

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, February 8, 2021**

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

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

Motion made by Kaczmariski, seconded by Homan and unanimously carried, to approve minutes from the January 11, 2021 meeting.

On motion by Gerritson, seconded by Homan and unanimously carried, bills for month of January 2021 were approved as presented.

On motion by Gerritson, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through December 2020 were approved as presented. Electric operating income was \$409,200 or \$213,700 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$719,600 or \$48,200 above budget due to fewer project and material requirements during the COVID-19 period. Sewer operating income was \$274,400 or \$49,500 below budget on higher operating expenses.

General Manager Brooks reported on an outage that occurred due to a contractor digging into the electric service while installing a sump pump line at a premise. A new transformer was delivered in replacement of the spare that was put into service end of December. A monitoring device was put on new transformer installed in December for the purpose of figuring out what caused previous failure. A tragic accident occurred involving two lineworkers in January where there was one fatality and one injured with burns. This accident is a reminder of the dangers lineworkers' face on a daily basis and the importance of having a strong safety program, ongoing training and proper equipment to perform work safely.

Treatment Facilities and Operations Superintendent Schramm reported level 2 bleeders were turned on at designated locations to maintain water flow in service lines and prevent service lines from freezing. Frost levels will be monitored to determine if and when remaining level 3 & 4 bleeder locations will be turned on. Crane Engineering has completed concrete restorations and moisture barrier system installation for the influent dry well. Water/sewer crew continue to focus on televising the sanitary sewers.

Treatment Facilities and Operations Superintendent Schramm gave an update on the Wastewater Treatment Facility ABNR project. The project has gone out for bid. A walk through for prospective contractors is planned for Thursday, February 11th. Tentative bid award will take place mid-March. Notice to proceed is planned for early April.

A valued employee announced his plan of retirement after 24 years of service with Waupun Utilities. On motion by Gerritson, seconded by Homan and unanimously carried, approval of the Resolution Recognizing the Retirement of Dan Hopp for his years of service to Waupun Utilities.

Discussion was held regarding staffing changes spurred with recent events of upcoming retirement. Upon advertisement of job opening, a current employee expressed interest in the position. Based on the employee's qualifications and experience, the job opening was filled from within. Due to transfer of roles between current employee and departments, a new job opening was advertised, interview held and position filled.

On motion by Westphal, seconded by Homan and unanimously carried, meeting was adjourned at 5:04 p.m.

The next commission meeting is scheduled on March 8, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead