

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, June 8, 2020**

The meeting was called to order by General Manager Brooks at 4:00 p.m.

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

Motion made by Thurmer, seconded by Mielke and unanimously carried, to approve minutes from the May 11, 2020 meeting.

On motion by Westphal, seconded by Homan and unanimously carried, bills for month of May 2020 were approved as presented.

On motion by Kaczmarski, seconded by Thurmer and unanimously carried, year-to-date financial reports through April 2020 were approved as presented. Electric operating income was \$50,800 or \$6,000 above budget on lower distribution expenses from fewer projects during COVID-19 stay-at-home policies. Water operating income was \$196,900 or \$10,000 above budget on lower operating expenses due to less project and material requirements during the COVID-19 period. Sewer operating income was \$142,400 or \$82,100 above budget on higher public authority revenues and lower operating expenses.

Finance Director Stanek reported on health of our utility due to Covid-19 pandemic. There was a decrease in electric kWh sold during April for all customer classes with industrial and commercial customers accounting for a majority of the decrease. The loss in electric sales balanced out as a result of the cost of purchased power decreasing due to the changing consumption patterns. There was not an overall noticeable impact on water consumption and the related revenue as usage shifted between our customer classes. Sewer sales increased as a result of the new sewer rates implemented beginning of April and increased high strength volumes in the public authority customer class. There was not much of an increase in uncollectable accounts in April due to the pandemic. Projects across all utilities were put on hold due to the pandemic in an attempt to offset unforeseen changes in revenues.

General Manager Brooks reported on outages and call ins that occurred. The relocation of a street light on Mayfair St has been completed to accommodate a new driveway for the apartment complex being constructed. Crews continue to work installing dual voltage transformers, new poles and conductors as part of our voltage conversion project plan. Waupun Utilities received funds provided by WPPI to help address the local health and economic impacts of Covid-19. To date, donations have been made to REACH and Waupun Area Food Pantry. Additional community outreach will be made in the near future utilizing these funds.

Treatment Facilities and Operations Superintendent reported interior washouts and inspections of Towers 1 and 2 have been completed. Inspection results were good and both towers are in good shape. Staff at water/wastewater treatment facilities have been working on routine maintenance and tank inspections. There was a large water main break on Pleasant Ave that water/sewer crew repaired. Water/sewer crew continue preventative maintenance of the distribution and collection system which includes jetting the sanitary sewer basin and fire hydrant maintenance.

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 Kaczmarski, and unanimously carried, Gerritson was elected Vice-President. General Manager Brooks was appointed Secretary, with the option to designate minute taker.

Discussion held on authorization of the USDA loans and acceptance of related grants for improvements to the City of Waupun Wastewater Treatment Plant and Facilities. Motion by Thurmer, seconded by Kaczmarski and unanimously carried to approve the resolution authorizing and providing for the incurrence of indebtedness for the purpose of providing a portion of the cost relating to improvements to the City of Waupun Wastewater Treatment Plant and Facilities.

Discussion held on authorization of loan provisions with Quarles & Brady Bond Council. On motion by Kaczmarski, seconded by Homan and unanimously carried to approve the resolution authorizing the issuance and sale of \$22,807,000 sewerage system mortgage rev bonds of the City of Waupun, Dodge and Fond Du Lac Counties, WI, and providing for the payment of the bonds and other details with respect to the bonds.

Review of the Compliance Maintenance Annual Report (CMAR) was presented. The CMAR provides a review of the wastewater treatment facility. The plant finished with good results, and a 3.35 rating out of 4 ranking. On motion by Westphal, seconded by Thurmer and unanimously carried, the 2019 CMAR was approved as presented.

Discussion was held in regards to Waupun Utilities website. Consent was given to add names of all commissioners and email addresses of elected officials.

On motion by Thurmer, seconded by Homan and unanimously carried, meeting was adjourned at 5:16 p.m.

In the event that no action items develop before the July meeting, the next commission meeting is scheduled on August 10, 2020, at 4:00 p.m.

Jen Benson  
Office & Customer Service Lead