

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, May 13, 2019**

The meeting was called to order by General Manager Posthuma at 4:00 p.m. Meeting held at 501 Fond du Lac Street, Waupun's Waste Water Treatment Facility.

Commissioners Gerritson, Heeringa, Homan, Kaczmarski, Mielke, Thurmer, and Westphal were present.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the April 8, 2019, regular meeting.

On motion by Kaczmarski, seconded by Gerritson and unanimously carried, bills for the month of April 2019 were approved as presented.

Reports by General Manager, Water and Wastewater Operations Supervisor, and Electric Supervisor were provided in written form, no discussion held.

On motion by Kaczmarski, seconded by Westphal, the year-to-date financial reports through April 2019 were approved as presented. Electric operating income was \$60,700 or \$154,400 below budget on lower margins and higher distribution expense. Water operating income was \$255,100 or \$51,100 above budget on higher revenues and lower distribution maintenance expenses. Sewer operating income was \$143,300 or \$69,800 above budget on higher revenues and lower maintenance expenses.

Election of officers was held. On nomination by Thurmer, seconded by Homan, and unanimously carried, Joe Heeringa was elected Commission President. On nomination by Thurmer, seconded by Mielke and unanimously carried, Gerritson was elected Vice-President. On motion by Thurmer, seconded by Gerritson and unanimously carried, General Manager Posthuma was elected Secretary, with the option to designate minute taker.

Dan La Haye, Baker Tilly, presented a report on the 2018 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. La Haye noted the overall financial health of the Utilities is good. Motion made by Thurmer to approve the 2018 Financial Audit Report. Motion seconded by Gerritson and unanimously approved.

Discussion held on Waupun Utilities donation and event participation guidelines. Motion made by Kaczmarski to approve the Waupun Utilities Donations and Event Participation Policy. Motion seconded by Thurmer and carried unanimously.

Discussion held on guidelines for compensation during extended emergency events. Motion made by Thurmer, to approve the Waupun Utilities Nonexempt Employee Compensation for Extended Emergencies. Motion seconded by Homan and carried unanimously.

An update on the ABNR (Advanced Biological Nutrient Recovery) continuous pilot testing was provided by Leo Kucek, Applied Technologies, and Jordan Lind, CLEARAS. The continuous pilot testing is performing as expected producing effluent results on average below the total maximum daily load phosphorus limit of 0.05 mg/L. A tour of the continuous pilot ABNR system was provided by Autumn Fisher, CLEARAS, providing an overview of the process and equipment and

answering questions. The continuous pilot testing is planned to occur through the month of June to provide sufficient data and information for the full plant engineering design.

On motion by Westphal, seconded by Homan and unanimously carried, the meeting was adjourned at 5:50p.m.

Next commission meeting is scheduled on June 10, 2019, at 4:00 p.m.

Jared Oosterhouse
Finance Director

Nancy Oosterhouse
Mapping/Admin Coordinator