

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 11, 2021**

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

Commissioners Gerritson, Heeringa, Homan, Kaczmariski, Mielke, Thurmer and Westphal were present. Mayor Nickel was present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the November 8, 2020 meeting.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, bills for months of November 2020 and December 2020 were approved as presented.

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through November 2020 were approved as presented. Electric operating income was \$315,000 or \$142,700 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$639,000 or \$22,000 above budget due to fewer project and material requirements during the COVID-19 period. Sewer operating income was \$270,400 or \$27,800 below budget on higher operating expenses.

Finance Director Stanek reported that the Utilities will reinstate the application of late payment penalties to overdue balances beginning January 1, 2021 in accordance with our current PSC rate orders and regulations. Late payment penalties were previously suspended March – December 2020. Utilities' staff continues to try and work with customers to setup payment plan agreements and recommend additional resources to contact for assistance.

General Manager Brooks reported on the replacement of a 1500 KVA transformer for a large power customer due to an internal secondary fault that occurred in the internal windings of the transformer. A crane was needed to assist in the removal of the old and placement of new transformer due to the tight location of the transformer. Two utility employees were brought in to assist the Department of Public Works with snow removal due to them being short staffed at the time.

Treatment Facilities and Operations Superintendent Schramm reported level 1 bleeders were turned on at designated locations to maintain water flow in service lines and prevent service lines from freezing. Crane Engineering has completed their preventative maintenance program for all pumps. Water/sewer crew will continue focus on televising the sanitary sewers over the next couple of months. Advertisement will be posted for bid on the ABNR project at the WWTP January 19, 2021. Next steps to follow in February and March will be pre-bid onsite walk through, bid opening, notice of award, and receive and review of contractor documents. Notice to proceed is scheduled for April 5, 2021.

Utilities' Senior Energy Services Manager Eric Kostecki presented a recap on 2020 Energy Services and plans for 2021 Energy Services. Waupun Utilities customers received \$50,173 in Focus on Energy incentives during 2020. In October 2020, Waupun Utilities was recognized for receiving the designation of being a Smart Energy Provider. Plans for 2021 include enhanced business incentive offerings, continued relations with large power customers, supporting the City of Waupun on economic development and strengthen community relations and presence with our customers.

Discussion held on the process for permitting of existing private wells in the utility service territory. The permit process involves DNR and municipal code requirements be met. On motion made by Thurmer, seconded by Homan and unanimously carried, reissuance for a five- year term of private well permit numbers 36, 37, 38, 39, 40, 41, 42 and 43 was approved.

General Manager Brooks requested that agenda item to review and approve Amendment to the Waupun Utilities COVID-19 Policy be tabled until the February 2021 commission meeting. Waupun Utilities' management will be working closely with the City of Waupun to revise and update our current COVID-19 Policy.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, meeting was adjourned at 5:18 p.m.

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

Jen Benson
Office & Customer Service Lead