

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, June 14, 2021**

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

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmarski, Thurmer and Vanderkin were present.

Motion made by Thurmer, seconded by Bishop and unanimously carried, to approve minutes from the May 10, 2021 meeting.

On motion by Kaczmarski, seconded by Homan and unanimously carried, bills for month of May 2021 were approved as presented.

On motion by Daane, seconded by Kaczmarski and unanimously carried, year-to-date financial reports through April 2021 were approved as presented. Electric operating income was \$146,800 or \$94,300 above budget from higher than budgeted revenues and lower overall expenses. Water operating income was \$262,100 or \$84,500 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$31,900) or (\$66,300) below budget on decrease in public authority consumption related to COVID-19 closures.

General Manager Brooks reported on outages and work being completed as part of the overhead line rebuild and voltage conversion project. Street lighting fixtures have been updated to LED located in the downtown business district. A data request from the DOA has been received, filled out, and submitted back as part of the process to obtain grant funding made available to cover electric utility arrearages for qualifying customers.

Treatment Facilities and Operations Superintendent Schramm reported on annual preventative maintenance and inspections that were completed for the treatment facilities to ensure equipment is in proper working order to avoid costly repairs down the road. Water/sewer distribution crew completed the annual leak detection audit, identifying and fixing leaks found during the process. Crew will continue work of exercising valves and jetting the sanitary sewer. Construction work has begun this week for the ABNR project at the WWTP as well as Rock and Newton Ave.

Alderman Nancy Vanderkin was received by Mayoral Appointment to the Waupun Utilities commission in place of Alderman William Langford.

Mike Peters, WPPI Energy President & CFO was present to speak about WPPI and their partnership with our utility and its' 50 other member utilities. WPPI Energy serves as Waupun's power supplier, provider and support of several programs and services, in addition to being an advocate to promote and protect energy policy interests.

Treatment Facilities and Operations Superintendent Schramm presented a draft of the 2020 Compliance Maintenance Annual Report (CMAR). The CMAR provides a review of the wastewater treatment facility to ensure there are no problems and deficiencies that would lead to violation of permits and water quality degradation. The plant finished with good results and received a grading of 3.68 GPA. On motion by Bishop, seconded by Thurmer and unanimously carried, the 2020 CMAR Resolution 06142021 was approved as presented.

On motion by Thurmer, seconded by Homan and unanimously carried, updates were approved to the Waupun Utilities COVID-19 Plan and Employment Policies. The updates made are based on more recent information provided by the CDC pertaining to vaccinations, face coverings and travel. The approved updates mirror the City of Waupun's COVID-19 Plan and Employment Policy most recently updated and approved on May 25, 2021 by the Common Council.

Discussion was held regarding a performance review of General Manager Brooks. General Manager Brooks discussed his goals and business plan with the commissioners. On motion by Homan, seconded by Daane and unanimously carried, to adjourn into closed session under Section 19.85(1)(c) of the Wisconsin State Statutes.

Motion by Bishop, seconded by Vanderkin and unanimously carried, to adjourn into open session under Section 19.85(2) of the Wisconsin State Statutes. No further action in open session.

On motion by Vanderkin, seconded by Bishop and unanimously carried, meeting was adjourned at 6:26 p.m.

In the event that no action items develop before the July meeting, the next commission meeting is scheduled on August 9, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead