



# MINUTES

March 21, 2023 | 6:30 PM

Vanguard Shop – 714 Blue Mounds St, Black Earth, WI 53515

1. **Call to order** Vanguard Electric Commission president Peter Huebner called the meeting to order at 6:30 PM.
2. **Roll call** Those in attendance upon roll call were Mitch Hodson, Scott Patchin, Kyle Kepler, Peter Huebner, Gary Harrop, Rod Howard, and Mike Krawczyk. There was a quorum.
3. **Proof of posting** Notice was posted at the Mazomanie and Black Earth village offices, and transmitted to Star News, on March 2, 2023.
4. **Approval of minutes** *Motion by Harrop/Krawczyk to approve minutes dated 1/17/23. Motion passed unanimously.*
5. **Public Comment (3 minutes per person)** None
6. **Financial report** Shawn presented. The vehicle account balance is down due to truck chassis purchase for approximately \$80,000. Net income for February was \$702, but a net loss year to date because of vehicle repairs in January. Black Earth's February bill was \$37,000, consisting of maintenance for meter testing and tree trimming; the construction work in progress balance was \$5200 from Forster Bill for the substation. Mazo's February bill was \$41,000; \$23,000 was CWIP for a new transformer, including an \$18,000 transport fee from Reynolds. The Vehicle Statement saw a loss of about \$400 in February; due to less vehicle time charged this time of year, any repair expenses will generally produce a loss. *Motion by Hodson/Kepler to approve financial report. Motion passed unanimously.*
7. **Superintendent's report** The crew has been doing a lot of tree trimming; this is normal for this time of year. Completed annual meter testing. 2 poles in less than a week were hit by cars. Completed the transformer move from Plymouth to Mazo. The new truck should be complete in October. Both apprentices had school. Frost is coming out quickly and we will begin digging very soon. Several new customers requiring long runs of primary to install.
8. **Discussion/Action- Update on Office Manager Position** Huge loss losing Lydia. Attempted to get her to stay, but she mentioned she is looking to get more into project work, and there was nothing we could do. It was not about the money. She will be working for a general contractor in Middleton doing accounting and working on projects. Her job duties were unique, including locating and helping at the Black Earth village hall. It was mentioned the only other step for her at Vanguard was to become a lineman or metering. We received 20+ applicants and will be interviewing 3 on the week of April 3<sup>rd</sup>. The office manager job was posted in the State Journal, Star News, MEUW, and Indeed. Lydia will be helping with payroll, month-end, and the interview process. Shawn will be assuming the duties of office manager until the position is filled. The suggestion was made to discuss the plan to onboard new employee with the president or vice president.
9. **Items for discussion at next meeting** Election of officers
10. **Set next meeting date** May 16, 2023 @ 6:30 PM
11. **Adjourn** *Motion by Hodson/Kepler to adjourn. Motion passed.*