

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, April 12, 2021**

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

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the March 8, 2021 meeting.

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

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through February 2021 were approved as presented. Electric operating income was \$49,500 or \$14,600 above budget from lower than budgeted revenues and lower A&G operating expenses. Water operating income was \$126,700 or \$32,400 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$7,400) or \$21,500 below budget on decrease in public authority sales.

General Manager Brooks reported the electric crew has been working with ATC and will continue throughout the summer for the line rerate project that requires our crew to install new poles, transformers, cross-arms, services, and URD cabinets. ATC will cover costs associated with the rerate project. Residential surveys will be sent out to a number of residential customers asking for feedback regarding their opinion of the quality of customer service and the programs our utility offers. All feedback received from the survey will remain anonymous. General Manager Brooks was asked and has accepted to join the MEUW Board of Directors in June 2021. Waupun Utilities has earned first place recognition for the American Public Power Association's Safety Award of Excellence for safe operating practices in 2020. The PSCW voted March 18, 2021 to allow utilities to resume residential disconnections beginning April 15, 2021.

Treatment Facilities and Operations Superintendent Schramm reported treatment facilities staff have participated in several trainings over the past month. Trainings consisted of a workshop with Strand and Associates covering risk assessments and emergency response plans, WDNR virtual update on NR Code 149 regarding changes for registered laboratories and the Annual Biosolids Symposium. Sabel Trucking has completed the spring biosolids land application of 900 cubic yards of biosolids to 40 acres of DNR approved agriculture land. Distribution and collections system crew focus has been on meter installs, bleeders, locating services and wrapping up the televising of sanitary sewer system.

Aaron Worthman, Partner and Ryan Theiler, Senior Associate, Baker Tilly, reported on the 2020 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.

Discussion held on resolution stating that Waupun Utilities is solely responsible for management of the wastewater treatment facilities and will make payment on any debt incurred. The payments on the system are funded by our utility user revenues and not by the City of Waupun. On Motion made by Kaczmariski, seconded by Homan to approve Resolution No. 04-12-21-01 declaring an agreement between the City of Waupun and Waupun Utilities for the management of sewer treatment facilities and debt service obligations associated with the wastewater treatment plant upgrade and USDA rural development loan financing repayments.

Finance Director Stanek presented the lowest bid received for the ABNR construction project at the Wastewater Treatment Plant was from Miron Construction Co. Inc. On discussion held regarding the bid, motion was made by Thurmer and seconded by Gerritson to approve Resolution No. 04-12-21-02 to award construction contract for utility wastewater treatment plant upgrade and advanced biological nutrient recovery system.

General Manager Brooks recognized three outgoing commissioners for their years of commitment and service to the Waupun Utilities Commission. Commissioner David Gerritson serving for 11 years, Commissioner Ryan Mielke serving for 8 years and Commissioner Jason Westphal serving for 4 years were all a great asset to our commission and utility and will be missed. Commission President Heeringa also thanked the commissioners for volunteering their time and service to Waupun Utilities.

On motion by Gerritson, seconded by Mielke and unanimously carried, meeting was adjourned at 5:37 p.m.

The next commission meeting is scheduled on May 10, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead