

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, June 12, 2023**

Meeting called to order by President Heeringa at 4:00 p.m.

Commissioners Daane, Heeringa, Homan, Kunz, Siebers, Thurmer and Westphal present.

Motion made by Thurmer, seconded by Daane and unanimously carried, to approve minutes from May 8, 2023 meeting.

Motion by Homan, seconded by Kunz and unanimously carried, bills for month of May 2023 approved as presented.

On motion by Thurmer, seconded by Siebers and unanimously carried, year-to-date financial reports through April 2023 approved as presented by Finance Director Stanek. Electric operating income was \$132,700. Water operating income was \$259,100. Sewer operating income was \$199,000.

General Manager Brooks reported on call-ins and work completed/in progress by electric crew. Crew has been working to install a new 3-phase service to feed Veteran's Memorial Field, and cleaning up old infrastructure. Backyard rebuild project is complete in the area of Bly St, with crews scheduled to begin backyard rebuild in the area of W Lincoln St/Pleasant Ave. Waupun Utilities received the MEUW Safety Achievement Award "Gold Category" for 2022 in recognition of strong safety culture and safe work practices.

Treatment Facilities and Operations Superintendent Schramm reported on operations and projects at Water and Wastewater Treatment Facilities and Distribution/Collection system. VOC testing, looking for organic chemicals widely used as ingredients in household products is complete for 2023 at water treatment facility. All compound results were non-detect. Treatment facilities staff continues tank maintenance at WWTF and working on operational challenges with ABNR construction project. Distribution/collection crew continues focus on preventative maintenance of system, working to exercise water valves and jet sanitary sewer system.

Mallory Kleven, WPPI Senior Rates Analyst presented proposed electric rate application to Utility Commission based on test year 2023 electric rate study results, providing a detailed review of proposed rate design and tariff changes for rate application. Waupun Utilities' last electric rate adjustment was September 2016. Motion by Westphal, seconded by Kunz and unanimously carried, to approve proposed test year 2023 electric rate study as presented. Following commission approval, rate application will be filed with the PSC for review. The PSC will determine final retail rates.

Treatment Facilities and Operations Superintendent Schramm presented a review of the 2022 Compliance Maintenance Annual Report (CMAR). The CMAR is an annual self-evaluation reporting requirement for publicly/private owned wastewater treatment facilities, and its' purpose is to evaluate the system for problems or deficiencies. Plant received a 3.76 GPA, which is a testament to the great job staff does with preventative maintenance, meeting and exceeding limits and making necessary adjustments throughout the ABNR construction process. Motion by Siebers, seconded by Homan and unanimously carried, 2022 CMAR approved as presented.

General Manager Brooks presented proposed addition to the Waupun Utilities employee handbook of adding a volunteer policy in efforts to encourage staff to give back to our community through involvement in community organizations and events. Discussion held between commissioners and management, ultimately agreeing that it is a creative way to reward employees who do volunteer and in the end, does not affect the approved budget. On motion by Homan, seconded by Kunz and unanimously carried, approval made for revision of employment manual to include employee volunteer involvement in community organization and events policy. Policy being sent for review by labor attorney for recommended legal edits of wording.

General Manager Brooks provided commission an outlook on future employment operations plan and current job market. Based on discussion held of current job market and multiple job openings industry wide, commission and GM Brooks think it best to obtain a new compensation study, which will also help with succession planning. Previous compensation study based on market results from July 2021, implemented January 2022. To be progressive, commissioners would like to have compensation study completed/reviewed every two years. On motion by Siebers, seconded by Thurmer and unanimously carried, to move forward with a one-time only employment compensation study not to exceed \$15,000.

Discussion held regarding July meeting. Commission agreement, no July commission meeting unless time sensitive agenda items arise. In event of no agenda items, next commission meeting will be August 14, 2023.

Discussion held regarding General Manager Brooks' annual performance review. GM Brooks provided an update on previous and upcoming goals. Commission requested moving forward a working document of goals/projects to establish a record, and then receive quarterly updates on progress of goals. In June of each year, the commission will review the documents and results for annual performance review of GM Brooks. Motion by Westphal, seconded by Siebers and unanimously carried, commission consensus of positive performance review for past year of General Manager Brooks.

On motion by Kunz, seconded by Homan and unanimously carried, meeting adjourned at 6:09 p.m.

The next regular commission meeting is scheduled on August 14, 2023, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor