

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 10, 2020**

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

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

Motion made by Thurmer, seconded by Gerritson and unanimously carried, to approve minutes from the June 8, 2020 meeting.

On motion by Kaczmariski, seconded by Thurmer and unanimously carried, bills for months of June and July 2020 were approved as presented.

On motion by Thurmer, seconded by Homan and unanimously carried, year-to-date financial reports through June 2020 were approved as presented. Electric operating income was \$121,000 or \$77,600 above budget on lower distribution expenses and attributed cut-backs from COVID-19 project delays. Water operating income was \$352,400 or \$45,600 above budget on lower operating expenses due to less project and material requirements during the COVID-19 period. Sewer operating income was \$231,300 or \$103,300 above budget on higher public authority revenues and lower maintenance costs.

Finance Director Stanek reported on financial health of utility. Utility is sitting good on net income. Electric sales have decreased which balance out due to lower purchased power costs. There continues not to be an overall noticeable impact on water consumption and related revenues as the usage has shifted between customer classes. Sewer sales continue to be on budget due to steady sales and expenses below budget. The USDA had notified management of a change in loan interest rate for the WWTP ABNR upgrade. The original second quarter rate of 1.375% was reduced for the third quarter to a lower interest rate of 1.125% which will yield an approximate savings of \$1.3 million in interest expense over the life of the 40-year loan. Tentatively, the loan closing for the USDA Loan will take place in September 2020.

General Manager Brooks reported on electric projects that have been completed and are in process of being completed. Infrastructure has been installed and two electric services have been energized at the Pine View Apartments. Two additional services will be energized when contactor is ready. As part of the voltage conversion project, transformers have been replaced on west side of Brandon St with crews now working to complete transformer replacements on East side of Brandon St. The 3 phase distribution feeder that runs through the WWTP will be relocated to a new location along North side of Gateway Drive allowing space for the new buildings for the WWTP ABNR project. The relocation of these lines will also make them more accessible as crews will no longer have to cross the river and deal with various tree issues.

General Manager Brooks gave an update that the Public Service Commission had reversed their decision to allow utilities to disconnect customers placing a second stay on residential disconnections until September 1, 2020. Utilities are allowed to disconnect commercial accounts for non-payment during this time. Office staff continue to try and work with customers in arrears directing them towards applying for assistance and setting up payment plan arrangements.

Treatment Facilities and Operations Superintendent Schramm reported that a lightning strike on July 26th had caused damage to a milliamp transformer, pressure transmitter and an analog input card. Replacement parts have been ordered and clear well controls are being used in the interim. Municipal Well & Pump has completed the well maintenance. Nothing was found out of norm as a result of staff's continued work on the preventative maintenance program. Water/wastewater treatment staff completed a manganese soak performed on the iron filter. The manganese soak is completed only when a manganese trace is detected saving a considerable amount in cost of chemicals. Staff at water/wastewater treatment facilities continue to work on routine maintenance and inspection of tanks. WET testing has been completed for the second quarter and both tests came back with passing grades. A break on the raw water line was found between the wells and water treatment facility. Treatment facilities staff was able to push water reserves up into towers for the interim while the water/sewer crew worked to dig and repair the 12" water line to get the plant up and running. Water/sewer crew continues preventative maintenance of jetting the sanitary sewer basin and fire hydrant maintenance. The hiring process is complete for the new Treatment Facilities Operator position. The new hire will start on August 31, 2020.

On motion by Thurmer, seconded by Gerritson and unanimously carried to approve the Waupun Utilities COVID-19 Employment Policy, Telecommuting Request & Agreement and Travel Request Form. These policies will serve as direction, guidance and protocol for all employees during the COVID-19 pandemic.

Discussion held in regards to new resolution similar to what had previously been approved by Waupun Utilities Commission and the Common Council with revision adding the inclusion of taxable bonds. On motion by Kaczmarek, seconded by Thurmer and unanimously carried to approve A Resolution Authorizing the Issuance and Sale of \$22,807,000 Taxable Sewerage System Mortgage Revenue Bonds of the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin, and Providing for the Payment of the Bonds and Other Details with Respect to the Bonds.

Discussion held in regards to the received purchase offer from buyer Michael and Debra Leu to purchase property owned by the City of Waupun, Waupun Utilities. On motion by Gerritson, seconded by Homan and unanimously carried to approve Resolution 08-10-20-01 Authorizing Sale of Property Owned by the City of Waupun, Waupun Utilities Along West Edge to the Rock River and North to Existing Fence Line to the West Edge of Vliet Street Road Right of Way.

A brief discussion regarding an employee performance evaluation of General Manager Brooks was held. Commissioners were in agreement that this topic would be included as an agenda item for the September 2020 commission meeting where at that time Waupun Utilities Staff will have the chance to give their insight and review regarding General Manager Brook's performance. Staff review can be made in person, over the phone with a commissioner prior to the September meeting or in written form to the commission. Motion made by Thurmer, seconded by Gerritson, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Thurmer, seconded by Homan, 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 Thurmer, seconded by Homan and unanimously carried, meeting was adjourned at 5:40 p.m.

The next commission meeting is scheduled on September 14, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead