

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, April 13, 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 Kaczmarski and unanimously carried, to approve the minutes from the March 5, 2020 special meeting, March 9, 2020 regular meeting, March 16, 2020 and March 30, 2020 special meetings.

On motion by Westphal, seconded by Thurmer and unanimously carried, bills for the month of March 2020 were approved as presented.

General Manager Brooks reported on the revised work plan currently in place due to the Covid-19 pandemic. The revised work plan is in effect to keep staff healthy and safe while continuing to provide reliable service to our customers. Governor Evers had issued Emergency Order #11, temporarily suspending certain provisions of the Wisconsin Administrative Codes administered by the PSC. The Electronics Recycling Event has been postponed and will be rescheduled at a later date. New sewer rates are in effect as of April 1, 2020.

Office and Customer Service Lead gave an update that office staff has been proactively reaching out to customers who are in arrears. Staff has been trying to work out payment plans and Deferred Payment Arrangements with customers. In lieu of disconnection notices, friendly reminder letters were mailed out to customers with past due balances. Penalties on the past due balances are being waived due to Emergency Order #11.

General Manager Brooks reported on outages that had occurred. Crew had installed two new services in March and have been busy coordinating disconnections and reconnections of service with electricians as several customers have had an electric service upgrade completed. The line clearance program has been postponed due to Covid-19 and is expected to resume end of 2020 into the first quarter of 2021. Waupun Utilities' Meter Technician has been working on completing the testing of meters in our electric system per testing requirements established by the PSC.

Treatment Facilities and Operations Superintendent reported on scheduling of staff under the revised work plan in place due to Covid-19 to minimize amount of interaction between staff. Staff has been working on smaller maintenance projects during this time in addition to their daily responsibilities. The water treatment and wastewater treatment facilities are performing well. There was one water main break on Monroe St that the crew repaired. Crew replaced 2 – 10 foot sections of cracked sewer main on W Franklin St.

Treatment Facilities and Operations Superintendent provided an update on the ABNR project at the WWTP. The CO2 quality and optimization study is complete. A cogen unit will generate enough CO2 needed for algae and will provide enough energy to power the Wastewater Treatment Facility and system at all times.

On motion by Kaczmarski, seconded by Homan and unanimously carried, the year-to-date financial reports through February 2020 were approved as presented.

Aaron Worthman, Baker Tilly, presented a report on the 2019 financial audit. The audit objective was to provide reasonable assurance that Waupun Utilities' financial statements are free from material misstatement. We received an unmodified opinion, which is the highest level of assurance that can be placed on financial statements. Worthman noted the overall financial health of the Utilities is good. Motion made by Thurmer, seconded by Gerritson and unanimously carried to approve the 2019 Financial Audit Report.

Commissioners Gerritson and Westphal along with General Manager Brooks provided an overview of the Business Finance Manager search and interview process that has taken place under direction of Baker Tilly Search & Staffing. Two candidates have been interviewed at this time.

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

Motion made by Westphal seconded by Thurmer, 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 Kaczmarski and unanimously carried, the meeting was adjourned at 5:50 p.m.

The next commission meeting is scheduled on May 11, 2020, at 4:00 p.m.

Jen Benson  
Office & Customer Service Lead