

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 9, 2021**

The meeting was called to order by President Heeringa at 4:02 p.m.

Commissioners Daane, Heeringa, Homan, Kaczmarski, Thurmer, Bishop (4:03 p.m.) and Vanderkin (4:22 p. m.) were present.

Motion made by Thurmer, seconded by Daane and unanimously carried, to approve minutes from the June 14, 2021 meeting.

On motion by Thurmer, seconded by Homan and unanimously carried, bills for months of June and July 2021 were approved as presented.

On motion by Kaczmarski, seconded by Homan and unanimously carried, year-to-date financial reports through June 2021 were approved as presented. Electric operating income was \$218,500 or \$164,600 above budget from higher than budgeted revenues and lower overall expenses/customer work. Water operating income was \$409,700 or \$119,100 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$126,000) or (\$207,700) below budget on decrease in public authority consumption related to COVID-19 closures.

General Manager Brooks reported on outages, work being completed as part of the overhead line rebuild/voltage conversion project and training completed with ATC. Due to the retirement announcement of WU's Customer Service Representative, the position was advertised, applications were received/reviewed, interviews held and position has been filled. Planning for the upcoming Community Services Open House in October and 2022 budget is underway.

With recent storms and flooding events, Commissioners commended Electric and Water/Sewer Facilities and Distribution crews on how impressed they are on crews' fast response to make necessary repairs to ensure there is minimum interruption time of service experienced by our customers.

Treatment Facilities and Operations Superintendent Schramm reported on performance of water and wastewater treatment facilities and preventative maintenance of facilities and distribution and collection system. Installation of sanitary main line and manholes, water main line, valves and hydrants have been completed for Newton and Rock Ave street project. Construction crews will begin to tie in sewer and water laterals for Newton Ave. Miron Construction has completed demolition and earthwork allowing the aggregate pier foundation systems to begin for buildings 68, 65 and 83; along with footings for grade system for building 65. A slide presentation was presented showing pictures of the demolition, drilling and replaced pipe for the ABNR project. Construction of the project is progressing well.

Motion made by Kaczmarski, seconded by Bishop and unanimously carried, the modification to the employee educational assistance program reimbursement policy was approved. The revision was made to establish a repayment schedule in the event an employee furthers their education at utility expense and termination of employment were to occur within four years after course completion.

On motion by Bishop, seconded by Daane and unanimously carried, approval of Resolution Recognizing the Retirement of Jenny Brown, Customer Service Representative for her 22 years of dedicated service to Waupun Utilities.

Patrick Glynn, of Carlson Dettmann presented an update on the 2022 wage matrix market update. Current market conditions, economy and workforce challenges were discussed. On motion by Homan, seconded by Bishop and unanimously carried, the update to the 2022 wage matrix market update was approved as presented.

On motion by Kaczmarski, seconded by Bishop and unanimously carried, meeting was adjourned at 5:45 p.m.

The next commission meeting is scheduled on September 13, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead