

**VILLAGE OF MOUNT HOREB
UTILITY COMMISSION MEETING MINUTES
June 13, 2023**

The Mount Horeb Utility Commission met in regular session in the boardroom of the Municipal Building, 138 E Main Street, Mount Horeb, WI.

1. Call to Order/Roll Call: Chairman Temby called the meeting to order at 7:00 pm. Present were Glover, Temby, White and Scott. Halverson, Vierima and McNall were absent. Village Administrator Nic Owen, Wastewater Superintendent John Klein, Electric Superintendent Jordan Schmitz, Water Superintendent Josh Hyndman and Finance Director/Treasurer Joan Stuessy were also present. Guests presenting items were Bethany Ryers of Baker Tilly and Kevin Mullen from Baird.

Temby welcomed new member Ken Scott to the Utility Commission

2. Public Comments: None

3. Consent Agenda-Minutes: Glover moved, White seconded to approve the minutes of the April 11, 2023 meeting, carried by voice vote.

4. Agenda Items:

a. 2022 Utilities Audit Presentation by Baker Tilly

Bethany Ryers, who is the Partner in charge of the Baker Tilly audit for the Utility, reviewed the 2022 Utility Financial Audit highlights and answered questions from the Commission. She discussed the audit for the Utility, presented the high-level findings for the annual audit of the Enterprise funds for the Village of Mount Horeb. She discussed various financial metrics for the Electric, Water, and Wastewater funds, including actual rate of returns, unrestricted reserves, debt coverage, and investment in capital for each respective utility. Bethany described 2022 results for each financial metric and discussed the trends over the last five years. She thanked staff for their cooperation during the audit.

b. Discussion/Recommendation: Replenish Water Utility Cash Balance

Kevin Mullen of Baird discussed this item. Kevin presented two debt scenarios which would reimburse for 2022 Water Utility capital improvement projects, which were previously approved by the Utility Commission. The draft plan also included potentially borrowing for 2023 and 2024 Capital projects. Josh Hyndman explained that more than likely we would be able to seek reimbursement for the Nesheim project in 2025 through a DNR grant. Applications are due June 30 for this upcoming DNR grant. A draft timeline was discussed for the borrowing and this will continue to be discussed at both Utility commission and Village Board meetings.

- c. **Resolution 2023-05 Adopting the Compliance Maintenance Annual Report (CMAR Report Year 2022)** Klein reviewed the 2022 Compliance Maintenance Annual report. Temby and the Commission commended the Wastewater department on their hard work and a great report for last year. White moved, Glover seconded to approve Resolution 2023-05, as presented, carried by voice vote.
- d. **Consider bank account information and check registers for April 2023** The voucher check report and bank account information were reviewed. White moved, Glover seconded to approve the vouchers and bank account information for April 2023, as presented, carried by voice vote.
- e. **Consider bank account information and check registers for May 2023** The voucher check report and bank account information were reviewed. Glover moved, White seconded to approve the vouchers and bank account information for May 2023, as presented, carried by voice vote.
- f. **Electric Department Report**: Schmitz reviewed the monthly reports for April and May.
- g. **Water Superintendent Report**: Hyndman reviewed the monthly reports for April and May.
- h. **Wastewater Superintendent Report**: Klein reviewed the monthly reports for April and May.
- i. **Utility Manager Report**

5. Meeting Adjournment: There being no further business before the Commission, Glover moved, White seconded to adjourn the meeting at 8:27 pm, carried by voice vote.

Minutes by Joan Stuessy, Finance Director/Treasurer