

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, May 11, 2020**

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

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

Motion made by Thurmer, seconded by Westphal and unanimously carried, to approve minutes from the April 13, 2020 meeting and April 22, 2020 special meeting.

On motion by Westphal, seconded by Gerritson and unanimously carried, bills for month of April 2020 were approved as presented.

On motion by Kaczmarski, seconded by Westphal and unanimously carried, year-to-date financial reports through March 2020 were approved as presented. General Manager Brooks presented a brief overview of key points for the March Financial report.

General Manager Brooks reported on outages that had occurred and repairs made. Currently in the planning stages, General Manager is working with ATC to replace poles due to aging and clearance issues. Waupun Utilities has recently received national recognition from American Public Power Association (APPA) with the award of "Certificate of Excellence in Reliability" for 2019. Our average outage time was 2.4 minutes a year compared to national average outage time of 143 minutes a year.

Office and Customer Service Lead presented a comparison of number of past due notices mailed and customer balances in arrears for months of April/May 2018, 2019 & 2020. There is a notable increase in balances in arrears due to Covid-19 and emergency order to suspended disconnection of services for non-payment.

Treatment Facilities and Operations Superintendent reported that operations have been running smoothly at the water and wastewater treatment facilities. Quarter 1 testing of Volatile Organic Compounds has been completed for the water treatment facility and all compound results were Non-Detect. Whole Effluent Toxicity testing was performed at the wastewater treatment facility and passed with good results. Water/Sewer Crew staff will be working on preventative maintenance of the distribution and collection system over the next months including jetting the sanitary sewer basin and fire hydrant preventative maintenance program. Maintenance programs help to keep our systems working smoothly and help to prevent large repairs and costly expenses down the road.

Treatment Facilities and Operations Superintendent provided an update on USDA Financing for ABNR project at the WWTP. Project costs have increased by approximately \$2.5 million however loan rates have decreased by 1%. Reduced interest rates will cover the potential project increase and will save over \$4.0 million over life of loan. No additional changes will be needed to customer's rates.

Jim Smith, Applied Technologies, presented an update in regards to the Waste Water Treatment Plant project using ABNR cogeneration system. A cogeneration system would supply most of the electricity and heating needed for the WWTP as well as sequester 16,000 pounds of carbon per day. With the cogeneration system, it would produce the necessary CO2 needed for the ABNR system.

On motion by Kaczmarski, seconded by Homan, to approve Amendment No. 02 to Owner-Engineer Agreement between Waupun Utilities and Applied Technologies, Inc. for Waupun WWTP Upgrade with ABNR project. Motion carried unanimously.

Motion by Thurmer, seconded by Kaczmarski and unanimously carried, to appoint Steve Brooks as WPPI Energy Board Director and Jeff Stanek as WPPI Energy Board Alternate.

On motion by Homan, seconded by Kaczmarski and unanimously carried, meeting was adjourned at 5:09 p.m.

The next commission meeting is scheduled on June 8, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead