

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, March 11, 2019**

The meeting was called to order by President Heeringa at 4:00 p.m.

Commissioners Gerritson, Heeringa, Homan, Kaczmariski, Mielke, Thurmer, and Westphal were present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the January 14, 2019, regular meeting.

On motion by Kaczmariski, seconded by Thurmer and unanimously carried, bills for the month of January 2019 and February 2019 were approved as presented.

General Manager Posthuma and Commissioner Thurmer reported on the APPA Legislative Rally they attended in Washington DC. There is value in presenting important issues to Representatives and Senators and making needs known for when bills are presented for action.

There will be an enhancement to the online self-service tool, MyAccount, for utility customers. The spring customer newsletter includes information on Madison Street reconstruction, which will begin in April. The utilities will again provide the Tree Power rebate, which provides incentives for trees planted in a south or west location. The incentive could assist customers in replacing trees lost in the high wind event in August 2018.

Water & Sewer Maint/Treatment Supervisor reported on three RAS pumps installed as part of budgeted replacements. Sanitary crew continues televising sanitary laterals on Madison Street, checking lateral condition and location, along with verifying water lateral type prior to summer reconstruction.

Finance Director Oosterhouse presented 2018 financial highlights. Electric sales were 2.9% higher on residential and small power classes. Water sales increased by 0.5% from 2017 on residential and multi-family sales. Sewer sales increased 5.6% from the public authority class. Total unrestricted cash and investments increased \$400,000 and long-term debt decreased by \$1,238,000.

On motion by Gerritson, seconded by Westphal, the year-to-date financial reports through February 2019 were approved as presented. Electric operating income was \$51,000 or \$70,800 below budget on lower margins and higher distribution expense. Water operating income was \$131,700 or \$28,000 above budget on lower distribution maintenance expenses. Sewer operating income was \$63,900 or \$23,000 above budget on lower maintenance expenses.

Applied Technologies staff presented review and information on the Advanced Biological Nutrient Recovery (ABNR) process proposed for the wastewater treatment plant to reduce effluent phosphorus levels to meet future mandated DNR standards. Motion made by Westphal, seconded by Thurmer to authorize management to enter into an engineering agreement, not to exceed \$1,794,000, between Waupun Utilities and Applied Technologies to design engineer Wastewater Treatment Plant upgrades for mandated phosphorus limits. Motion carried unanimously.

Results of the Madison Street water and sanitary sewer reconstruction bid results were reviewed. Motion made by Gerritson, seconded by Homan and unanimously carried, to recommend the City Council award the 2019 Madison Street reconstruction bid to lowest bidder Ptaschinski Construction.

The 2019 Budget authorized financing for the Madison Street reconstruction project. Based on bid results, \$700,000 is needed to finance the project. Motion made by Thurmer, seconded by Kaczmariski and unanimously carried, to approve and recommend to City Council Resolution Supplementing Resolution No 1-26-93-1; authorizing the issuance and sale of \$700,000 Water and Electric System Revenue Bonds, Series 2019; and providing for the payment of bonds and other details and covenants with respect thereto.

General Manager presented the progress on the administrative wage compensation policy adopted in May 2018. Supervisors will complete employee evaluations by April 15. Commissioners were provided a form to evaluate the General Manager's performance, which will be discussed at the April 8, 2019, meeting.

On motion by Westphal, seconded by Thurmer and unanimously carried, the meeting was adjourned at 5:45p.m.

Next commission meeting is scheduled on April 8, 2019, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator