2018	5250	-
7460	851	000000	994	AMAZON MKTPLACE PMTS	5.01	Cisco power supply adapter	03/14/2018	5250	-
7430	143	000000	994	AMAZON MKTPLACE PMTS	226.44	Choose Renewable thermostat giveaway - Reimbursed by WPPI CTC Energy	03/26/2018	3680	-
7430	932	000000	994	AMAZON MKTPLACE PMTS	27.47	ADMIN BLDG RESTROOM MAINT	03/01/2018	4100	-
7450	932	000000	994	AMAZON MKTPLACE PMTS	9.99	ADMIN BLDG RESTROOM MAINT	03/01/2018	4100	-
7460	834	000000	994	AMAZON MKTPLACE PMTS	12.49	ADMIN BLDG RESTROOM MAINT	03/01/2018	4100	-
7430	932	000000	994	AMAZON MKTPLACE PMTS	28.09	ADMIN BLDG LIGHTING	03/08/2018	4100	-
7450	932	000000	994	AMAZON MKTPLACE PMTS	10.21	ADMIN BLDG LIGHTING	03/08/2018	4100	-
7460	834	000000	994	AMAZON MKTPLACE PMTS	12.79	ADMIN BLDG LIGHTING	03/08/2018	4100	-
7430	163	000000	994	AMAZON MKTPLACE PMTS WWW.	71.99	ELECTRIC STORAGE PROJECT	03/09/2018	4100	-
7430	593	000000	422	AMAZON.COM	54.57	LINE DIVISION TOOLS	03/07/2018	4100	-
7430	594	000000	422	AMAZON.COM	54.57	LINE DIVISION TOOLS	03/07/2018	4100	-
7430	932	000000	422	AMAZON.COM	161.32	URINAL REPAIRS	03/19/2018	4100	-
7450	932	000000	422	AMAZON.COM	58.66	URINAL REPAIRS	03/19/2018	4100	-
7460	834	000000	422	AMAZON.COM	73.34	URINAL REPAIRS	03/19/2018	4100	-
7430	593	000000	422	AMAZON.COM AMZN.COM/BILL	20.37	FALL PROTECTION STRAP	03/22/2018	4100	-
7430	932	000000	422	AMAZON.COM AMZN.COM/BILL	161.32	URINAL REPAIRS	03/07/2018	4100	-
7450	932	000000	422	AMAZON.COM AMZN.COM/BILL	58.66	URINAL REPAIRS	03/07/2018	4100	-
7460	834	000000	422	AMAZON.COM AMZN.COM/BILL	73.34	URINAL REPAIRS	03/07/2018	4100	-
7430	920	000000	439	AMER PUBLIC POWER ASSO	399.00	Training expense - Registration - APPA Electric Utility Management webinar s	03/08/2018	5250	-
7450	642	000000	108	ASLESON'S TRUE VALUE HDW	27.99	RATCHET	03/06/2018	8400	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	6.98	CURB STOP REPAIR	03/29/2018	8700	-
7430	934	000000	108	ASLESON'S TRUE VALUE HDW	7.99	TRUCK 15 PAINT	03/01/2018	8700	-
7450	642	000000	108	ASLESON'S TRUE VALUE HDW	11.34	SAMPLE BUCKET HARDWARE	03/07/2018	7400	-
7450	642	000000	108	ASLESON'S TRUE VALUE HDW	35.05	SAMPLE TAP HARDWARE	03/08/2018	7400	-
7450	642	000000	108	ASLESON'S TRUE VALUE HDW	8.67	SAMPLE TAP HARDWARE	03/09/2018	7400	-
7450	675	000000	108	ASLESON'S TRUE VALUE HDW	6.39	CURB STOP REPAIR	03/22/2018	7400	-
7460	831	000000	108	ASLESON'S TRUE VALUE HDW	3.99	JET VAC PARTS	03/28/2018	8710	-
7460	833	000000	108	ASLESON'S TRUE VALUE HDW	25.98	LIGHT SENSOR	03/01/2018	8200	-
7460	833	000000	108	ASLESON'S TRUE VALUE HDW	7.90	CHEMICAL HOSE	03/13/2018	8200	-
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	35.98	CHAIN SAW OIL	03/23/2018	6960	-
7430	593	000000	108	ASLESON'S TRUE VALUE HDW	35.00	CHAINSAW PARTS	03/26/2018	6960	-
7430	932	000000	108	ASLESON'S TRUE VALUE HDW	7.99	DOOR STOP	03/27/2018	6960	-
7460	827	000000	108	ASLESON'S TRUE VALUE HDW	29.45	KEROSENE FOR PRESSURE WASHER	03/27/2018	8740	-
7430	920	000000	894	AUTOGRAPH MAYFLOWER	1,057.32	CONFERENCE EXPENSE - LODGING - APPA LEGISLATIVE RALLY	03/02/2018	1000	-
7430	920	000000	894	AUTOGRAPH MAYFLOWER	1,057.32	CONFERENCE EXPENSE - LODGING - APPA LEGISLATIVE RALLY	03/02/2018	5250	-
7460	833	000000	390	BADGER WATER	28.00	WATER FOR WW LAB	03/30/2018	8300	-
7450	631	000000	994	BEST MATERIALS LLC	87.20	WELL 5 ROOF DRAIN COVER	03/22/2018	8400	-



Date: Thursday, April 05, 2018

Time: 11:20AM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000083'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	597	000000	327	BORDER STATES ELECTRIC	36.44	METER COVERS	03/27/2018	4100	-
7430	934	000000	994	CAPITAL EQUIPMENT	69.00	MONTHLY FORKLIFT MAINT	03/07/2018	4000	-
7430	921	000000	604	CDW GOVT #LZC0258	1,669.05	SOFTWARE LICENSING - VEEAM SUPPORT RENEWAL - TRIENNIAL	03/09/2018	5250	-
7450	921	000000	604	CDW GOVT #LZC0258	606.93	SOFTWARE LICENSING - VEEAM SUPPORT RENEWAL - TRIENNIAL	03/09/2018	5250	-
7460	851	000000	604	CDW GOVT #LZC0258	758.67	SOFTWARE LICENSING - VEEAM SUPPORT RENEWAL - TRIENNIAL	03/09/2018	5250	-
7430	921	000000	604	CDW GOVT #LZC8382	5.02	CISCO POWER SUPPLY ADAPTER	03/09/2018	5250	-
7450	921	000000	604	CDW GOVT #LZC8382	1.82	CISCO POWER SUPPLY ADAPTER	03/09/2018	5250	-
7460	851	000000	604	CDW GOVT #LZC8382	2.30	CISCO POWER SUPPLY ADAPTER	03/09/2018	5250	-
7430	934	000000	317	CENEX D M SERV07083686	32.00	PROPANE FOR FORKLIFT	03/22/2018	5275	-
7430	933	000000	317	CENEX D M SERV07083686	15.67	GAS	03/27/2018	5296	-
7430	926	000000	809	CINTAS 446	160.23	UNIFORM CLEANING	03/05/2018	4000	-
7450	926	000000	809	CINTAS 446	29.54	UNIFORM CLEANING	03/05/2018	4000	-
7460	854	000000	809	CINTAS 446	22.27	UNIFORM CLEANING	03/05/2018	4000	-
7430	926	000000	809	CINTAS 446	162.98	UNIFORM CLEANING	03/08/2018	4000	-
7450	926	000000	809	CINTAS 446	29.54	UNIFORM CLEANING	03/08/2018	4000	-
7460	854	000000	809	CINTAS 446	52.26	UNIFORM CLEANING	03/08/2018	4000	-
7430	926	000000	809	CINTAS 446	160.23	UNIFORM CLEANING	03/12/2018	4000	-
7450	926	000000	809	CINTAS 446	29.54	UNIFORM CLEANING	03/12/2018	4000	-
7460	854	000000	809	CINTAS 446	22.27	UNIFORM CLEANING	03/12/2018	4000	-
7430	926	000000	809	CINTAS 446	160.23	UNIFORM CLEANING	03/19/2018	4000	-
7450	926	000000	809	CINTAS 446	29.54	UNIFORM CLEANING	03/19/2018	4000	-
7460	854	000000	809	CINTAS 446	22.27	UNIFORM CLEANING	03/19/2018	4000	-
7430	926	000000	809	CINTAS 446	160.23	UNIFORM CLEANING	03/26/2018	4000	-
7450	926	000000	809	CINTAS 446	29.54	UNIFORM CLEANING	03/26/2018	4000	-
7460	854	000000	809	CINTAS 446	22.27	UNIFORM CLEANING	03/26/2018	4000	-
7430	934	000000	994	COMPLIANCE SIGNS.COM	88.50	TRUCK ACCESSORIES	03/28/2018	4100	-
7450	232	001099	816	CORE & MAIN LP 233	9.00	WATER INVENTORY	03/12/2018	4100	-
7450	107.14	000000	816	CORE & MAIN LP 233	815.00	VAC BREAKER / BACK FLOW PREVENTER	03/06/2018	4100	180901XX - 1
7450	677	000000	816	CORE & MAIN LP 233	997.50	HYDRANT MARKERS	03/14/2018	4100	-
7430	232	001099	484	CREE LIGHTING	6,125.00	ELECTRIC INVENTORY	03/14/2018	4100	-
7430	593	000000	134	CRESCENT ELECTRIC 087	1,723.55	SIX CABLE CUTTERS	03/23/2018	4100	-
7430	594	000000	134	CRESCENT ELECTRIC 087	1,723.55	SIX CABLE CUTTERS	03/23/2018	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 087	266.82	ELECTRIC INVENTORY	03/23/2018	4100	-
7450	631	000000	134	CRESCENT ELECTRIC 087	97.81	WELL 4 BLDG MAINT	03/08/2018	4100	-
7450	631	000000	134	CRESCENT ELECTRIC 087	354.00	WELL 4 PARTS	03/01/2018	4100	-
7430	232	001099	134	CRESCENT ELECTRIC 087	784.32	ELECTRIC INVENTORY	03/01/2018	4100	-
7430	593	000000	134	CRESCENT ELECTRIC 087	257.60	VINYL TAPE	03/01/2018	4100	-
7450	631	000000	134	CRESCENT ELECTRIC 130	251.81	WELL 5 GROUNDING	03/13/2018	6980	-
7430	932	000000	134	CRESCENT ELECTRIC 130	161.90	BASEMENT HEAT TAPE	03/07/2018	6980	-
7450	932	000000	134	CRESCENT ELECTRIC 130	58.87	BASEMENT HEAT TAP	03/07/2018	6980	-
7460	834	000000	134	CRESCENT ELECTRIC 130	73.60	BASEMENT HEAT TAP	03/07/2018	6980	-
7450	631	000000	134	CRESCENT ELECTRIC 130	317.08	WELL 5 MAINT	03/07/2018	6980	-
7430	593	000000	994	DECKER SUPPLY INC	519.70	TRAFFIC SIGNS	03/06/2018	4100	-
7430	594	000000	994	DECKER SUPPLY INC	519.70	TRAFFIC SIGNS	03/06/2018	4100	-

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7450	675	000000	994	DECKER SUPPLY INC	44.75	BARRICADE LIGHTS	03/06/2018	4100	-
7430	920	000000	894	DELTA AIR BAGGAGE FEE	25.00	Conference Expense - Travel - APPA Legislative Rally	03/02/2018	1000	-
7450	631	000000	994	DOOR OPENER	52.80	WELL 4 GATE OPENER	03/02/2018	6980	-
7460	834	000000	795	EMS INDUSTRIAL, INC.	260.01	1/2 HP MOTOR	03/01/2018	8710	-
7460	834	000000	148	FASTENAL COMPANY01	3.03	BEARINGS	03/01/2018	8710	-
7450	642	000000	148	FASTENAL COMPANY01	19.10	SAMPLE BUCKETS	03/07/2018	7400	-
7450	675	000000	148	FASTENAL COMPANY01	6.33	FASTENAL COMPANY01	03/09/2018	7400	-
7450	675	000000	148	FASTENAL COMPANY01	14.43	DRILL BITS	03/09/2018	7400	-
7430	934	000000	148	FASTENAL COMPANY01	1.81	PARTS FOR TRUCK 5	03/22/2018	8700	-
7460	832	000000	148	FASTENAL COMPANY01	6.81	EASTWOOD LIFT STATION MAINT	03/14/2018	8710	-
7430	593	000000	148	FASTENAL COMPANY01	82.89	CART FOR SHOP AREA	03/12/2018	4100	-
7430	594	000000	148	FASTENAL COMPANY01	82.88	CART FOR SHOP AREA	03/12/2018	4100	-
7450	673	000000	148	FASTENAL COMPANY01	27.63	CART FOR SHOP AREA	03/12/2018	4100	-
7450	675	000000	148	FASTENAL COMPANY01	27.62	CART FOR SHOP AREA	03/12/2018	4100	-
7450	677	000000	994	FIRE HOSE DIRECT	158.00	FIRE HYDRANT LOCK	03/22/2018	4100	-
7430	920	000000	601	FOSDAL BAKERY LLC	31.50	DONUTS FOR SCHOOL	03/12/2018	5296	-
7430	920	000000	601	FOSDAL BAKERY LLC	4.67	Meeting expense - Utilities Committee	03/20/2018	3680	-
7450	920	000000	601	FOSDAL BAKERY LLC	1.70	Meeting expense - Utilities Committee	03/20/2018	3680	-
7460	850	000000	601	FOSDAL BAKERY LLC	2.13	Meeting expense - Utilities Committee	03/20/2018	3680	-
7430	593	000000	894	HAMPTON INN EAU CLAIRE	222.50	HOTEL FOR APPRENTICE SCHOOL	03/19/2018	5296	-
7430	594	000000	894	HAMPTON INN EAU CLAIRE	222.50	HOTEL FOR APPRENTICE SCHOOL	03/19/2018	5296	-
7430	593	000000	894	HAMPTON INN EAU CLAIRE	222.50	HOTEL FOR APPRENTICE SCHOOL	03/26/2018	6980	-
7430	594	000000	894	HAMPTON INN EAU CLAIRE	222.50	HOTEL FOR APPRENTICE SCHOOL	03/26/2018	6980	-
7460	851	000000	153	HANSON ELECTRONICS LTD	17.99	PHONE CORD	03/13/2018	8200	-
7450	641	000000	309	HAWKINS INC	1,804.10	CHEMICALS	03/16/2018	4000	-
7430	926	000000	398	HOFFMAN BOOTS	354.91	SAFETY BOOTS	03/01/2018	5296	-
7450	673	000000	504	IN AMERICAN LEAK DETECTI	590.00	WATER MAIN BREAK	03/21/2018	4000	-
7430	932	000000	322	IN SUNDANCE BIOCLEAN, IN	280.50	JANITORIAL	03/16/2018	4000	-
7450	932	000000	322	IN SUNDANCE BIOCLEAN, IN	102.00	JANITORIAL	03/16/2018	4000	-
7460	834	000000	322	IN SUNDANCE BIOCLEAN, IN	127.50	JANITORIAL	03/16/2018	4000	-
7430	920	000000	994	KWIK TRIP 47000004705	19.20	TRAINING EXPENSE - FUEL - WLIA ANNUAL CONFERENCE	03/12/2018	4300	-
7450	920	000000	994	KWIK TRIP 47000004705	6.98	TRAINING EXPENSE - FUEL - WLIA ANNUAL CONFERENCE	03/12/2018	4300	-
7460	850	000000	994	KWIK TRIP 47000004705	8.73	TRAINING EXPENSE - FUEL - WLIA ANNUAL CONFERENCE	03/12/2018	4300	-
7430	593	000000	994	KWIK TRIP 47200004721	12.50	GAS FOR APPRENTICE SCHOOL	03/19/2018	5296	-
7430	594	000000	994	KWIK TRIP 47200004721	12.51	GAS FOR APPRENTICE SCHOOL	03/19/2018	5296	-
7430	593	000000	894	KWIK TRIP 48400004846	17.50	GAS FOR APPRENTICE SCHOOL	03/26/2018	6980	-
7430	594	000000	894	KWIK TRIP 48400004846	17.51	GAS FOR APPRENTICE SCHOOL	03/26/2018	6980	-
7430	932	000000	331	MONONA PLUMBING	82.50	SPRINKLER INSPECTION	03/07/2018	4100	-
7450	932	000000	331	MONONA PLUMBING	30.00	SPRINKLER INSPECTION	03/07/2018	4100	-
7460	834	000000	331	MONONA PLUMBING	37.50	SPRINKLER INSPECTION	03/07/2018	4100	-
7430	921	000000	836	MSFT E04005CWAB	31.90	SOFTWARE LICENSING - HOSTED MICROSOFT LYNC	03/05/2018	5250	-
7450	921	000000	836	MSFT E04005CWAB	11.60	SOFTWARE LICENSING - HOSTED MICROSOFT LYNC	03/05/2018	5250	-
7460	851	000000	836	MSFT E04005CWAB	14.50	SOFTWARE LICENSING - HOSTED MICROSOFT LYNC	03/05/2018	5250	-

Date: Thursday, April 05, 2018

Time: 11:20AM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000083'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7430	920	000000	894	MSN AIRPORT PARKING	33.00	CONFERENCE EXPENSE - PARKING - APPA LEGISLATIVE RALLY	03/02/2018	5250	-
7430	593	000000	786	NAPA PARTS - SNP 0027410	25.32	ELECTRIC DIV SAFETY VESTS	03/21/2018	4100	-
7430	594	000000	786	NAPA PARTS - SNP 0027410	25.32	ELECTRIC DIV SAFETY VESTS	03/21/2018	4100	-
7460	833	000000	414	NBS CALIBRATIONS	152.00	LAB EQUIP CALIBRATION	03/29/2018	8200	-
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	32.00	WW SAMPLE TESTING	03/27/2018	8300	-
7460	107.14	000000	974	NORTHERN LAKE SERVICE, IN	477.60	WW SAMPLE TESTING	03/29/2018	8300	180303XX - 1
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	32.00	WW SAMPLE TESTING	03/09/2018	8300	-
7460	107.14	000000	974	NORTHERN LAKE SERVICE, IN	622.80	WW SAMPLE TESTING	03/12/2018	8300	180303XX - 1
7460	833	000000	974	NORTHERN LAKE SERVICE, IN	248.00	WW SAMPLE TESTING	03/21/2018	8300	-
7460	831	000000	674	NORTHERN SEWER EQUIP	245.18	JET VAC PARTS	03/15/2018	8200	-
7430	903	000000	419	PAYFLOW/PAYPAL	52.52	Credit card processing - Online MyAccount	03/05/2018	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	18.90	Credit card processing - Online MyAccount	03/05/2018	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	25.21	Credit card processing - Online MyAccount	03/05/2018	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	8.42	Credit card processing - Online MyAccount	03/05/2018	5250	-
7430	903	000000	419	PAYFLOW/PAYPAL	35.27	Credit card processing - desktop and AutoPay	03/05/2018	5250	-
7450	903	000000	419	PAYFLOW/PAYPAL	12.69	Credit card processing - desktop and AutoPay	03/05/2018	5250	-
7460	840	000000	419	PAYFLOW/PAYPAL	16.93	Credit card processing - desktop and AutoPay	03/05/2018	5250	-
7430	233	001099	419	PAYFLOW/PAYPAL	5.66	Credit card processing - desktop and AutoPay	03/05/2018	5250	-
7430	920	000000	969	PAYPAL PRESTIGEPAP	94.50	APPA safety award plaque	03/21/2018	3680	-
7450	663	000000	707	RHD PLUMBING INC	1,266.00	BULK WATER METER REPAIR	03/01/2018	5275	-
7460	833	000000	748	SHERWIN WILLIAMS 703833	554.72	PAINT	03/28/2018	8200	-
7460	833	000000	937	SPEE-DEE DELIVERY	20.60	SAMPLE SHIPPING	03/26/2018	8300	-
7460	833	000000	937	SPEE-DEE DELIVERY	12.55	SAMPLE SHIPPING	03/01/2018	8300	-
7430	143	000000	994	SQ HUTCHINS OVERHEAD GAR	350.00	CHARGED TWICE	03/02/2018	4100	-
7430	921	000000	352	STAPLS7193453007000001	16.36	GENERAL OFFICE SUPPLIES	03/07/2018	3680	-
7450	921	000000	352	STAPLS7193453007000001	5.89	GENERAL OFFICE SUPPLIES	03/07/2018	3680	-
7460	851	000000	352	STAPLS7193453007000001	7.85	GENERAL OFFICE SUPPLIES	03/07/2018	3680	-
7430	233	001099	352	STAPLS7193453007000001	2.63	GENERAL OFFICE SUPPLIES	03/07/2018	3680	-
7430	921	000000	352	STAPLS7193453007000002	7.69	GENERAL OFFICE SUPPLIES	03/08/2018	3680	-
7450	921	000000	352	STAPLS7193453007000002	2.79	GENERAL OFFICE SUPPLIES	03/08/2018	3680	-
7460	851	000000	352	STAPLS7193453007000002	3.51	GENERAL OFFICE SUPPLIES	03/08/2018	3680	-
7430	921	000000	352	STAPLS7193454394000001	71.41	GENERAL KITCHEN AND JANITORIAL SUPPLIES	03/07/2018	3680	-
7450	921	000000	352	STAPLS7193454394000001	25.96	GENERAL KITCHEN AND JANITORIAL SUPPLIES	03/07/2018	3680	-
7460	851	000000	352	STAPLS7193454394000001	32.47	GENERAL KITCHEN AND JANITORIAL SUPPLIES	03/07/2018	3680	-
7430	921	000000	352	STAPLS7194622181000001	62.72	GENERAL OFFICE SUPPLIES	03/26/2018	3680	-
7450	921	000000	352	STAPLS7194622181000001	22.80	GENERAL OFFICE SUPPLIES	03/26/2018	3680	-
7460	851	000000	352	STAPLS7194622181000001	28.52	GENERAL OFFICE SUPPLIES	03/26/2018	3680	-
7430	926	000000	994	STEELTOESHoesCOM	174.06	SAFETY BOOTS	03/19/2018	4000	-
7450	926	000000	994	STEELTOESHoesCOM	58.03	SAFETY BOOTS	03/19/2018	4000	-
7430	926	000000	994	STEELTOESHoesCOM	237.36	SAFETY BOOTS	03/23/2018	4100	-
7430	933	000000	436	STOUGHTON LUMBER CO	20.24	MISC TRUCK PARTS	03/09/2018	6980	-
7430	593	000000	436	STOUGHTON LUMBER CO	32.48	TOOLS FOR TRUCK 14	03/19/2018	6960	-
7430	594	000000	436	STOUGHTON LUMBER CO	32.49	TOOLS FOR TRUCK 147	03/19/2018	6960	-
7430	163	000000	436	STOUGHTON LUMBER CO	30.06	ELECTRIC STORAGE PROJECT	03/22/2018	8700	-

Date: Thursday, April 05, 2018

Time: 11:20AM

User: SGUNSOLUS

# Stoughton Utilities Posting Preview Report

Select By: {PSSPurchCard.RefNbr} = '0000000083'

Company	Account	Sub	Vendor ID	Merchant	Amount	Description	Post Date	Emp ID	Projec
7450	675	000000	436	STOUGHTON LUMBER CO	114.18	INSULATION FOR SHALLOW SERVICE	03/01/2018	7400	-
7450	642	000000	436	STOUGHTON LUMBER CO	9.96	SAMPLE BUCKET	03/15/2018	7400	-
7430	232	001099	355	STUART C IRBY	16.80	ELECTRIC INVENTORY	03/29/2018	4100	-
7430	232	001099	355	STUART C IRBY	215.00	ELECTRIC INVENTORY	03/28/2018	4100	-
7430	107.14	000000	355	STUART C IRBY	1,410.00	500 MCM SPLICES	03/15/2018	4100	160034XX - 1
7430	232	001099	355	STUART C IRBY	3,547.60	ELECTRIC INVENTORY	03/15/2018	4100	-
7430	232	001099	355	STUART C IRBY	1,509.75	ELECTRIC INVENTORY	03/13/2018	4100	-
7430	593	000000	355	STUART C IRBY	243.00	MISC LINE MATERIALS	03/13/2018	4100	-
7430	232	001099	355	STUART C IRBY	163.50	ELECTRIC INVENTORY	03/02/2018	4100	-
7430	593	000000	355	STUART C IRBY	177.00	MISC MATERIALS	03/02/2018	4100	-
7430	934	000000	172	TEREX SERVICES	2,607.26	TRUCK 16 MAINT	03/14/2018	4000	-
7430	921	000000	115	THE HOME DEPOT #4906	26.37	General janitorial supplies - Filters	03/30/2018	4300	-
7450	921	000000	115	THE HOME DEPOT #4906	9.59	General janitorial supplies - Filters	03/30/2018	4300	-
7460	851	000000	115	THE HOME DEPOT #4906	11.99	General janitorial supplies - Filters	03/30/2018	4300	-
7430	920	000000	894	THE OSTHOFF RESORT	90.20	Training expense - Lodging - WLIA Annual Conference	03/14/2018	4300	-
7450	920	000000	894	THE OSTHOFF RESORT	32.80	Training expense - Lodging - WLIA Annual Conference	03/14/2018	4300	-
7460	850	000000	894	THE OSTHOFF RESORT	41.00	Training expense - Lodging - WLIA Annual Conference	03/14/2018	4300	-
7430	143	000000	894	THE OSTHOFF RESORT	3.15	Training expense - Lodging incidental - WLIA Annual Conference - Charge Re	03/16/2018	4300	-
7450	920	000000	445	TLF STOUGHTON FLORAL	25.00	Funeral gift - Engineering Consultant	03/28/2018	3680	-
7460	840	000000	445	TLF STOUGHTON FLORAL	25.00	FUNERAL GIFT - ENGINEERING CONSULTANT	03/28/2018	3680	-
7450	642	000000	824	UPS 1ZG194WT0321415088	9.73	SHIPPING OF WATER SAMPLES FOR TESTING	03/05/2018	3680	-
7450	642	000000	824	UPS 1ZG194WT0330464115	9.73	SHIPPING OF WATER SAMPLES FOR TESTING	03/22/2018	3680	-
7450	642	000000	824	UPS 1ZG194WT0336132294	9.73	SHIPPING OF WATER SAMPLES FOR TESTING	03/08/2018	3680	-
7450	642	000000	824	UPS 1ZG194WT0339947300	9.73	SHIPPING OF WATER SAMPLES FOR TESTING	03/16/2018	3680	-
7450	652	000000	571	USA BLUE BOOK	269.09	FOOT VALVES	03/26/2018	7400	-
7450	642	000000	571	USA BLUE BOOK	880.39	CHLORINE INJECTION/PUMPING	03/14/2018	7400	-
7460	833	000000	571	USA BLUE BOOK	73.95	TUBE FOR PRIMARIES AND FINAL	03/28/2018	8200	-
7460	832	000000	571	USA BLUE BOOK	140.11	LIFT STATION REPAIRS	03/27/2018	8200	-
7450	642	000000	571	USA BLUE BOOK	227.76	MISC WATER DEPT	03/22/2018	8400	-
7450	921	000000	824	USPS PO 5679700726	8.01	Shipping of project contracts	03/15/2018	3680	-
7460	832	000000	994	VIKING ELECTRIC - MADISON	45.24	EASTWOOD LIFT STATION MAINT	03/07/2018	8710	-
7460	851	000000	507	WAL-MART #1176	55.68	MISC SUPPLIES	03/30/2018	8200	-
7430	107.14	000000	521	WESCO - # 7855	930.70	MATERIALS	03/23/2018	4100	180013XX - 1

**Total: 47,185.32**

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, April 16, 2018 – 5:00 p.m.

Stoughton, WI

Page No. 1

**Location:** Edmund T. Malinowski Board Room  
Stoughton Utilities Administration Office  
600 South Fourth Street  
Stoughton, Wisconsin, 53589

**Members Present:** Citizen Member Kym Ackerman, Alderperson Matt Bartlett, Alderperson Michael Engelberger, Citizen Member David Erdman, Citizen Member John Kallas, Alderperson Pat O'Connor, Mayor Donna Olson

**Excused:** None

**Absent:** None

**Others Present:** Stoughton Utilities Finance Manager Jamin Friedl, CPA, Stoughton Utilities Director Robert Kardasz, P.E., Stoughton Utilities Operations Specialist Martin Seffens

**Call to Order:** Mayor Donna Olson called the Regular Stoughton Utilities Committee Meeting to order at 5:00 p.m.

**Utilities Committee Consent Agenda:** Stoughton Utilities staff presented and discussed the Stoughton Utilities Committee consent agenda items. Discussion followed.

Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member Kym Ackerman, to approve the following consent agenda items as presented: Stoughton Utilities Payments Due List Report, Draft Minutes of the March 19, 2018 Regular Utilities Committee Meeting, Stoughton Utilities February 2018 Financial Summary, Stoughton Utilities February 2018 Statistical Report, Stoughton Utilities March 2018 Activities Report, Utilities Committee Annual Calendar, Communications. The motion carried unanimously 7 to 0.

**Status of the Utilities Committee recommendation(s) to the Stoughton Common Council:** Stoughton Utilities staff presented and discussed the following items from the Stoughton Utilities Committee that were approved and/or placed on file by the Stoughton Common Council:

- Stoughton Utilities Payments Due List Report
- Stoughton Utilities Committee February 19, 2018 Meeting Minutes
- Stoughton Utilities January 2018 Financial Summary
- Stoughton Utilities January 2018 Statistical Report
- Ordinance to amend Chapter 74 of the City of Stoughton Code of Ordinances, relating to utilities and sewer use
- Stoughton Utilities 2017 audit reports and management letter

**Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin:** Stoughton Utilities staff presented and discussed the Stoughton Electric Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

# DRAFT STOUGHTON UTILITIES COMMITTEE REGULAR MEETING MINUTES

Monday, April 16, 2018 – 5:00 p.m.

Stoughton, WI

Page No. 2

**Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin:** Stoughton Utilities staff presented and discussed the Stoughton Water Utility Annual Report filed with the Public Service Commission of Wisconsin. Discussion followed.

**Invitation to attend a WPPI Energy Regional Power Dinner meeting:** Stoughton Utilities staff presented and discussed an upcoming dinner meeting being hosted by WPPI Energy, open to utility staff and governing officials. If a quorum of the Utilities Committee may be present, the appropriate public notice will be posted as required by law. Discussion followed.

**Regulatory operating income compared to Generally Accepted Accounting Principles (GAAP):** Stoughton Utilities staff provided an educational presentation on the differences of regulatory operating income compared to GAAP. Discussion followed.

**Proposed position description for Utilities Water System Supervisor:** Stoughton Utilities staff presented and discussed the proposed position description for the Utilities Water System Supervisor, emphasizing that there are funds available for the fiscal impact to be determined. Discussion followed.

Motion by Alderperson Matt Bartlett, the motion seconded by Citizen Member David Erdman, to approve the proposed position description for the Utilities Water System Supervisor at a compensation wage scale to be determined by the Stoughton Human Resources and Risk Management Director, and recommend its approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

**Proposal to fill the vacant Electric System Supervisor position:** Stoughton Utilities staff presented and discussed the vacant Electric System Supervisor position and the utility's desire to fill the position at this time, emphasizing that there are funds available for the fiscal impact to be determined. Discussion followed.

Motion by Alderperson Michael Engelberger, the motion seconded by Citizen Member John Kallas, to approve the request to fill the vacant Electric System Supervisor position at a compensation wage scale to be determined by the Stoughton Human Resources and Risk Management Director, and recommend approval to the Stoughton Personnel Committee and the Stoughton Common Council. The motion carried unanimously 7 to 0.

**Utilities Committee future agenda items:** Committee reorganization. Presentation of the proposed tax-stabilization dividends and anticipated fund transfers to the City of Stoughton. Discussion regarding the potential rate impacts of overhead to underground electric system reconstruction.

**Adjournment:** Motion by Alderperson Pat O'Connor, the motion seconded by Alderperson Michael Engelberger, to adjourn the Regular Stoughton Utilities Committee Meeting at 5:20 p.m. The motion carried unanimously 7 to 0.

Respectfully submitted

Brian R. Hoops  
Stoughton Utilities Assistant Director

# Stoughton Utilities

## Financial Summary

March 2018-YTD

### Highlights-Comparison to prior month

*I have no concerns with the utility's financial status. The following items are meant to illustrate significant changes in the financial summary from prior periods.*

#### **Overall Summary:**

- The March 2018 results are reasonable in comparison to the February 2018 and March 2017 results. Detailed analysis is provided below.

#### **Electric Summary:**

- Electric sales decreased \$41,300 compared to February due to a 1% increase in consumption offset by a 9% decrease in peak demand
- Purchased power costs decreased \$41,200 compared to February due to a 1% decrease in kWh purchased
- Non-operating income decreased \$20,700 compared to February due to the gain on the sale of the digger derrick in February and payment received from the City in February for the WRS loan

#### **Water Summary:**

- Water sales increased \$9,600 compared to February due to a 9% increase in consumption
- Amounts in construction in progress to date that will be expensed at year-end:

\$ 12,300

#### **Wastewater Summary:**

- Wastewater sales increased \$14,000 compared to February due to a 9% increase in sales consumption
- Operating expenses decreased \$6,800 compared to February mainly due to audit fees invoiced in February

Submitted by:  
Jamin Friedl, CPA

**STOUGHTON UTILITIES**

Balance Sheets

As of March 31, 2018

	<u>Electric</u>	<u>Water</u>	<u>Wastewater</u>	<u>Combined</u>
<b>Assets</b>				
Cash & Investments	\$ 6,535,609	\$ 1,590,959	\$ 3,461,674	\$ 11,588,243
Customer A/R	1,347,862	191,480	193,826	1,733,167
Other A/R	318,401	152	4	318,557
Other Assets	937,700	274,820	165,582	1,378,102
Plant in Service	26,253,078	15,492,155	29,538,690	71,283,923
Accumulated Depreciation	(13,531,180)	(5,206,089)	(11,206,363)	(29,943,632)
Plant in Service - CIAC	3,431,532	7,589,175	-	11,020,708
Accumulated Depreciation-CIAC	(1,729,733)	(2,109,591)	-	(3,839,324)
Construction Work in Progress	2,957,248	60,391	82,849	3,100,488
GASB 68 Deferred Outflow	457,351	157,142	173,873	788,366
<b>Total Assets</b>	<b>\$ 26,977,868</b>	<b>\$ 18,040,593</b>	<b>\$ 22,410,136</b>	<b>\$ 67,428,598</b>
<b>Liabilities + Net Assets</b>				
Accounts Payable	\$ 177,356	\$ 64,243	\$ 45,079	\$ 286,678
Payable to City of Stoughton	550,841	529,805	-	1,080,646
Interest Accrued	(2,303)	22,557	52,996	73,250
Other Liabilities	380,569	99,242	128,074	607,885
Long-Term Debt	5,138,833	3,072,793	5,026,967	13,238,593
Net Assets	20,510,483	14,173,667	17,069,262	51,753,412
GASB 68 Deferred Inflow	222,090	78,286	87,758	388,134
<b>Total Liabilities + Net Assets</b>	<b>\$ 26,977,868</b>	<b>\$ 18,040,593</b>	<b>\$ 22,410,136</b>	<b>\$ 67,428,598</b>



**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement  
March 2018

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 3,524,551	\$ 494,048	\$ 487,395	\$ 4,505,994
Other	50,992	16,243	19,873	87,108
<i>Total Operating Revenue:</i>	<b>\$ 3,575,543</b>	<b>\$ 510,291</b>	<b>\$ 507,268</b>	<b>\$ 4,593,102</b>
<i>Operating Expense:</i>				
Purchased Power	2,614,503	-	-	2,614,503
Expenses (Including Taxes)	479,049	216,579	211,609	907,237
PILOT	111,999	109,500	-	221,499
Depreciation	278,274	123,300	211,749	613,323
<i>Total Operating Expense:</i>	<b>\$ 3,483,825</b>	<b>\$ 449,379</b>	<b>\$ 423,358</b>	<b>\$ 4,356,562</b>
<i>Operating Income</i>	<b>\$ 91,718</b>	<b>\$ 60,912</b>	<b>\$ 83,910</b>	<b>\$ 236,540</b>
Non-Operating Income	243,836	14,559	30,841	289,236
Non-Operating Expense	(32,756)	(12,774)	(30,675)	(76,205)
<i>Net Income</i>	<b>\$ 302,798</b>	<b>\$ 62,697</b>	<b>\$ 84,076</b>	<b>\$ 449,571</b>

**STOUGHTON UTILITIES**

Year-to-Date Combined Income Statement  
March 2017

	<b>Electric</b>	<b>Water</b>	<b>Wastewater</b>	<b>Total</b>
<i>Operating Revenue:</i>				
Sales	\$ 3,418,743	\$ 497,938	\$ 482,633	\$ 4,399,314
Other	58,059	15,034	16,093	89,186
<i>Total Operating Revenue:</i>	<b>\$ 3,476,802</b>	<b>\$ 512,972</b>	<b>\$ 498,726</b>	<b>\$ 4,488,500</b>
<i>Operating Expense:</i>				
Purchased Power	2,580,851	-	-	2,580,851
Expenses (Including Taxes)	379,645	202,728	223,338	805,711
PILOT	99,000	105,249	-	204,249
Depreciation	248,964	115,176	203,751	567,891
<i>Total Operating Expense:</i>	<b>\$ 3,308,460</b>	<b>\$ 423,153</b>	<b>\$ 427,089</b>	<b>\$ 4,158,702</b>
<i>Operating Income</i>	<b>\$ 168,342</b>	<b>\$ 89,819</b>	<b>\$ 71,637</b>	<b>\$ 329,798</b>
Non-Operating Income	233,144	25,226	38,626	296,996
Non-Operating Expense	(34,775)	(23,499)	(33,750)	(92,024)
<i>Net Income</i>	<b>\$ 366,711</b>	<b>\$ 91,546</b>	<b>\$ 76,513</b>	<b>\$ 534,770</b>

**STOUGHTON UTILITIES**  
Detailed Monthly Income Statements  
March 2018

**ELECTRIC**

	March 2018	February 2018	Change from Prior Month	March 2017
<i>Operating Revenue:</i>				
Sales	\$ 1,117,370	\$ 1,158,677	\$ (41,307)	\$ 1,149,530
Other	2,340	2,131	209	6,026
<i>Total Operating Revenue:</i>	<b>\$ 1,119,709</b>	<b>\$ 1,160,808</b>	<b>\$ (41,098)</b>	<b>\$ 1,155,557</b>
<i>Operating Expense:</i>				
Purchased Power	816,677	857,929	(41,251)	866,972
Expenses (Including Taxes)	158,141	154,727	3,414	110,454
PILOT	37,333	37,333	-	33,000
Depreciation	92,758	92,758	-	82,988
<i>Total Operating Expense:</i>	<b>\$ 1,104,909</b>	<b>\$ 1,142,747</b>	<b>\$ (37,838)</b>	<b>\$ 1,093,414</b>
<i>Operating Income</i>	<b>\$ 14,801</b>	<b>\$ 18,061</b>	<b>\$ (3,261)</b>	<b>\$ 62,143</b>
Non-Operating Income	8,162	28,893	(20,731)	11,543
Non-Operating Expense	(9,905)	(9,879)	(26)	(10,586)
<i>Net Income</i>	<b>\$ 13,057</b>	<b>\$ 37,075</b>	<b>\$ (24,018)</b>	<b>\$ 63,100</b>

**WATER**

	March 2018	February 2018	Change from Prior Month	March 2017
<i>Operating Revenue:</i>				
Sales	\$ 168,799	\$ 159,175	\$ 9,624	\$ 169,721
Other	5,328	5,278	50	5,057
<i>Total Operating Revenue:</i>	<b>\$ 174,126</b>	<b>\$ 164,453</b>	<b>\$ 9,673</b>	<b>\$ 174,779</b>
<i>Operating Expense:</i>				
Expenses (Including Taxes)	68,573	69,491	(918)	59,997
PILOT	36,500	36,500	-	35,083
Depreciation	41,100	41,100	-	38,392
<i>Total Operating Expense:</i>	<b>\$ 146,173</b>	<b>\$ 147,091</b>	<b>\$ (918)</b>	<b>\$ 133,472</b>
<i>Operating Income</i>	<b>\$ 27,953</b>	<b>\$ 17,362</b>	<b>\$ 10,592</b>	<b>\$ 41,307</b>
Non-Operating Income	(1,096)	1,299	(2,395)	14,939
Non-Operating Expense	(4,258)	(4,258)	-	(7,833)
<i>Net Income</i>	<b>\$ 22,599</b>	<b>\$ 14,403</b>	<b>\$ 8,196</b>	<b>\$ 48,413</b>

**WASTEWATER**

	March 2018	February 2018	Change from Prior Month	March 2017
<i>Operating Revenue:</i>				
Sales	\$ 168,229	\$ 154,273	\$ 13,956	\$ 169,175
Other	6,635	4,790	1,844	6,425
<i>Total Operating Revenue:</i>	<b>\$ 174,864</b>	<b>\$ 159,064</b>	<b>\$ 15,800</b>	<b>\$ 175,600</b>
<i>Operating Expense:</i>				
Expenses (Including Taxes)	65,908	72,713	(6,805)	59,316
Depreciation	70,583	70,583	-	67,917
<i>Total Operating Expense:</i>	<b>\$ 136,491</b>	<b>\$ 143,296</b>	<b>\$ (6,805)</b>	<b>\$ 127,233</b>
<i>Operating Income</i>	<b>\$ 38,373</b>	<b>\$ 15,768</b>	<b>\$ 22,605</b>	<b>\$ 48,367</b>
Non-Operating Income	142	1,502	(1,359)	10,379
Non-Operating Expense	(10,225)	(10,225)	-	(11,250)
<i>Net Income</i>	<b>\$ 28,290</b>	<b>\$ 7,044</b>	<b>\$ 21,246</b>	<b>\$ 47,495</b>

**STOUGHTON UTILITIES**

Rate of Return

Year-to-Date March 2018

	<b>Electric</b>	<b>Water</b>
Operating Income (Regulatory)	\$ 91,718	\$ 60,912
Average Utility Plant in Service	25,737,047	15,428,295
Average Accumulated Depreciation	(13,462,937)	(5,065,151)
Average Materials and Supplies	178,369	40,495
Average Regulatory Liability	(121,884)	(188,258)
Average Customer Advances	(35,454)	-
Average Net Rate Base	\$ 12,295,141	\$ 10,215,381
March 2018 Rate of Return	<b>0.75%</b>	<b>0.60%</b>
March 2017 Rate of Return	<b>1.39%</b>	<b>0.94%</b>
December 2017 Rate of Return	<b>6.46%</b>	<b>3.22%</b>
Authorized Rate of Return	<b>5.10%</b>	<b>5.25%</b>

**STOUGHTON UTILITIES**  
Cash and Investments Summary  
As of March 31, 2018

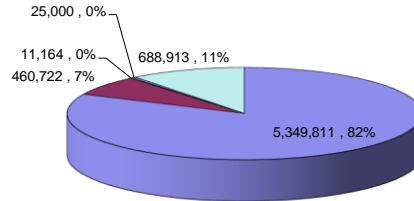
**Electric**

**March 2018**

Unrestricted (5.14 months sales)	5,349,811
Bond Reserve	460,722
Redemption Fund (P&I)	11,164
Depreciation	25,000
Designated	688,913
<b>Total</b>	<b><u>6,535,610</u></b>

**Electric Cash - March 2018**

■ Unrestricted (5.14 months sales) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



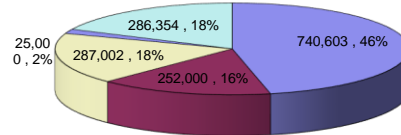
**Water**

**March 2018**

Unrestricted (6.24 months sales)	740,603
Bond Reserve	252,000
Redemption Fund (P&I)	287,002
Depreciation	25,000
Designated	286,354
<b>Total</b>	<b><u>1,590,959</u></b>

**Water Cash - March 2018**

■ Unrestricted (6.24 months sales) ■ Bond Reserve ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



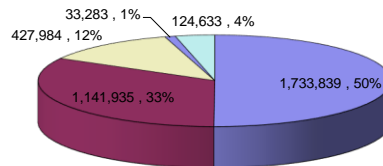
**Wastewater**

**March 2018**

Unrestricted (11.44 months sales)	1,733,839
DNR Replacement	1,141,935
Redemption Fund (P&I)	427,984
Depreciation	33,283
Designated	124,633
<b>Total</b>	<b><u>3,461,674</u></b>

**Wastewater Cash - March 2018**

■ Unrestricted (11.44 months sales) ■ DNR Replacement ■ Redemption Fund (P&I) ■ Depreciation ■ Designated



**STOUGHTON UTILITIES**  
**2018 Statistical Worksheet**

<b>Electric</b>	<b>Total Sales 2017 kWh</b>	<b>Total kWh Purchased 2017</b>	<b>Total Sales 2018 kWh</b>	<b>Total kWh Purchased 2018</b>	<b>Demand Peak 2017</b>	<b>Demand Peak 2018</b>
January	12,379,222	12,812,545	12,609,523	13,204,183	23,662	24,195
February	10,691,419	10,759,773	11,167,697	11,394,593	21,934	22,984
March	11,785,378	11,607,813	11,281,923	11,305,664	20,399	20,886
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>34,856,019</b>	<b>35,180,131</b>	<b>35,059,143</b>	<b>35,904,440</b>		

<b>Water</b>	<b>Total Sales 2017 Gallons</b>	<b>Total Gallons Pumped 2017</b>	<b>Total Sales 2018 Gallons</b>	<b>Total Gallons Pumped 2018</b>	<b>Max Daily High 2017</b>	<b>Max Daily Highs 2018</b>
January	37,110,000	43,748,000	35,560,000	44,660,000	1,629,000	1,668,000
February	34,905,000	41,145,000	33,594,000	41,438,000	1,780,000	1,711,000
March	38,893,000	40,725,000	36,755,000	40,980,000	1,542,000	1,449,000
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>110,908,000</b>	<b>125,618,000</b>	<b>105,909,000</b>	<b>127,078,000</b>		

<b>Wastewater</b>	<b>Total Sales 2017 Gallons</b>	<b>Total Treated Gallons 2017</b>	<b>Total Sales 2018 Gallons</b>	<b>Total Treated Gallons 2018</b>	<b>Precipitation 2017</b>	<b>Precipitation 2018</b>
January	25,221,000	33,337,000	25,668,000	31,460,000	2.43	2.15
February	23,196,000	27,663,000	23,717,000	30,781,000	1.34	3.54
March	26,255,000	29,882,000	25,793,000	28,544,000	2.69	0.75
April						
May						
June						
July						
August						
September						
October						
November						
December						
<b>TOTAL</b>	<b>74,672,000</b>	<b>90,882,000</b>	<b>75,178,000</b>	<b>90,785,000</b>	<b>6.46</b>	<b>6.44</b>



## Stoughton Utilities Activities Report April 2018

### Administration

Robert P. Kardasz, P.E.  
Utilities Director

During April, the Utilities Director participated in meetings of the Utilities Committee, Finance Committee, and Common Council, as well as a meeting of the City Leadership Team. Internal project meetings including discussions on the West Substation project, 2019 utility and street reconstruction planning, and other current and future utility projects. He also attended a Municipal Electric Utilities of Wisconsin (MEUW) strategic planning meeting, a WPPI Energy regional meeting, a Cities and Villages Mutual Insurance Company (CVMIC) performance review training meeting, internal performance review procedures meetings, and preconstruction meetings for the Nordic Ridge Phase 3 Project and the 2018 Utilities and City Construction Project. Lastly, a tour of the Stoughton Utilities administration complex and the wastewater treatment facility was provided to local Stoughton Area School District educators to emphasize classroom curriculums necessary to fill future vacancies at Stoughton Utilities.

Construction of the West Electric Substation continued on schedule; contractors for American Transmission Company (ATC) completed the installation of the transmission interconnection, and our contractor continued installing feeder circuits from the substation.

Electric crews concentrated on the Hammond Road reconstruction project, infrastructure line clearance, and customer-driven projects. Water crews continued maintenance projects on the wells, storage facilities, and the distribution system. The wastewater crews concentrated on collection system maintenance and seasonal and specific treatment system projects at the wastewater treatment facility.

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### Technical Operations Division

Brian R. Hoops  
Assistant Utilities Director

**Choose Renewable Program:** Our residential Renewable Energy and our Green Power for Business programs have been consolidated and rebranded into one program -- *Choose Renewable*. We began promoting the program in April using our new marketing materials, including a video that can be found on YouTube and our website.

For a limited time through May 31, all new *Choose Renewable* participants, or existing participants who increase their participation level, will be entered into a prize drawing for a new Nest Smart Thermostat. You can easily enroll your home account with *My Account* online to be eligible to win.

**Customer Payments:** Staff processed 8,886 payments totaling \$1.50 million, including 1,586 checks, 1,865 lockbox payments, 1,166 credit cards, 1,303 *My Account* online payments, 2,051 automated bank withdrawals, 705 direct bank payments, and \$20,200 in cash.

**Delinquent Collections:** As of April 1, there were 1,772 active accounts carrying delinquent balances totaling nearly \$297,800, and 82 final-billed accounts carrying delinquent balances totaling over \$9,700. Of the total amount delinquent, \$85,200 was 30 or more days past due.

- On April 9, we mailed out 10-day notices of pending disconnection to 803 delinquent customers.
- On April 17, we delivered automated phone calls to 396 customers providing a warning of pending electric service disconnection. All customers without a phone number received notices delivered to their home or business.
- On April 18, we delivered automated phone calls to 212 customers providing a second warning of pending electric service disconnection.
- On April 23, we delivered automated phone calls to 64 customers providing a final warning of pending electric service disconnection.
- On April 24, we performed 28 electric service disconnections due to continued nonpayment. Combined, these customers were noticed for delinquencies totaling \$14,272, an average of \$510 per account.

We ended the month of April with \$38,500 remaining 30 or more days past-due. For comparison, 30+ day delinquencies are 22% lower than this time last year (\$49,200), and 60% lower than their mid-winter peak (\$94,500).

**Earth Day Expo:** Customer Service Technician Brandi Yungen and Assistant Director Brian Hoops represented Stoughton Utilities at the second annual Sustainable Stoughton Earth Day Expo. Numerous customers stopped by to discuss our Choose Renewable program, existing and prospective solar power installations, energy efficiency incentives, and more. Visitors received an energy efficient LED lightbulb, and customers who signed up for our Choose Renewable program were entered into a drawing for a Smart Thermostat.

**Employee Safety Recognition:** Stoughton Utilities received national recognition from the American Public Power Association (APPA) for achieving exceptional employee safety practices in 2017, receiving their First Place designation. The Safety Award of Excellence recognizes utilities with the lowest number of work-related injuries and illnesses, and the utilities that have demonstrated a steadfast commitment to maintaining safety programs and training.

**Energy Assistance:** During the month of April, energy assistance (EA) payments for 37 customers totaling nearly \$10,500 were received from the State of Wisconsin Public Benefits Program and applied to customer accounts to assist low-income customers with their home heating expenses.

The Public Benefits Program will continue to accept customer applications for energy assistance for the 2017-18 heating season through the end of May.

We were notified by the Wisconsin Department of Administration that additional funding of \$5 million for low-income heating/cooling energy assistance and \$3.5 million for low-income public benefit crisis funding will be made available statewide through September. These supplemental benefits will be paid to SU customers who had previously received heating assistance over the winter, as well as additional crisis funding for customers who are at risk for disconnection.

**Information Technology:** Following a rainstorm in early April, we began to experience significant communications issues to our East Substation and Well 4. Both sites are connected using a 900 MHz wireless radio system, communicating on separate wireless networks. Our wireless contractor was brought onsite to test the equipment and diagnose the issue, and found both systems had been damaged by moisture and corrosion over the years.

The antenna and full cabling system was replaced at the East Substation using parts designated for installation at the new West Substation, and a replacement antenna was ordered for Well 4 with installation to be scheduled in May.

**Public Power Scholarship:** This year, Stoughton High School students had the option of writing an essay or completing an energy audit of their home and documenting their findings. We received several applications, and the winner of the scholarship will be selected in early May based upon the merits of their submitted materials.

**Residential Customer Incentive Programs:** We have begun marketing our two primary residential customer incentive programs 2018.

- ENERGY STAR® appliance incentives are being offered to customers who purchase new efficient appliances, up to two \$25 incentives per account. We will be sending targeted postcard mailings over the summer to neighborhoods with new residential construction to continue to promote this program.
- We are again collaborating with Focus on Energy to enhance their existing Smart Thermostat incentive, adding an additional \$25 on top of their \$75 incentive, for a total incentive of \$100 towards the purchase of a new smart thermostat. Combined, these incentives can lower the cost of a smart thermostat by up to 60%.

Focus on Energy reached out to see if SU would be interested in partnering to promote our concurrent incentives. A postcard mailing will be sent to all SU customers in early June that contains incentive details; funding for the mailing will be provided by Focus on Energy.

Both incentives are provided in the form of a bill credit, and are funded through SU's Commitment to Community program. Incentive details and forms can be found at [stoughtonutilities.com/incentives](http://stoughtonutilities.com/incentives).

**SCADA Infrastructure and Software Upgrade Project:** Progress continues at the substations for the infrastructure portion of the electric SCADA upgrade project. Fiber connections are being reviewed to resolve some connectivity issues, and data validation is ongoing. SCADA displays and one-line drawings have been completed for the user interface.

Fourth-year Apprentice Lineman Aaron Mattingly was selected to be our Lead SCADA Operator. Our engineering consultant provided a half-day course on basic navigation, operation, and administration. In-depth training will be provided by OSI during a weeklong course at their training center in Minnesota.

**Training and Meetings:** Brian participated in meetings of the Utilities Committee, Stoughton City Council, WPPI Energy Member Services Advisory Group, and WPPI Energy Outage Management Taskforce. Brian also attended several electric utility management webinars hosted by American Public Power Association (APPA) on topics from infrastructure, budgeting, governance, regulation, and the power markets. He also participated in a WPPI Energy roundtable, internal project meetings including the West Substation and the SCADA replacement project, a preconstruction meeting for Nordic Ridge Phase III, and other ongoing projects.

Customer Service Technician Brandi Yungen attended a webinar provided by WPPI Energy and hosted by River Falls Water & Light discussing customer service in a regulated environment, which provided tips and methods to continue to connect with our customers to better provide customer service and outreach regarding utility services and offerings.

GIS Analyst Lou Rada attended a product showcase provided by Seiler GPS. SU will be looking at upgrading our current GPS unit later this summer to take advantage of modern offerings that better work with the current versions of our GIS software.

**Website Updates:** Several modifications were made to our *MyAccount* online customer portal, including increased logging of account modifications made by the customer, graphing bug fixes, and new functionality.

The Northstar Customer Information System (CIS) database was updated with a new field for customer's cell phone numbers, a long awaited request. In an attempt to ensure our contact information remains current, customers are now prompted to review their home, business, and cell phone numbers upon logging in to the *MyAccount* system if this information had not been reviewed within the past year. Customers have the option opt-out of future review requests.

Several of the graphing functions were updated to correct improper display of data in certain nonstandard circumstances, including solar credits, partial-month billings, meter replacements, and

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## **Electric, Metering, Planning, and Water Divisions**

Sean O Grady

Utilities Operations Superintendent

**2018 Street Reconstruction Project:** Staff relocated poles that were in conflict with proposed sidewalk ramp locations along Vernon Street. The Electric Division's involvement during the construction phase of this project should be minimal, and will consist of possibly supporting poles adjacent to excavation.

**Circuit Outage:** We had an early morning wildlife contact on an overhead gang-operated air switch, which created enough fault current to trip the circuit recloser offline at the substation. The recloser was unable to close after the fault was cleared, and was picked up temporarily with another circuit until testing/repairs could be scheduled. Approximately 500 industrial and residential customers were affected.

**Electric Services Installations:** During the month of April, we installed three service installations for new construction, three overhead service upgrades, six temporary construction services, and one service repair.

**Elevated Water Storage Tank Maintenance:** Both water towers are scheduled to be drained, inspected, and have interior cleaning performed this summer. One tower will receive paint repairs on the stem, as well as new digital temperature and water level gauges installed. This work normally takes staff and contractors approximately a week per tower to complete.

**Hammond Road Pole Replacements:** During our annual overhead distribution system field inspections completed this winter, staff identified ten poles along this road as being structurally deficient due to severe woodpecker damage. These poles were replaced by staff in April.

**Pole Fire:** An on-call crew responded to a 911-dispatched pole fire on a three-phase, double circuit buck pole. Upon arriving on site, the crew witnessed the top arm burning through and falling onto a lower circuit. Crews worked through the early morning hours to make repairs and restore service using a temporary feed from another circuit. Approximately 2,400 customers in the northwest quadrant of our urban and rural service territory were affected. A job well done by Lead Lineman Bryce Sime, Apprentice Lineman Aaron Mattingly, and Lineman Adam Frederick.

**Kettle Park Senior Living Facility:** We have been working with the general contractor of this project to set the utility requirements to serve the facility and provide a preliminary estimate of customer contribution. Construction is scheduled to begin next month.

**McFarland State Bank:** Temporary electric service was installed to the site. Construction plans are currently under review and an estimate of customer contribution will be finalized in early May.

**Nordic Ridge Project Phase III:** A preconstruction meeting was held at our office. Construction is scheduled to begin this month, with lots available for construction by September.

**Riverfront Redevelopment Project:** We had an active water main leak on site. The demolition contractor was using an old foundation to break concrete chunks into smaller and more manageable pieces. Unbeknownst to the contractor, we have a water main located adjacent to the foundation and over time, the vibrations broke the pipe.

**Safety Camp Program:** Planning is underway to have a trained lineman provide an interactive tabletop exercise showing the dangers associated with working near overhead and underground electric distributions systems. This program is scheduled for the last week in July.

**School District Fiber Project:** We have been working with the Stoughton Area School District and their consultant to explore options for providing a new fiber optic line to the School District Transportation Garage located in Mandt Park.

**Tower II Valving:** Water operators tested and operated the main valves under controlled settings and found everything to be operating within tolerances. The last time these valves were turned, we had significant challenges isolating the storage tank from the water distribution system.

**Truck Testing:** Our bucket and digger-derrick trucks were dielectrically tested this month. This test is required annually and insures the insulated portion of the booms and buckets will not become energized during incidental contact with energized lines, or create a path to ground. A safety inspection was also completed on the attachments.

**Underground Cables:** All of our temporary electric service laterals and new construction services were trenched and energized. During the winter months, these services are set on the ground due to the frost preventing us from trenching. From my recollection, this is the earliest we have ever started construction, and we were fortunate to have dry weather and working conditions during the early month.

**Urban Lot Infill:** We are currently working with three different property owners to provide utility services to vacant residential lots in established neighborhoods.

**Water Service Leak:** Staff discovered two water service leaks. The first was reported leaking last fall on the private side of the water lateral at a lead connection, and we are working with the customer to ensure the proper repairs are completed. The second leak was on the public side of the water lateral, and SU made the appropriate repairs.

**Well Chemical Feed Pumps:** Staff has been working with our chemical supplier to tap the existing chemical barrels near the bottom, and lowering the feed pumps closer to the tapping port. This process has proven beneficial in reducing air locks on the chemical feed pumps by drawing less head from the barrel.

**West Substation Construction:** Our substation construction contractor completed the oil containment around the transformers, placed the liner in the storm water retention area, and finished final grading inside the substation. Final site grading, seeding, and landscape plantings are scheduled for early May.

Our contractor installing the underground feeders that connect the substation to the existing distribution system continued their boring operations around the substation to install the underground exit feeder conduits. The contractor has installed the underground conduits, cables, and junction and switching cabinets. This equipment will be tested and energized in May.

American Transmission Company (ATC)'s contractor completed the installation of the new transmission power poles for the transmission line that will be the source of 69Kv power to our new west substation. This line has been energized, and ATC's involvement in the project has concluded.

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## **Wastewater Division**

Brian G. Erickson  
Stoughton Utilities Wastewater System Supervisor

The wastewater treatment facility processed an average daily flow of 0.994 million gallons with a monthly total of 29.829 million gallons. The total precipitation for the month of January was 1.87 inches, with 7.9 inches of snow.

**Disinfection Equipment:** Staff took the effluent tanks out of service and installed the disinfection equipment for the season. A new UV barrier was ordered, which once installed will help reduce algae growth.

**Dissolved Floatation Thickener (DAF):** This process has been taken out of service for repairs. In the interim, we are sending all our waste activated sludge to the gravity belt thickener (GBT) until the DAF is back in service.

**Eastwood Lift Station:** This lift station is back in service with both pumps operating properly. We will work with our consulting engineers to evaluate plans for station replacement in order to meet the long-term system requirements. This station has been included in our Capital Improvement Plan (CIP) for replacement in 2019. As we evaluate system options, we are exploring the possibility of eliminating the Vennevoll lift station in the future, which will be accomplished by rerouting the gravity flow to the Eastwood station.

**Industrial Discharge:** One of our largest industrial customer has hired a consultant to assist them with their regulatory requirements. I have been working with them on their wastewater discharge requirements.

**Plant maintenance:** Staff has been working on maintenance and repairs of miscellaneous equipment throughout the plant. Projects have included work on our dissolved air flotation tank (DAFT) guide rails, stripping and waxing floors, maintenance of exhaust fans, calibration of flow meters and gas monitors, inspection and testing of backflow preventers, and painting of pipes and equipment throughout the plant.

**Sanitary Sewer System Maintenance:** Staff has been televising the sanitary sewer collection system throughout the winter and spring months, which will continue until the full system is complete. Cleaning and repairs has been completed regularly as needed.

**Sludge Hauling:** Approximately 550,000 gallons of sludge waste will be hauled and injected into farmer's fields this spring. I anticipate hauling to begin in late-May.

**Standby Generator Maintenance:** The contractor was onsite doing routine maintenance and load bank testing to all six utility generators. Each year we complete this maintenance and testing to insure our generators are operating within design specifications and will be ready to run in the event of an unplanned power interruption.

**Thickened Digested Sludge (TDSL) Pump:** This pump failed, creating a large mess in the basement. Staff spent a day cleaning up the mess, followed by three days rebuilding the pump.

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## **Finance**

Jamin Friedl, CPA

Stoughton Utilities Finance Manager

### **Accomplishments:**

- Finalized the review and comparison of the client analysis statements provided from our two banking service providers. Clarifying questions were forwarded to one service provider for more information.
- Began a full review of our current property insurance policies to confirm appropriate coverage.
- Processed A/P, A/R, CCER, payroll and treasury management approvals; tracked investment sales/purchases and income; and completed the monthly account reconciliation, work order closings, reporting and billing statistics for March 2018.

### **In Progress:**

- Awaiting details from the Department of Human Resources and Risk Management (HR) to finalize the scope for a payroll consolidation study requested by the Personnel Committee.
- Complete monthly account reconciliation and reporting for April 2018.
- Continued work on analyzing the Utilities' six-year cash flow projection.

During the month of March, I participated in meetings of the Utilities and Personnel Committees, attended a Wisconsin Public Service Commission (PSC) roundtable meeting, and attended the Leadership Stoughton session discussing manufacturing and industry.

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## **Energy Services Section of the Planning Division**

Cory Neeley

Stoughton Utilities and WPPI Energy Services Representative (ESR)

An energy audit was completed at a local church and food pantry, and several recommendations on ways to reduce their energy usage were offered. This church, like many other volunteer led organizations, struggles with upkeep and preventative maintenance. An analysis will be performed to determine if this customer will benefit from our Time of Use billing program.

Installation of the solar array on the shelter at Nordic Ridge Park is ongoing and nearing completion. One of the requirements of the funding grant is that generation information be made publicly available online, and we are working with the Parks & Recreation Department to ensure this condition is met.

In addition to the Nordic Ridge installation, we are aware of two other solar installations in various stages of completion.

Stoughton Utilities, along with WPPI Energy, has committed funding to our Request for Proposals (RFP) for Energy Efficiency program. Two rounds of funding will occur in 2018, with funding of up to \$250,000 being made available in each cycle. This program offers incentives for large energy saving projects at commercial and industrial facilities.

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## **Safety Services Section of the Planning Division**

Andrew Paulson

Stoughton Utilities and Municipal Electric Utilities of Wisconsin Regional Safety Coordinator

### **ACCOMPLISHMENTS**

#### **1. Training**

- a. Planned SPCC training

#### **2. Audits/Inspections**

- a. Field inspections
  - i. Water – Repair of curb stop
  - ii. WWTP – Installation of UV treatment equipment
  - iii. Electric – Replacement of poles
- b. Utility walkthrough – General inspection
- c. WWTP walkthrough – General inspection
- d. Well inspections
- e. Eye wash stations
- f. Eye wash showers
- g. Fire cabinets

#### **3. Compliance/Risk Management**

- a. Fork truck written program – Annual review
- b. SDS management – MSDS Online data input
- c. Lock out, tag out – Standard procedures

### **GOALS AND OBJECTIVES**

## **1. Training**

- a. Emergency Response
- b. Bloodborne Pathogens
- c. Active Shooter
- d. Fall Protection

## **2. Audits/Inspections**

- a. Field inspections
- b. Utility walkthrough
- c. WWTP walkthrough
- d. Wells
- e. Water towers
- f. Bloodborne pathogens cleanup kits
- g. Evacuation maps

## **3. Compliance/Risk Management**

- a. Sling inspections
- b. Emergency action written program
- c. Bloodborne pathogens exposure control plan
- d. MSDS Online data entry

*Regional Safety Coordinator was at Stoughton Utilities on April 5<sup>th</sup>, 12<sup>th</sup>, and 24<sup>th</sup>.*

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Please visit us on our website at [www.stoughtonutilities.com](http://www.stoughtonutilities.com) to view current events, follow project schedules, view Utilities Committee meeting notices, packets and minutes, review our energy conservation programs, or to learn more about your Stoughton Utilities electric, water, and wastewater services. You can also view your current and past billing statements, update your payment and billing preferences, enroll in optional account programs, and make an online payment using *My Account* online.



**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Committee Annual Calendar

The following calendar is provided for information and discussion. Common organization acronyms used are:

APPA	American Public Power Association
AWWA	American Waterworks Association
MEUW	Municipal Electric Utilities of Wisconsin
WIAWWA	Wisconsin chapter of the American Waterworks Association
WPPI	WPPI Energy
WRWA	Wisconsin Rural Water Association
WWOA	Wisconsin Wastewater Operators Association

May 6-12, 2018	National Drinking Water Week
May 14, 2018	Utilities Committee Regular Meeting: Annual reorganization and selection of meeting time and date; approval of the SU tax-stabilization dividends; discuss SU goals
May 16-19, 2018	MEUW Annual Conference – La Crosse
May 22, 2018	Common Council Meeting: Presentation of SU tax-stabilization dividends.
June 7, 2018	Orientation to WPPI – Sun Prairie
June 11-14, 2018	AWWA Annual Conference – Las Vegas, NV
June 15-20, 2018	APPA National Conference – New Orleans, LA
June 18, 2018	Utilities Committee Regular Meeting: Approve the annual Wastewater Compliance Maintenance Annual Report (CMAR); tour of well no. 5
June 26, 2018	Common Council Meeting: Approve the CMAR

July 16, 2018	Utilities Committee Regular Meeting: RoundUp Donation; tour of the Utilities Administration Building
August 20, 2018	Utilities Committee Regular Meeting: Approve Declaration(s) of Official Intent; tour the Wastewater Treatment Facility
August 2018, date TBD	WRWA Outdoor Exposition – Plover
September 11-14, 2018	WIAWWA Annual Conference – Madison
September 13-14, 2018	WPPI Annual Meeting – Madison
September 16-19, 2018	APPA Business & Financial Conference – Anaheim, CA
September 17, 2018	Utilities Committee Regular Meeting: Approve the Utilities 2019 Budget and five year (2019-2023) Capital Projects Program
October 2018, date(s) TBD	Common Council Budget Workshop(s)
October 2018, dates TBD	WWOA Annual Conference – Middleton
October 3-5, 2018	APPA Leadership Workshop – Orlando, FL
October 7-10, 2018	APPA Legal & Regulatory Conference – Charleston, SC
October 7-13, 2018	National Public Power Week
October 15, 2018	Utilities Committee Regular Meeting
October 25, 2018	WPPI Chief Executives Breakfast
October 30, 2018	Orientation to WPPI – Sun Prairie
November 4-7, 2018	APPA Customer Connections Conference – Orlando, FL
November 8, 2018	WPPI Building Customer Connections Workshop – Sun Prairie
November 13, 2018	Common Council action on the Stoughton Utilities 2019 Budget and CIP
November 19, 2018	Utilities Committee Regular Meeting
December 17, 2018	Utilities Committee Regular Meeting
January 14, 2018	Utilities Committee Regular Meeting: RoundUp Donation; Declarations of Official Intent
February 18, 2018	Utilities Committee Regular Meeting: Bad debt write offs
February 26, 2018	Common Council Meeting: Approve bad debt write offs
February 25-27, 2019	APPA Legislative Rally – Washington, D.C.
March 10-16, 2019	National Groundwater Awareness Week
March 18, 2019	Utilities Committee Regular Meeting: Annual Drinking Water Consumer Confidence Report (CCR)

March 17-23, 2019	National Fix a Leak Week
March 31-April 3, 2019	APPA Engineering and Operations Conference – Colorado Springs, CO
April 15, 2019	Utilities Committee Regular Meeting: Presentation of the Utilities 2018 annual audit and management letter, and the SU tax-stabilization dividends
April 18, 2019	National Lineman Appreciation Day
April 23, 2019	Common Council Meeting: Approve Utilities 2018 annual audit and management letter; presentation of the tax-stabilization dividends
May 5-11, 2019	National Drinking Water Week
May 20, 2019	Utilities Committee Regular Meeting: Annual reorganization and selection of meeting time and date; discuss SU goals
June 2019, Date TBD	MEUW Annual Conference – Location TBD
June 7-12, 2019	APPA National Conference – Austin, TX
June 9-12, 2019	AWWA Annual Conference – Denver, CO
June 17, 2019	Utilities Committee Regular Meeting: Approve the annual Wastewater Compliance Maintenance Annual Report (CMAR); tour of well no. 5
June 25, 2019	Common Council Meeting: Approve the CMAR
July 15, 2019	Utilities Committee Regular Meeting: RoundUp Donation; tour of the Utilities Administration Building
August 19, 2019	Utilities Committee Regular Meeting: Approve Declaration(s) of Official Intent; tour the Wastewater Treatment Facility
September 13-14, 2019	WPPI Annual Meeting – Elkhart Lake
September 16, 2019	Utilities Committee Regular Meeting: Approve the Utilities 2019 Budget and five year (2019-2023) Capital Projects Program
October 14, 2019	Utilities Committee Regular Meeting
October 27-30, 2019	APPA Customer Connections Conference – New Orleans, LA
November 18, 2019	Utilities Committee Regular Meeting
December 16, 2019	Utilities Committee Regular Meeting





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**Date:** May 8, 2018  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Stoughton Utilities Communications

April 16, 2018                      Volume 14, Issue 1 of Under the Dome, a periodic publication published by Municipal Electric Utilities of Wisconsin (MEUW) discussing current government affairs of interest to Wisconsin's municipal electric utilities.

April 25, 2018                      Stoughton Utilities news release regarding Earth Day and our sustainable efforts.

April 27, 2018                      Stoughton Utilities advertisement regarding Diggers Hotline (811), to run in the Stoughton Hub in May.

May 1, 2018                         Stoughton Utilities news release regarding the utility receiving national recognition from APPA for achieving an exceptional employee safety record and training practices.

May 1, 2018                         Stoughton Utilities billing insert regarding our ongoing Smart Thermostat residential customer incentive.

# Under the Dome

APRIL 16, 2018 | VOLUME 14, ISSUE 1

A Periodic Publication from the Municipal Electric Utilities of Wisconsin and our government affairs team at The Kammer Group.

legislation passed the Assembly on November 9, 2017 but failed in the Senate. MEUW registered in opposition of this legislation.

- [AB 857/SB 713](#) **Board of Commissioners of Public Lands Loans:** This bill, introduced by Rep. Hutton and Sen. Stroebel, eliminates the authority of the Board of Commissioners of Public Lands to make trust fund loans to school districts, local governments and certain other public entities for certain public purposes. This legislation failed to pass in both houses. MEUW registered in opposition to this legislation because it would have eliminated a key financing tool for municipal utilities.

Bills that have not passed both houses at this point are considered dead and will need to be re-introduced in the next legislative session beginning January 2019.



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# **News Release**

## **Stoughton Utilities**

**FOR IMMEDIATE RELEASE**

May 4, 2018

Contact: Brian Hoops, Assistant Utilities Director

### **Stoughton Utilities Celebrates Earth Day**

Stoughton Utilities recently celebrated Earth Day by participating in a community event, and by promoting its newly released Choose Renewable program.

The Choose Renewable program is just one of the ways that Stoughton Utilities demonstrates their commitment to the community and the environment. Through this program, Stoughton Utilities customers can purchase renewable energy blocks to offset a part or all of their electrical usage. The utility recently earned national recognition for its leadership in the use of renewable energy, ranking tenth in the nation on the U.S. Department of Energy's National Renewable Energy Laboratory's annual list of leading utility green power programs by customer participation rate.

With Choose Renewable, purchasing one block of renewable energy each month for one year has the equivalent impact on the environment as not driving a car for six months, and avoids emitting over three tons of carbon dioxide. During the months of April and May, when a customer signs up for Choose Renewable or increases their participation level, they will be entered into a drawing to win a Nest Smart Thermostat for their home.

Stoughton Utilities also participated in the second annual Sustainable Stoughton Earth Day Expo, which took place on April 21 at The Lageret on Main Street. Exhibitors included local vendors, non-profits, artists and farmers. Stoughton Utilities Assistant Director Brian Hoops and Customer Service Technician Brandi Yungen attended the Earth Day Expo to promote the utilities dedication to sustainable energy sources and current energy efficiency incentive programs. Customers were provided information on the Choose Renewable program and smart thermostat give-away, current energy conservation bill credit incentives, Focus on Energy incentive options, and more. Visitors were also provided with a free energy efficient LED lightbulb.

Stoughton Utilities also demonstrates their commitment to the community and the environment through numerous energy conservation incentives and community programs. The utility is currently offering a \$25 bill credit incentive for customers who purchase ENERGY STAR® appliances and smart thermostats.

Stoughton Utilities currently receives nearly 13% of its power supply from renewable resources. A new 100-megawatt solar energy center and a 132-megawatt wind energy center currently under construction are expected to bring this to 22% within the upcoming years.

Stoughton Utilities also currently has 26 customers on our distribution system that have renewable energy systems that back-feed into the grid. All of these are solar photovoltaic installations, and the first was installed in 2007. Combined, Stoughton Utilities purchased over 140,000 kWh of electricity produced by renewable solar sources from our customers in 2017.

\*\*\*

Founded in 1886, Stoughton Utilities serves electric customers in Stoughton and the surrounding area, and wastewater and water customers in Stoughton.



# CALL OR CLICK BEFORE YOU DIG

**A quick phone call could save your life.** Diggers Hotline is a free, easy-to-use service to help you identify and mark dangerous utility lines that can be buried a few inches beneath the surface of your yard. Just call or click three working days before digging. Through this free service, you will get your lines marked so you can dig safely without worry. Remember, call or click before you dig.



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**CALL 811 OR VISIT  
DIGGERSHOTLINE.COM**

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At Stoughton Utilities, we join forces with other local not-for-profit utilities through WPPI Energy to share resources and lower costs.

**stoughtonutilities.com (608) 873-3379**

Shared strength through  WPPI Energy



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# News Release

## Stoughton Utilities

FOR IMMEDIATE RELEASE

May 1, 2018

Contact: Robert Kardasz, Utilities Director

### **STOUGHTON UTILITIES HONORED WITH NATIONAL AWARD FOR OUTSTANDING SAFETY PRACTICES**

Stoughton Utilities, Stoughton's locally owned, not-for-profit electric, water and wastewater services provider, was awarded the American Public Power Association's (APPA) Safety Award of Excellence April 30 at the APPA Engineering & Operations Technical Conference in Raleigh, N.C.

The award recognizes utilities with the lowest number of work-related injuries and illnesses in 2017, based on worker-hours of exposure. Stoughton Utilities earned a first place designation.

More than 300 utilities entered the annual Safety Awards, which is the highest number of entrants in the history of the program. The incidence rate, used to judge entries, is based on the number of work-related reportable injuries or illnesses and the number of worker-hours during 2017, as defined by the Occupational Safety and Health Administration (OSHA).


"Stoughton Utilities is proud of its safety record," said Robert Kardasz, Director of Stoughton Utilities. "This award is a testament to the hard work that goes into ensuring that our team members go home safe to their families every day."

The Safety Awards have been held annually for the last 59 years. The American Public Power Association is the voice of not-for-profit, community-owned utilities that power 2,000 towns and cities nationwide.

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# START SAVING WITH A SMART THERMOSTAT

**A smart thermostat is a Wi-Fi enabled device that “learns” your habits to help you manage home heating and cooling costs.** It adjusts your HVAC equipment based on your home’s unique energy profile and the weather outside, so you can save energy and money without sacrificing comfort. A smart thermostat can save up to \$120 annually and typically pays for itself in two years.

For a limited time Stoughton Utilities residential electric customers can purchase a new, currently-qualified smart thermostat and earn a \$25 rebate from the utility. To receive your incentive please complete and return the form below with proof of purchase and the model number.

## EARN A \$25 BILL CREDIT TODAY!

You may also be eligible for an additional \$75 dollars from Focus on Energy. Visit [FocusonEnergy.com/smart](http://FocusonEnergy.com/smart) for more information.

### SMART THERMOSTAT REBATE

To request your bill credit, return this completed form along with a copy of your receipt to our office, or scan and email to [CustomerService@stoughtonutilities.com](mailto:CustomerService@stoughtonutilities.com).

Customer Name (first, last)

Utility Account Number

Customer Street Address

City, State

Zip Code

Home Phone Number

Daytime Phone Number

E-mail

Thermostat Brand

Model Number

To qualify, smart thermostats must be an ENERGY STAR® certified model or be on the approved Focus on Energy list. Available for purchases made in 2018 only. Completed form and receipts must be received prior to December 1, 2018. Limit one smart thermostat incentive per customer every 5 years, subject to available program funding.



[stoughtonutilities.com](http://stoughtonutilities.com) (608) 873-3379

Shared strength through  WPPI Energy



600 South Fourth Street P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Election of the Utilities Committee Chairperson and Vice-Chairperson

Subsection 2-527 of the Stoughton Municipal Code of Ordinances requires that the Utilities Committee elect a Chairperson and a Vice-Chairperson. This election shall occur at the first regularly scheduled Utilities Committee meeting following the Stoughton Common Council Reorganization Meeting, which was held on April 17, 2018.



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**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Election of the Utilities Committee Liaison and Alternate Liaison to the Stoughton Common Council

Subsection 2-527 of the Stoughton Municipal Code of Ordinances requires that the Utilities Committee elect two alderpersons to the positions of Liaison and Alternate Liaison to the Stoughton Common Council. This election shall occur at the first regularly scheduled Utilities Committee meeting following the Stoughton Common Council Reorganization Meeting, which was held on April 17, 2018.



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**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Selection of the Utilities Committee meeting date and time

Subsection 2-527 of the Stoughton Municipal Code of Ordinances requires that the Stoughton Utilities Committee select the date and time for the regular monthly meeting. This selection shall occur at the first regularly scheduled Utilities Committee meeting following the Stoughton Common Council Reorganization Meeting, which was held on April 17, 2018.

In the past, the Monday following the first regularly scheduled Stoughton Common Council meeting has been designated as the date for Utilities Committee meetings, with meeting times varying from 3:30 p.m. to 5:30 p.m. This date allows the committee's recommendations to receive timely action at the second bimonthly meeting of the Common Council. This monthly meeting date also does not conflict with normally scheduled meetings of other Stoughton committees or commissions.

I am requesting that the Stoughton Utilities Committee designate the monthly meeting date to remain as the Monday after the first regularly scheduled meeting of the Stoughton Common Council, and that a meeting time be selected that is best for your participation.



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**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Status of the Utilities Committee recommendation(s) to the Stoughton Common Council

The following items from prior Stoughton Utilities Committee Meeting(s) were presented to and/or acted upon by the Stoughton Common Council at their April 24, 2018 meeting:

Consent Agenda:

1. Stoughton Utilities Payments Due List Report
2. Stoughton Utilities Committee March 19, 2018 Meeting Minutes
3. Stoughton Utilities February 2018 Financial Summary
4. Stoughton Utilities February 2018 Statistical Report

Business:

1. None



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**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Jamin T. Friedl, CPA  
Stoughton Utilities Finance Manager

Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Proposed electric and water tax-stabilization dividends

In September of 2003, the Stoughton Utilities Committee declared the first Stoughton Utilities electric and water tax-stabilization dividends to the Finance Committee and Stoughton Common Council, using the following criteria:

- The tax-stabilization dividend is intended to lessen property tax burdens and strengthen our community.
- The tax-stabilization dividend will be based upon 5% of the Stoughton Utilities prior year's net income for the electric and water utilities, adjusted for the prior-year dividend and contributed capital reported as non-operating income/expense, from the audited Stoughton Utilities financial statements.
- The dividend is estimated at the time the annual budget is approved by the Utilities Committee and recommended to the Common Council, and presented to the Utilities Committee and Common Council at the time of audit.
- The dividend can be suspended by the Utilities Committee and Common Council if the budget shows a requirement for the cash flow for debt liquidation and/or capital outlays, or an acceleration of electric and water rate increases occurs.

Our 2017 audit reports show that utility earnings and cash flow are sufficient to make the full tax-stabilization dividend as outlined above. If approved by the Stoughton Utilities Committee, tax-stabilization dividends of \$34,235 will be paid to the City of Stoughton in addition to the PILOT.

Stoughton Utilities remains the highest taxpayer in the City, with electric and water Payments in Lieu of Taxes (PILOT) equaling \$814,931. The following chart shows the projected PILOT and tax-stabilization dividend payment to the City of Stoughton in 2018:

	Electric	Water	<b>Total (2018)</b>	Total (2017)
Tax Stabilization Dividend (Recommended)	\$27,975	\$6,261	<b>\$34,235</b>	\$16,441
Payment in Lieu of Taxes (Required)	\$394,626	\$420,305	<b>\$814,931</b>	\$764,640

We are requesting that the Utilities Committee approve the proposed electric and water tax-stabilization dividends, and present these dividends to the Stoughton Common Council on May 22, 2018.



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**Date:** May 8, 2018  
**To:** Stoughton Utilities Committee  
**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director  
**Subject:** Anticipated 2018 fund transfers to the City of Stoughton

Stoughton Utilities anticipates transferring the following funds to the City of Stoughton in 2018:

Payment in lieu of taxes	\$814,931
Tax-Stabilization Dividends	\$34,235
Rent: Stoughton Utilities Administration Building	\$97,415
Administration Charges	\$64,000
Police Department Emergency Contact Service	\$9,000
Stormwater Management Fee	\$7,567
Economic Development Contribution	\$1,000
<hr/>	<hr/>
Total:	\$1,028,148

The Stoughton Utilities transfers listed above account for 7.7% of the revenues included in the 2018 City of Stoughton budget.

These transfers do not include fees for construction related permits, street opening permits, Project RoundUP donations, Commitment to Community donations, renewable energy project grants, or other applicable fees and charges. It is also important to note that Stoughton Utilities pays all employment wages and overhead, insurance costs, and legal expenses.





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**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

Brian R. Hoops  
Assistant Stoughton Utilities Director

**Subject:** Stoughton Utilities goals status report

The utility industry is always evolving and changing due to enhancements in technology, new threats to cyber and physical security, changing regulations, improvements in equipment and employee safety, an aging workforce, and more. Over the past several decades, Stoughton Utilities has developed the following goals to remain competitive in the current marketplace, as well as to provide a roadmap for the future. SU continues to review and revise these goals, marking both our accomplishments as well as designating new areas for growth.

The following status report is provided to the Utilities Committee annually for discussion.

### **Maintain a business culture of environmental stewardship**

Achieved through wastewater treatment utilizing organic treatment methods, ultraviolet light disinfection, and wastewater solids byproduct injection as nutrients into local farm fields. Also by utilizing wastewater treatment methane product to heat the wastewater treatment facility buildings, and participation in our *Choose Renewable* program where we purchase 100% renewable energy for our electric and wastewater utility operations.

Stoughton Utilities currently receives nearly 13% of its power supply from renewable resources. A new 100-megawatt solar energy center and a 132-megawatt wind energy center currently under construction are expected to bring this to 22% within the upcoming years.

Also achieved through the installation of solar panels on our administration building, providing funding and design assistance to other municipal departments for renewable energy systems, offering of solar buy-back rate tariffs to our customers, various energy efficiency incentives and rebates, participation in local corporate energy efficiency teams, the offering and promotion of our *Choose Renewable* programs, and our partnership with and funding of Wisconsin's Focus on Energy.

In 2017, The utility earned national recognition for its leadership in the use of renewable energy, ranking 10<sup>th</sup> in the nation on the U.S. Department of Energy's National Renewable Energy Laboratory's annual list of leading utility green power programs by customer participation rate. Stoughton Utilities has ranked in the top 10 for calendar years 2016, 2015, 2012, and 2009. We peaked at ninth in the nation in 2009.

Stoughton Utilities also currently has 26 customers on our distribution system that have renewable energy systems that back-feed into the grid. All of these are solar photovoltaic installations, and the first was installed in 2007. Combined, Stoughton Utilities purchased over 140,000 kWh of electricity produced by renewable solar sources from our customers in 2017.

In total, there was 441,379 kWh of *supplemental* renewable energy purchased or produced by Stoughton Utilities customers in 2017. This is in addition to the standard 12.9% of renewable energy provided to every customer. This supplemental renewable energy equals 441 MWh (megawatt hours).

Our calculations based on our wholesale power supply generation resources, is that each megawatt hour of electricity consumed results in 1,234 pounds of carbon dioxide (CO<sub>2</sub>), 2.6 pounds of nitrous oxide (N<sub>2</sub>O), and 5.6 pounds of methane (CH<sub>4</sub>) being released into the atmosphere.

Applying this calculation to the 441 MWh mentioned above, means that in 2017 alone, the Stoughton Utilities customers who participate in our Renewable Energy Program and/or who have renewable energy installations on their home or business, were directly responsible for an avoidance of 544,194 pounds (272 tons) of carbon dioxide, 1,147 pounds of nitrous oxide, and 2,470 pounds of methane being released into the atmosphere.

Environmental stewardship is also achieved through offering of paperless E-Billing to customers, paperless distribution and receipt of meeting agendas and packets, increasing paperless systems for field staff by utilizing mobile tablets, promotion of electronic payment methods, and more.

### **Develop customer programs and rate options that promote conservation**

Achieved through numerous incentives for increasing the efficiency of our customer's homes and businesses, and many of our customers always take advantage of them year after year. Past incentives have included cash-back rebates for Energy Star appliances, smart thermostats, A/C unit inspections and tune-ups, shade tree planting, LED lightbulb replacements, outdated appliance disposal, home insulation, new home and business design services, and much more.

Stoughton Utilities also participates and funds Wisconsin Focus on Energy, a statewide program that partners with utilities to promote and incentivize energy efficiency projects.

Stoughton Utilities offers an optional Time of Day rate that encourages customer behavioral modification to promote conservation during on peak hours.

### **Ensure that all customers are categorized for the optimum rate available to them**

Achieved through ongoing customer monitoring, communications, and account/consumption reviews, utilizing both automated and manual review processes. SU billing staff reviews all commercial accounts quarterly to verify commercial rate tier eligibility in accordance with our rate tariffs, and WPPI Energy staff provides an independent supplemental automated review.

SU billing staff also reviews all residential customers enrolled in our Time of Day program annually to ensure that they are benefitting from the program. An online tool is provided through *My Account* online that also allows Time of Day customers to view their savings at a glance.

### **Provide our customers accurate and timely billing statements**

Achieved by maintaining a well-trained and experienced workforce, and providing ongoing training on billing processes and regulatory requirements, including cross training both within and outside

individual divisions. Also achieved using review processes of key accounts and important calculations, and maintaining regular technological improvements to metering, billing, and accounting systems.

We utilize our automatic meter reading (AMR) system to obtain timely and accurate meter readings, an advanced Customer Information System (CIS) to perform accurate bill calculations and account reviews, an outsourced print and mail service to provide timely delivery of billing statements while minimizing staff effort, email delivery of paperless billing statements, and more to achieve this goal.

SU billing and metering staff is currently undertaking a full system wide review of all multi-unit building structures to ensure that all meters are properly assigned to the correct unit and billing account. This is the latest effort in our continuing commitment to performing regular reviews of various aspects of our customer billing data.

**Offer billing presentation and payment opportunities that meet and exceed our customers' expectations, and remain competitive with those offered by our larger competitors**

Achieved with the introduction of a secure curbside 24/7 deposit box in 1996, reoccurring ACH bank draft payments in 1998, credit card payments in-person and by phone in 2002, online E-Pay in 2004, desktop remote check image capture in 2008, recurring credit/debit card payments in 2008, electronic acceptance of third-party online banking services in 2011, and an outsourced lockbox check processing service in 2012.

Regardless of the payment method a customer might choose to utilize, we remain committed to avoiding any "convenience" fees for electronic payments.

Approximately 38% of our customers currently pay by the traditional check, down 3% over the past year. 31% participate in our AutoPay program, 15% pay online through our *MyAccount* online portal, 8% pay electronically through their bank's online banking system, 5% initiate contact to pay with a credit card, and 2% pay with cash.

Paperless E-Billing was introduced to customers in 2012, and we currently have 1,451 customers receiving paperless bills for 1,605 accounts, which is a 17% participation rate. Not only does this increase customer convenience and reduce paper waste, but it also financially benefits the utility, saving approximately \$10,500 in statement print and mail costs annually.

We are also proud to maintain a local office to accept in-person payments and provide face-to-face customer service, something not available to customers of larger utilities.

**Provide safe and reliable electric, wastewater and water service, in compliance with all applicable regulations**

Achieved across all systems. Systems are continually reviewed, with aging infrastructure upgraded to current standards. Leadership staff regularly participates in seminars and conferences provided by the regulatory agencies, consultants, and partner organizations to remain knowledgeable in current and proposed laws and regulations, as well as to influence rule makers.

Stoughton Utilities maintains its infrastructure to provide high reliability, utilizing system improvements, tree trimming, routine maintenance and cleaning, infrastructure replacement, system inspections and surveys, and more.

Drinking water sampling is completed regularly, both at the pumping sources as well as at customers' homes and businesses. Employees are trained on how to respond in the unlikely event that an unsafe

sample is detected. Mandatory reporting is completed on the results of our sampling, and distributed to customers annually.

Regularly sampling of wastewater effluent occurs to ensure treatment is successful and only treated water is discharged to the Yahara River.

Reduction of lead water services across the city remains a goal of Stoughton Utilities, with progress being made annually for the past several decades, and increasing progress planned for upcoming years. This goal will include the creation of local rules and regulations, funding incentives and assistance, and more.

### **Influence state and federal rule making that benefit our customers**

Achieved in part through our membership in WPPI Energy, Municipal Electric Utilities of Wisconsin (MEUW), Wisconsin Chapter of the American Waterworks Association (AWWA), American Public Power Association (APPA), and Wisconsin Rural Water Association (WRWA), Municipal Environmental Group (MEG), Wisconsin Wastewater Operators Association (WWOA), as well as numerous other trade organizations.

In addition, leadership staff participates in numerous opportunities to influence state and federal lawmakers, and have lead efforts to maintain tax-exempt municipal bonds, retain the primacy of air emission regulation with the Wisconsin Department of Natural Resources, maintain acceptable approaches to cyber and physical security requirements, maintain local control of utility policy, champion infrastructure improvement and investment, protect the privacy and confidentiality of our customer's utility data, and more.

### **Seek new, and maintain existing joint action partnerships that benefit our customers**

Achieved in all divisions through active participation in WPPI Energy, Rock River Basin Wastewater TMDL Group, the Municipal Environmental Group, Yahara WINS Adaptive Management Program, Municipal Electric Utilities of Wisconsin, American Public Power Association, Wisconsin Chapter of the American Waterworks Association, and more.

### **Provide community education, and remain a utility informational clearinghouse for our customers**

Achieved through our online website, including periodic news articles, publications, and online document library, monthly statement inserts, informational bill-print messages, participation in the quarterly Tower Times, and frequent submittals of press releases to area newspapers. All press releases are available online at our "Newsroom" page.

Stoughton Utilities also places paid advertisements in the Stoughton Courier Hub each month, with the ads promoting our incentives, safety programs such as Diggers Hotline and electrical safety, and more topics. Through WPPI Energy, informational advertising is placed in regional and statewide publications, radio broadcasts, and more.

The utility has recently begun sending postcard mailings to customers, with recipients being targeted by neighborhood demographics to ensure the topic is relevant to the recipient. Topics have included seasonal energy assistance, our Choose Renewable program, and our Energy Star and Smart Thermostat incentives.

Stoughton Utilities also funds energy safety presentations made by the National Theater for Children at Stoughton's elementary schools, and utility staff provides safety demonstrations at the annual Stoughton Safety Camp. Utility staff also periodically hosts informational sessions such as Leadership Stoughton

and Chamber of Commerce Lunch and Learn, provides tours of the wastewater treatment facility and other utility facilities to students and staff of the Stoughton Area School District, provides presentations of informational and communication items to the Utilities Committee governing body, and more.

**Provide a customer service staff that is open, understanding, and accessible to our customers**

Achieved through ongoing training and customer interaction, and offering customer service by the customer's preferred methods, including our online *MyAccount* portal, email, phone, mail, or in-person.

Customer service staff regularly participates in regional roundtables, software users groups, training seminars, community conferences, and other information-sharing opportunities that allow them to network with utility customer service peers in neighboring and communities across the state.

Customer service staff participates in several community events and open houses.

**Operate a highly professional utility with appreciation for our history and vision for our future.**

Achieved through ongoing professional training, cross training, team meetings, peer discussions, and the stabilization of our workforce.

**Create career pathways and educational opportunities for our staff, maintain a safe work environment at all times, and ensure that they are compensated appropriately and receive competitive benefit packages.**

Stoughton Utilities continues to pursue a competitive compensation program for our staff. Our goal remains to review compensation programs annually using available market and peer data to ensure competitive compensation and prevent losing employees to competing utilities. One step that we hope to achieve in 2018 is to restore a methodology for employees to advance within their pay scale as their job knowledge and experience grows.

Employees receive periodic training related to their current duties, as well as cross training and learning opportunities related to their projected career pathways.

As of May 2018, median tenure at Stoughton Utilities is 5.3 years, with an average tenure of 12 years. The United States Bureau of Labor Statistics (BLS) estimates the median employee tenure in the U.S. to be 4.2 years.

Through our partnership with MEUW, we have an onsite Safety Coordinator who maintains safety programs and policies and procedures, performs regular employee training and testing, performs regular inspections and reviews of job site staging and safety, and more, ensuring our staff and management do everything we can to ensure the safety of employees and the public at all times.

**Utilize evolving methods, technologies, and independent studies that create new opportunities to improve the service to our customers**

Stoughton Utilities continues to pursue this goal by being a technological leader amongst statewide utilities. SU utilizes a variety of technologies, including regular enhancements to the electric, wastewater and water SCADA (Supervisory Control and Data Acquisition) Systems, implementation of current information technologies for server and workstation platforms, custom software programming to streamline operations, utilization of current mobile technologies to empower a connected workforce in the field, utilization and advanced of our Geographic Information Systems (GIS) server and mobile platforms, and more.

Staff has been participating in a taskforce researching outage management (OM) systems, which is a software solution that interfaces with a utility's existing GIS, SCADA, metering, and CIS systems to provide a near-real time response to power outage events. Notifications can be sent to customers when there is an outage, when that outage has been restored, display graphical information about outages online, and dispatch utility linemen quicker. The utility also benefits, as OM systems help reduce customer contacts during an outage, provide exact statistics of customers affected and duration for mandatory reporting, provide predictive analysis of system modifications, and more. Achieving such a system remains a SU goal.

Stoughton Utilities provides mobile workforce to our staff, which allows for accurate information to be relayed to contractors and customers in the field, as well as providing employees with the knowledge required for safe operation of our infrastructure. The software and hardware provided also allows for real-time collaboration and communication between staff in the office and staff working out in the field.

The utility provides employees with modern SCADA systems for the electric, water, and wastewater utilities, which allows for data collection, remote infrastructure operation, real-time status, accurate monthly regulatory reporting, and more.

Stoughton Utilities periodically completes engineering system studies and system improvement forecasting and scheduling, and annual creates and adheres to a 20-year Capital Improvements Plan

### **Promote smart and sustainable development to encourage new customers and utility revenue growth**

Achieved through partnerships with the City of Stoughton, local developers and engineers, Stoughton's governing bodies, current and prospective commercial and industrial customers, and participation in the Chamber of Commerce. Also achieved through maintaining highly competitive utility rates across all divisions, providing safe and reliable systems and services, offering valuable customer incentives, offering building and design assistance programs, and more.

### **Give back to the community, and be an active participant in community events and affairs**

Achieved through our Commitment to Community low income assistance program, Commitment to Community energy efficiency program, annual scholarship program, children's safety presentations in the schools and summer camps, numerous customer incentives for energy efficiency and savings, monetary donations to community groups and economic development programs, low-income bill payment assistance, and more.

Stoughton Utilities' RoundUP program has donated over \$24,000 to local community service organizations, organizations providing disaster relief, educational organizations, organizations providing service to youth, and organizations that advocate for the environment.

This goal is also achieved through our participation in Syttende Mai events, Earth Day and Arbor Day events, the Coffee Break Festival, the annual Truck Day event, our annual Public Power Week open house and community event, municipal open houses, and more. SU also maintains a regular attendance at Stoughton City Council meetings, provides educational tours and presentations, and more.

### **Position Stoughton Utilities to remain financially stable in both short and long-term forecasts**

This goal is achieved through periodic regulatory rate reviews, completed by SU staff analysis and review, assisted by WPPI Energy financial staff, and reviewed by the Wisconsin Public Service Commission.

SU has also created and maintains strategic investment and cash policies, undergoes an annual financial audit, ensures protection of utility infrastructure and other assets, maintains and actively utilizes insurance policies, maintains in-house expertise to perform periodic financial monitoring and sets strategies based upon current circumstances, and creates and maintains of strategic borrowing and finance policies.



**Stoughton Utilities**

600 South Fourth Street  
 P.O. Box 383  
 Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018  
**To:** Stoughton Utilities Committee  
**From:** Brian R. Hoops  
 Stoughton Utilities Assistant Director

Robert P. Kardasz, P.E.  
 Stoughton Utilities Director

**Subject:** Customer collections status report and disconnection timeline

Stoughton Utilities’ efforts in working with our customers to meet their financial obligations continue to be successful. As of May 1, 2018, the annual average delinquent amount owed on outstanding utility account balances (active and closed) are as follows:

Days Past Due	Current Delinquencies	When compared to May 1 of...					
		2017	2016	2014	2012	2010	2008
30-60	\$ 14,675	▼ 45%	▲ 4%	▼ 49%	▼ 26%	▼ 53%	▼ 85%
61-90	\$ 7,067	▲ 25%	▲ 11%	▼ 56%	▼ 47%	▼ 57%	▼ 74%
90+	\$ 16,765	▼ 2%	▼ 42%	▼ 49%	▼ 64%	▼ 81%	▼ 79%

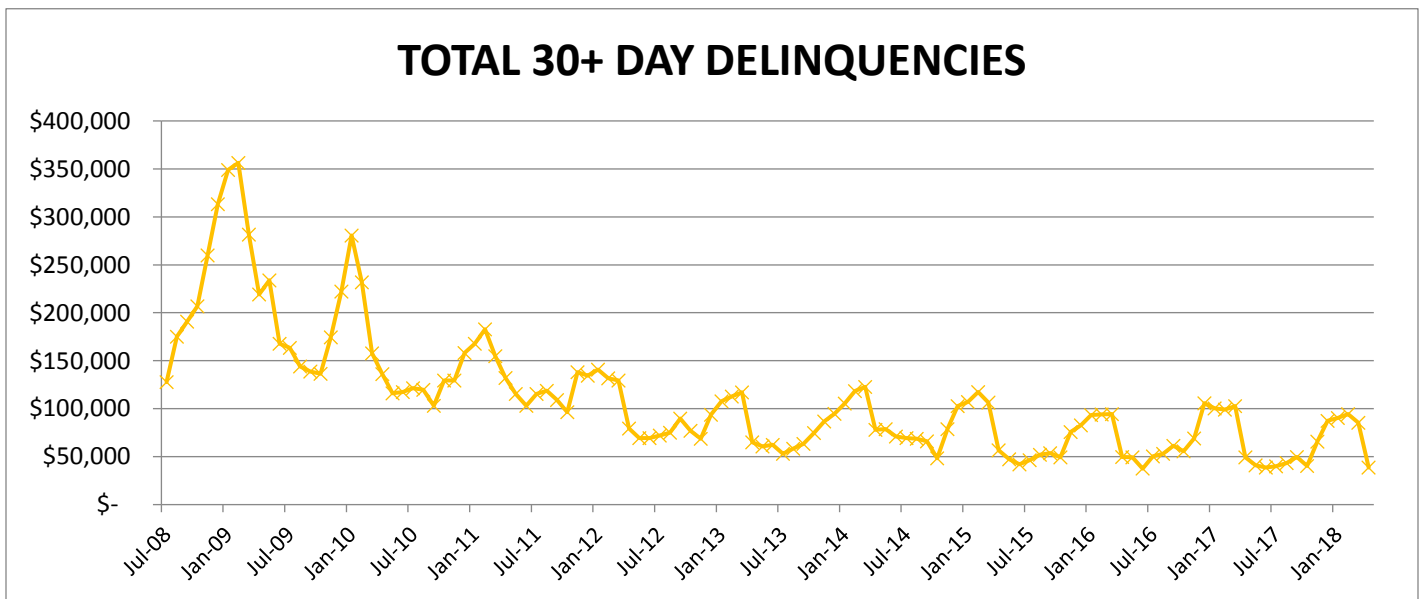


Figure 1- Historical Delinquent Balances – July 2008 through May 1, 2018.



Decreases in delinquent balances continue to be achieved, however delinquencies have generally plateaued around an annual average total of \$70,000 over the past four years.

Historically, SU carried our largest annual average delinquency totals in the years leading up to the 'Great Recession,' which hit Wisconsin's economy in early 2009. Prior to this point, SU took a lax and inconsistent approach to collections, which lead to large delinquent balances despite spending more staff time on tagging residences and performing disconnections that we do today.

Primary causes for the decreases since 2008 when our tracking of historical delinquencies began include not only the improvements in the local, state, and national economies, but also our internal efforts. Due diligence in soliciting initial customer information, strong collection perseverance, strict adherence to the internal policies and procedures passed by the Utilities Committee and Common Council, active partnerships with landlords where applicable, and working with financial assistance agencies all support this success.

Collection practices put into place since December 2008 include:

- Policies were drafted internally and passed by the Utilities Committee and Common Council regarding the creation of all deferred payment agreements (DPAs), including a minimum down payment and maximum extension term. An annual employee refresher training on our DPA policies is provided to customer service employees each spring.
- Policies were drafted internally and passed by the Utilities Committee and Common Council regarding the assessment of customer deposits for all new commercial customers, existing commercial customers with a demonstrated pattern of continued delinquency, and existing residential customers who have the ability to pay, yet have a demonstrated pattern of severe continued delinquency.
- Policies and procedures were drafted internally ensuring adherence with Wisconsin Public Service Commission (PSC) administrative rules regarding application of late payment penalties, notification of delinquencies, placement on annual tax roll, collection of returned payments, and customer non-discrimination.
- Policies and procedures were drafted internally regarding the delinquency notification and service disconnection schedule, now performed year-round, and the requirement of management approval for any eligible account to be pulled from disconnections without payment or DPA.
- Partnership with the Wisconsin Department of Revenue (DOR) for collection of closed accounts, utilizing their Tax Refund Intercept Program (TRIP) and State Debt Collections Initiative Program (SDC). Internal policies were drafted regarding customer notification and submission to DOR programs.
- Received approval from the Wisconsin Public Service Commission (PSC) to enact more restrictive DPA rules for tenant customers that have proven themselves high-risk.
- Utilization of our full rights and abilities to assess property liens and collect payment through the property tax roll for properties located within the City of Stoughton, in accordance with Wisconsin statutes and PSC administrative codes.

Stoughton Utilities does not take service disconnection lightly, and is only used as a last resort when all communication attempts have proven to be unsuccessful. Not only does service disconnection take an emotional toll on our customers, but it does on our office and field staff as well. In addition, service disconnection can be quite costly when you factor in the labor and transportation for disconnection and

reconnection trips, so disconnection is only pursued when a balance has significantly grown to a concerning amount. The typical disconnected account has three bills outstanding, two of which are past-due, and has received service for approximately 115 days without payment.

Before any disconnection is performed, we always attempt numerous times to provide the customer with advance warning, even going above and beyond the notification requirements set forth by the PSC.

As of April 1, there were 1,772 active accounts carrying delinquent balances totaling nearly \$297,800. Of the total amount delinquent, \$85,200 was 30 or more days past due. Below are the actions we took in April to address these delinquencies:

- Throughout the months leading up to April, delinquent customers were provided either past-due or disconnection notices, depending upon which utility services were provided.
- On April 5, we mailed all customers their current billing statement, including information about their delinquent balance.
- On April 9, we mailed out 10-day notices of pending disconnection to 803 delinquent customers.
- On April 13, notices were hand-delivered to all delinquent addresses where the bills are mailed to another location. This is to inform tenants or other residents who may be affected by a disconnection despite not being responsible for the account.
- On April 17, we delivered automated phone calls to 396 customers providing a warning of pending electric service disconnection.
  - All customers without a phone number, or whose automated calls were rejected by the phone carrier, received notices delivered to their home or business.
- On April 18, we delivered automated phone calls to 212 customers providing a second warning of pending electric service disconnection.
- On April 23, we delivered automated phone calls to 64 customers providing a final warning of pending electric service disconnection.
- On April 24, we performed 28 electric service disconnections due to continued nonpayment. Combined, these customers were noticed for delinquencies totaling \$14,272, an average of \$510 per account.

A theoretical timeline for an April disconnection is attached. This timeline assumes the customer moved in on January 1 for visual purposes to cleanly demonstrate our collection cycle. In reality, many of the customers disconnected in April had been receiving service since October without payment. Also attached are a sampling of actual payment histories for several customers recently disconnected.

## Theoretical Account Timeline

For a customer who moved to Stoughton on January 1, 2018, with usage totaling \$100 per month

\* Indicates customer notification of delinquency

<b><u>January 1</u></b>	Balance: \$0.00 Past Due: \$0.00 Pending Charges: \$0.00	Customer moves in.
<b><u>February 6</u></b>	Balance: \$100.00 Past Due: \$0.00 Pending Charges: \$19.50	Bill issued for service between January 1-31
<b><u>February 28</u></b>	Balance: \$100.00 Past Due: \$100.00 Pending Charges: \$91.00	Bill due date
<b><u>March 6</u>*</b>	Balance: \$200.00 Past Due: \$100.00 Pending Charges: \$19.50	Bill issued for service between February 1-28 Bill shows past-due charges for January
<b><u>March 15</u>*</b>	Balance: \$200.00 Past Due: \$100.00 Pending Charges: \$48.75	Disconnection notice mailed for January 1-31
<b><u>March 26</u>*</b>	Balance: \$200.00 Past Due: \$100.00 Pending Charges: \$84.50	Disconnection warning phone call made No disconnection performed due to being one month delinquent.
<b><u>March 28</u></b>	Balance: \$200.00 Past Due: \$200.00 Pending Charges: \$91.00	Bill due date
<b><u>April 6</u>*</b>	Balance: \$300.00 Past Due: \$200.00 Pending Charges: \$19.50	Bill issued for service between March 1-31 Bill shows past-due charges for January and February
<b><u>April 10</u>*</b>	Balance: \$300.00 Past Due: \$200.00 Pending Charges: \$33.25	Disconnection notice mailed for January 1 – February 28
<b><u>April 13</u>*</b>	Balance: \$300.00 Past Due: \$200.00 Pending Charges: \$43.25	Notices delivered to premises that do not received mailed notices
<b><u>April 17</u>*</b>	Balance: \$300.00 Past Due: \$200.00 Pending Charges: \$57.75	Disconnect warning phone call made
<b><u>April 18</u>*</b>	Balance: \$300.00 Past Due: \$200.00 Pending Charges: \$60.00	Disconnect warning phone call made or notice delivered to premise
<b><u>April 23</u>*</b>	Balance: \$300.00 Past Due: \$200.00 Pending Charges: \$76.75	Final disconnect warning phone call made
<b><u>April 24</u></b>	Balance: \$300.00 Past Due: \$200.00 Pending Charges: \$80.00	Disconnection performed due to continued delinquency.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-05	BJ	6019	76.42	Regular Monthly Billing	835.24
2018-03-29	LP	346	7.52	Late Penalty	758.82
2018-03-06	BJ	6000	73.31	Regular Monthly Billing	751.30
2018-03-01	LP	345	6.71	Late Penalty	677.99
2018-02-06	BJ	5980	81.40	Regular Monthly Billing	671.28
2018-01-30	LP	344	5.84	Late Penalty	589.88
2018-01-04	BJ	5961	87.95	Regular Monthly Billing	584.04
2017-12-29	LP	343	4.92	Late Penalty	496.09
2017-12-06	BJ	5948	80.71	Regular Monthly Billing	491.17
2017-11-29	LP	342	0.89	Late Penalty	410.46
2017-11-20	EC	3018	25.00	Returned Payment Fee	409.57
2017-11-20	EC	3018	150.00	Returned Payment (Bank)	384.57
2017-11-07	EC	3011	25.00	Returned Payment Fee	234.57
2017-11-07	EC	3011	120.00	Returned Payment (Bank)	209.57
2017-11-06	BJ	5932	98.58	Regular Monthly Billing	89.57
2017-11-03	CR	28409	-150.00	Check Payment (FC)	-9.01
2017-10-31	LP	341	1.39	Late Penalty	140.99
2017-10-23	CR	28330	-120.00	Check Payment (NB)	139.60

Customer made a payment in October following a disconnection warning call.

The checks the customer used to pay were rejected by the bank due to non-sufficient funds. We were notified by the bank in November.

Customer has not made a payment since and remains disconnected.

Customer owes for service provided since August 1.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-25	EC	3131	40.00	Reconnection Fee	116.11
2018-04-24	CR	29536	-346.63	Credit Card Payment	76.11
2018-04-05	BJ	6019	116.11	Regular Monthly Billing	422.74
2018-03-29	LP	346	3.04	Late Penalty	306.63
2018-03-06	BJ	6000	117.34	Regular Monthly Billing	303.59
2018-03-01	LP	345	1.44	Late Penalty	186.25
2018-02-27	CR	29153	-244.54	Cash Payment	184.81
2018-02-27	EC	3086	40.00	Reconnection Fee	429.35
2018-02-06	BJ	5980	105.35	Regular Monthly Billing	389.35
2018-01-30	LP	344	2.82	Late Penalty	284.00
2018-01-04	BJ	5961	110.22	Regular Monthly Billing	281.18
2017-12-29	LP	343	1.69	Late Penalty	170.96
2017-12-06	BJ	5948	100.60	Regular Monthly Billing	169.27
2017-11-29	LP	342	0.68	Late Penalty	68.67
2017-11-06	BJ	5932	67.99	Regular Monthly Billing	67.99
2017-10-20	CR	28313	-590.94	Credit Card Payment	0.00
2017-10-20	EC	2997	40.00	Reconnection Fee	590.94
2017-10-17	CR	28291	-140.00	Credit Card Payment	550.94
2017-10-17	CR	28288	-0.01	Moved Payment	690.94
2017-10-05	BJ	5910	106.00	Regular Monthly Billing	690.95
2017-09-29	LP	340	5.79	Late Penalty	584.95
2017-09-07	BJ	5890	169.64	Regular Monthly Billing	579.16
2017-08-29	LP	339	4.06	Late Penalty	409.52
2017-08-07	BJ	5867	204.79	Regular Monthly Billing	405.46
2017-08-01	CR	27835	-120.97	Credit Card Payment	200.67

Customer was disconnected in October for being three months delinquent, with a delinquent balance of \$484.94.

Customer brought their account current in October to be reconnected.

Customer made payment of past due balance in February following disconnection of water service.

Customer made payment of past due balance in April following disconnection of electric service.

Customer owed for service provided since January 1.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-05	BJ	6019	191.13	Regular Monthly Billing	1609.42
2018-03-29	LP	346	14.04	Late Penalty	1418.29
2018-03-06	BJ	6000	233.99	Regular Monthly Billing	1404.25
2018-03-01	LP	345	11.58	Late Penalty	1170.26
2018-02-06	BJ	5980	223.25	Regular Monthly Billing	1158.68
2018-01-30	LP	344	9.27	Late Penalty	935.43
2018-01-04	BJ	5961	271.35	Regular Monthly Billing	926.16
2017-12-29	LP	343	6.49	Late Penalty	654.81
2017-12-06	BJ	5948	235.98	Regular Monthly Billing	648.32
2017-11-29	LP	342	4.08	Late Penalty	412.34
2017-11-06	BJ	5932	174.96	Regular Monthly Billing	408.26
2017-10-31	LP	341	1.92	Late Penalty	233.30
2017-10-26	EC	2998	40.00	Reconnection Fee	231.38
2017-10-25	CR	28346	-256.07	Credit Card Payment	191.38
2017-10-05	BJ	5910	231.38	Regular Monthly Billing	447.45
2017-09-29	LP	340	2.14	Late Penalty	216.07
2017-09-07	BJ	5890	213.93	Regular Monthly Billing	213.93
2017-08-28	CR	27991	-216.93	AutoPay (RCC)	0.00

Customer paid their past due balance in October following disconnection.  
Customer has not made another payment since, and remains disconnected.

Customer owes for service provided since October 1.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-25	EC	3131	40.00	Reconnection Fee	105.48
2018-04-24	CR	29536	-200.97	Credit Card Payment	65.48
2018-04-24	CR	29533	-100.00	Cash Payment	266.45
2018-04-05	BJ	6019	105.48	Regular Monthly Billing	366.45
2018-03-29	LP	346	2.59	Late Penalty	260.97
2018-03-06	BJ	6000	102.82	Regular Monthly Billing	258.38
2018-03-01	LP	345	1.54	Late Penalty	155.56
2018-02-06	BJ	5980	105.34	Regular Monthly Billing	154.02
2018-01-30	LP	344	0.49	Late Penalty	48.68
2018-01-04	BJ	5961	48.19	First Monthly Billing	48.19

Customer moved in December 2017. Made no payments until disconnected on April 24.

Customer owed for service provided since December 15.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-05	BJ	6019	35.41	Regular Monthly Billing	473.30
2018-03-29	LP	346	4.34	Late Penalty	437.89
2018-03-06	BJ	6000	56.26	Regular Monthly Billing	433.55
2018-03-01	LP	345	3.74	Late Penalty	377.29
2018-02-06	BJ	5980	63.37	Regular Monthly Billing	373.55
2018-01-30	LP	344	3.07	Late Penalty	310.18
2018-01-04	BJ	5961	61.56	Regular Monthly Billing	307.11
2017-12-29	LP	343	2.43	Late Penalty	245.55
2017-12-06	BJ	5948	62.23	Regular Monthly Billing	243.12
2017-11-29	LP	342	1.79	Late Penalty	180.89
2017-11-06	BJ	5932	63.02	Regular Monthly Billing	179.10
2017-10-31	LP	341	1.15	Late Penalty	116.08
2017-10-23	CR	28330	-100.00	Cash Payment	114.93
2017-10-05	BJ	5910	90.96	Regular Monthly Billing	214.93
2017-09-29	LP	340	1.23	Late Penalty	123.97
2017-09-19	CR	28122	-115.00	Cash Payment	122.74
2017-09-07	BJ	5890	98.86	Regular Monthly Billing	237.74
2017-08-29	LP	339	1.37	Late Penalty	138.88
2017-08-18	CR	27927	-100.00	Cash Payment	137.51
2017-08-07	BJ	5867	144.08	Regular Monthly Billing	237.51
2017-07-31	LP	338	0.92	Late Penalty	93.43
2017-07-26	CR	27795	-65.00	Cash Payment	92.51

Customer made a partial payment in October following a disconnection warning call.  
Customer has not made another payment since, and remains disconnected.

Customer owes for service provided since September 1.



Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-05	BJ	6019	48.79	Regular Monthly Billing	286.30
2018-03-29	LP	346	2.35	Late Penalty	237.51
2018-03-06	BJ	6000	38.21	Regular Monthly Billing	235.16
2018-03-01	LP	345	1.95	Late Penalty	196.95
2018-02-06	BJ	5980	30.06	Regular Monthly Billing	195.00
2018-01-30	LP	344	1.64	Late Penalty	164.94
2018-01-04	BJ	5961	38.70	Regular Monthly Billing	163.30
2017-12-29	LP	343	1.23	Late Penalty	124.60
2017-12-06	BJ	5948	37.60	Regular Monthly Billing	123.37
2017-11-29	LP	342	0.85	Late Penalty	85.77
2017-11-06	BJ	5932	36.82	Regular Monthly Billing	84.92
2017-10-31	LP	341	0.08	Late Penalty	48.10
2017-10-26	EC	2998	40.00	Reconnection Fee	48.02
2017-10-25	CR	28348	-114.95	E-Payment	8.02
2017-10-25	CR	28346	-40.00	Credit Card Payment	122.97
2017-10-05	BJ	5910	48.02	Regular Monthly Billing	162.97
2017-09-29	LP	340	1.14	Late Penalty	114.95
2017-09-07	BJ	5890	51.84	Regular Monthly Billing	113.81
2017-09-01	CR	28033	-60.00	E-Payment	61.97

Customer paid their past due balance and a portion of their current balance in October to be reconnected. Customer has not made another payment since, and remains disconnected.

Customer owes for service provided since October 1.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-05	BJ	6019	175.10	Regular Monthly Billing	835.32
2018-03-29	LP	346	6.54	Late Penalty	660.22
2018-03-06	BJ	6000	207.95	Regular Monthly Billing	653.68
2018-03-01	LP	345	4.42	Late Penalty	445.73
2018-02-06	BJ	5980	253.12	Regular Monthly Billing	441.31
2018-01-30	LP	344	1.86	Late Penalty	188.19
2018-01-04	BJ	5961	121.71	Regular Monthly Billing	186.33
2017-12-29	LP	343	0.64	Late Penalty	64.62
2017-12-06	BJ	5948	31.26	Regular Monthly Billing	63.98
2017-11-29	LP	342	0.32	Late Penalty	32.72
2017-11-29	CR	28574	0.00	Cash Payment	32.40
2017-11-06	BJ	5932	38.49	First Monthly Billing	32.40

Customer moved in to the dwelling in October 2017, and has not made a single payment.  
Customer remains disconnected at this time.

Customer owes for service provided since October 1.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-25	EC	3131	40.00	Reconnection Fee	458.57
2018-04-05	BJ	6019	107.27	Regular Monthly Billing	418.57
2018-03-29	LP	346	3.08	Late Penalty	311.30
2018-03-06	BJ	6000	121.08	Regular Monthly Billing	308.22
2018-03-01	LP	345	1.86	Late Penalty	187.14
2018-02-06	BJ	5980	94.80	Regular Monthly Billing	185.28
2018-01-30	LP	344	0.89	Late Penalty	90.48
2018-01-04	BJ	5961	89.59	Regular Monthly Billing	89.59
2017-12-22	CR	28725	-85.81	E-Payment	0.00
2017-12-06	BJ	5948	58.78	Regular Monthly Billing	85.81
2017-11-29	LP	342	0.27	Late Penalty	27.03
2017-11-06	BJ	5932	26.76	First Monthly Billing	26.76

Customer moved in October 2017, and paid their October and November usage in December.  
Customer did not make another payment until April 25 following disconnection.

Customer owed for service provided since October 15.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-25	EC	3131	40.00	Reconnection Fee	60.76
2018-04-24	CR	29536	-200.00	Credit Card Payment	20.76
2018-04-24	CR	29533	-193.11	Credit Card Payment	220.76
2018-04-05	BJ	6019	60.76	Regular Monthly Billing	413.87
2018-03-29	LP	346	3.50	Late Penalty	353.11
2018-03-06	BJ	6000	51.51	Regular Monthly Billing	349.61
2018-03-01	LP	345	2.95	Late Penalty	298.10
2018-02-06	BJ	5980	63.65	Regular Monthly Billing	295.15
2018-01-30	LP	344	2.29	Late Penalty	231.50
2018-01-04	BJ	5961	74.40	Regular Monthly Billing	229.21
2017-12-29	LP	343	1.53	Late Penalty	154.81
2017-12-06	BJ	5948	60.46	Regular Monthly Billing	153.28
2017-11-29	LP	342	0.92	Late Penalty	92.82
2017-11-06	BJ	5932	43.83	Regular Monthly Billing	91.90
2017-10-31	LP	341	0.47	Late Penalty	48.07
2017-10-24	CR	28337	-69.00	Cash Payment	47.60

Customer paid their past due balance October following a disconnection warning call.  
Customer did not make another payment until April 24 following disconnection.

Customer owed for service provided since October 1.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-05	BJ	6019	57.44	Regular Monthly Billing	253.16
2018-03-29	LP	346	1.94	Late Penalty	195.72
2018-03-06	BJ	6000	57.81	Regular Monthly Billing	193.78
2018-03-01	LP	345	1.34	Late Penalty	135.97
2018-02-06	BJ	5980	56.85	Regular Monthly Billing	134.63
2018-01-30	LP	344	0.77	Late Penalty	77.78
2018-01-04	BJ	5961	58.56	Regular Monthly Billing	77.01
2017-12-29	LP	343	0.19	Late Penalty	18.45
2017-12-06	BJ	5948	18.26	First Monthly Billing	18.26

Customer moved in November 2017 and has not made a single payment. Customer remains disconnected.

Customer owed for service provided since November 1.

Trans Date	Jour Code	Jour No	Amount	Description	Balance
2018-04-05	BJ	6019	62.69	Regular Monthly Billing	519.29
2018-03-29	LP	346	4.52	Late Penalty	456.60
2018-03-06	BJ	6000	57.81	Regular Monthly Billing	452.08
2018-03-01	LP	345	3.91	Late Penalty	394.27
2018-02-06	BJ	5980	56.66	Regular Monthly Billing	390.36
2018-01-30	LP	344	3.30	Late Penalty	333.70
2018-01-04	BJ	5961	64.47	Regular Monthly Billing	330.40
2017-12-29	LP	343	2.63	Late Penalty	265.93
2017-12-06	BJ	5948	69.94	Regular Monthly Billing	263.30
2017-11-29	LP	342	1.92	Late Penalty	193.36
2017-11-06	BJ	5932	81.96	Regular Monthly Billing	191.44
2017-10-31	LP	341	1.08	Late Penalty	109.48
2017-10-24	CR	28336	-139.11	Cash Payment	108.40
2017-10-05	BJ	5910	108.40	Regular Monthly Billing	247.51
2017-09-29	LP	340	1.37	Late Penalty	139.11

Customer paid their past due balance in October following a disconnection warning call.  
Customer has not made a payment since, and remains disconnected.

Customer owes for service provided since October 1.



**Stoughton Utilities**  
 600 South Fourth Street  
 P.O. Box 383  
 Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Brian R. Hoops  
 Stoughton Utilities Assistant Director

Robert P. Kardasz, P.E.  
 Stoughton Utilities Director

**Subject:** Commitment to Community program funding and customer return

**Energy Conservation Funds**

In September 2010, the Utilities Committee and Common Council voted to opt-in to the State of Wisconsin Focus on Energy (FoE) Program, and began transferring all Commitment to Community funds allocated to energy conservation programs to FoE. In addition to the funds sent to Focus on Energy, Stoughton Utilities also receives funding from WPPI Energy to administer our own local energy conservation programs. Our partnership with FoE and WPPI Energy have allowed us to continue to offer SU’s customers numerous programs and customer incentives, while also benefiting from state funding for energy conservation projects at customers’ homes and businesses.

Our locally administered energy conservation programs currently including our Smart Thermostat and ENERGY STAR Appliance Incentives, our annual LED Holiday Light Exchange, LED lightbulb giveaways, and other programs, publications, and advertising. Past local programs have included our A/C Tuneup program, Tree Power incentive, Summer Savings Challenges, and more.

Our participation in Focus on Energy is a great benefit for our customers, as they can receive more in project funding than the total that was collected locally. Below are statistics for recent years.

<b>2018 YTD:</b>	
Collected from customers:	\$16,163
Paid to Wisconsin FoE:	\$16,003
Total FoE incentives received:	\$42,593
WPPI Conservation Funds received:	\$1,549

<b>2017:</b>		<b>2016:</b>	
Collected from customers:	\$64,113	Collected from customers:	\$63,800
Paid to Wisconsin FoE:	\$64,302	Paid to Wisconsin FoE:	\$63,574
Total FoE incentives received:	\$245,900	Total FoE incentives received:	\$77,551
WPPI Conservation Funds received:	\$25,617	WPPI Conservation Funds received:	\$25,446

## Low Income Assistance Funds

In June 2013, the Utilities Committee and Common Council voted to opt-in to the State of Wisconsin Home Energy Assistance Program (WHEAP), and began transferring all Commitment to Community funds allocated to low income assistance to WHEAP. At the time the change was approved, SU's low income fund balance had a deficit balance of -\$23,800, despite having already eliminated crisis funding and restricted customer benefits to 75% of the state allocated benefit.

This change began with the 2013-14 heating season and was made to continue to ensure that SU's customers received the highest possible incentives. Income qualifications and the method of applying for assistance remained the same after the change to WHEAP, however administrative fees were eliminated, crisis funding was restored, and the average customer benefit increased.

Our participation in Wisconsin Home Energy Assistance Program is a great benefit for our customers, as they have received more in assistance than the total that was collected locally, and the average customer benefit received has nearly doubled. Below are statistics for recent years.

<b>State of Wisconsin Home Energy Assistance Program (WHEAP) Participation:</b>			
<b>2017-18 Heating Season (YTD):</b>		<b>2016-17 Heating Season:</b>	
Collected from customers:	\$16,163	Collected from customers:	\$64,113
WHEAP Incentives Paid:	\$43,829	WHEAP Incentives Paid:	\$100,092
Number of customers:	161	Number of customers:	374
Average Benefit:	\$272	Average Benefit:	\$268
Administrative Costs:	\$0	Administrative Costs:	\$0
<b>2015-16 Heating Season:</b>		<b>2014-15 Heating Season:</b>	
Collected from customers:	\$63,800	Collected from customers:	\$62,476
WHEAP Incentives Paid:	\$106,258	WHEAP Incentives Paid:	\$84,903
Number of customers:	400	Number of customers:	374
Average Benefit:	\$266	Average Benefit:	\$227
Administrative Costs:	\$0	Administrative Costs:	\$0

<b>SU's Self-Administered Low Income Assistance Program (Pre-WHEAP):</b>			
<b>2012-13 Heating Season:</b>		<b>2011-12 Heating Season:</b>	
Collected from customers:	\$66,820	Collected from customers:	\$61,119
SU CTC Incentives Paid:	\$45,987	SU CTC Incentives Paid:	\$66,149
Number of customers:	482	Number of customers:	489
Average Benefit:	\$95	Average Benefit:	\$135
Administrative Costs:	\$4,855	Administrative Costs:	\$7,107
<b>2010-11 Heating Season:</b>		<b>2009-10 Heating Season:</b>	
Collected from customers:	\$65,459	Collected from customers:	\$66,166
SU CTC Incentives Paid:	\$83,507	SU CTC Incentives Paid:	\$51,488
Number of customers:	499	Number of customers:	413
Average Benefit:	\$167	Average Benefit:	\$125
Administrative Costs:	\$4,639	Administrative Costs:	\$5,161





**Stoughton Utilities**

600 South Fourth Street  
P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Brian R. Hoops  
Stoughton Utilities Assistant Director

Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** West Substation construction status update

Construction of the new West Substation at 3221 McComb Road continues on schedule. Construction began October 2017 and is scheduled to be complete in mid-May 2018. The general contractor for this project is MP Systems, Inc. (Pieperline).

All site grading is complete, the fence is secured, all footings and foundations have been poured, underground conduits and grounds are installed, transformers have been set, and the steel structure has been erected. The substation control house has been installed, and control cables and wiring has been run from the control house to the control panel locations. The SCADA control panel has been received and installed in the control house. Bus and jumper installations have been completed, and all wildlife protection devices are in place.

At this time, construction of the substation is essentially complete. Final testing of equipment is ongoing, and will be completed before energizing and commissioning.

Final site grading, seeding, and landscape plantings are scheduled for mid-May, weather permitting.

Construction of the new exit feeders connecting the West Substation to the distribution grid continues on schedule. The general contractor for this project is Pro Electric. The contractor has installed the underground conduits, cables, and junction and switching cabinets. The equipment for the initial two circuits will be tested and energized in May, while the remaining feeders remain under construction.

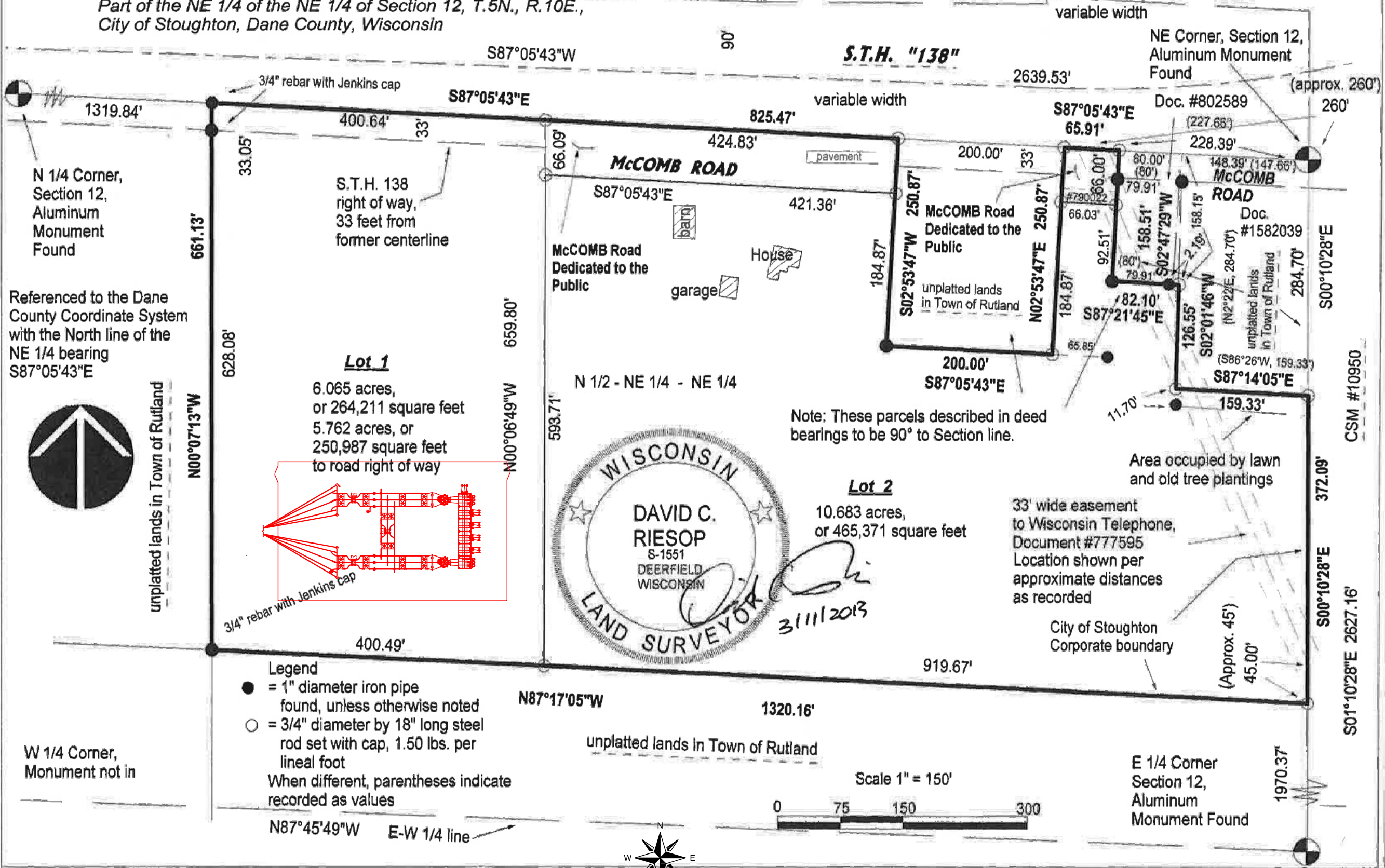
American Transmission Company (ATC) has completed their construction work, both inside the substation fence for their structure and switchgear, and outside the fence for the new transmission line. This line connects the substation to the regional power transmission grid, delivering purchased power to Stoughton Utilities from regional generation facilities. ATC is currently in the process of removing their construction matting and performing site restoration.

Site diagrams and current construction photos are attached.

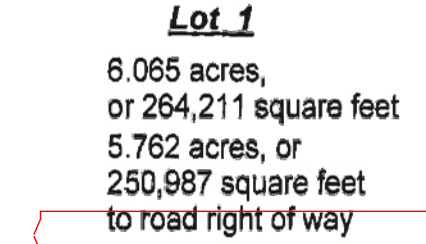
# Certified Survey Map

Part of the NE 1/4 of the NE 1/4 of Section 12, T.5N., R.10E.,  
City of Stoughton, Dane County, Wisconsin

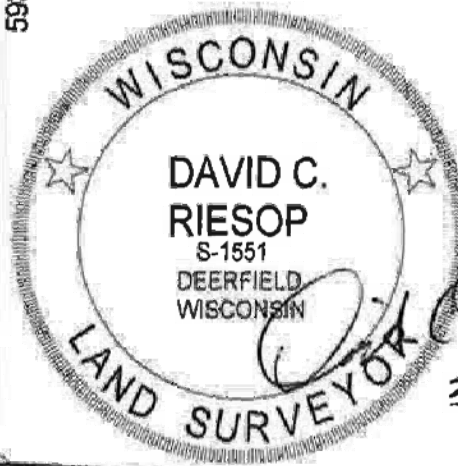
CSM #3435



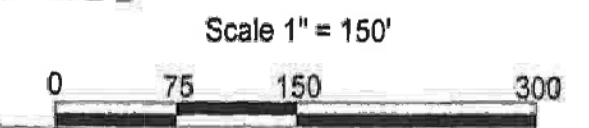
Referenced to the Dane County Coordinate System with the North line of the NE 1/4 bearing S87°05'43"E



- Legend**
- = 1" diameter iron pipe found, unless otherwise noted
  - = 3/4" diameter by 18" long steel rod set with cap, 1.50 lbs. per lineal foot
- When different, parentheses indicate recorded as values



*David C. Riesop*  
3/11/2013



Dwg. No. 4079-11 Date 3/08/2013  
Sheet 1 of 2  
Document No. \_\_\_\_\_  
C. S. M. No. \_\_\_\_\_ V. \_\_\_\_\_ P. \_\_\_\_\_

**Wisconsin Mapping, LLC**  
surveying and mapping services  
306 West Quarry Street, Deerfield, Wisconsin 53531  
(608) 764-5602

Rev	Date	Description	Draft	Eng
1	01-27-14	Issued for Preliminary Review	FJW	BWB

**Forster Electrical Engineering**  
550 N. Burr Oak Ave  
Oregon WI 53575 (608) 835-9009

Stoughton Utilities  
Stoughton West Substation  
Preliminary Substation Layout  
Dwg No. S11-D-10X-EXHIBIT1











600 South Fourth Street P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018

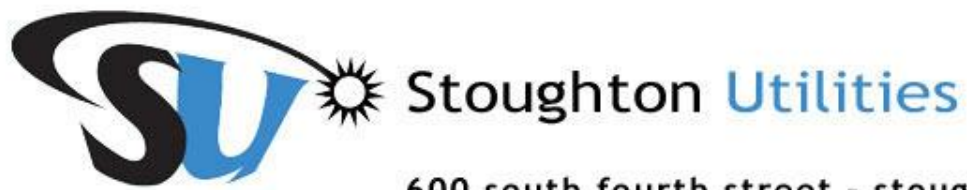
**To:** Stoughton Utilities Committee

**From:** Jamin T. Friedl  
Stoughton Utilities Finance Manager

Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Cost analysis of an overhead to underground electric system conversion

At its January 16, 2018 meeting, the Utilities Committee requested that staff prepare a presentation on the potential costs and rate impacts associated with an overhead to underground electric system conversion. Staff will make this presentation to the committee.



600 south fourth street - stoughton, wisconsin 53589  
(608) 873-3379



# Overhead To Underground Conversion

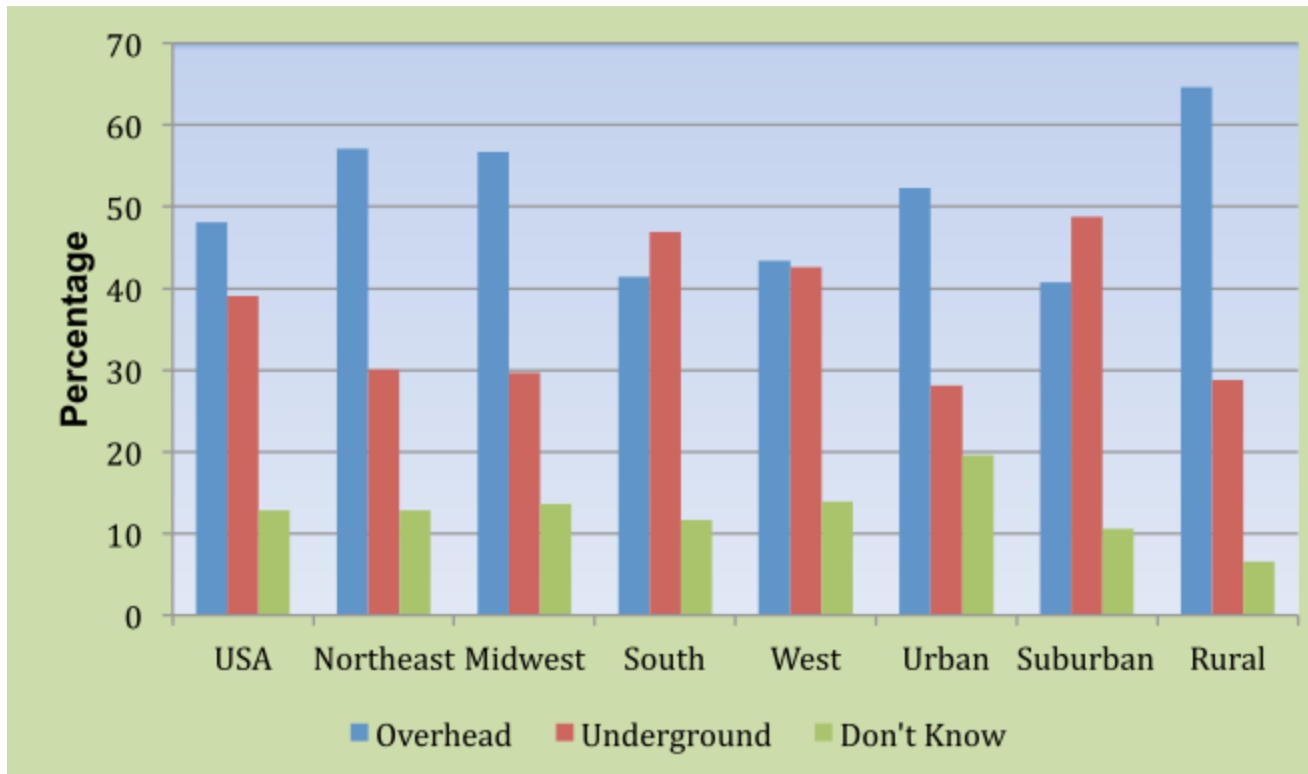
*The True Cost*

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# Historical Context





# Historical Context (cont.)

- Is an aggressive approach to conversion to underground the right answer? History tells us the answer is no....
- Numerous utilities, municipalities and state agencies have addressed this issue and here are the results
  - Most studies indicate the cost to convert OH to UG lines are 5 to 10 times that of comparable OH construction
  - NC and FL found that placing lines underground would require rate increases of 80% to 125% annually
    - Florida - “There is insufficient data to suggest this high cost is justifiable by quantifiable benefits such as reduced O&M cost savings and reduced damage”
    - North Carolina - “Undertaking would cost approx. \$41 billion, nearly 6 times the net book value of the utilities’ current distribution assets, and would require approx. 25 years to complete”



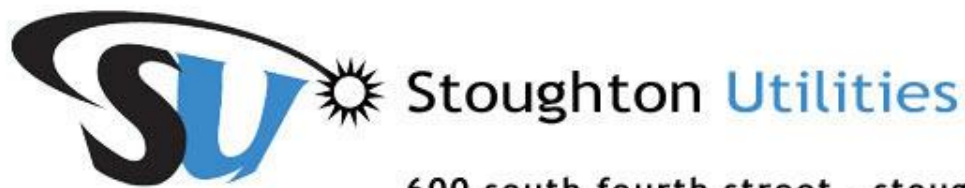
# Historical Context (cont.)

- Anaheim - The city voted to underground its entire electrical system....50 years to complete and funded by a 4% surcharge on every electric bill for the duration of the project
- Houston - “The cost of undergrounding the existing distribution infrastructure is prohibitive and would cost an estimated \$35 billion to bury the entire distribution system”
- Oklahoma - “Not a feasible solution...Would run into the billions of dollars and approach thousands of dollars per customer”
- New Hampshire - The average electric bill increase for all of New Hampshire’s utilities ranged from \$434 per month to \$907 per month for the next 40 years
- PSCWI - “The estimated cost ranges from 4 to 14 times more than OH lines...A new OH line costs approx. \$390,000 per mile as opposed to \$2 million per mile for UG”
- Virginia - “The estimated annual cost of undergrounding lines statewide would be approx. \$3,000 per customer”



# Historical Context (cont.)

- Virginia - A closer look....
  - Annualized cost = \$10,000,000 (Total Project Cost \$94 Billion)
  - Annualized benefits = \$3,924,000
  - Service Life
    - OH - 30-60 years
    - UG - 30 years
  - Reliability
    - UG reliability fades after 25 years
    - Fewer but longer outages
      - 92 minutes for OH vs 145 minutes for UG



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# UG Benefits

## *Reliability*

- Benefits such as robustness to most weather events and less exposure to wildlife
- Increased reliability during high winds and storms
- Reduced exposure to lightning
- Reduced exposure to outages caused by trees
- Better voltage support
- Decreased tree trimming costs
- Newer UG cable systems, in general, tend to be more reliable and require less maintenance than OH installations
- In very dense urban areas, overhead construction becomes impractical, so the utility benefits by having the option of installing underground network systems in these areas where overhead can't be installed

## *Aesthetics*

- Customers prefer underground construction
- Easier to obtain an easement for underground lines
- Helps with public image
- One of the major benefits is to help create positive community relations by mitigating visual impact

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# UG Benefits (cont.)

## *Other*

- Distribution - less public EMF concerns
- Distribution - fewer maintenance repairs
- Reduced congestion in high density areas
- Ability to maintain facilities at ground level, rather than from poles and bucket trucks
- Better public safety
- Lower feeder energy losses
- The cost of tree maintenance is removed entirely during the life of underground facilities



# UG Challenges

## *Costs*

- Underground systems are normally more expensive to install than overhead systems
- Higher facility replacement costs
- Increased project costs associated with UG systems
- Increased material costs and longer installation timeframes vs. overhead
- Design redundancy/significantly higher capital costs for installation
- Higher operations and maintenance (O&M) cost offsets corresponding reduction in R/W maintenance costs
- Geographic areas with severe frost and rocky conditions can increase costs significantly
- Underground cable mitigation tends to be very expensive compared to other types of equipment repairs/replacements. This is due to the labor intensive nature of locating faults and repairing cable, the need for specialty contractors for replacement or mitigation work, and the need for additional crew resources to restore customers' power when a failure occurs.

## *Operation and Maintenance*

- Older cables are more likely to fail
- Repair times for UG construction are substantially higher than for OH construction, driving up maintenance costs and duration-based reliability indices
- Underground facilities experience many dig-ins by those who do not follow proper procedures to identify the location of underground facilities before excavating



# UG Challenges (cont.)

## *Operation and Maintenance*

- More complex operational needs, such as visual inspection, is impossible, making it more difficult and costly to maintain and repair
- Difficult repair due to frozen ground
- Difficult access for outage restoration in heavy snow areas
- Underground facilities are susceptible to flooding.
- Although UG construction eliminates some outage causes, UG systems are still vulnerable to lightning and equipment failure
- Difficulty locating space for padmounted gear
- Increased stray voltage concerns
- Specialized training/equipment for manhole/vault access
- Surface-mounted equipment inspections critical to protect public





# UG Challenges (cont.)

## *Failure Issues*

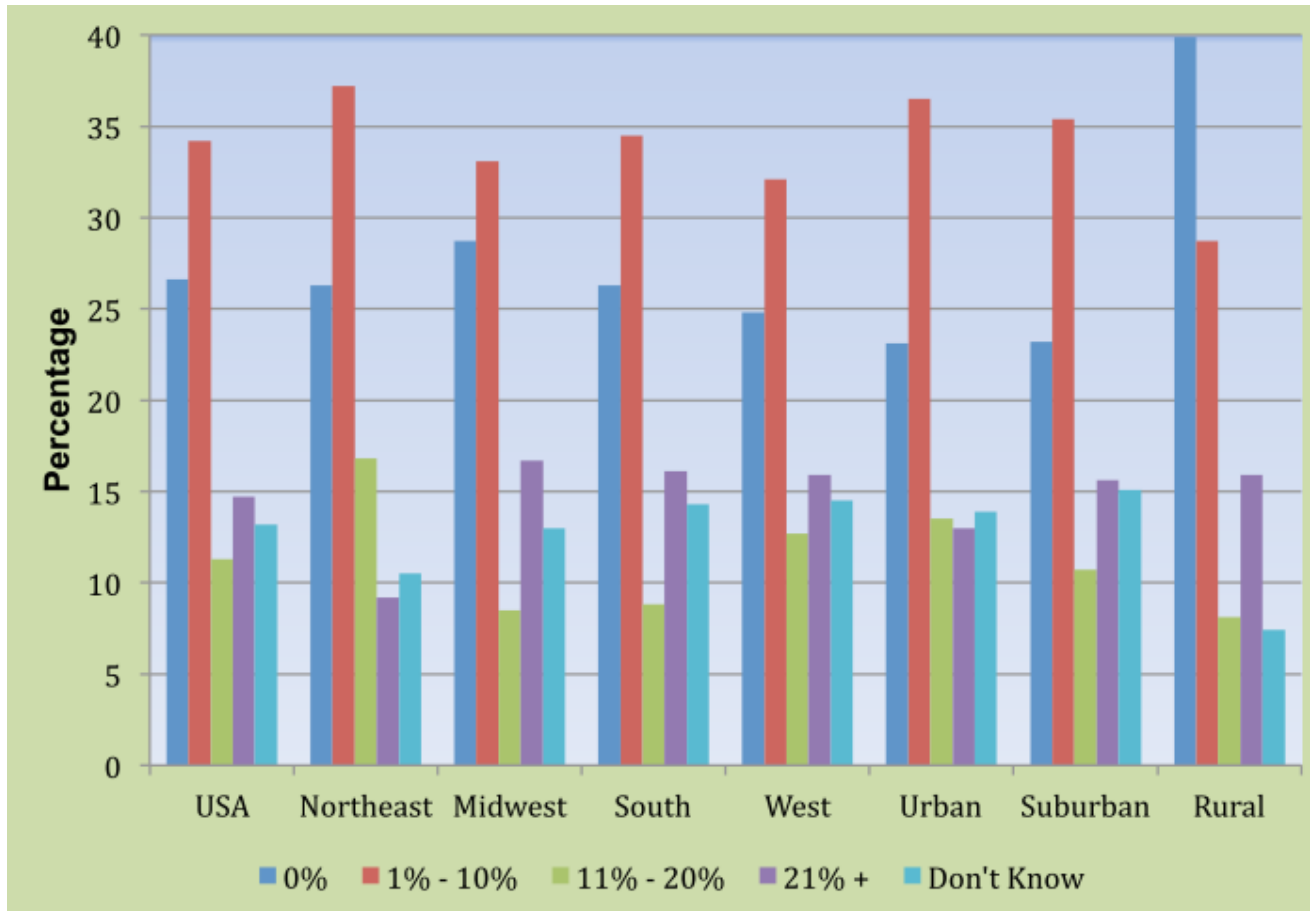
- Much of the cable installed in the 1970s and 1980s is reaching the end of its useful life, creating a peak in the need for infrastructure investment
- Customer satisfaction is at risk due to the connected nature of UG feeds. Multiple failures in a segment on a single tap interrupt power to the same set of customers. Customers often become frustrated since it is not visually apparent as to the cause/location and because failures often occur under warm, dry conditions.
- Power outages last longer because damage is more difficult to locate and takes longer to repair
- Outages involving the underground system take more time to resolve as faulted cable/equipment takes more time to locate and subsequently replace
- Customer perception that undergrounding their service or neighborhood should dramatically improve their reliability, not taking into account exposure of overhead portions of the system upstream

## *Other*

- Conflicts with other subsurface construction and utilities
- More specialized skillset and equipment required for installation and repairs



## Cost Impact to SU Customers





## Cost Impact to SU Customers (cont.)

- Key Statistics

- Stoughton Area - Approx. 36 square miles
- Stoughton Population - Approx. 13,000
- Stoughton Population Density - Approx. 360/square mile
- Stoughton estimated cost per mile of line - \$1,658,000

	Urban	Suburban	Rural
Minimum	\$1,000,000	\$313,600	\$158,100
Maximum	\$5,000,000	\$2,420,000	\$1,960,000

Urban—150+ customers per square mile

Suburban—51 to 149 customers per square mile

Rural—50 or fewer customers per square mile



## Cost Impact to SU Customers (cont.)

- Stoughton urban conversion estimate approx. \$131,000,000
  - For comparison sake
    - Palm Beach Florida
      - Population - 8,700
      - Area - 8 square miles
      - 2014 estimated cost - \$85,000,000



## Cost Impact to SU Customers (cont.)

	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
1/1 Plant Balance	\$ 25,749,349	\$ 31,926,156	\$ 35,102,964	\$ 38,279,771	\$ 41,456,579	\$ 44,633,386	\$ 47,810,194	\$ 50,987,001	\$ 54,163,809	\$ 57,340,616
12/31 Plant Balance	\$ 31,926,156	\$ 35,102,964	\$ 38,279,771	\$ 41,456,579	\$ 44,633,386	\$ 47,810,194	\$ 50,987,001	\$ 54,163,809	\$ 57,340,616	\$ 60,517,423
Average Plant Balance	28,837,753	33,514,560	36,691,368	39,868,175	43,044,982	46,221,790	49,398,597	52,575,405	55,752,212	58,929,020
1/1 Accumulated Depreciation Balance	(13,559,734)	(14,417,654)	(15,359,654)	(16,301,654)	(17,034,181)	(17,973,739)	(18,915,739)	(19,857,739)	(20,660,090)	(21,602,090)
12/31 Accumulated Depreciation Balance	(14,417,654)	(15,359,654)	(16,301,654)	(17,034,181)	(17,973,739)	(18,915,739)	(19,857,739)	(20,660,090)	(21,602,090)	(22,544,090)
	(13,988,694)	(14,888,654)	(15,830,654)	(16,667,918)	(17,503,960)	(18,444,739)	(19,386,739)	(20,258,915)	(21,131,090)	(22,073,090)
Average Materials and Supplies	158,397	158,397	158,397	158,397	158,397	158,397	158,397	158,397	158,397	158,397
Average Regulatory Liability	(132,964)	(121,884)	(110,804)	(99,724)	(88,644)	(77,564)	(66,484)	(55,404)	(44,324)	(33,244)
Average Customer Advances	(27,981)	(27,981)	(27,981)	(27,981)	(27,981)	(27,981)	(27,981)	(27,981)	(27,981)	(27,981)
Average Net Rate Base	\$ 14,846,511	\$ 18,634,438	\$ 20,880,326	\$ 23,230,949	\$ 25,582,794	\$ 27,829,903	\$ 30,075,791	\$ 32,391,502	\$ 34,707,214	\$ 36,953,101
Sales	\$ 15,106,589	\$ 15,414,560	\$ 16,016,063	\$ 16,531,021	\$ 17,055,159	\$ 17,583,366	\$ 18,110,415	\$ 18,641,549	\$ 19,180,392	\$ 19,723,523
Other Operating Revenues	143,034	143,034	143,034	143,034	143,034	143,034	143,034	143,034	143,034	143,034
O&M	(13,412,621)	(13,640,636)	(13,872,526)	(14,108,359)	(14,348,202)	(14,592,121)	(14,840,187)	(15,092,470)	(15,349,042)	(15,609,976)
PILOT	(447,082)	(520,035)	(579,672)	(639,310)	(698,947)	(758,585)	(818,222)	(877,860)	(937,498)	(997,135)
Depreciation Expense	(955,568)	(1,066,704)	(1,177,840)	(1,288,976)	(1,400,112)	(1,511,248)	(1,622,384)	(1,733,520)	(1,844,656)	(1,955,792)
Operating Income (Regulatory)	\$ 434,352	\$ 330,219	\$ 529,058	\$ 637,409	\$ 750,932	\$ 864,446	\$ 972,656	\$ 1,080,732	\$ 1,192,229	\$ 1,303,654
Actual Rate of Return	2.93%	1.77%	2.53%	2.74%	2.94%	3.11%	3.23%	3.34%	3.44%	3.53%
Increase in Sales Revenues Needed	\$ 307,974	\$ 601,503	\$ 514,958	\$ 524,138	\$ 528,207	\$ 527,049	\$ 531,133	\$ 538,843	\$ 543,132	\$ 544,001
Annual Increases Needed	2.04%	3.90%	3.22%	3.17%	3.10%	3.00%	2.93%	2.89%	2.83%	2.76%



## Cost Impact to SU Customers (cont.)

### Assumptions:

- Assuming all transformers currently on our books are OH
- Assuming all services currently on our books are OH
- Used composite depreciation rate for OH and UG for simplification
- Assuming all UG costs are utility financed
- Assuming no other capital additions during 10 year period
- Assuming annual increases as proposed here
- Assuming no other change in income statement
- Assuming 39 years to replace all OH assets
- Assuming all assets retired are fully depreciated
- Assuming no engineering, legal, easement and other costs
- Assuming 1.69% inflation in O&M (10 year avg. CPI-U)
- Assuming no growth in consumption
- Assuming no inflation in construction costs

### Impact on this analysis:

- ↑ - Actual change in rates will be increased
- ↑ - Actual change in rates will be increased
- Immaterial
- ↓ - If some are contributed the proposed change in rates would be reduced
- ↑ - Actual change in rates will be increased
- As shown
- Indeterminate
- As shown
- ↓ - Actual change in rates will be decreased, but loss on early retirement will be recorded
- ↑ - Actual change in rates will be increased
- As shown
- ↓ - Actual change in rates will be decreased
- ↑ - Actual change in rates will be increased

- 27% increase in rates in 10 years with annual increases needed, at a minimum, the following 30 years
- SU rate increases the last 10 years
  - 2017 - 1.71%
  - 2014 - 2.01%
  - 2010 - 2.73%  
6.45%



# Cost Impact to SU Customers (cont.)

Residential Bill Impact			
2017 Average Residential Bill	\$ 86.58	750 kWh	
2018 Average Residential Bill	\$ 88.35	750 kWh	\$ 21.18
2019 Average Residential Bill	\$ 91.79	750 kWh	\$ 62.55
2020 Average Residential Bill	\$ 94.74	750 kWh	\$ 97.97
2021 Average Residential Bill	\$ 97.75	750 kWh	\$ 134.01
2022 Average Residential Bill	\$ 100.78	750 kWh	\$ 170.34
2023 Average Residential Bill	\$ 103.80	750 kWh	\$ 206.59
2024 Average Residential Bill	\$ 106.84	750 kWh	\$ 243.12
2025 Average Residential Bill	\$ 109.93	750 kWh	\$ 280.18
2026 Average Residential Bill	\$ 113.04	750 kWh	\$ 317.53
2027 Average Residential Bill	\$ 116.16	750 kWh	\$ 354.95

ANNUAL INCREASE OVER 2017

Small Power Bill (Cp-1) Impact			
2017 Average Small Power Bill	\$ 2,505.93	23,500 kWh	
2018 Average Small Power Bill	\$ 2,557.02	23,500 kWh	\$ 613.05
2019 Average Small Power Bill	\$ 2,656.80	23,500 kWh	\$ 1,810.40
2020 Average Small Power Bill	\$ 2,742.22	23,500 kWh	\$ 2,835.48
2021 Average Small Power Bill	\$ 2,829.17	23,500 kWh	\$ 3,878.83
2022 Average Small Power Bill	\$ 2,916.79	23,500 kWh	\$ 4,930.28
2023 Average Small Power Bill	\$ 3,004.22	23,500 kWh	\$ 5,979.42
2024 Average Small Power Bill	\$ 3,092.32	23,500 kWh	\$ 7,036.69
2025 Average Small Power Bill	\$ 3,181.71	23,500 kWh	\$ 8,109.31
2026 Average Small Power Bill	\$ 3,271.80	23,500 kWh	\$ 9,190.47
2027 Average Small Power Bill	\$ 3,362.04	23,500 kWh	\$ 10,273.36

ANNUAL INCREASE OVER 2017

Commercial Bill (Gs-1) Impact			
2017 Average Commercial Bill	\$218.20	2,000 kWh	
2018 Average Commercial Bill	\$222.65	2,000 kWh	\$ 53.38
2019 Average Commercial Bill	\$231.34	2,000 kWh	\$ 157.64
2020 Average Commercial Bill	\$238.77	2,000 kWh	\$ 246.89
2021 Average Commercial Bill	\$246.35	2,000 kWh	\$ 337.74
2022 Average Commercial Bill	\$253.97	2,000 kWh	\$ 429.30
2023 Average Commercial Bill	\$261.59	2,000 kWh	\$ 520.65
2024 Average Commercial Bill	\$269.26	2,000 kWh	\$ 612.71
2025 Average Commercial Bill	\$277.04	2,000 kWh	\$ 706.11
2026 Average Commercial Bill	\$284.89	2,000 kWh	\$ 800.25
2027 Average Commercial Bill	\$292.74	2,000 kWh	\$ 894.54

ANNUAL INCREASE OVER 2017

Industrial Bill (Cp-3) Impact			
2017 Average Industrial Bill	\$38,481.28	430,000 kWh	
2018 Average Industrial Bill	\$39,265.79	430,000 kWh	\$ 9,414.08
2019 Average Industrial Bill	\$40,798.01	430,000 kWh	\$ 27,800.71
2020 Average Industrial Bill	\$42,109.77	430,000 kWh	\$ 43,541.86
2021 Average Industrial Bill	\$43,444.92	430,000 kWh	\$ 59,563.62
2022 Average Industrial Bill	\$44,790.43	430,000 kWh	\$ 75,709.77
2023 Average Industrial Bill	\$46,132.99	430,000 kWh	\$ 91,820.50
2024 Average Industrial Bill	\$47,485.95	430,000 kWh	\$ 108,056.10
2025 Average Industrial Bill	\$48,858.56	430,000 kWh	\$ 124,527.34
2026 Average Industrial Bill	\$50,242.09	430,000 kWh	\$ 141,129.69
2027 Average Industrial Bill	\$51,627.83	430,000 kWh	\$ 157,758.62

ANNUAL INCREASE OVER 2017



# Other Considerations

- Cost-of-Service
  - The rate impact is spread evenly across all customers in this analysis
  - This project would focus mainly on serving residential customers and the overall impact would likely be greater than shown here
- Impact on rural customers
  - No benefit....Share in the costs or develop special urban rate?
    - If special rate is created the impact on urban customers will be much greater
- Shared poles with telecomm companies (aesthetics)
- Customer OH to UG service conversion





600 south fourth street - stoughton, wisconsin 53589  
(608) 873-3379



# Regulatory Considerations

## **PSC 130.03 Special design and construction conditions.**

(1) Except as provided in sub. (2), a municipal regulation that requires a utility to install, at the utility's expense, transmission or distribution facilities which are not consistent with the utility's practice for design or construction of utility facilities is unreasonable unless there is an adequate health, safety, or public welfare justification for the requirement. Aesthetics alone is not an adequate basis to justify a requirement to install facilities underground.

(2) Subsection (1) does not apply if all of the following conditions are met:

(a) The municipality or a third party agrees to reimburse the utility for the difference in cost between the standard design or construction techniques of the utility and any special design or construction requirement sought by the municipality.

(b) The special design or construction requirement is consistent with safe and reliable utility construction practices.



## Regulatory Considerations (cont.)

### PSC 112.05 Construction of electric utility facilities.

(1) No electric utility may begin construction, install or place in operation any of the following facilities whose estimated gross cost exceeds the applicable amount specified in sub. (3), without prior commission approval under s. PSC 112.07:

(f) A distribution system extension, conversion to a higher voltage or conversion from overhead to underground construction.

(3)

(a) Cost thresholds for projects requiring commission review and approval under this section are those specified in s. 196.49 (5g) (ar), Stats., as revised under par. (b).

(b) Beginning on May 1, 2014, and on May 1 of each successive even-numbered year thereafter, the commission shall adjust the cost thresholds in s. 196.49 (5g) (ar), Stats., to reflect changes to the cost of electric utility construction based on the cost index numbers published in the "Handy-Whitman Index of Public Utility Construction Costs, Cost Trends of Electric Utility Construction — North Central Region for Total Transmission Plant".

#### PSC Docket 5-GF-154 - February 25, 2016

1. For an electric public utility whose electric operating revenues in the prior year were less than \$5,000,000, the cost threshold is \$269,000.

2. For an electric public utility subject to the filing thresholds of Wis. Admin. Code § PSC 112.05(3)(a)2., the estimated construction project gross cost threshold is calculated by multiplying the utility's prior year electric operating revenues by 4 percent, then multiplying the result by 1.071 (the ratio of the appropriate Handy-Whitman Index on July 1, 2015, to the index for the same category on January 1, 2012) and rounding up to the nearest \$1,000.

CY '17 Operating Revenues	\$	15,249,623
Threshold		4%
HW Index		1.071
	\$	<u>653,000</u>



# Conclusion

- Economic justification for underground conversion does not exist
- Recent history shows SU is open to undergrounding when feasible
  - Underground assets added (not including transformers):
    - 2013 - \$ 63,000 - 12% of distribution capital activity
    - 2014 - \$172,000 - 32% of distribution capital activity
    - 2015 - \$228,000 - 37% of distribution capital activity
    - 2016 - \$748,000 - 60% of distribution capital activity
    - 2017 - \$460,000 - 43% of distribution capital activity
- Continue to follow SU's current undergrounding policy with input from Committee/Council when considered necessary



600 South Fourth Street P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Brian R. Hoops  
Stoughton Utilities Assistant Director

Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Invitation to attend an Orientation to WPPI Energy

WPPI Energy is offering a half-day educational program about itself and the benefits of joint action. This orientation session will be held on Thursday June 7, 2018 from 8:30 am to 12:30 pm at WPPI Energy Corporate Headquarters in Sun Prairie, WI. These orientation sessions are held twice each year.

Topics to be discussed include Stoughton's ownership in WPPI Energy, the value of public power, electric costs and rates, and more.

If you are interested in attending the orientation, you can RSVP online at <http://www.wppienergy.org/orientation>, or you can inform Brian Hoops and he will take care of your registration. Please RSVP by June 1. A continental breakfast and full lunch will be provided, and a mileage allowance will be provided upon request. If a quorum of the Utilities Committee may be present, the appropriate public notice will be posted as required by law.

# ORIENTATION TO WPPI ENERGY

Join us for a half-day educational program about our joint action agency. Any member utility employees, officials and governing body leaders are encouraged to attend this information session. In the general session, attendees will learn more about:

- **Ownership in WPPI Energy**
- **Value of public power**
- **Power supply resources and operations**
- **Advocacy/leadership**
- **Programs and support services**
  - » Advanced metering and data management
- » Customer communications
- » Electric costs and rates
- » Electric distribution system services
- » Energy efficiency and renewable energy programs
- **Tour of the building and Systems Operations Center**

## Thursday, June 7

WPPI Energy • Conference Center  
1425 Corporate Center Drive • Sun Prairie, WI 53590

8:30 a.m.      **Continental Breakfast**  
9:00 a.m.      **Program**  
12:30 p.m.     **Lunch**

### Interested in attending the orientation?

Simply fill out the RSVP below and return by fax or email to Kay Schaub at WPPI Energy.

### RSVP by Friday, June 1

**FAX:**  
608-837-0274

**EMAIL:**  
kschaub@wppienergy.org

**ONLINE:**  
www.wppienergy.org/orientation

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Utility/Community

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Name

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Title

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Name

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Title

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Name

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Title



The way energy should be

### Contact Information

**Lauri Isaacson**  
AVP - Member Relations  
**608-834-4571 | Fax: 608-837-0274**  
**lisaacson@wppienergy.org**

**WWW.WPPIENERGY.ORG**



600 South Fourth Street P.O. Box 383  
Stoughton, WI 53589-0383

*Serving Electric, Water & Wastewater Since 1886*

**Date:** May 8, 2018

**To:** Stoughton Utilities Committee

**From:** Robert P. Kardasz, P.E.  
Stoughton Utilities Director

**Subject:** Utilities Committee Future Agenda Item(s)

This item appears on all agendas of Committees of the City of Stoughton.