

VANGUARD ELECTRIC COMMISSION AGENDA

VANGUARD SHOP

714 Blue Mounds Street | Black Earth, WI 53515

6:30 PM • Tuesday • 11/15/2022

- 1) Call to order
- 2) Roll call
 - a. Mitch Hodson—Black Earth
 - b. Rod Howard—Black Earth
 - c. Scott Patchin—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) Approval of minutes
- 5) Public comment (3 minutes per person)
- 6) Financial Report
- 7) Superintendent's Report
 - a. 2023 remote schedule
 - b. Vanguard budget
- 8) Consideration/motion to enter closed session pursuant to Wis. Stats. 19.85(1)(c) for consideration, and taking appropriate action, regarding the employment, promotion, compensation, or performance evaluation data of one or more employees (superintendent's review, employee wages). Roll call vote.
- 9) Consideration/motion to arise from closed session
- 10) Consideration/motion on any closed session items
- 11) Items for discussion at next meeting
- 12) Set next meeting date
- 13) Adjourn

PLEASE NOTE: If you need assistance to attend this meeting, please call 608-767-2561 to allow accommodations to be made.

Vanguard Electric Commission
Peter Huebner, President

Dated: 11/14/2022

MINUTES



November 15, 2022 | 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 6:31 PM.
2. **Roll call** Those in attendance upon roll call were Mitch Hodson, Rod Howard, Scott Patchin, Kyle Kepler, Peter Huebner, and Gary Harrop. Mike Krawczyk arrived shortly after. 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 November 14, 2022.
4. **Approval of minutes** *Motion by Harrop/Hodson to approve minutes dated 9/6/22. Motion passed.*
5. **Public Comment (3 minutes per person)** None
6. **Financial report** Lydia was not able to be at the meeting, so Shawn gave a quick report. Net loss and vehicle loss in October were both due to Florida mutual aid and the fact that we haven't been reimbursed yet.
7. **Superintendent's report**
 - a. **2023 remote schedule**
Motion by Patchin/Kepler to approve Shawn's 2023 remote schedule. Motion passed.
 - b. **Vanguard budget** – 2023 budget was presented. No capital projects, 60/40 time split; \$520K for BE and \$346K for Mazo. Lydia will send out budget graphs showing 2022 YTD status.

Hit a deer with pickup, getting fixed next month. Waiting on tests for new sub transformer in Mazo. Last-minute services for customers, frost is setting in. Will put up Xmas lights next week. Lydia has been helping out at BE Village office since Shellie left. Comp time graph was presented showing decreased outages over the years. Thank you letter received from New Smyrna for Florida mutual aid.
8. **Consideration/motion to enter closed session pursuant to Wis. Stats. 19.85(1)(c) for consideration, and taking appropriate action, regarding the employment, promotion, compensation, or performance evaluation data of one or more employees (superintendent's review, employee wages). Roll call vote.**
Motion by Hodson/Kepler to enter closed session. Motion passed unanimously.
9. **Consideration/motion to arise from closed session**
Motion by Krawczyk/Harrop to arise from closed session. Motion passed unanimously.
10. **Consideration/motion on any closed session items**
Motion by Hodson/Kepler to accept recommendations from Superintendent for reasons of bonuses for employees, and 4% for Superintendent. Motion passed.
11. **Set next meeting date** January 17, 2023 @ 6:30 PM. Shawn will join via Zoom.
12. **Adjourn** *Motion by Harrop/Krawczyk to adjourn. Motion passed.*

VANGUARD ELECTRIC COMMISSION
BALANCE SHEET
NOVEMBER 30, 2022

ASSETS

CURRENT ASSETS

1-11131-1001	PCB - CHECKING	501,853.27	
1-11131-1002	VEHICLE CHECKING	562,579.62	
1-11131-5002	AR CASH CLEARING	(39,234.32)	
1-11143-1000	ACCOUNTS RECEIVABLE	187,145.94	
1-11154-1000	INVENTORY	190,518.69	
1-11165-1000	PREPAID EXPENSES	4,722.20	
1-11165-1001	PREPAID HEALTH INSURANCE	6,477.28	
1-11165-1004	PREPAID VISION INS	5.72	
	TOTAL CURRENT ASSETS		1,414,068.40

UTILITY PLANT

1-11111-1000	ACCUMULATED DEPRECIATION	(497,985.53)	
1-11392-1000	VEHICLES	468,581.56	
1-11394-1000	TOOLS, SHOP AND GARAGE EQUIPME	123,618.39	
	TOTAL UTILITY PLANT		94,214.42

OTHER PROPERTY AND INVESTMENTS

1-11124-1000	RESCO STOCK	500.00	
1-11124-1001	RESCO CAPITAL CREDITS	45,163.00	
	TOTAL OTHER PROPERTY AND INVESTMENTS		45,663.00
	TOTAL ASSETS		1,553,945.82

LIABILITIES AND EQUITY

CURRENT LIABILITIES

1-21234-1000	DEFERRED REVENUE - FLOOD	19,282.61	
1-21242-1005	LIFE INSURANCE PAYABLE	2.42	
1-21242-1006	LONG DISABILITY PAYABLE	(58.43)	
1-21242-1007	VISION INSURANCE PAYABLE	(2.86)	
1-21253-1000	CUST ADVANCES FOR CONSTRUCTION	87,083.47	
	TOTAL CURRENT LIABILITIES		106,307.21

EQUITY

1-31216-1000	UNRESTRICTED NET ASSETS	1,404,507.41	
	EQUITY		
	REVENUE OVER EXPENDITURES - YTD	43,131.20	
	BALANCE - CURRENT DATE	43,131.20	
	TOTAL FUND EQUITY		1,447,638.61
	TOTAL LIABILITIES AND EQUITY		1,553,945.82

VANGUARD ELECTRIC COMMISSION
INCOME STATEMENT
FOR THE MONTH ENDING NOVEMBER 30, 2022

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
OPERATING REVENUES					
1-41400-1000	INCOME - BLACK EARTH	28,356.60	394,890.24	.00 (394,890.24)	.0
1-41400-1001	INCOME - MAZOMANIE	29,149.00	303,766.74	.00 (303,766.74)	.0
1-41410-1000	CIAC- BLACK EARTH	2,630.88	53,278.71	.00 (53,278.71)	.0
1-41410-1001	CIAC- MAZO	345.92	7,245.36	.00 (7,245.36)	.0
1-41456-1000	OTHER ELECTRIC REVENUES - BE	150.00	1,550.00	.00 (1,550.00)	.0
1-41456-1001	OTHER ELECTRIC REVENUES - MAZO	.00	600.00	.00 (600.00)	.0
	TOTAL OPERATING REVENUES	60,632.40	761,331.05	.00 (761,331.05)	.0
OPERATING EXPENSES					
<u>BLACK EARTH</u>					
1-52107-1000	CONSTRUCTION WK IN PROGRESS-B	17,674.43	184,030.26	.00 (184,030.26)	.0
1-52560-1000	OPERATION SUPERVISION-B	3,853.01	43,611.68	.00 (43,611.68)	.0
1-52572-1000	MAINTENANCE OF LINES-B	1,956.10	67,040.32	.00 (67,040.32)	.0
1-52573-1000	MAINT OF LINE TRANSFORMERS-B	.00	42.50	.00 (42.50)	.0
1-52574-1000	MAINT OF STREET LIGHTING-B	155.23	6,505.93	.00 (6,505.93)	.0
1-52575-1000	MAINTENANCE OF METERS-B	118.15	11,830.23	.00 (11,830.23)	.0
1-52576-1000	VILLAGE MAINTENANCE-B	580.67	7,762.98	.00 (7,762.98)	.0
1-52920-1001	ADMIN SALARIES-B	1,107.26	16,752.73	.00 (16,752.73)	.0
1-52923-1001	ACCOUNTING FEES-B	237.00	3,332.00	.00 (3,332.00)	.0
1-52923-1003	OFFICE EXPENSES-B	37.46	716.89	.00 (716.89)	.0
1-52923-1004	COMPUTER EXPENSES-B	30.00	1,006.37	.00 (1,006.37)	.0
1-52923-1005	POSTAGE-B	30.00	99.62	.00 (99.62)	.0
1-52923-1006	MEALS-B	30.00	640.69	.00 (640.69)	.0
1-52923-1007	TRAINING-B	.00	12,853.16	.00 (12,853.16)	.0
1-52923-1008	TRAVEL REIMBURSEMENTS-B	.00	600.35	.00 (600.35)	.0
1-52923-1009	TELEPHONE-B	99.56	1,109.65	.00 (1,109.65)	.0
1-52923-1011	DRUG PROGRAM-B	42.50	248.75	.00 (248.75)	.0
1-52923-1012	HEARING TEST-B	.00	99.00	.00 (99.00)	.0
1-52923-1013	OFFICE EQUIPMENT RENTAL-B	8.78	712.01	.00 (712.01)	.0
1-52923-1014	UNIFORMS-B	116.15	2,331.62	.00 (2,331.62)	.0
1-52923-1015	BUSINESS INSURANCE-B	284.75	3,135.36	.00 (3,135.36)	.0
1-52923-1016	RENT-B	.00	6,163.73	.00 (6,163.73)	.0
1-52923-1017	WORKER'S COMP INSURANCE-B	228.87	2,637.46	.00 (2,637.46)	.0
1-52923-1018	SMALL TOOLS & EQUIPMENT-B	.00	1,341.85	.00 (1,341.85)	.0
1-52923-1020	LINEMAN SUPPLIES-B	30.90	2,893.15	.00 (2,893.15)	.0
1-52923-1021	REPAIRS & MAINTENANCE-B	.00	177.45	.00 (177.45)	.0
1-52923-1022	OTHER EXPENSES-B	5.00	247.41	.00 (247.41)	.0
1-52923-1023	FICA-B	651.59	11,525.45	.00 (11,525.45)	.0
1-52923-1024	HEALTH INSURANCE-B	1,496.35	25,838.34	.00 (25,838.34)	.0
1-52923-1025	RETIREMENT-B	570.45	9,975.34	.00 (9,975.34)	.0
1-52923-1026	COMMISSION EXPENSES-B	21.09	617.58	.00 (617.58)	.0
1-52923-1027	PAGER PAY-B	650.02	7,475.23	.00 (7,475.23)	.0
1-52923-1028	MINOR MATERIALS-B	341.53	4,373.85	.00 (4,373.85)	.0
1-52923-1029	LIFE INSURANCE-B	25.56	270.41	.00 (270.41)	.0
1-52923-1030	LONG TERM DISABILITY-B	35.97	349.84	.00 (349.84)	.0
1-52923-1031	RETIREE BENEFITS-B	141.99	1,561.89	.00 (1,561.89)	.0
1-52935-1000	MAINTENANCE OF GENERAL PLANT-	596.10	10,217.87	.00 (10,217.87)	.0
	TOTAL BLACK EARTH	31,156.47	450,128.95	.00 (450,128.95)	.0
<u>MAZOMANIE</u>					

VANGUARD ELECTRIC COMMISSION
INCOME STATEMENT
FOR THE MONTH ENDING NOVEMBER 30, 2022

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
1-53107-1000 CONSTRUCTION WK IN PROGRESS-M	11,451.32	74,310.31	.00	(74,310.31)	.0
1-53560-1000 OPERATION SUPERVISION-M	3,852.99	43,571.60	.00	(43,571.60)	.0
1-53572-1000 MAINTENANCE OF LINES-M	2,726.17	45,419.29	.00	(45,419.29)	.0
1-53574-1000 MAINT OF STREET LIGHTING-M	1,247.07	8,123.22	.00	(8,123.22)	.0
1-53575-1000 MAINTENANCE OF METERS-M	.00	2,503.36	.00	(2,503.36)	.0
1-53576-1000 VILLAGE MAINTENANCE-M	2,387.08	12,852.67	.00	(12,852.67)	.0
1-53920-1001 ADMIN SALARIES-M	1,107.25	16,752.59	.00	(16,752.59)	.0
1-53923-1001 ACCOUNTING FEES-M	237.00	3,332.00	.00	(3,332.00)	.0
1-53923-1003 OFFICE EXPENSES-M	37.47	716.88	.00	(716.88)	.0
1-53923-1004 COMPUTER EXPENSES-M	30.00	1,006.38	.00	(1,006.38)	.0
1-53923-1005 POSTAGE-M	30.00	99.62	.00	(99.62)	.0
1-53923-1006 MEALS-M	30.00	619.20	.00	(619.20)	.0
1-53923-1007 TRAINING-M	.00	12,853.13	.00	(12,853.13)	.0
1-53923-1008 TRAVEL EXPENSES-M	.00	600.36	.00	(600.36)	.0
1-53923-1009 TELEPHONE-M	99.57	1,109.81	.00	(1,109.81)	.0
1-53923-1011 DRUG PROGRAM-M	42.50	248.75	.00	(248.75)	.0
1-53923-1012 HEARING TEST-M	.00	99.00	.00	(99.00)	.0
1-53923-1013 OFFICE EQUIPMENT RENTAL-M	8.78	712.03	.00	(712.03)	.0
1-53923-1014 UNIFORMS-M	116.14	2,331.64	.00	(2,331.64)	.0
1-53923-1015 BUSINESS INSURANCE-M	284.75	3,135.38	.00	(3,135.38)	.0
1-53923-1016 RENT-M	.00	6,163.74	.00	(6,163.74)	.0
1-53923-1017 WORKER'S COMP INSURANCE-M	228.88	2,637.54	.00	(2,637.54)	.0
1-53923-1018 SMALL TOOLS & EQUIPMENT-M	.00	1,341.88	.00	(1,341.88)	.0
1-53923-1020 LINEMAN SUPPLIES-M	30.90	2,893.15	.00	(2,893.15)	.0
1-53923-1021 REPAIRS & MAINTENANCE-M	.00	177.45	.00	(177.45)	.0
1-53923-1022 OTHER EXPENSES-M	5.00	247.40	.00	(247.40)	.0
1-53923-1023 FICA-M	820.10	10,541.88	.00	(10,541.88)	.0
1-53923-1024 HEALTH INSURANCE-M	2,215.40	23,153.64	.00	(23,153.64)	.0
1-53923-1025 RETIREMENT-M	713.26	9,109.06	.00	(9,109.06)	.0
1-53923-1026 COMMISSION EXPENSES-M	21.10	617.60	.00	(617.60)	.0
1-53923-1027 PAGER PAY-M	650.02	7,475.23	.00	(7,475.23)	.0
1-53923-1028 MINOR MATERIALS-M	341.53	4,373.86	.00	(4,373.86)	.0
1-53923-1029 LIFE INSURANCE-M	25.57	270.47	.00	(270.47)	.0
1-53923-1030 LONG TERM DISABILITY-M	35.98	349.91	.00	(349.91)	.0
1-53923-1031 RETIREE BENEFITS-M	141.99	1,561.89	.00	(1,561.89)	.0
1-53935-1000 MAINTENANCE OF GENERAL PLANT-	596.09	10,300.17	.00	(10,300.17)	.0
TOTAL MAZOMANIE	29,513.91	311,612.09	.00	(311,612.09)	.0
OTHER OPERATING					
1-41419-1001 INTEREST INCOME - VEHICLES	(1,051.68)	(3,996.93)	.00	3,996.93	.0
1-51923-1030 MISCELLANEOUS EXPENSES	514.69	14,500.29	.00	(14,500.29)	.0
1-51933-1000 EQUIPMENT CHARGES	(12,400.00)	(97,068.00)	.00	97,068.00	.0
1-51933-1001 VEHICLE/EQUIP MAIN LABOR	1,500.66	3,421.03	.00	(3,421.03)	.0
1-51933-2001 FUEL	2,019.46	15,516.02	.00	(15,516.02)	.0
1-51933-2002 VEHICLE SUPPLIES	1,261.93	1,462.87	.00	(1,462.87)	.0
1-51933-2004 VEHICLE REPAIRS & MAINT	3,095.82	24,909.62	.00	(24,909.62)	.0
1-51933-2005 FICA	114.79	261.68	.00	(261.68)	.0
1-51933-2007 RETIREMENT	97.53	222.32	.00	(222.32)	.0
1-51933-2008 VEHICLE INSURANCE	415.33	4,568.66	.00	(4,568.66)	.0
1-51933-2009 DEPRECIATION	2,950.00	32,450.00	.00	(32,450.00)	.0
TOTAL OTHER OPERATING	(1,481.47)	(3,752.44)	.00	3,752.44	.0

VANGUARD ELECTRIC COMMISSION
INCOME STATEMENT
FOR THE MONTH ENDING NOVEMBER 30, 2022

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL OPERATING EXPENSES	59,188.91	757,988.60	.00	(757,988.60)	.0
<u>NONOPERATING REV/(EXP)</u>					
1-41419-1000 INTEREST INCOME	970.91	3,574.81	.00	(3,574.81)	.0
1-41420-1001 EQUIPMENT RENTAL INCOME	200.00	3,200.00	.00	(3,200.00)	.0
1-41421-1001 MISCELLANEOUS INCOME	28,258.50	33,013.94	.00	(33,013.94)	.0
TOTAL NONOPERATING REVS/(EXP)	29,429.41	39,788.75	.00	(39,788.75)	.0
NET INCOME/(LOSS)	30,872.90	43,131.20	.00	(43,131.20)	.0

VANGUARD ELECTRIC COMMISSION
 INCOME STATEMENT - VEHICLES
 FOR THE 11 MONTHS ENDING NOVEMBER 30, 2022

		PERIOD ACTUAL	YTD ACTUAL
REVENUES			
1-41419-1001	INTEREST INCOME - VEHICLES	1,051.68	3,996.93
1-41420-1001	EQUIPMENT RENTAL INCOME	200.00	3,200.00
1-51933-1000	EQUIPMENT CHARGES	12,400.00	97,068.00
	TOTAL REVENUES	13,651.68	104,264.93
EXPENSES			
1-51933-1001	VEHICLE/EQUIP MAIN LABOR	1,500.66	3,421.03
1-51933-2001	FUEL	2,019.46	15,516.02
1-51933-2002	VEHICLE SUPPLIES	1,261.93	1,462.87
1-51933-2004	VEHICLE REPAIRS & MAINT	3,095.82	24,909.62
1-51933-2005	FICA	114.79	261.68
1-51933-2007	RETIREMENT	97.53	222.32
1-51933-2008	VEHICLE INSURANCE	415.33	4,568.66
1-51933-2009	DEPRECIATION	2,950.00	32,450.00
	TOTAL EXPENSES	11,455.52	82,812.20
	NET INCOME (LOSS)	2,196.16	21,452.73