

VANGUARD ELECTRIC COMMISSION AGENDA
BLACK EARTH • MAZOMANIE
133 Crescent Street, Mazomanie, WI 53560
6:30 PM • Tuesday • 2/18/2020

- 1) Call to order
- 2) Roll call
 - a. Troy Esser—Black Earth
 - b. Tom Parrell—Black Earth
 - c. Rod Howard—Black Earth
 - d. Kyle Kepler—Mazomanie
 - e. Peter Huebner—Mazomanie
 - f. Gary Harrop—Mazomanie
 - g. Mike Krawczyk—Citizen at Large
- 3) Proof of posting (Village of Black Earth, Village of Mazomanie, Star News)
- 4) Introduction of new member/replacement for Pat Troge
- 5) Appointment of Commission President and Vice President
- 6) Approval of minutes dated December 17, 2019
- 7) Public Comment (3 minutes per person)
- 8) Financial Report
- 9) Discussion/Action—Superintendent’s report
- 10) Discussion/Action—Updates to Employee Manual
- 11) Discussion/Action—Revision of Lydia’s job description
- 12) Discussion/Action—Vanguard bank accounts
- 13) Discussion/Action—A/P software and miViewPoint
 - a. Demo
 - b. Bill approvals
- 14) Discussion/Action—Dates of future Vanguard meetings
- 15) Additional items for discussion at the next meeting
- 16) Set date of next Vanguard Electric Commission Meeting
- 17) Adjourn

PLEASE NOTE: If you need assistance in order to attend this meeting, please call 608-795-2100 or 608-767-2563 Monday through Friday between 8:00 AM and 4:00 PM to allow accommodations to be made.

Vanguard Electric Commission

Dated: 2/17/20

VANGUARD ELECTRIC COMMISSION
BLACK EARTH • MAZOMANIE
133 Crescent Street, Mazomanie, WI 53560
February 18, 2020 6:30 p.m.
MINUTES

1. **Call to Order:** Vanguard Electric Commission Interim President Peter Huebner called the meeting to order at 6:30 p.m.
2. **Roll Call:** Those in attendance upon roll call were Troy Esser, Tom Parrell, Rod Howard, Kyle Kepler, Peter Huebner, Gary Harrop, and Mike Krawczyk. There was a quorum.
3. **Proof of Posting:** A copy of the notice was posted February 17, 2020 to the Village of Mazomanie and the Village of Black Earth. It was also transmitted to Star News.
4. **Introduction of new member/replacement for Pat Troge:** Troy Esser is replacing Pat Troge.
5. **Appointment of Commission President and Vice President:** Appointments effective until both villages hold organizational meetings after elections. *Motion by Harrop/Parrell to elect Peter Huebner as President, and Troy Esser as Vice President. Motion passed.*
6. **Approval of Minutes dated December 17, 2019:** *Motion by Krawczyk/Kepler to approve December minutes. Motion passed.*
7. **Public Comment (3 minutes per person):** David Stanfield was present for a short discussion on solar generation.
8. **Financial Report:** Minor Materials account drawn down \$7,000 in 2019. Came in \$30,000 under budget in BE for 2019. Mazo expense total for 2019 was \$550K. Zak Bloom left Wegner CPA for a new job; has agreed to do year-end review of Vanguard's books. Plan to have Zak continue to do future reviews as well. Check into his status as independent contractor or employee.
9. **Discussion/Action—Superintendent's Report:** Tree trimming in both villages. Prep for upcoming work—Plastic Ingenuity, Cardinal, BE line replacements. BE substation outage. Cleaning shop walls/ceiling and installing LED lights. New flooring in office and bathroom. CPR training through MEUW in April. Vanguard will be featured in MEUW's community spotlight. Working on a TDS joint trenching contract—may not happen due to TDS insurance requirements. Shawn is still going to physical therapy after his accident. Gathering prices to rent or buy hydrovac.
10. **Discussion/Action—Updates to Employee Manual:** All changes were approved, except Policy 10. Discussion (Policy 10) on eliminating 45-minute break and leaving it up to Supervisor's discretion. Shawn and Lydia will rewrite Policy 10 and update per diem amounts. Leave Policies 41-42 as they are. *Motion by Harrop/Parrell to approve all policies except Policy 10. Motion passed.*
11. **Discussion/Action—Revision of Lydia's job description:** Suggested changes include striking "Assistant Accountant" title; changing educational/experience requirements to, "Associate degree in a business-

related field, or three years of related experience.” *Motion by Krawczyk/Kepler to approve job description with changes as discussed. Motion passed.*

- 12. Discussion/Action—Vanguard bank accounts:** Discussion on rolling CD into regular checking before it renews in March since interest rate is higher in the checking. Also, Vanguard is only insured at \$250,000 for deposits. Look at options for insuring or collateralizing funds over the limit. Lydia/Shawn to work with Gary on this. *Motion by Krawczyk/Parrell to transfer CD to checking upon maturity and insure or collateralize deposits in excess of \$250,000. Motion passed.*
- 13. Discussion/Action—A/P software and miViewPoint:** Started using the new A/P module. Discussion on having two approvers instead of three for timing purposes. Still feel there is a need for two Commission members to approve. Lydia will set up Troy Esser as third approver, and will look at increasing frequency of email notifications to speed up approval process
- 14. Discussion/Action—Dates of future Vanguard meetings:** Discussion on switching meetings to odd months to coordinate with April elections. Change to meeting frequency needs to be made via an addendum to the Intermunicipal Agreement.
- 15. Additional items for discussion at the next meeting:**
 - a. Addendum for meeting schedule
 - b. Policy 10
- 16. Set date of next Vanguard Electric Commission Meeting:** March 17 at 6:30 p.m. in Black Earth
- 17. Adjourn:** *Motion by Harrop/Kepler to adjourn. Motion passed.*