

# MINUTES



July 16, 2024 | 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 Scott Patchin, Kyle Kepler, Peter Huebner and Gary Harrop. Terry Moyer, Rod Howard, Mike Krawczyk and were not present. 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 July 10, 2024.
- 4. Approval of minutes** *Motion by Patchin/Kepler to approve minutes from 06/13/24. Motion passed to approve minutes.*
- 5. Public Comment (3 minutes per person)** None
- 6. Financial report-** The April month end was completed Everything is showing as balanced. Black Earth was billed 25,726.05 and Mazo was billed 90,446.74. The vehicle statements are showing no loss. April Month end was lengthy since there was an amount of \$794.35 that was not adding up. There was a lot of investigating and the issue was the WRS retirement reporting for Shawn Dilley's last check before he left. The July retirement reporting should be balanced out once the correction is completed. May month end has so far been a lot smoother. Timing will be completing May and have June completed next week. Harrop asked about the customer advances for construction (\$90,535.97) and Vanguard will investigate the account to see what is in the account. Patchin also had a question on Unapplied Accounts receivable with is (\$3,544.36). Jeff Staneck CPA from Sun Prairie is a 6-page document which contains the analysis of the accounting records, processes and financial statements for the fiscal year 2023. This is an overview of the procedures performed, noteworthy observations experienced and follow-up recommendations to consider for future periods. There was a complement for the staff that Vanguard was extremely helpful and timely with data requests which made the year-end process run smoothly. Under Cash Account Activity & Reconciliations there was a note that Vanguard completed all monthly bank reconciliation in a timely manner. The GL was scanned for unusual activity and nothing unusual was noted. One check for Quill for \$26.98 is still outstanding, and it is open. Next detail is Payroll. Jeff had Traced the hours and time code for each employee from the timecard to the timesheet and payroll register, all timecard hours were properly recorded to the documented accounts or work orders and recalculated without exception. Next detail is Work Orders This process included a detailed review of the costs accumulated to each work order and unitization of plant asset records provided to BE and Mazo staff. Work order activity appears to be accounted for accurately and reasonably based on procedures. The inventory he produced came out with only a few inventory items with negative balances and this could mean a lot of things. This could be the result of several situations including differences between materials used in the field vs. reported on field sheets, material returns from partial usages (i.e. wire) or materials used for temporary purposes and returned to stock. The income statement for BE decreased \$15,987 as fewer work orders and maintenance projects were performed. Mazo did increase \$119,732 to \$500,039 in 2023 due to more customer work and larger transformer purchases compared to prior year. The balance sheet was noted to be in balance, appeared reasonable and there was no unusual activity or questionable balances. GL and Trial balance did appear to be in balance with no unusual activity or non-routine adjustments. The follow up procedures that should be completed would be periodic inventory counts should be reconciled to material management. Cash and accounts receivable balances should be monitored closely to ensure adequate cash flow for operating activities.
- 7. Superintendent's report**

This was the busiest that Vanguard has been, especially in Mazo, and people are building more houses. Several primary line extensions in Black Earth. Some poles were hit and had to be rebuilt. The WHHS solar project took quite a bit of Vanguard's time including a shut-off. There is no sign of work slowing down. There was several jobs in Mazo since there's only a few days in a week to work on them. Wick buildings is now putting up a new service and trying to order all material for the work completion. There's plenty of wire on hand and don't order transformers until the down payment is received. The transformer is ordered for Wicks. There is a lot of work. There was a training session for Mt. Horeb for finding bad spots in underground cable using a radar unit. The radar unit can find where the issue in the cable and since it is used for emergency situations, it was nice to use the get a run-down of the Radar unit without the rush to get the power back up and running. Vanguard does own this equipment along with Mt. Horeb and New Glarus. The Grid Resilience program is going to get fault indicators for the total of about \$10,000. The indicator can relate information through a blinking light to show which section of the underground is bad. There are indicators on the underground to indicate if there is a section that is bad, but the overhead does not have indicators. It will be easy to have this indicator of the fault. The grant was applied for both BE and Mazo and will put them in trouble spots, the grant will pay 2/3 and Vanguard will pay 1/3 for labor only. The new truck is now in service, and the old truck was brought to WI surplus we set the reserve at \$30,000. On the morning that it is on auction, WI surplus will call and ask if Vanguard would like to proceed if the reserve is not met.

8. **Discussion/Action – Create a policy for bringing home Vanguard trucks to Employee's house:** In the Vanguard Employee Manual, Policy 24 regarding Vehicles on Page 38 was updated. Vanguard will strike out the last bullet point of "An Employee with a suspended CDL will not be eligible for On-Call duty". In the past, all Vanguard trucks were all CDL trucks, now the small bucket truck is not a CDL required truck. Vanguard did get to add that Employees can take vehicles home under the Superintendents approval. The approval included Possible bad weather, ongoing customer issues, before and after Vanguard Electric training events and any other situation approved by the Superintendent.  
*Motion passed to update the Vanguard Employee Manual regarding taking Vehicles home to employees' house 4- Aye, 0- Nay*
9. **Items for discussion at next meeting:** Inventory
10. **Set next meeting date:** September 17th, 2024 @ 6:30 PM
11. **Adjourn** *Motion by Patchin/Kepler to adjourn from meeting. Motion passed, meeting adjourned.*