

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, March 10, 2025**

Meeting called to order by President Heeringa at 4:00 p.m.

Present: Commissioners Daane, Heeringa, Homan, Kunz, Siebers and Thurmer
Absent with notice: Commissioner Ledesma

Motion made by Thurmer, seconded by Homan, and unanimously carried, to approve minutes from February 10, 2025 meeting.

Motion by Siebers, seconded by Kunz, and unanimously carried, bills for month of February 2025 approved as presented.

On motion by Kunz, seconded by Daane, and unanimously carried, year-to-date financial reports through January 2025 approved as presented by Finance Director Stanek. Electric operating income was \$132,300. Water operating income was \$58,200. Sewer operating income (loss) was (\$83,400).

General Manager Brooks provided an update on several key topics, including the APPA Legislative Rally in Washington, D.C., the Youth Apprenticeship Program, the upcoming Electronics Recycling Event, and the ongoing projects within the Electric Department. The Wisconsin Rural Water Association (WRWA) has announced two exciting nominations for Waupun Utilities (WU). WU has been nominated for Water System of the Year, and Steve Schramm, Treatment Facilities and Operations Superintendent, has been nominated for the WRWA Lifetime Achievement Award. The winners of these awards will be announced on March 26, 2025, at the WRWA Spring Technical Conference.

Treatment Facilities and Operations Superintendent Schramm provided an update on operations related to the water and wastewater treatment facilities, as well as the water distribution and wastewater collection systems. USG Water, under the maintenance contract, has completed visual inspections of Water Towers 1 and 2. It was noted that Tower 2 requires an exterior washdown. Proficiency testing for 2025 has been successfully completed by Lab Technician Hoffman, with all parameters passing within the required criteria. Lab Technician Hoffman takes great pride in his testing and consistently performs at a high level. The Distribution and Collection crew is in the final stages of televising and inspecting Basins A, B, and C. Some infiltration was found, and the crew will proceed with grouting the manholes to make necessary repairs.

A discussion was held regarding the U.S. Environmental Protection Agency's (EPA) requirements for customer notifications related to customer-owned service lines. The EPA and Wisconsin Department of Natural Resources (DNR) are mandating that all public water systems notify customers with lead, galvanized, or unknown service lines. To comply with these EPA/DNR requirements, customer letters are being sent to eligible customers based on WU's service line records. The letters, along with information available on WU's website, provide guidance on steps to reduce exposure to lead in drinking water.

Motion by Homan, seconded by Thurmer, and unanimously carried, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to discuss personnel updates.

Motion by Thurmer, seconded by Daane, and unanimously carried, to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Homan, seconded by Kunz, and unanimously carried, meeting adjourned at 5:18 p.m.

The next regular commission meeting will be held on April 14, 2025 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor