

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, September 13, 2021**

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

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmariski, and Vanderkin were present. Commissioner Thurmer was absent with notice.

Motion made by Bishop, seconded by Homan and unanimously carried, to approve minutes from the August 9, 2021 meeting.

On motion by Bishop, seconded by Daane and unanimously carried, bills for month of August 2021 were approved as presented.

On motion by Bishop, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through July 2021 were approved as presented. Electric operating income was \$266,200 or \$193,500 above budget from higher than budgeted PCAC pass-through revenues and lower overall expenses / customer work. Water operating income was \$477,500 or \$124,700 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$130,500) or (\$237,800) below budget largely due to decrease in public authority consumption related to COVID-19 closures.

General Manager Brooks reported on outages, work being completed on behalf of the Y-306 re-rate project with ATC, completed trainings and conference attendance. Staff is working on completion of the Reliable Public Power Provider Application (RP3) which is a detailed and time consuming process. Draft summaries for the 2022 budget will be presented and reviewed at the October commission meeting.

Treatment Facilities and Operations Superintendent Schramm reported on performance of water and wastewater treatment facilities. The amount of water pumped daily is down a significant amount due to distribution/collection system crew's dedication and diligence in reducing water loss throughout the system. Decreased water loss results in cost savings of chemicals, power, maintenance and labor. Inspection and minor repairs have been completed for Tower 1 as part of maintenance contract with Suez. Treatment facilities crew continue work on tank maintenance. Water and sanitary main lines, sewer laterals and water services have been installed on Rock and Newton Ave. A slide presentation was shown of photos from construction and the progress made for the ABNR project.

A brief video was shown of CLEARAS' Advanced Biological Nutrient Recovery (ABNR) system and its processes. The ABNR system is being constructed at the WWTP to be able to meet new required mandates from the DNR.

An overview was given of the current Biomass Services Agreement. The agreement consists of the sale of the algae byproduct (biomass) that is produced from the ABNR system which is then sold through a broker to manufacturers to be used in different products. Discussion was held in regards to potential of renegotiating the current agreement or leaving it as is.

On motion by Bishop, seconded by Daane and unanimously carried, meeting was adjourned at 5:08 p.m.

The next commission meeting is scheduled on October 11, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead