

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

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

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

A representative from Energetics was present via Zoom.

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

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

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through January 2021 were approved as presented. Electric operating income was \$17,400 or \$20,000 below budget from lower budgeted revenues and higher A&G operating expenses. Water operating income was \$65,100 or \$15,800 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$900) or \$10,800 below budget on decrease in public authority sales.

General Manager Brooks reported on outages that occurred due to faulty cutouts. The faulty cutouts are known industry wide and crews have been working to replace. The disconnection plan has been submitted to the Public Service Commission of Wisconsin in preparation for end of winter moratorium and resuming disconnection of services due to unpaid past due balances. Staff continue attempts to work with customers in arrears to establish payment plans, payment arrangements and recommend resources for utility assistance.

Treatment Facilities and Operations Superintendent Schramm reported water and wastewater treatment facilities are performing well. Whole Effluent Toxicity (WET) testing has been completed for the first quarter. WET testing is the measurement of potential effluent (discharge) toxicity to aquatic life in our receiving stream. Treatment facilities staff worked to replace forty-one-year-old plug valves to allow for safe isolation of various tanks and pumps during maintenance. Distribution and collections system crew repaired four water main breaks and a service break in February. Crew continues focus on preventative maintenance of the collection system televising the sanitary sewers.

On motion by Thurmer, seconded by Homan and unanimously carried, the Waupun Utilities COVID-19 Plan and Employment Policies updated March 1, 2021 was approved. This update is consistent with the City of Waupun's COVID-19 Policy revisions approved by the Common Council on February 9, 2021. Notable changes involved the travel policy and COVID paid time-off up to 40 hours and eligibility requirements to receive the available time if applicable. The 40 hours of COVID paid time-off is set to expire March 31, 2021.

Treatment Facilities and Operations Superintendent Schramm gave an update on the Wastewater Treatment Facility ABNR project. Bids for the project were due March 3, 2021. Competitive bids were received. Project engineer Applied Technologies, Inc is currently working on reviewing details of bid received from the lowest bidder. Next steps to follow will be bid award and notice to proceed.

On motion by Homan, seconded by Thurmer and unanimously carried, meeting was adjourned at 5:10 p.m.

The next commission meeting is scheduled on April 12, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead