

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 14, 2020**

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

Commissioners Heeringa, Homan, Kaczmariski, Mielke and Westphal were present in person with Gerritson present via Zoom video conference. Commissioner Thurmer was absent with notice.

Motion made by Westphal, seconded by Homan and unanimously carried, to approve minutes from the August 10, 2020 meeting.

On motion by Kaczmariski, seconded by Homan and unanimously carried, bills for month of August 2020 were approved as presented.

On motion by Mielke, seconded by Westphal and unanimously carried, year-to-date financial reports through July 2020 were approved as presented. Electric operating income was \$173,400 or \$105,600 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$404,600 or \$40,200 above budget on lower operating expenses due to less project and material requirements during the COVID-19 period. Sewer operating income was \$253,500 or \$88,700 above budget on lower WWTP expenses and maintenance costs.

Finance Director Stanek reported on financial health of utility. Utility is in a good position regarding net income and revenues due to the COVID-19 period and lower costs than budgeted for as a result of less projects and material requirements and reduced distribution expenses. The closing of the USDA loan took place on September 9, 2020 for the WWTP ABNR upgrade project. The 2021 budget draft is being compiled and will be presented in October, looking for final approval of the budget in November 2020.

General Manager Brooks reported on outages and status of projects. Work at Pine View Apartments is complete, transformers have been changed out for the voltage conversion project and work to relocate Feeder #1 is in progress. Electric crew is working with ATC to replace power poles near Jackson St as part of the Feeder #1 project. The PSC has extended the moratorium at this time until October 1, 2020 for residential disconnections.

Treatment Facilities and Operations Superintendent Schramm reported pumping was down in August and water loss is at a low. The decrease in water loss is attributed to previous work completed utilizing our water logger to detect and pinpoint leaks allowing the water/sewer maintenance crew to make the necessary repairs. Reduction in water loss allows the utility to save on power and chemical costs at the water plant. Water/wastewater treatment crews will work on the cleaning of digesters in September in preparation for the upcoming start of construction at the WWTP. Design engineering is at the 95% completion mark for the wastewater facility upgrade project. The USDA funding is complete with next steps being the WDNR & USDA design submittals and review, followed by the project bid date, bid award and notice to proceed with construction. Schramm expressed a sincere "Thank you" to previous Finance Director Jared Oosterhouse and current Finance Director Jeff Stanek for the countless hours they have spent in completion of the necessary requirements of the USDA loan process.

Discussion held in regards to performance evaluation for General Manager Brooks. Waupun Utilities staff gave positive feedback in regards to Brooks' performance and feel that our utility continues to move forward in a positive direction. No negative feedback was received.

On motion by Kaczmariski, seconded by Mielke and unanimously carried, meeting was adjourned at 4:51 p.m.

The next commission meeting is scheduled on October 12, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead