

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 14, 2023**

Meeting called to order by President Heeringa at 4:00 p.m.

Commissioners Daane, Heeringa, Homan, Kunz, Siebers, Thurmer and Mayor Bishop present. Commissioner Westphal absent with notice.

Motion made by Thurmer, seconded by Daane and unanimously carried, to approve minutes from June 12, 2023 meeting.

Motion by Daane, seconded by Siebers and unanimously carried, bills for months of June and July 2023 approved as presented.

On motion by Siebers, seconded by Kunz and unanimously carried, year-to-date financial reports May and June 2023 approved as presented by Finance Director Stanek. Electric operating income was \$222,000. Water operating income was \$414,200. Sewer operating income was \$348,100.

General Manager Brooks reported on call-ins and electric projects. Planning, designing of easements and timing for installation of electric infrastructure continues for the United Coop project. The PSC reviewed the Utilities' application requests during their open meeting on August 3rd for certificate of authority for extension of electric distribution facilities to serve an industrial park agriculture processing development in the City of Waupun and authority to adjust electric rates. With the departure of tenured employee after 23 years of service, utility is currently accepting applications for position of Water and Sanitary Sewer Maintenance Technician Equipment Operator. Utility is also accepting applications to fill position of Line Technician – Journey Level within the electric department.

Assistant Electric Superintendent Vande Kolk presented pictures and explanation of damage and repair of a 3-phase transformer that fell to the ground while attached to a pole that snapped during a high wind event during the early morning hours on August 12th and remained energized in the area of E Jefferson/S Forest St. The line was de-energized and repairs were made. Electric crew worked for approximately 9 hours to make repairs and restore power.

Treatment Facilities and Operations Superintendent Schramm reported on operations and projects at water and wastewater treatment facilities and distribution/collection system. Treatment facilities staff have been monitoring towers and making necessary adjustments in collaboration with the distribution/collection crew as they completed the unidirectional flushing (UDF) program designed to remove mineral and sediment deposits that accumulate over time in the distribution system. Construction, equipment installation, demobilization, and restoration is complete at the WWTF for the ABNR construction project. "Wastewater testing" was successful and completed on July 23rd. The ABNR system was inoculated on July 31st. The biomass concentrations will continue to increase over the next few months to reach final design operational levels.

Commission President Heeringa welcomed visitors Jake Oelke and Jason Whitford. Oelke present in person and Whitford via Zoom.

Jake Oelke, WPPI Vice President Energy Services presented "Leading with Purpose," providing an update about member ownership of WPPI and what WPPI is doing as a Joint Action Agency. WPPI serves 51 member utilities in Wisconsin, Michigan and Iowa. WPPI and its members continue to lead the way through continued strength in joint action; provide reliable, affordable and responsible wholesale power; and setting the standard through forward-thinking programs and services with a shared voice for energy policy advocacy.

General Manager Brooks presented revised draft of Waupun Utilities Wage Compensation Policy. Revision includes language that allows a market wage and benefits study to be performed as often as two years by an outside compensation consultant to ensure Waupun Utilities' wage structure is competitive with current market. The commission may waive study if wage structure is at current market. On motion by Thurmer, seconded by Kunz, and unanimously carried to approve new language for Waupun Utilities Wage Compensation Policy.

Motion by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for discussion and approval of personnel updates.

Motion by Thurmer, seconded by Siebers, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Homan, seconded by Kunz and unanimously carried, meeting adjourned at 5:45 p.m.

The next regular commission meeting is scheduled on September 11, 2023, at 4:00 p.m. and will be held at the Waste Water Treatment Facility located at 501 Fond du Lac St, Waupun.

Jen Benson
Office & Customer Service Supervisor