

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, March 9, 2020**

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

Commissioners Heeringa, Homan, Kaczmarek, Mielke, Thurmer, and Westphal were present. Gerritson was absent with notice.

Motion made by Thurmer, seconded by Kaczmarek and unanimously carried, to approve the minutes from the February 10, 2020, regular meeting.

On motion by Westphal, seconded by Thurmer and unanimously carried, bills for the month of February 2020 were approved as presented.

On motion by Kaczmarek, seconded by Westphal and unanimously carried, the year-to-date financial reports through January 2020 were approved as presented. Electric operating income was \$2,600 or \$21,000 below budget on higher A&G expense from three payroll periods and employee retirement payout. Water operating income was \$52,000 or \$3,600 above budget on lower operating expenses. Sewer operating income was \$46,800 or \$31,900 above budget on higher revenues and lower operating expenses.

General Manager Oosterhouse reported that our auditors Baker Tilly will be coming Monday, April 13, 2020 to present the audit report during the commission meeting. Staff is currently working on completing the information for the PSC Annual Report and will have the report submitted by April 1, 2020.

Water & Sewer Maint/Treatment Supervisor reported that the water treatment facility is performing well. The inspection of Well #4 has been completed and no significant repairs were needed. Crew has identified a cracked main as a result of a sanitary main backup. Alternate methods are being looked into to see if the main can be lined before having to dig and replace. Staff continue to televise sanitary mains the month of March.

Water & Sewer Maint/Treatment Supervisor provided an update on the ABNR project at the WWTP. A CO2 quality and optimization study is being completed to determine the sizing of the cogen unit, gas clean up equipment and gas quality. A cogen unit works as a generator and can power the existing and new plant.

Electric Operations Supervisor reported on outages that had occurred and the repairs made. On March 2, 2020, Waupun Utilities took over the last area remaining under the Alliant Energy territorial agreement. An important 3-phase line was included with the Alliant Energy purchase which allowed the utility to loop the distribution system on the west side of the City and for continued voltage conversion work to 12.4 kV.

General Manager reported on the mutual desire to amend the Sewer Promissory Note with the City of Waupun due to the interest rate increasing from 2% to Prime Rate and to define repayment terms. Motion made by Kaczmarek, seconded by Mielke and unanimously carried, to recommend to Common Council for approval an amendment to the Sewer Promissory Note with the City of Waupun including the repayment schedule.

On motion by Thurmer, seconded by Kaczmarek, to approve and utilize the existing job description for the recruitment of the Business Finance Manager position with the modification to #6 by adding the statement under direction of the General Manager. Motion carried unanimously.

Discussion on the General Manager job description was informational and will be brought forward to the next meeting.

Motion made by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Thurmer seconded by Homan, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 7:16 p.m.

A special commission meeting is scheduled on Monday, March 16, 2020 at 5 p.m.

Jen Benson
Office & Customer Service Lead