



AGENDA

Utility Commission Meeting
Waupun Utilities – 817 S Madison St.
Waupun, WI P.O. Box 431
Monday, February 13, 2023 AT 4:00 PM

There is a regular commission meeting scheduled for Monday, February 13, 2023, at 4:00 p.m. at the Waupun Utilities Administrative Building, with option to join via virtual and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting

<https://us02web.zoom.us/j/89819520743?pwd=amNEeGRJTzBNaVdhUHhpcUdDNGNwdz09>

By Phone: 1 312 626 6799

Meeting ID: 898 1952 0743

Passcode: 061341

CALL TO ORDER

ROLL CALL OF COMMISSIONERS

APPROVAL OF PREVIOUS MEETING MINUTES

1. January 9, 2023 Minutes

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

2. 1-2023 Accounts Payable

FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS

3. Finance Director Report

GM REPORT / OPERATIONS REPORT

4. General Manager Report
5. Water and Wastewater Operations Report

APPEARANCE BY VISITORS

AGENDA

6. 2023 Energy Services Action Plan (Eric Kostecki, Waupun Utilities Senior Energy Services Manager-Team Lead)
7. Discuss / Approve Personnel Updates **The Commission may convene in closed session as authorized by Wisconsin Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Commission may reconvene in open session and discuss and take action on the subject matter discussed in closed session.*

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the General Manager at 920-324-7920.

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 9, 2023**

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

Commissioners Heeringa, Homan, Kaczmariski, Thurmer, and Westphal were present. Commissioner Daane absent.

Commission President Heeringa began the meeting by addressing the passing of Commissioner Nancy Vanderkin and reminiscing about the impact that Nancy had on his life and others in our community. General Manager Brooks spoke of the commemoration that took place at her funeral service. All in attendance agreed that the service was a wonderful celebration of Nancy's life. Those who wished to speak shared a story or two of a memory they have of Nancy. Nancy Vanderkin will be missed and we are thankful for all she did for our community and our commission.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from November 14, 2022 meeting.

Motion by Westphal, seconded by Thurmer and unanimously carried, bills for months of November and December 2022 approved as presented.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, year-to-date financial reports through November 2022 approved as presented. Electric operating income was \$409,300 or \$214,600 above budget from lower operating costs. Water operating income was \$700,700 or \$172,000 above budget from lower than budgeted operating expenses, primarily due to fewer distribution main breaks than budgeted. Sewer operating income was \$335,800 or \$226,700 above budget due to lower laboratory and maintenance related costs at the WWTF.

General Manager Brooks reported on current projects the electric crew have been working to complete. Plans were in place and staff on stand-by during the winter storm emergency that occurred Dec 21-24, however no outages occurred in result of storm. Waupun Utilities' stand-by generator was called online for approximately three hours due to a winter weather event that occurred on December 23 within the Midcontinent Independent System Operator (MISO) region to help during a time of a natural gas line pipeline failure that affected North and Central sub-regions.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities and current projects of Distribution/Collection crew. ABNR construction progress is at 90% completion mark, with mostly electrical work being completed. Treatment facilities staff is preparing to start testing various system processes. System process testing projected for completion in July 2023. Projected date for ABNR system to be in full operation is September 2023. Slide presentation shown of recap of ABNR construction progress from 2022.

Commission President Heeringa acknowledged Daniel Siebers, Alderman District 5, present as visitor.

Discussion held regarding no longer having printed commission packets and going solely electronic. General Manager Brooks said the utility would provide an electronic device for commissioners that do not currently have a device and could create a separate commission email address. No formal decision reached on the topic and will be revisited a later date.

Motion by Westphal, seconded by Kaczmariski, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to review and approve new job description and position. Motion carried unanimously.

Motion by Westphal, seconded by Kaczmariski, 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 Westphal and unanimously carried, meeting adjourned at 6:24 p.m.

The next regular commission meeting is scheduled on February 13, 2023, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
A.C. ENGINEERING COMPANY							
420	322590104	CIRCUIT BREAKER - WWTF	01/10/2023	1,643.20	1,643.20	48682	01/10/2023
	330080112	CIRCUIT BREAKER - WWTF	01/24/2023	4,467.65	4,467.65	48713	01/31/2023
Total A.C. ENGINEERING COMPANY:				6,110.85	6,110.85		
AIRGAS USA INC							
855	9993647209	ACETYLENE/OXYGEN/NITROGEN	01/10/2023	28.76	28.76	48683	01/10/2023
	9993647209	ACETYLENE/OXYGEN/NITROGEN	01/10/2023	28.76	28.76	48683	01/10/2023
	9993647209	ACETYLENE/OXYGEN/NITROGEN	01/10/2023	28.76	28.76	48683	01/10/2023
Total AIRGAS USA INC:				86.28	86.28		
ALLIANT ENERGY							
900	183035-12302022	GAS UTILITY FOR WATER PLANT	01/10/2023	2,132.09	2,132.09	48684	01/10/2023
	3261389217.01052	WWTF- PROCESS BLD, GREEN HOUSE AND PUMP BLD	01/10/2023	9,647.75	9,647.75	48684	01/10/2023
	437000-12302022	GAS UTIL BILL FOR SWG PLNT	01/10/2023	924.42	924.42	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	28.12	28.12	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	28.12	28.12	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	28.11	28.11	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	379.47	379.47	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	379.47	379.47	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	379.47	379.47	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	56.21	56.21	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	56.21	56.21	48684	01/10/2023
	590516-12302022	SPLIT DISTRIBUTION- MAIN BLD	01/10/2023	70.27	70.27	48684	01/10/2023
	80105.12302022	GAS UTILITY FOR WELLHOUSE #5	01/10/2023	74.85	74.85	48684	01/10/2023
	931084.12302022	GAS UTIL @ WWTP GARAGE	01/10/2022	2,763.29	2,763.29	48684	01/10/2023
Total ALLIANT ENERGY:				16,947.85	16,947.85		
ALTEC INDUSTRIES INC							
980	51135355	UNIT #25 WINCH LINE REPAIR	12/31/2022	730.00	730.00	48714	01/31/2023
Total ALTEC INDUSTRIES INC:				730.00	730.00		
AMAZON CAPITAL SERVICES							
1015	17CL-QGJN-JTKP	ETHERNET ADAPTOR AND CABLE	01/25/2023	9.36	9.36	48715	01/31/2023
	17CL-QGJN-JTKP	ETHERNET ADAPTOR AND CABLE	01/25/2023	9.36	9.36	48715	01/31/2023
	17CL-QGJN-JTKP	ETHERNET ADAPTOR AND CABLE	01/25/2023	9.36	9.36	48715	01/31/2023
	193N-PRDD-GN6J	BEARINGS - WWTP	01/10/2022	16.98	16.98	48685	01/10/2023
	19GC-XDN1-H97Y	FIBER OPTIC CABLE	01/25/2023	20.59	20.59	48715	01/31/2023
	19GC-XDN1-H97Y	FIBER OPTIC CABLE	01/25/2023	20.60	20.60	48715	01/31/2023
	19GC-XDN1-H97Y	FIBER OPTIC CABLE	01/25/2023	20.60	20.60	48715	01/31/2023
	19KH-TQ6V-17KQ	STARTER HEATER PACK	01/10/2022	149.08	149.08	48685	01/10/2023
	19W9-YNG1-3QDN	STARTER HEATER PACK	01/25/2023	42.99	42.99	48715	01/31/2023
	1JC3-1JKL-4HXK	RETURN- HP LASERJET 3001 DWE	12/31/2022	119.50-	119.50-	48715	01/31/2023
	1JC3-1JKL-4HXK	RETURN- HP LASERJET 3001 DWE	12/31/2022	119.50-	119.50-	48715	01/31/2023
	1LGK-PHKN-7Y3G	DISINFECTANT SPRAY - WWTP	01/26/2023	55.96	55.96	48715	01/31/2023
	1MWP-7DRJ-JTJQ	USB SERIAL ADAPTOR	01/25/2023	5.86	5.86	48715	01/31/2023
	1MWP-7DRJ-JTJQ	USB SERIAL ADAPTOR	01/25/2023	5.86	5.86	48715	01/31/2023
	1MWP-7DRJ-JTJQ	USB SERIAL ADAPTOR	01/25/2023	5.86	5.86	48715	01/31/2023
	1PXJ-MDDK-MWTQ	BEARINGS - WWTP RETURN	01/10/2022	9.99-	9.99-	48685	01/10/2023
	1WF3-734R-HNR6	ETHERNET, CONVERTER, CABLE	01/25/2023	99.41	99.41	48715	01/31/2023
	1WF3-734R-HNR6	ETHERNET, CONVERTER, CABLE	01/25/2023	99.41	99.41	48715	01/31/2023
	1WF3-734R-HNR6	ETHERNET, CONVERTER, CABLE	01/25/2023	99.42	99.42	48715	01/31/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total AMAZON CAPITAL SERVICES:				421.71	421.71		
AMERICAN CASTING & MFG CORP							
1020	354301-B	ELECTRIC METER SEALS	12/30/2022	504.27	504.27	48716	01/31/2023
Total AMERICAN CASTING & MFG CORP:				504.27	504.27		
AMERICAN MESSAGING							
1090	U1850424XA	PAGER FOR ELEC DEPT ON-CALL	01/10/2023	36.94	36.94	48686	01/10/2023
Total AMERICAN MESSAGING:				36.94	36.94		
AMERICAN PUBLIC POWER ASSOC.							
1100	000139196	ERELIABILITY TRACKER - RENEWAL	01/10/2023	250.00	250.00	48687	01/10/2023
Total AMERICAN PUBLIC POWER ASSOC.:				250.00	250.00		
B & B PLUMBING LLC							
2009	3258	RP TESTING	12/31/2022	180.00	180.00	48717	01/31/2023
Total B & B PLUMBING LLC:				180.00	180.00		
BAKER TILLY US LLP							
2333	CVC22976	SEMI-ANNUAL SUPPORT FEES	01/10/2023	4,305.99	4,305.99	48688	01/10/2023
	CVC22976	SEMI-ANNUAL SUPPORT FEES	01/10/2023	3,422.71	3,422.71	48688	01/10/2023
	CVC22976	SEMI-ANNUAL SUPPORT FEES	01/10/2023	3,312.30	3,312.30	48688	01/10/2023
Total BAKER TILLY US LLP:				11,041.00	11,041.00		
BALLWEG IMPLEMENT CO INC.							
2400	P56823	UNIT #48 SUPPLIES	01/25/2023	130.86	130.86	48718	01/31/2023
Total BALLWEG IMPLEMENT CO INC.:				130.86	130.86		
BORDER STATES ELECTRIC SUPPLY							
3300	925575972	6 STR DUPLEX URD WIRE	12/31/2022	490.50	490.50	48689	01/10/2023
Total BORDER STATES ELECTRIC SUPPLY:				490.50	490.50		
BROOKS SHOES & REPAIR							
3550	44394-Sytsma	SAFETY BOOTS FOR DARREN SYTSMA	01/25/2023	175.00	175.00	48719	01/31/2023
Total BROOKS SHOES & REPAIR:				175.00	175.00		
C & M HYDRAULIC TOOL SUPPLY IN							
5150	175746-IN	UNIT #41 PARTS	12/31/2022	237.43	237.43	48720	01/31/2023
Total C & M HYDRAULIC TOOL SUPPLY IN:				237.43	237.43		
US CELLULAR							
5700	556757303	ACT #207749466	01/27/2023	230.65	230.65	48753	01/31/2023
	556909295	ACT #375001031	01/27/2023	185.72	185.72	48753	01/31/2023
	556953620	ACT #851360664	01/25/2023	193.30	193.30	48753	01/31/2023
	556960157	ACT #929862839	01/27/2023	242.21	242.21	48753	01/31/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total US CELLULAR:				851.88	851.88		
CORE & MAIN LP							
6310	S209320	SHIPPING	01/25/2023	21.92	21.92	48721	01/31/2023
	S209320	(2) 1" IPERL 1000G METER	01/25/2023	490.00	490.00	48721	01/31/2023
	S209331	(2) 2" OMNI 1000G METERS	01/25/2023	3,190.00	3,190.00	48721	01/31/2023
	S209331	SHIPPING	01/25/2023	40.26	40.26	48721	01/31/2023
	S209357	(5) 5/8 METERS	01/25/2023	800.00	800.00	48721	01/31/2023
	S209357	METER COUPLINGS	01/25/2023	324.00	324.00	48721	01/31/2023
	S209357	SHIPPING	01/25/2023	25.74	25.74	48721	01/31/2023
Total CORE & MAIN LP:				4,891.92	4,891.92		
CT LABORATORIES							
6610	175407	NITROGEN, NITROGEN KJE T, NO2+NO3 TOTALS	01/25/2023	41.00	41.00	48722	01/31/2023
Total CT LABORATORIES:				41.00	41.00		
CUMMINS SALES AND SERVICE							
6630	F6-46858	WATER PLANT GENERATOR MAINT	01/25/2023	1,244.54	1,244.54	48723	01/31/2023
Total CUMMINS SALES AND SERVICE:				1,244.54	1,244.54		
DIGGERS HOTLINE INC.							
7300	221 2 31801	MONTHLY LOCATE TICKET CHRGS	01/10/2023	29.12	29.12	48690	01/10/2023
Total DIGGERS HOTLINE INC.:				29.12	29.12		
DORNER COMPANY							
7700	503814	VALVE ACTUATOR REPLACEMENT-WWTP Bld #80	12/20/2022	5,132.99	5,132.99	48691	01/10/2023
	504213	VALVE ACTUATOR REPLACEMENT-WWTP	12/31/2022	1,500.00	1,500.00	48724	01/31/2023
Total DORNER COMPANY:				6,632.99	6,632.99		
ELECTRICAL TESTING LAB LLC							
8150	39167	GLOVES TESTED	01/25/2023	310.42	310.42	48725	01/31/2023
Total ELECTRICAL TESTING LAB LLC:				310.42	310.42		
ELLISON ELECTRIC SUPPLY INC							
8200	1174835	SOFT START WELL #5	11/03/2022	6,393.44	.00	48509	Multiple
	1174835	SOFT START WELL #5	11/03/2022	6,393.44-			
Total ELLISON ELECTRIC SUPPLY INC:				.00	.00		
ENVIROTECH EQUIPMT CORP							
8505	21-0016614	UNIT #23 VALVE (2021)	12/31/2022	16.82	16.82	48726	01/31/2023
	21-0016614	UNIT #23 VALVE (2021)	12/31/2022	16.82	16.82	48726	01/31/2023
	21-0016614	UNIT #23 VALVE (2021)	12/31/2022	134.59	134.59	48726	01/31/2023
	21-0016792	UNIT #20 1/2" BALL VALVE (2021)	12/31/2022	7.80	7.80	48726	01/31/2023
	21-0016792	UNIT #20 1/2" BALL VALVE (2021)	12/31/2022	7.80	7.80	48726	01/31/2023
	21-0016792	UNIT #20 1/2" BALL VALVE (2021)	12/31/2022	62.42	62.42	48726	01/31/2023
	21-0016837	UNIT #20 3/4 BALL VALVE	12/31/2022	15.76	15.76	48726	01/31/2023
	21-0016837	UNIT #20 3/4 BALL VALVE	12/31/2022	15.76	15.76	48726	01/31/2023
	21-0016837	UNIT #20 3/4 BALL VALVE	12/31/2022	126.04	126.04	48726	01/31/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total ENVIROTECH EQUIPMT CORP:				403.81	403.81		
MARTENS ACE HARDWARE							
9200	185538	WALL CHARGING PORT - SEWER TRAILER	01/26/2023	16.99	16.99	48737	01/31/2023
	225400	ALL VEHICLE PARTS	01/26/2023	7.99	7.99	48737	01/31/2023
	225400	ALL VEHICLE PARTS	01/26/2023	7.99	7.99	48737	01/31/2023
	225400	ALL VEHICLE PARTS	01/26/2023	7.99	7.99	48737	01/31/2023
	225404	CAMERA BATTERY	01/26/2023	20.97	20.97	48737	01/31/2023
	225462	GARDEN SPRAYER	01/26/2023	23.99	23.99	48737	01/31/2023
	225470	WALL CLOCK - CHAD'S OFFICE	01/26/2023	11.99	11.99	48737	01/31/2023
	225511	MOUSE-SEWER TRAILER	01/26/2023	15.99	15.99	48737	01/31/2023
	225548	MISCELLANEOUS ITEMS	01/26/2023	88.92	88.92	48737	01/31/2023
	225646	CARTRIDGE FOR VAC	01/26/2023	7.99	7.99	48737	01/31/2023
	225646	CARTRIDGE FOR VAC	01/26/2023	8.00	8.00	48737	01/31/2023
	225646	CARTRIDGE FOR VAC	01/26/2023	8.00	8.00	48737	01/31/2023
	225722	UNIT 156 BUTT SPLICE	01/26/2023	9.99	9.99	48737	01/31/2023
	225741	SPRAY PAINT	01/26/2023	2.39	2.39	48737	01/31/2023
	225741	SPRAY PAINT	01/26/2023	1.80	1.80	48737	01/31/2023
	225741	SPRAY PAINT	01/26/2023	1.80	1.80	48737	01/31/2023
	225767	STREET LIGHT FASTENERS	01/26/2023	.92	.92	48737	01/31/2023
	225919	UNIT #114 RAGS AND CLEANER	01/31/2023	7.40	7.40	48737	01/31/2023
	225919	UNIT #114 RAGS AND CLEANER	01/31/2023	7.40	7.40	48737	01/31/2023
	225919	UNIT #114 RAGS AND CLEANER	01/31/2023	59.15	59.15	48737	01/31/2023
Total MARTENS ACE HARDWARE:				317.66	317.66		
FARMERS ELEVATOR CORP LTD							
9300	127392	SALT	01/25/2023	204.47	204.47	48727	01/31/2023
	127392	SALT	01/25/2023	162.53	162.53	48727	01/31/2023
	127392	SALT	01/25/2023	157.30	157.30	48727	01/31/2023
	167976	OIL	12/01/2022	352.80	352.80	48692	01/10/2023
	167976	OIL	12/01/2022	352.80	352.80	48692	01/10/2023
	167976	OIL	12/01/2022	352.80	352.80	48692	01/10/2023
Total FARMERS ELEVATOR CORP LTD:				1,582.70	1,582.70		
FIRST SUPPLY LLC							
9500	13544464-00	WATER PLANT PVC PIPE AND FITTINGS	01/25/2023	90.88	90.88	48728	01/31/2023
Total FIRST SUPPLY LLC:				90.88	90.88		
GFL ENVIRONMENTAL							
11300	U900001212668	DUMPSTER - OFFICE BLDG-E	01/26/2023	231.94	231.94	48729	01/31/2023
	U900001212668	DUMPSTER - OFFICE BLDG-W	01/26/2023	173.95	173.95	48729	01/31/2023
	U900001212668	DUMPSTER - OFFICE BLDG-S	01/26/2023	173.96	173.96	48729	01/31/2023
	U90000122022	DUMPSTER - WWTP	01/24/2023	2,799.16	2,799.16	48729	01/31/2023
Total GFL ENVIRONMENTAL:				3,379.01	3,379.01		
GS PLANTOPTICS LLC							
11615	INV25317	SCADA SOFTWARE LICENSE	01/25/2023	3,910.00	3,910.00	48730	01/31/2023
	INV25318	SCADA SOFTWARE LICENSE	01/25/2023	10,400.00	10,400.00	48730	01/31/2023
	INV25319	SCADA SOFTWARE LICENSE	01/25/2023	4,620.00	4,620.00	48731	01/31/2023
Total GS PLANTOPTICS LLC:				18,930.00	18,930.00		

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HYDROCORP INC.							
13985	70287-IN	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	01/10/2023	2,252.00	2,252.00	48693	01/10/2023
Total HYDROCORP INC.:				2,252.00	2,252.00		
HYDROTEX PARTNERS LTD							
13990	494274	GREASE & OIL	01/09/2023	702.91	702.91	48694	01/10/2023
Total HYDROTEX PARTNERS LTD:				702.91	702.91		
ICS MEDICAL ANSWERING SERVICE LLC							
14120	221200101101	ANSWERING SERVICE - E	01/10/2023	81.81	81.81	48695	01/10/2023
	221200101101	ANSWERING SERVICE - W	01/10/2023	65.03	65.03	48695	01/10/2023
	221200101101	ANSWERING SERVICE - S	01/10/2023	62.95	62.95	48695	01/10/2023
Total ICS MEDICAL ANSWERING SERVICE LLC:				209.79	209.79		
INFINITY REAL ESTATE & DEVELOPMENT							
14460	2022 Embedded Co	EMBEDDED COST CREDIT - MAPLETREE TOWNHOMES	12/31/2022	11,861.00	11,861.00	48732	01/31/2023
Total INFINITY REAL ESTATE & DEVELOPMENT:				11,861.00	11,861.00		
INFOSEND INC							
14490	227395	BILL PRINT & POSTAGE-E	01/10/2023	1,414.49	1,414.49	48696	01/10/2023
	227395	BILL PRINT & POSTAGE-W	01/10/2023	1,124.34	1,124.34	48696	01/10/2023
	227395	BILL PRINT & POSTAGE-S	01/10/2023	1,088.08	1,088.08	48696	01/10/2023
Total INFOSEND INC:				3,626.91	3,626.91		
INSIGHT FS							
14520	220008476	GARLON 4 - TREE STUMP CHEMICAL	01/10/2023	365.50	365.50	48697	01/10/2023
Total INSIGHT FS:				365.50	365.50		
IRBY, STUART C							
14890	S013090618.002	500 MCM ALUM URD PRIMARY	12/31/2022	10,083.00	10,083.00	48733	01/31/2023
	S013090618.002	4/0 STR. ALUM URD PRIMARY	12/31/2022	9,294.52	9,294.52	48733	01/31/2023
	S013090618.002	1/0 STR ALUM URD PRIMARY	12/31/2022	9,186.32	9,186.32	48733	01/31/2023
Total IRBY, STUART C:				28,563.84	28,563.84		
ITU ABSORB TECH INC.							
14950	8048406	SHOP TOWELS FOR WWTP	01/10/2023	24.19	24.19	48698	01/10/2023
	8048409	SHOP TOWELS MTHLY RENTAL FEE-E	01/10/2023	13.35	13.35	48698	01/10/2023
	8048409	SHOP TOWELS MTHLY RENTAL FEE-W	01/10/2023	13.34	13.34	48698	01/10/2023
	8048409	SHOP TOWELS MTHLY RENTAL FEE-S	01/10/2023	13.34	13.34	48698	01/10/2023
Total ITU ABSORB TECH INC.:				64.22	64.22		
J & H CONTROLS INC							
16000	10000024357	BUILDING MAINT MTHLY CHRGE	01/10/2023	188.00	188.00	48699	01/10/2023
	10000024357	BUILDING MAINT MTHLY CHRGE-W	01/10/2023	141.00	141.00	48699	01/10/2023
	10000024357	BUILDING MAINT MTHLY CHRGE-S	01/10/2023	141.00	141.00	48699	01/10/2023
	10000024358	BUILDING MAINT MTHLY CHRGE-WTP	01/10/2023	182.00	182.00	48699	01/10/2023
	10000024379-2	AIR UIT HEAT EXCHANGER REPAIR - WWTP	12/31/2022	.06	.06	48734	01/31/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total J & H CONTROLS INC:				652.06	652.06		
M & M CONTRACTING LLC							
19060	2020	Embedded Co EMBEDDED COST CREDITS FOR PINEVALLEY	12/31/2022	8,998.00	8,998.00	48735	01/31/2023
Total M & M CONTRACTING LLC:				8,998.00	8,998.00		
MACQUEEN EQUIPMENT LLC							
19150	P26470	UNIT 23 HXX NOZZ	12/31/2022	43.67	43.67	48736	01/31/2023
	P26470	UNIT 23 HXX NOZZ	12/31/2022	43.67	43.67	48736	01/31/2023
	P26470	UNIT 23 HXX NOZZ	12/31/2022	349.40	349.40	48736	01/31/2023
	P26627	UNIT 23 HOSE	12/31/2022	95.54	95.54	48736	01/31/2023
	P26627	UNIT 23 HOSE	12/31/2022	95.54	95.54	48736	01/31/2023
	P26627	UNIT 23 HOSE	12/31/2022	764.36	764.36	48736	01/31/2023
	P26772	UNIT 23 TOGGLE	12/31/2022	9.28	9.28	48736	01/31/2023
	P26772	UNIT 23 TOGGLE	12/31/2022	9.28	9.28	48736	01/31/2023
	P26772	UNIT 23 TOGGLE	12/31/2022	74.25	74.25	48736	01/31/2023
	P269063	UNIT 23 HOSE	12/31/2022	599.76	599.76	48736	01/31/2023
	P269063	UNIT 23 HOSE	12/31/2022	599.76	599.76	48736	01/31/2023
	P269063	UNIT 23 HOSE	12/31/2022	4,798.08	4,798.08	48736	01/31/2023
	W05618	UNIT 23 SERVICE	12/31/2022	1,766.31	1,766.31	48736	01/31/2023
Total MACQUEEN EQUIPMENT LLC:				9,248.90	9,248.90		
MEUW							
23500	10123-75	2023 MEMBERSHIP DUES	01/10/2023	2,246.75	2,246.75	48700	01/10/2023
	10123-75	2023 MEMBERSHIP DUES	01/10/2023	6,740.25	6,740.25	48700	01/10/2023
	11523-24	SAFETY GROUP PROGRAM COST-E	01/25/2023	2,569.13	2,569.13	48738	01/31/2023
	11523-24	SAFETY GROUP PROGRAM COST-W	01/25/2023	2,042.12	2,042.12	48738	01/31/2023
	11523-24	SAFETY GROUP PROGRAM COST-S	01/25/2023	1,976.25	1,976.25	48738	01/31/2023
	11723-08	MSDS ONLINE - E	01/25/2023	351.00	351.00	48738	01/31/2023
	11723-08	MSDS ONLINE - W	01/25/2023	279.00	279.00	48738	01/31/2023
	11723-08	MSDS ONLINE - S	01/25/2023	270.00	270.00	48738	01/31/2023
	3899-R	2023 CONF & EXPO - C FLEGNER	01/25/2023	100.00	100.00	48738	01/31/2023
Total MEUW:				16,574.50	16,574.50		
MIDWEST OVERHEAD DOORS INC							
24300	191263	SERV CALL FOR OVERHEAD DOORS AT OFFICE	01/25/2023	870.64	870.64	48739	01/31/2023
	191263	SERV CALL FOR OVERHEAD DOORS AT OFFICE	01/25/2023	652.99	652.99	48739	01/31/2023
	191263	SERV CALL FOR OVERHEAD DOORS AT OFFICE	01/25/2023	652.99	652.99	48739	01/31/2023
Total MIDWEST OVERHEAD DOORS INC:				2,176.62	2,176.62		
MILTON PROPANE INC							
25000	t516765	SEWER TRAILER HEATER PROPANE	01/26/2023	35.19	35.19	48740	01/31/2023
Total MILTON PROPANE INC:				35.19	35.19		
SECURIAN FINANCIAL GROUP INC							
25200	2832L-1027	Feb 20 EMPLOYER CONTRIBUTION 20%-E	01/10/2023	13.08	13.08	48704	01/10/2023
	2832L-1027	Feb 20 EMPLOYER CONTRIBUTION 20%-W	01/10/2023	10.40	10.40	48704	01/10/2023
	2832L-1027	Feb 20 EMPLOYER CONTRIBUTION 20%-S	01/10/2023	10.07	10.07	48704	01/10/2023
	2832L-1027	Feb 20 GROUP LIFE INSURANCE PREMIUM	01/10/2023	338.57	338.57	48704	01/10/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total SECURIAN FINANCIAL GROUP INC:				372.12	372.12		
MOODYS INVESTORS SERVICE INC							
27200	P0395520	ANNUAL DISCLOSURE FEE	12/31/2022	250.00	250.00	48741	01/31/2023
	P0395520	ANNUAL DISCLOSURE FEE	12/31/2022	250.00	250.00	48741	01/31/2023
Total MOODYS INVESTORS SERVICE INC:				500.00	500.00		
MULCAHY SHAW WATER INC.							
29200	324780	5800 FLOW METER - WWTP	12/30/2022	311.00	311.00	48742	01/31/2023
	324813	PH ELECTRODE	01/26/2023	418.07	418.07	48742	01/31/2023
Total MULCAHY SHAW WATER INC.:				729.07	729.07		
MUNICIPAL PROPERTY INSURANCE CO							
29450	2023 Property Ins	PROPERTY INSURANCE PREMIUM	01/09/2023	6,443.61	6,443.61	48701	01/10/2023
	2023 Property Ins	PROPERTY INSURANCE PREMIUM	01/09/2023	13,208.70	13,208.70	48701	01/10/2023
	2023 Property Ins	PROPERTY INSURANCE PREMIUM	01/09/2023	23,144.69	23,144.69	48701	01/10/2023
Total MUNICIPAL PROPERTY INSURANCE CO:				42,797.00	42,797.00		
NAPA AUTO PARTS							
30900	368680	UNIT #33 BOLT	01/10/2023	7.29	7.29	48702	01/10/2023
	368680	UNIT #33 BOLT	01/10/2023	7.29	7.29	48702	01/10/2023
	368680	MUFFLER CEMENT - ALL VEHICLES	01/10/2023	7.33	7.33	48702	01/10/2023
	368680	MUFFLER CEMENT - ALL VEHICLES	01/10/2023	7.33	7.33	48702	01/10/2023
	368680	MUFFLER CEMENT - ALL VEHICLES	01/10/2023	7.33	7.33	48702	01/10/2023
	369247	UNIT 16 OIL FILTER	01/25/2023	7.66	7.66	48743	01/31/2023
	369247	UNIT 16 OIL FILTER	01/25/2023	7.66	7.66	48743	01/31/2023
	369247	UNIT 16 OIL FILTER	01/25/2023	7.67	7.67	48743	01/31/2023
	369254	UNIT #56 LAMP	01/25/2023	26.96	26.96	48743	01/31/2023
	369281	UNIT 56 PLUG	01/26/2023	18.29	18.29	48743	01/31/2023
	369302	UNIT 156 OIL FILTER	01/25/2023	42.99	42.99	48743	01/31/2023
	369950	UNIT 152 OIL FILTER	01/26/2023	12.99	12.99	48743	01/31/2023
	369950	UNIT 106 OIL FILTER	01/26/2023	24.66	24.66	48743	01/31/2023
	369950	UNIT 106 OIL FILTER	01/26/2023	24.66	24.66	48743	01/31/2023
	369950	UNIT 106 OIL FILTER	01/26/2023	24.67	24.67	48743	01/31/2023
	369950	UNIT 25 OIL FILTER	01/26/2023	16.99	16.99	48743	01/31/2023
	369950	UNIT 48 OIL FILTER	01/26/2023	14.99	14.99	48743	01/31/2023
	370656	UNIT 48 OIL FILTER	01/26/2023	14.99	14.99	48743	01/31/2023
Total NAPA AUTO PARTS:				281.75	281.75		
NORTH SHORE ANALYTICAL INC.							
38500	14207	EFFLUENT & INFLUENT	01/25/2023	270.00	270.00	48744	01/31/2023
Total NORTH SHORE ANALYTICAL INC.:				270.00	270.00		
ODP BUSINESS SOLUTIONS LLC							
38877	284821886001	NOTEBOOK-SCHRAMM	01/26/2023	4.89	4.89	48745	01/31/2023
	284821886001	NOTEBOOK-SCHRAMM	01/26/2023	4.89	4.89	48745	01/31/2023
	284827008001	MAIN OFFICE SUPPLIES	01/26/2023	55.33	55.33	48745	01/31/2023
	284827008001	MAIN OFFICE SUPPLIES	01/26/2023	43.98	43.98	48745	01/31/2023
	284827008001	MAIN OFFICE SUPPLIES	01/26/2023	42.57	42.57	48745	01/31/2023
	284827008001	WWTP OFFICE SUPPLIES	01/26/2023	242.02	242.02	48745	01/31/2023
	284827010001	WWTP DEODORIZER	01/26/2023	21.99	21.99	48745	01/31/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total ODP BUSINESS SOLUTIONS LLC:				415.67	415.67		
POWER SYSTEM ENGINEERING INC							
42800	9045277	GIS SUPPORT	12/31/2022	245.70	245.70	48746	01/31/2023
	9045277	GIS SUPPORT	12/31/2022	195.30	195.30	48746	01/31/2023
	9045277	GIS SUPPORT	12/31/2022	189.00	189.00	48746	01/31/2023
Total POWER SYSTEM ENGINEERING INC:				630.00	630.00		
RESCO							
46400	871762-01	DEADEND SHOE/ANGLE SHOE	12/31/2022	1,505.20	1,505.20	48747	01/31/2023
Total RESCO:				1,505.20	1,505.20		
RUEKERT-MIELKE							
49300	144708	2021 WATER MODEL UPDATE AND UDF PLAN	01/10/2023	2,968.75	2,968.75	48703	01/10/2023
	144979	2021 WATER MODEL UPDATE AND UDF PLAN	12/31/2022	5,123.00	5,123.00	48748	01/31/2023
Total RUEKERT-MIELKE:				8,091.75	8,091.75		
SABEL MECHANICAL LLC							
50300	220956	BLDG #65 PVC DRAIN PIPING	12/31/2022	8,204.24	8,204.24	48749	01/31/2023
Total SABEL MECHANICAL LLC:				8,204.24	8,204.24		
SEERA							
51535	WAUPUN/DEC 202	"WAUPUN" FOCUS PROGRAM FEE	01/10/2023	2,738.45	2,738.45	48705	01/10/2023
Total SEERA:				2,738.45	2,738.45		
SPECTRUM BUSINESS							
52500	33381011323	INTERNET SERVICES-E	01/25/2023	93.97	93.97	48750	01/31/2023
	33381011323	INTERNET SERVICES-W	01/25/2023	74.69	74.69	48750	01/31/2023
	33381011323	INTERNET SERVICES-S	01/25/2023	72.29	72.29	48750	01/31/2023
	33381011323	MONTHLY SERVICE EXP 1ST & 2ND-E	01/25/2023	105.02	105.02	48750	01/31/2023
	33381011323	MONTHLY SERVICE EXP 1ST & 2ND-W	01/25/2023	83.48	83.48	48750	01/31/2023
	33381011323	MONTHLY SERVICE EXP 1ST & 2ND-S	01/25/2023	80.79	80.79	48750	01/31/2023
	33381011323	WATER PLANT VOICE SERV	01/25/2023	79.98	79.98	48750	01/31/2023
	33381011323	WASTEWATER VOICE SERV	01/25/2023	79.98	79.98	48750	01/31/2023
Total SPECTRUM BUSINESS:				670.20	670.20		
SPEE-DEE							
52600	732566	SERVICE CHRG FOR WATER SAMPLES	12/30/2022	33.90	33.90	48751	01/31/2023
	732566	SERVICE CHRG FOR WATER SAMPLES	12/30/2022	33.83	33.83	48751	01/31/2023
	737829	SERVICE CHRG FOR WATER SAMPLES	01/25/2023	69.69	69.69	48751	01/31/2023
Total SPEE-DEE:				137.42	137.42		
SUPERIOR CHEMICAL CORP							
54200	353179	CLEANING SUPPLIES	01/26/2023	42.57	42.57	48752	01/31/2023
Total SUPERIOR CHEMICAL CORP:				42.57	42.57		
USA BLUE BOOK							
59600	212334	BRASS VALVE - WWTP	01/10/2023	213.95	213.95	48706	01/10/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	223478	WWTP LAB SUPPLIES	01/09/2023	624.36	624.36	48706	01/10/2023
Total USA BLUE BOOK:				838.31	838.31		
UTILITY SERVICE CO. INC.							
59800	573475	ANNUAL PRISON TANK	01/26/2023	22,678.45	22,678.45	48754	01/31/2023
Total UTILITY SERVICE CO. INC.:				22,678.45	22,678.45		
VAN BUREN, JEROME and/or SANDRA							
60800	DEC 2022 SOLAR	SOLAR CREDIT	01/10/2023	33.30	33.30	48707	01/10/2023
Total VAN BUREN, JEROME and/or SANDRA:				33.30	33.30		
VERIZON WIRELESS							
62900	9925895974	CELLPHONE MTHLY EXPENSES - E	01/25/2023	110.43	110.43	48755	01/31/2023
	9925895974	CELLPHONE MTHLY EXPENSES - W	01/25/2023	87.78	87.78	48755	01/31/2023
	9925895974	CELLPHONE MTHLY EXPENSES - S	01/25/2023	84.94	84.94	48755	01/31/2023
	9925895974	DPW'S MTHLY/DATA TABLET CHRGS	01/25/2023	58.03	58.03	48755	01/31/2023
Total VERIZON WIRELESS:				341.18	341.18		
W & D NAVIS EXCAVATING CONTRT							
70220	2022 WO Refund	PRIMARY EXT REFUND	12/31/2022	652.00	652.00	48756	01/31/2023
Total W & D NAVIS EXCAVATING CONTRT:				652.00	652.00		
W & W ELECTRIC MOTORS INC							
70400	WPN13014	WWTP EXHAUST FAN	01/25/2023	133.00	133.00	48757	01/31/2023
Total W & W ELECTRIC MOTORS INC:				133.00	133.00		
WAUPUN, CITY OF							
74400	1181	UNIT #56	01/31/2023	60.00	60.00	48761	01/31/2023
	1190	2023 WORKER'S COMP PREMIUM 1ST QTR	01/31/2023	1,758.06	1,758.06	48761	01/31/2023
	1190	2023 WORKER'S COMP PREMIUM 1ST QTR	01/31/2023	2,109.68	2,109.68	48761	01/31/2023
	1190	2023 WORKER'S COMP PREMIUM 1ST QTR	01/31/2023	3,164.51	3,164.51	48761	01/31/2023
	DEC 2022-STORM	STORMWATER RECEIPTS	01/10/2023	49,159.38	49,159.38	48708	01/10/2023
	DEC 2022-TRASH	TRASH/RECYCLING COLLECTION	01/10/2022	38,892.23	38,892.23	48708	01/10/2023
Total WAUPUN, CITY OF:				95,143.86	95,143.86		
WI DEPT OF TRANSPORTATION							
85900	395-0000291380	S. MADISON PROGRESS INVOICE #9 - WATER	12/31/2022	5,901.58	5,901.58	48709	01/10/2023
	395-0000291380	S. MADISON PROGRESS INVOICE #9 - SEWER	12/31/2022	2,806.06	2,806.06	48709	01/10/2023
Total WI DEPT OF TRANSPORTATION:				8,707.64	8,707.64		
WISCONSIN RURAL WATER ASSOC							
88200	Nutrient Removal-S	NUTRIENT REMOVAL - TOTAL PHOSPHORUS - SCHRAM	01/25/2023	55.00	55.00	48762	01/31/2023
	Suspend Growth Pr	SUSP GROWTH PROCESSES- SCHRAMM	01/25/2023	55.00	55.00	48762	01/31/2023
Total WISCONSIN RURAL WATER ASSOC:				110.00	110.00		
WISCONSIN STATE LAB OF HYGIENE							
88300	732729	FLUORIDE	01/10/2023	28.00	28.00	48710	01/10/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total WISCONSIN STATE LAB OF HYGIENE:				28.00	28.00		
WAUPUN UTILITIES (Refund Acct)							
100000	14021140.32	REF OVERPAYMT FRM: 241 S MADISON, APT 104	01/26/2023	30.66	30.66	48758	01/31/2023
	16094335.27	REF OVERPAYMT FRM: 913 FRASER LN, APT 6	01/26/2023	50.38	50.38	48759	01/31/2023
	16094425.22	REF OVERPAYMT FRM: 917 FRASER LN, APT 5	01/26/2023	70.70	70.70	48760	01/31/2023
	20082520.49	REF OVERPAYMT FRM: 900 E JEFFERSON ST, APT 6	01/26/2023	80.95	80.95	48758	01/31/2023
Total WAUPUN UTILITIES (Refund Acct):				232.69	232.69		
Grand Totals:				357,663.93	357,663.93		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
1						
01/05/2023	1	Record Monthly ACH Vehicle Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	675.93	
		Record Monthly ACH Vehicle Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	269.54	
		Record Monthly ACH Vehicle Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	492.81	
		Record Monthly ACH Vehicle Payment	9-1131-0000-00	COMBINED CASH	.00	1,438.28-
Total 1:					1,438.28	1,438.28-
CASH DISBURSEMENTS (CD)						
2						
01/07/2023	2	Record Monthly ONLINE Inv Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	5.44	
		Record Monthly ONLINE Inv Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	4.33	
		Record Monthly ONLINE Inv Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	4.19	
		Record Monthly ONLINE Inv Payment	9-1131-0000-00	COMBINED CASH	.00	13.96-
Total 2:					13.96	13.96-
CASH DISBURSEMENTS (CD)						
4						
01/05/2023	4	WF Xfer to LGIP Swr Surplus - 2022 DSR f	3-1128-1290-00	SURPLUS FUND - LGIP	154,000.00	
		WF Xfer to LGIP Swr Surplus - 2022 DSR f	9-1131-0000-00	COMBINED CASH	.00	154,000.00-
Total 4:					154,000.00	154,000.00-
CASH DISBURSEMENTS (CD)						
5						
01/28/2023	5	Record Dec's Wholesale Power Bill ACH P	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	656,511.99	
		Record Dec's Wholesale Power Bill ACH P	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	1,318.97	
		Record Dec's Wholesale Power Bill ACH P	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	1,142.91	
		Record Dec's Wholesale Power Bill ACH P	9-1131-0000-00	COMBINED CASH	.00	658,973.87-
Total 5:					658,973.87	658,973.87-
CASH DISBURSEMENTS (CD)						
6						
01/12/2023	6	Record Dec Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	9,327.39	
		Record Dec Sales & Use Tax	9-1131-0000-00	COMBINED CASH	.00	9,327.39-
Total 6:					9,327.39	9,327.39-
CASH DISBURSEMENTS (CD)						
7						
01/10/2023	7	Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	892.74	
		Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	82.64	
		Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	152.32	
		Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH	.00	1,127.70-
Total 7:					1,127.70	1,127.70-
CASH DISBURSEMENTS (CD)						
8						
01/04/2023	8	Record PSN Fees	1-5921-1010-20	OFC SUP & EXP CREDIT CARD TRAN	2,408.84	
		Record PSN Fees	2-5921-1010-20	OFC SUP & EXP CREDIT CARD TRAN	667.06	
		Record PSN Fees	3-5851-1010-20	OFC SUP & EXP-CREDIT CARD TRAN	630.01	

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD) (continued)						
		Record PSN Fees	9-1131-0000-00	COMBINED CASH	.00	3,705.91-
Total CASH DISBURSEMENTS (CD):					<u>828,587.11</u>	<u>828,587.11-</u>
References: 7 Transactions: 24						
Total 8:					<u>3,705.91</u>	<u>3,705.91-</u>

Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD) (continued)			
31128129000	SURPLUS FUND - LGIP	154,000.00	
12241241600	TAX COLL PAY - SALES TAX	9,327.39	
12232000000	ACCOUNTS PAYABLE - ELECTRIC	658,086.10	
22232000000	ACCOUNTS PAYABLE - WATER	1,675.48	
32232000000	ACCOUNTS PAYABLE - WASTEWATER	1,792.23	
15921101020	OFC SUP & EXP CREDIT CARD TRAN	2,408.84	
25921101020	OFC SUP & EXP CREDIT CARD TRAN	667.06	
35851101020	OFC SUP & EXP-CREDIT CARD TRAN	630.01	
91131000000	COMBINED CASH	.00	828,587.11-
Grand Totals:		<u>828,587.11</u>	<u>828,587.11-</u>
Grand Totals:		<u>828,587.11</u>	<u>828,587.11-</u>



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: February 13, 2022
SUBJECT: December 2022 Financial Report

This month's report contains the December YTD 2022 financial report. The Utilities audit fieldwork was completed February 5-8 and the auditors have not communicated any audit adjustments as of the date of this report. We don't anticipate any material changes in the figures included in this report.

The December YTD 2022 financial report follows.

CONSTRUCTION AND PLANT ADDITION SUMMARY - 2022

The attached construction and plant additions summary shows activity for December and year-to-date 2022. Total construction activity for budgeted line items for the year was \$2,010,400 **under** budget largely due to the timing of WWTF construction disbursement draws. This has a zero cash-flow impact on the sewer utility as all construction costs were financed with USDA debt and grant proceeds. The Electric Utility was \$106,300 **under** its construction budget; however, this was primarily the result of unbudgeted work completed for and billed to customers which has a positive cash flow impact. The largest billable project for Electric was ATC upgrades for \$57,700. Water and Wastewater infrastructure associated with the S. Madison street reconstruction project was completed during the year, however, \$78,000 still remains to be billed from the WDOT in future fiscal periods.

Plant additions were **under** budget overall as a result of delaying several equipment / maintenance purchases until future periods. Supply chain, lead time and increased material costs continue to be an issue for all three Utilities and are expected into the foreseeable future. The attached schedule highlights budget to actual variances for each utility.

2022 FINANCIAL HIGHLIGHTS

Sales

Total electric sales were 3,228,000 kWh or 3.2% **above** budget on higher sales to Small Power and Large Industrial Power customer classes. Total electric kilowatt hours sold totaled 104,899,000 in 2022 compared to 103,982,000 in 2021. Revenues associated with the kWh sales **increases** generated an additional \$932,500 or 9.4% over 2021 revenues largely due to higher PCAC revenues that resulted from increasing market energy prices.

Total water sales revenue was 2.8% or \$49,100 **above** budget. The water utility sold 12,200 **more** units of 100 cubic feet compared to 2021 largely due an on-going water leak at an Industrial customer's operational process that persisted throughout the year. Sales revenue in 2022 **increased** \$48,800 to \$1,778,900 from \$1,730,100 in 2021 on higher Industrial water sales.

Total sewer sales were 6.2% **below** budget on **lower** flows and loadings from the three Department of Corrections facilities that resulted from changes in their operations dating back to 2020. Total volume from the three facilities **increased** 329,000 gallons or 1.7% but were still lower than budgeted volumes. Sewer rates were adjusted effective October 1, 2022 do address continued cash flow short-falls developed in the Test Year 2019 sewer rate study from decreased volumes. Total sewer revenues from 2022 sales **increased** \$339,600 from 2021 primarily from the October 1, 2022 rate increase.

Income Statement

Electric

The electric utility's regulatory operating income **increased** \$20,800 to \$526,600 in 2022 compared to \$505,700 in 2021 from the following:

- *Gross Margin* – **Increase** of \$42,300 from increased electric sales from large users
- *PILOT* – **Decrease** of \$13,000 as a result of significantly decreased tax mill rates from taxing authorities in 2022

Net income was \$642,900 or \$481,000 **above** budget. Net income was **higher** than budget due to:

- \$112,600 from higher gross margin resulting from increased kWh sales
- \$175,200 in lower operational & maintenance expenses, primarily from increased billable customer work
- \$146,700 in capital contributions from ATC and customers

Electric's 2021 rate of return of 6.13 was similar to 2020's return of 6.14. The largest impact on the rate of return was the increase in billable customer work and higher operating margins.

Water

The water utility's regulatory operating income **decreased** \$7,800 to \$800,300 in 2022 compared to \$808,100 in 2021. Operating expenses **increased** \$70,600 in 2022 compared to 2021 on **higher** source of supply expenses from Well #1 abandonment in 2022 that did not occur in 2021. Overall, water net income was \$685,900 or \$287,200 **above** budget due higher revenues of \$55,300 and operational expenses being \$142,200 **below** budget. PILOT also decreased \$39,000 from decreased taxing authority mill rates. The 2022 rate of return **increased** to 5.69 compared to 5.63 in 2021.

Sewer

The sewer utility's operating income (loss) (excluding GASB 68 & 75) **increased** \$565,300 to \$453,800 in 2022 compared to a (loss) of \$(141,600) in 2021. Operating expenses **decreased** \$172,200 from temporary equipment and operating costs incurred during WWTF construction during 2021 that did not occur in 2022. Operating revenues were \$239,700 **above** budget largely from rate increases effective April 1 and October 1, 2022. Operating expenses were \$68,700 **below** budget on lower administrative & general expenses. Net income was \$4,315,800 or \$4,484,100 **above** budget due to unbudgeted grant revenues from the USDA related to the WWTF ABNR upgrade. Total grant revenues totaled \$4,185,000 as all USDA loan draws were maxed out during the year. Net Income without grant revenues amounted to \$130,800 in 2022.

Balance Sheets – Years Ended December 31, 2022 and 2021

The electric utility balance sheet **increased** \$647,000 to \$14,776,000 from \$14,129,000 in 2021. Unrestricted cash increased \$571,000 and restricted cash increased \$3,000. The unrestricted cash increase was the result of delays in cash outflows for transformer and material purchases from supply chain and lead-time issues. Receivables decreased by \$153,000 compared to 2021 on lower customer receivables. Net plant decreased \$106,000 because of current year depreciation expense being higher than net plant additions less retirements. Debt decreased by \$170,000 from scheduled annual payments. Net position **increased** by \$643,000 largely from higher unrestricted cash.

The water utility balance sheet **increased** \$337,000 to \$19,426,000 from \$19,009,000 in 2021. Unrestricted and designated cash and investments **increased** \$224,100. Unrestricted cash increased \$42,000 from increased sales during the year. Net plant increased \$186,000 including additions and retirements associated with the S. Madison street reconstruction project reduced by depreciation. Debt decreased by \$425,000 from annual scheduled payments. Net position **increased** \$685,900 from operating results and reductions from debt payments.

The sewer utility balance sheet **increased** \$13,768,000 to \$52,921,000 from \$39,153,000 in 2021. Unrestricted cash and investments **decreased** \$568,000 from operating results and payments associated with the S. Madison street reconstruction project. Net plant increased \$13,935,000 from \$13,984,000 in additions to construction in progress associated with the WWTF upgrade, \$648,200 in plant additions for S. Madison street improvements and decreases for retirements and depreciation. Debt increased \$10,012,000 from \$10,501,000 in construction loan draws offset by \$488,700 in debt payments. Net position **increased** \$4,321,000 from \$4,185,000 in grants received from the USDA for the WWTF ABNR upgrade.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances and graphs that present long-term investments by maturity, type, and rating. The Utility's investments are typically fixed-income and held-to-maturity unless called before maturity. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

Total cash and investments **increased** \$221,400 in 2022. Unrestricted and designated cash and investments **increased** \$44,500 from operating results and payments of \$1,281,000 associated with water & sewer infrastructure improvements for the S. Madison street project. The long-term investments portfolio included \$575,000 in net withdrawals, received interest and distributions of

\$80,600, incurred portfolio management fees of \$7,000, and recorded an unrealized negative market adjustment of \$133,200 resulting in a net \$634,100 decrease for the year.

OTHER FINANCIAL MATTERS

WWTP Upgrade – Construction Update and Progress

Listed below is a summary of the costs incurred and paid for with USDA loan proceeds requested to date:

Total Project Budget <i>(As of 4/14/2021):</i>	\$ 36,008,000
Total Authorized Funding <i>(As of 5/31/2022):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 2/9/2023):</i>	\$ 32,171,803
Loan Draws – Project to Date: <i>(Thru 2/9/2023):</i>	\$ 27,807,000
Grants Provided <i>(Thru 2/9/2023):</i>	\$ 4,185,000
Disburse Request #22/23 – Requested <i>(2/9/2022):</i>	\$ 794,799
Disburse Request #20/221 – Paid <i>(12/27/2022):</i>	\$ 1,064,000

This concludes my report. Please do not hesitate to contact me at 324-7920 or jstanek@waupunutilities.org with any questions or comments.

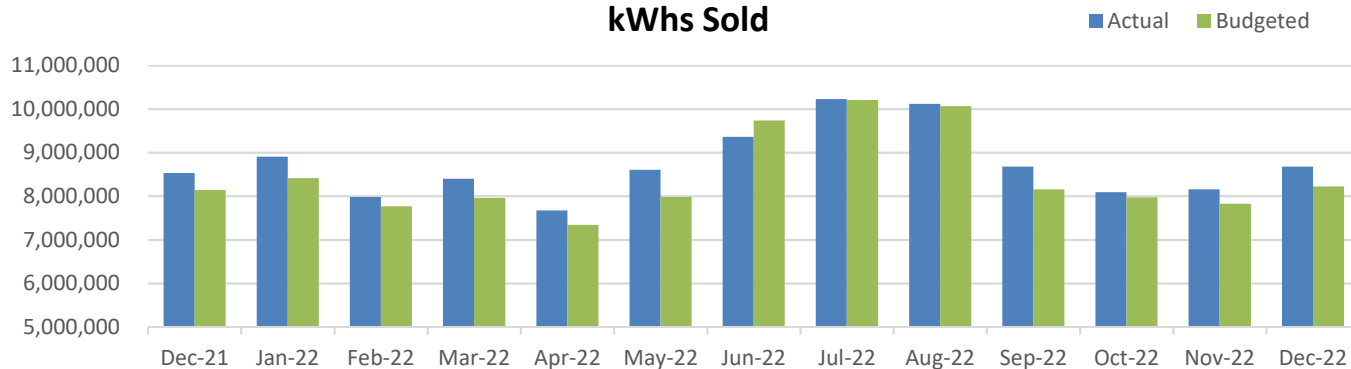
Waupun Utilities
 Construction and Plant Additions Summary
 December 2022

CONSTRUCTION:	Electric			Sewer			Water			Total	
Description	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
Projects:											
Substation upgrades	\$ -	\$ -	\$ 111,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,000
Poles, towers and fixtures	(12)	6,259	10,000	-	-	-	-	-	-	6,259.22	10,000.00
Overhead and underground conductor and devices	8,565	48,485	15,000	-	-	-	-	-	-	48,485	15,000
Transformers	50,000	114,811	150,000	-	-	-	-	-	-	114,811	150,000
Overhead and Underground Services	1,097	39,102	10,000	-	-	-	-	-	-	39,102	10,000
LED street lighting	301	11,540	50,000	-	-	-	-	-	-	11,540	50,000
Voltage conversion	-	-	10,000	-	-	-	-	-	-	-	10,000
Rebuild overhead line	61	121,301	115,700	-	-	-	-	-	-	121,301	115,700
CIAC - Work Invoiced to Customer / Others	11,932	119,438	-	-	-	-	-	7,241	-	126,679	-
City of Waupun - Shared Services	1,469	5,272	-	-	576	-	-	576	-	6,423	-
Sewer CIPP & manhole lining	-	-	-	-	-	60,000	-	-	-	-	60,000
Meters	(1)	4,307	6,000	-	-	-	4,919	27,248	8,000	31,555	14,000
Miscellaneous Work Orders	-	16,525	-	1,020	3,349	-	-	7,130	-	27,004	-
TOTAL CONSTRUCTION	\$ 73,412	\$ 487,040	\$ 477,700	\$ 1,020	\$ 3,924	\$ 60,000	\$ 4,919	\$ 42,194	\$ 8,000	\$ 533,159	\$ 545,700
CARRYOVER PROJECTS:											
ATC - Increase clearance work	\$ -	\$ 154,690	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154,690	\$ -
Overhead rebuild - Frontier Street	19	43,439	-	-	-	-	-	-	-	43,439	-
MapleTree Townhomes - Move poles & new services	-	10,385	-	-	-	-	-	-	-	10,385	-
WWTF Phosphorus Upgrade Engineering	-	-	-	138,780	3,482,715	3,804,000	-	-	-	3,482,715	3,804,000
WWTF Construction Upgrade - ABNR	-	-	-	2,226,834	29,935,464	32,204,000	-	-	-	29,935,464	32,204,000
S. Madison street reconstruction - phase 2	-	-	-	4,394	548,369	574,541	7,489	734,047	784,242	1,282,416	1,358,783
TOTAL CARRYOVER CONSTRUCTION	\$ 19	\$ 208,514	\$ -	\$ 2,370,008	\$ 33,966,548	\$ 36,582,541	\$ 7,489	\$ 734,047	\$ 784,242	\$ 34,909,109	\$ 37,366,783
PLANT ADDITIONS:											
Description	Current Month	YTD	Budget	Current Month	YTD	Budget	Current Month	YTD	Budget	YTD	Budget
Accounting software upgrade	\$ -	\$ 5,208	\$ 5,000	\$ -	\$ 5,206	\$ 5,000	\$ -	\$ 5,206	\$ 5,000	\$ 15,620	\$ 15,000
Meter programmer, safety equipment & misc tools	-	1,146	20,200	-	5,982	1,200	-	2,673	1,200	9,801	22,600
Compact tractor w/ attachments	-	-	10,000	-	-	10,000	-	-	10,000	-	30,000
Firewall replacement	-	-	3,000	-	-	3,000	-	-	3,000	-	9,000
SCADA upgrades	-	-	-	-	20,794	14,500	-	11,059	8,700	31,854	23,200
CPU hardware / software upgrades	-	-	-	-	-	1,500	-	-	1,500	-	3,000
Test breakers in substation	-	8,667	8,000	-	-	-	-	-	-	8,667	8,000
Brandon lift station piping replacment	-	-	-	-	-	5,500	-	-	-	-	5,500
Digester building equipment replacement	-	-	-	-	8,732	45,000	-	-	-	8,732	45,000
Blower building equipment replacement	-	-	-	-	21,901	22,400	-	-	-	21,901	22,400
Filter building equipment replacement	-	-	-	-	7,855	17,200	-	-	-	7,855	17,200
Grit/screen building equipment replacement	-	-	-	-	7,339	9,500	-	-	-	7,339	9,500
Other equipment replacement	-	-	-	-	23,084	18,800	-	17,780	-	40,864	18,800
Reservoir over-flow piping	-	-	-	-	-	-	-	5,720	6,500	5,720	6,500
Chlorine regulators & switchovers	-	-	-	-	-	-	-	10,620	11,600	10,620	11,600
TOTAL PLANT ADDITIONS	\$ -	\$ 15,020	\$ 46,200	\$ -	\$ 100,893	\$ 153,600	\$ -	\$ 53,059	\$ 47,500	\$ 168,972	\$ 247,300

Sales and Revenues Dashboard - Dec 2022

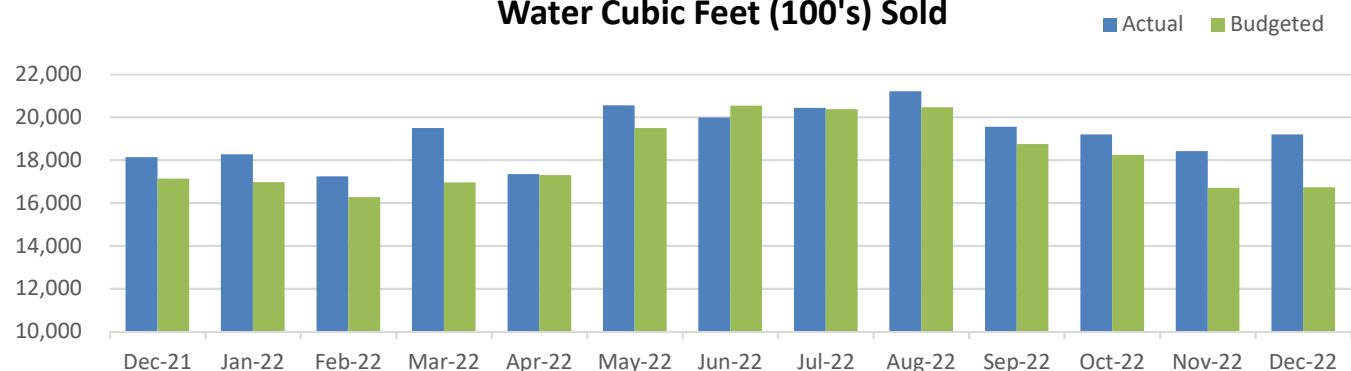
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	8,681,889	↑ 5.5%	↑ 3.2%	Power Costs	\$ 654,234	↑ 11.3%	↑ 19.0%
Revenues	\$ 834,648	↑ 9.0%	↑ 16.2%	Gross Margin	\$ 180,414	↑ 1.2%	↑ 5.6%

kWhs Sold



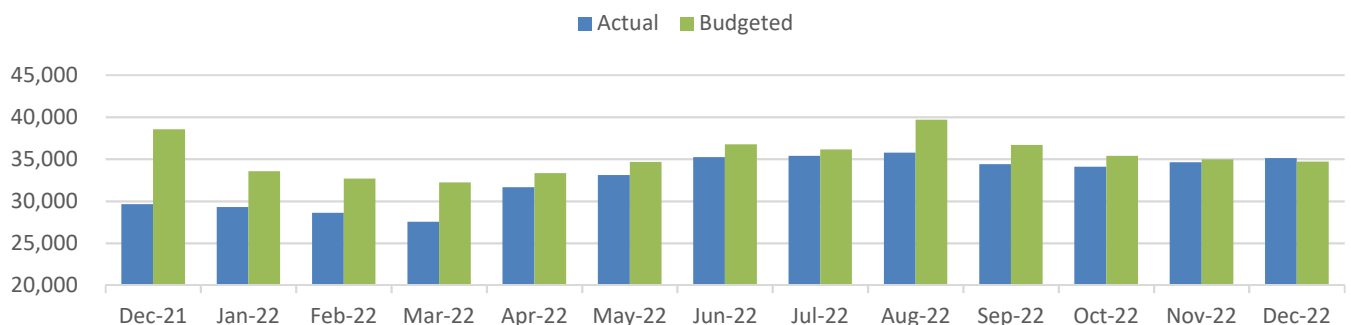
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	19,195	↑ 14.7%	↑ 5.5%	Revenues	\$ 148,384	↑ 8.6%	↑ 2.8%

Water Cubic Feet (100's) Sold

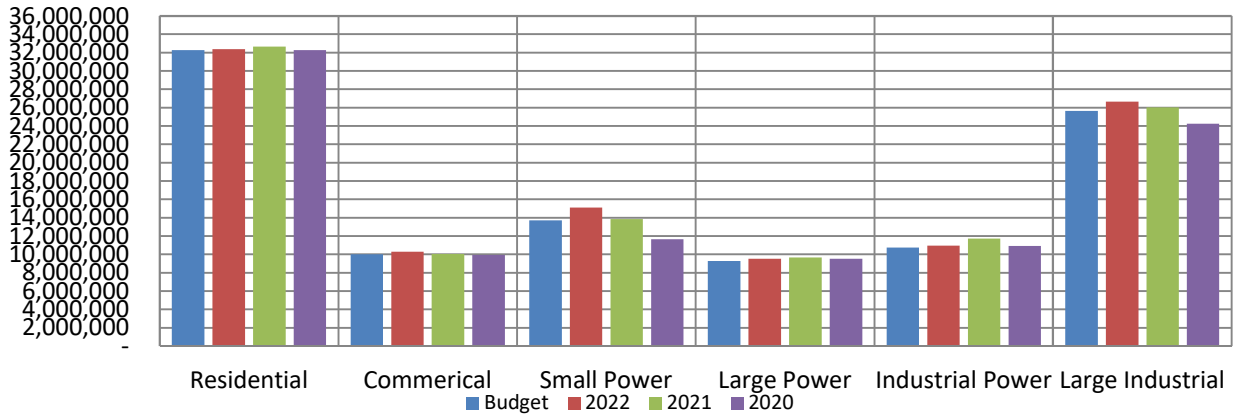


	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	35,119	↑ 1.2%	↓ -6.2%	Revenues	\$ 240,053	↑ 37.9%	↑ 7.5%

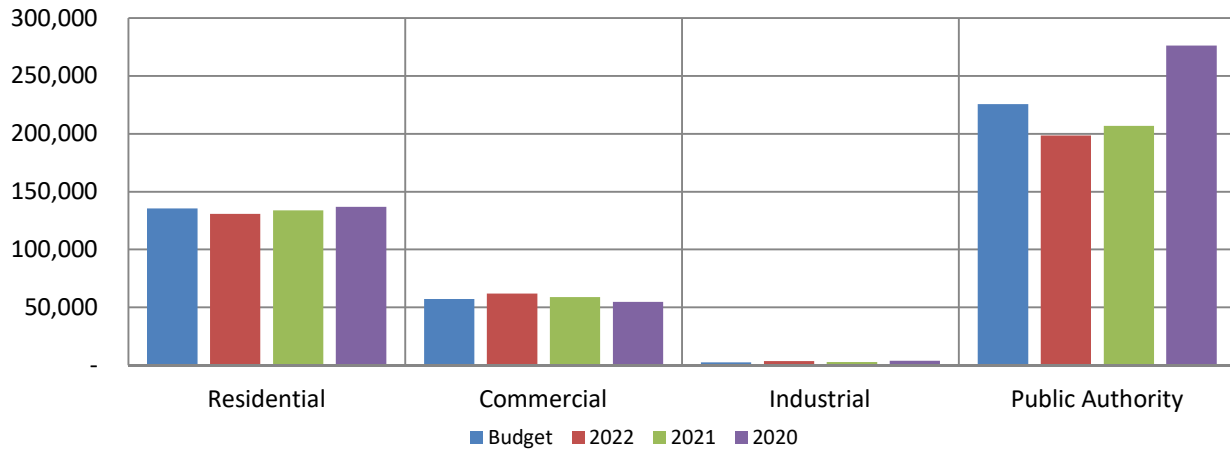
Sewer Cubic Feet (100's) Treated



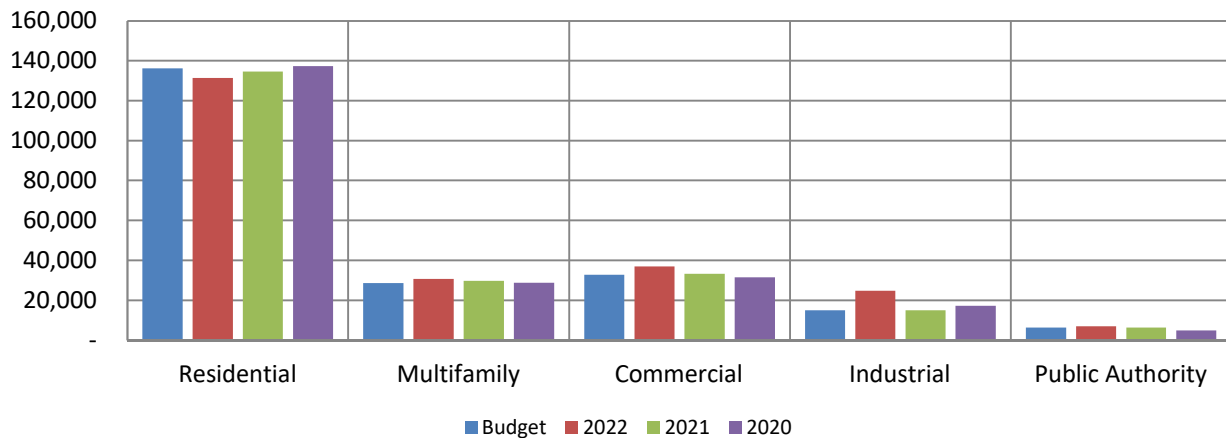
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



WAUPUN UTILITIES
Income Statement and Financial Ratios
Electric Utility
For the 12 Months Ending:

ELECTRIC	Dec 2020	Dec 2021	Dec 2022
Sales of Electricity	\$ 9,453,820	\$ 10,117,403	\$ 11,049,734
Purchased Power	7,380,142	8,048,579	8,938,573
Gross Margin	2,073,677	2,068,825	2,111,161
	21.9%	20.4%	19.1%
Other Operating Revenues	95,213	112,349	113,875
Operating Expenses			
Distribution expense	315,257	274,162	309,002
Customer accounts expense	121,019	112,652	116,537
Advertising expense	976	1,546	787
Administrative & general expense	381,019	351,452	334,979
Total operating expenses	818,271	739,812	761,304
Other Operating Expenses			
Depreciation expense	606,808	617,367	631,951
Taxes	334,605	318,251	305,206
Total other operating expenses	941,413	935,618	937,157
Operating Income	409,206	505,743	526,574
Other Income (Expense)			
Capital contributions	49,195	133,826	146,681
Interest expense	(37,264)	(27,975)	(22,900)
Amortization of debt-related costs	(8,113)	(6,700)	(6,599)
Other	113,586	21,779	(820)
Total other income (expense)	117,404	120,930	116,361
Net Income	\$ 526,610	\$ 626,674	\$ 642,935

Regulatory Operating Income	533,770	532,121	522,222
Rate of Return	6.13	6.14	6.13
Authorized Rate of Return	5.00	5.00	5.00
Current Ratio	5.0	5.0	5.6
Months of Unrestricted Cash on Hand	3.2	3.6	3.9
Equity vs Debt	0.90	0.92	0.94
Asset Utilization	0.51	0.53	0.55
Combined E&W Debt Coverage	4.06	4.28	4.28
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates increased September 2016.

Definitions

Rate of Return - Return on investment in capital infrastructure. Should be near authorized rate of return.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Equity vs Debt - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

Debt Coverage - Earnings coverage of annual debt service. Must exceed 1.25

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Electric Utility
For the Period Ended Dec, 31 2022

	Last 12 Months	YTD 2022	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 11,049,734	\$11,049,734	\$ 9,510,650	\$ 1,539,084
Purchased Power	8,938,573	8,938,573	7,512,047	1,426,526
Gross Margin	2,111,161	2,111,161	1,998,603	112,558
	19.1%	19.1%	21.0%	
Other Operating Revenues	113,875	113,875	104,940	8,935
Operating Expenses				
Distribution expense	309,002	309,002	398,288	(89,286)
Customer accounts expense	116,537	116,537	122,976	(6,439)
Advertising expense	787	787	1,596	(809)
Administrative & general expense	334,979	334,979	413,684	(78,705)
Total operating expenses	761,304	761,304	936,544	(175,240)
Other Operating Expenses				
Depreciation expense	631,951	631,951	623,964	7,987
Taxes	305,206	305,206	339,672	(34,466)
Total other operating expenses	937,157	937,157	963,636	(26,479)
Operating Income	526,574	526,574	203,363	323,211
Other Income (Expense)				
Capital contributions	146,681	146,681	-	146,681
Interest expense	(22,900)	(22,900)	(24,600)	1,700
Amortization of debt-related costs	(6,599)	(6,599)	(20,328)	13,729
Other	(820)	(820)	3,504	(4,324)
Total other income (expense)	116,361	116,361	(41,424)	157,785
Net Income	\$ 642,935	\$ 642,935	\$ 161,939	\$ 480,996

	Dec 2022	Nov 2022	Oct 2022	Sept 2022	Aug 2022	July 2022	June 2022	May 2022	April 2022	March 2022	Feb 2022	Jan 2022	Dec 2021
Operating Revenues	\$ 834,648	\$ 843,995	\$ 825,740	\$ 1,041,910	\$ 1,200,611	\$ 1,236,535	\$ 1,074,961	\$ 916,617	\$ 717,382	\$ 753,435	\$ 751,815	\$ 852,086	\$ 881,419
Purchased Power	654,234	671,332	660,754	871,172	1,015,723	1,052,262	887,358	739,992	550,888	584,861	577,652	672,345	703,218
Gross Margin	180,414	172,664	164,986	170,739	184,888	184,273	187,603	176,624	166,494	168,574	174,163	179,741	178,200
	21.6%	20.5%	20.0%	16.4%	15.4%	14.9%	17.5%	19.3%	23.2%	22.4%	23.2%	21.1%	20.2%
Other Operating Revenues	(50,986)	9,089	4,163	9,676	11,057	9,782	9,110	8,492	8,526	8,415	8,840	77,711	(54,788)
Operating Expenses													
Distribution expense	8,126	21,087	24,861	21,196	25,400	22,945	22,703	25,532	29,585	41,722	42,066	23,779	(5,663)
Customer accounts expense	5,377	9,598	12,709	10,129	9,686	9,564	9,963	10,392	12,610	8,387	9,979	8,143	6,278
Advertising expense	(3,135)	430	1,112	-	2,000	(2,769)	(628)	54	115	2,357	1,250	-	(3,360)
Administrative & general expense	(32,928)	25,907	44,596	34,340	26,363	36,278	23,336	30,156	36,618	37,223	35,870	37,219	7,443
Total operating expenses	(22,560)	57,021	83,277	65,665	63,448	66,018	55,374	66,135	78,929	89,690	89,165	69,140	4,698
Other Operating Expenses													
Depreciation expense	59,987	51,997	51,997	51,997	51,997	51,997	51,997	51,997	51,997	51,997	51,997	51,997	10,849
Taxes	(25,315)	33,502	38,673	27,739	27,809	27,767	27,944	52,873	8,780	28,460	28,451	28,522	(10,559)
Total other operating expenses	34,672	85,499	90,670	79,736	79,806	79,764	79,941	104,870	60,777	80,457	80,448	80,519	290
Operating Income	117,315	39,233	(4,798)	35,013	52,690	48,273	61,398	14,111	35,315	6,843	13,389	107,792	118,425
Other Income (Expense)													
Capital contributions	11,954	5,000	112,275	5,888	-	-	-	1,749	-	10,385	(571)	-	100,525
Interest expense	(1,201)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(2,261)	(2,263)	(1,644)
Amortization of debt-related costs	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(558)
Other	(5,907)	7,964	2,762	(2,101)	1,156	5,254	(1,261)	3,476	(1,451)	(5,191)	(2,607)	(2,915)	(46)
Total other income (expense)	4,297	10,506	112,579	1,329	(1,302)	2,796	(3,719)	2,766	(3,910)	2,736	(5,990)	(5,728)	98,276
Net Income	\$ 121,612	\$ 49,739	\$ 107,781	\$ 36,342	\$ 51,388	\$ 51,068	\$ 57,679	\$ 16,878	\$ 31,405	\$ 9,579	\$ 7,399	\$ 102,064	\$ 216,701

WAUPUN UTILITIES
Income Statement and Financial Ratios
Water Utility
For the 12 Months Ending:

WATER	Dec 2020	Dec 2021	Dec 2022
Operating Revenues	\$ 2,598,453	\$ 2,605,519	\$ 2,660,584
Operating Expenses			
Source of supply expenses	44,666	886	31,998
Pumping expenses	79,785	82,374	91,742
Water treatment expenses	170,105	162,084	180,562
Transmission & distribution expenses	250,039	260,748	249,371
Customer accounts expenses	110,283	101,581	108,287
Administrative & general expense	266,489	253,351	269,652
Total operating expenses	921,366	861,023	931,612
Other Operating Expenses			
Depreciation expense	578,406	576,974	580,387
Taxes	379,130	361,737	347,557
Total other operating expenses	957,536	938,711	927,943
Operating Income	719,550	805,785	801,029
Other Income (Expense)			
Capital contributions from customers and municipal	180,432	80,000	-
Interest expense	(145,711)	(115,632)	(103,200)
Amortization of debt-related costs	(21,238)	(17,151)	(16,406)
Other	3,195	2,603	4,454
Total other income (expense)	16,679	(50,180)	(115,152)
Net Income	\$ 736,229	\$ 755,605	\$ 685,878

Regulatory Operating Income	755,239	808,084	800,322
Rate of Return	5.40	5.63	5.69
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	30.06	24.03	31.21
Months of Unrestricted Cash on Hand	14.96	18.11	17.71
Equity vs Debt	0.73	0.75	0.78
Asset Utilization	0.36	0.37	0.39

Note 1 - Water rates increased May 2012.

Definitions

Rate of Return - Return on investment in capital infrastructure. Should be near authorized rate of return.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Equity vs Debt - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Water Utility
For the Period Ended Dec 31, 2022

	Last 12 Months	YTD 2022	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,660,584	\$ 2,660,584	\$ 2,605,328	\$ 55,256
Operating Expenses				
Source of supply expenses	31,998	31,998	60,396	(28,398)
Pumping expenses	91,742	91,742	96,564	(4,822)
Water treatment expenses	180,562	180,562	193,140	(12,578)
Transmission & distribution expenses	249,371	249,371	327,216	(77,845)
Customer accounts expenses	108,287	108,287	101,820	6,467
Administrative & general expense	269,652	269,652	294,708	(25,056)
Total operating expenses	931,612	931,612	1,073,844	(142,232)
Other Operating Expenses				
Depreciation expense	580,387	580,387	576,588	3,799
Taxes	347,557	347,557	386,352	(38,795)
Total other operating expenses	927,943	927,943	962,940	(34,997)
Operating Income	801,029	801,029	568,544	232,485
Other Income (Expense)				
Capital contributions	-	-	-	-
Interest expense	(103,200)	(103,200)	(107,352)	4,152
Amortization of debt-related costs	(16,406)	(16,406)	(64,584)	48,178
Other	4,454	4,454	2,100	2,354
Total other income (expense)	(115,152)	(115,152)	(169,836)	54,684
Net Income	\$ 685,878	\$ 685,878	\$ 398,708	\$ 287,170

	Dec 2022	Nov 2022	Oct 2022	Sept 2022	Aug 2022	July 2022	June 2022	May 2022	April 2022	March 2022	Feb 2022	Jan 2022	Dec 2021
WATER													
Operating Revenues	\$ 217,935	\$ 219,019	\$ 225,597	\$ 223,220	\$ 230,796	\$ 228,004	\$ 225,883	\$ 229,129	\$ 213,473	\$ 220,610	\$ 210,613	\$ 216,304	\$ 212,778
Operating Expenses													
Source of supply expenses	490	76	54	23,005	-	8,092	-	-	281	-	-	-	180
Pumping expenses	9,810	6,718	6,321	8,384	7,254	7,393	7,019	6,985	6,967	8,219	8,690	7,982	7,391
Water treatment expenses	14,050	18,537	14,577	15,003	20,809	13,153	11,452	21,549	13,038	16,463	11,655	10,275	13,929
Transmission & distribution expenses	48,611	15,315	30,946	28,431	14,519	18,659	14,705	22,250	19,190	12,896	14,883	8,968	49,412
Customer accounts expenses	6,636	8,451	11,594	8,882	8,551	8,859	8,870	9,136	11,601	9,559	9,014	7,135	10,904
Administrative & general expense	(11,152)	26,256	23,067	28,516	27,113	32,032	18,525	23,286	28,751	25,817	21,081	26,360	9,623
Total operating expenses	68,445	75,354	86,559	112,220	78,246	88,188	60,571	83,206	79,827	72,953	65,323	60,720	91,438
Other Operating Expenses													
Depreciation expense	51,830	48,051	48,051	48,051	48,051	48,051	48,051	48,051	48,051	48,051	48,051	48,051	28,269
Taxes	(2,698)	31,412	35,202	31,557	31,597	31,468	31,374	61,870	1,867	31,287	31,421	31,199	16,495
Total operating expenses	49,132	79,463	83,253	79,608	79,647	79,519	79,425	109,920	49,918	79,337	79,472	79,250	44,765
Operating Income	100,358	64,203	55,785	31,392	72,903	60,297	85,888	36,003	83,727	68,319	65,819	76,334	76,575
Other Income (Expense)													
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	80,000
Interest expense	(6,869)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(9,466)	(9,465)	(7,932)
Amortization of debt-related costs	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,429)
Other	4,851	8,847	3,170	(2,083)	(1,117)	1,263	(1,225)	3,825	(1,532)	(5,570)	(2,828)	(3,147)	(185)
Total other income (expense)	(3,385)	(1,120)	(6,797)	(12,050)	(11,084)	(8,704)	(11,192)	(6,142)	(11,500)	(15,537)	(13,661)	(13,980)	70,453
Net Income	\$ 96,973	\$ 63,083	\$ 48,988	\$ 19,343	\$ 61,819	\$ 51,593	\$ 74,696	\$ 29,861	\$ 72,228	\$ 52,782	\$ 52,158	\$ 62,354	\$ 147,028

WAUPUN UTILITIES
Income Statement and Financial Ratios
Sewer Utility
For the 12 Months Ending:

SEWER	Dec 2020	Dec 2021	Dec 2022
Operating Revenues	\$ 2,404,857	\$ 2,212,567	\$ 2,627,668
Operating Expenses			
WWTP operation expenses	357,070	380,503	450,869
Laboratory expenses	79,960	79,849	71,617
Maintenance expenses	410,031	645,287	433,044
Customer accounts expenses	150,984	139,242	143,946
Administrative & general expenses	436,567	400,757	373,922
Total operating expenses	1,434,612	1,645,639	1,473,397
Other Operating Expenses			
Depreciation expense	700,653	708,481	700,497
Total other operating expenses	700,653	708,481	700,497
Operating Income	269,592	(141,553)	453,773
Other Income (Expense)			
Interest expense	(46,950)	(91,300)	(290,154)
Capital contributions	134,100	92,000	4,185,000
Other	(98,785)	(310)	(19,305)
Total other income (expense)	(11,635)	390	3,875,542
Net Income	\$ 257,957	\$ (141,163)	\$ 4,329,315

Operating Income (excluding GASB 68 & 75)	274,135	(184,751)	386,174
Rate of Return	1.73	(1.30)	2.74
Current Ratio	42.12	0.59	0.56
Months of Unrestricted Cash on Hand	21.16	9.79	6.30
Equity vs Debt	0.81	0.47	0.42
Asset Utilization	0.49	0.49	0.51
Debt Coverage	2.23	0.57	0.90
Minimum Required Coverage	1.20	1.20	1.20

Note 1 - Sewer rates increased April 2022.

Definitions

Rate of Return - Return on investment in capital infrastructure.

Current Ratio - measure of liquidity or ability to pay obligations. Should be > 1.

Months of Unrestricted Cash on Hand - measure of reserves. Should be at least 2-3 months.

Equity vs Debt - Percent of infrastructure financed by operations. 50% is a good benchmark.

Asset Utilization - Illustrates the relative age of the system. Ratio of 1 indicates a system at full life expectancy.

Debt Coverage - Earnings coverage of annual debt service. Must exceed 1.20

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Sewer Utility
For the Period Ended Dec 31, 2022

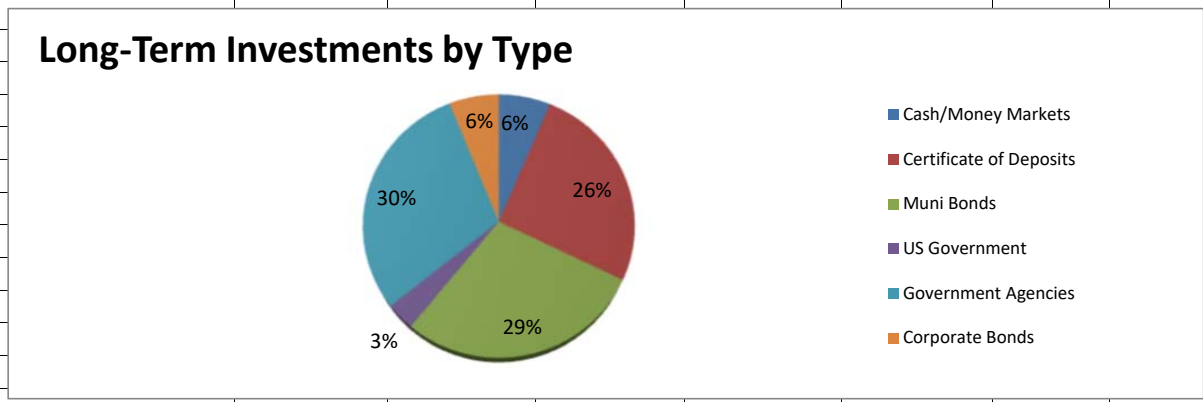
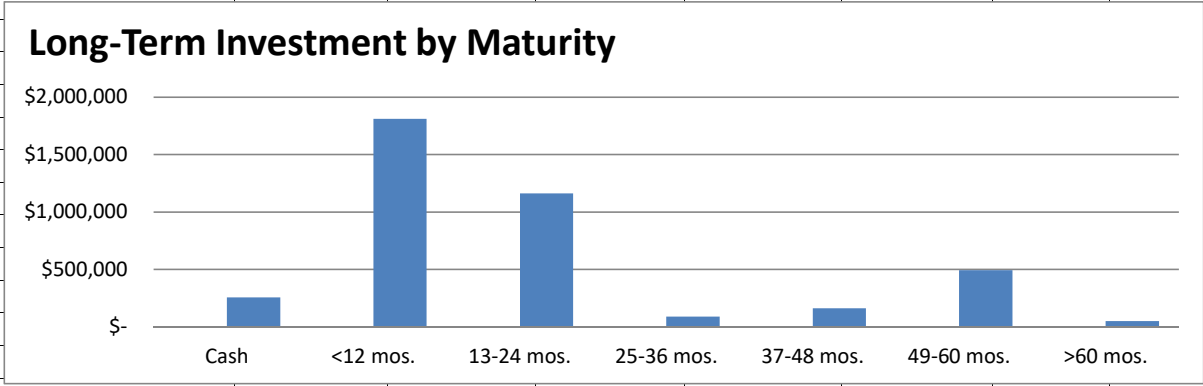
	Last 12 Months	YTD 2022	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,627,668	\$ 2,627,668	\$ 2,387,960	\$ 239,708
Operating Expenses				
WWTP operation expenses	450,869	464,391	430,368	34,023
Laboratory expenses	71,617	71,617	100,692	(29,075)
Maintenance expenses	433,044	433,044	424,164	8,880
Customer accounts expenses	143,946	143,946	145,896	(1,950)
Administrative & general expenses	373,922	373,922	454,452	(80,530)
Total operating expenses	1,473,397	1,486,919	1,555,572	(68,653)
Other Operating Expenses				
Depreciation expense	700,497	700,497	713,124	(12,627)
Total other operating expenses	700,497	700,497	713,124	(12,627)
Operating Income (Loss)	453,773	440,251	119,264	320,987
Non-operating Income (Expense)				
Interest Expense	(290,154)	(290,154)	(300,384)	10,230
Capital contributions	4,185,000	4,185,000	-	4,185,000
Other	(19,305)	(19,305)	12,804	(32,109)
Total other income (expense)	3,875,542	3,875,542	(287,580)	4,163,122
Net Income (Loss)	\$ 4,329,315	\$ 4,315,793	\$ (168,316)	\$ 4,484,109

	Dec 2022	Nov 2022	Oct 2022	Sept 2022	Aug 2022	July 2022	June 2022	May 2022	April 2022	March 2022	Feb 2022	Jan 2022	Dec 2021
SEWER													
Operating Revenues	\$ 272,291	\$ 246,708	\$ 243,017	\$ 213,457	\$ 257,409	\$ 225,150	\$ 211,007	\$ 216,243	\$ 204,779	\$ 167,923	\$ 187,053	\$ 182,631	\$ 187,697
Operating Expenses													
WWTP operation expenses	54,439	33,715	54,084	40,531	32,189	35,704	30,994	50,865	36,633	29,548	29,994	35,695	31,019
Laboratory expenses	5,417	6,624	6,684	4,466	5,272	6,253	6,375	5,640	8,610	5,579	4,019	6,678	5,119
Maintenance expenses	87,169	13,060	51,477	32,048	29,233	22,604	33,698	57,242	30,006	25,178	29,789	21,542	59,705
Customer accounts expenses	8,150	11,819	14,806	12,066	11,744	11,658	12,011	12,346	14,682	12,094	12,046	10,524	12,902
Administrative & general expense	(42,743)	41,442	48,548	33,204	29,798	39,030	27,848	42,578	42,399	38,575	32,795	40,446	12,520
Total operating expenses	112,433	106,659	175,598	122,315	108,236	115,250	110,925	168,671	132,330	110,974	108,643	114,886	121,266
Other Operating Expenses													
Depreciation expense	55,375	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	21,449
Total other operating expenses	55,375	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648	21,449
Operating Income (Loss)	104,484	81,401	8,772	32,495	90,525	51,253	41,434	(11,075)	13,802	(1,699)	19,762	9,098	44,983
Other Income (Expense)													
Interest expense	(24,104)	(23,723)	(24,573)	(24,573)	(24,573)	(24,573)	(24,573)	(24,573)	(23,723)	(23,723)	(23,723)	(23,723)	5,811
Capital contributions	1,064,000	-	1,502,000	-	1,619,000	-	-	-	-	-	-	-	92,000
Other	821	19,039	5,167	(9,259)	(5,868)	1,173	(4,654)	12,264	(5,240)	(18,757)	(9,375)	(4,616)	(16,628)
Total other income (expense)	1,040,717	(4,684)	1,482,595	(33,832)	1,588,559	(23,399)	(29,226)	(12,309)	(28,963)	(42,479)	(33,098)	(28,339)	81,182
Net Income (Loss)	\$ 1,145,200	\$ 76,717	\$ 1,491,366	\$ (1,337)	#####	\$ 27,853	\$ 12,208	\$ (23,384)	\$ (15,161)	\$ (44,178)	\$ (13,335)	\$ (19,241)	\$ 126,166

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	Dec 2020	Dec 2021	Dec 2022	Nov 2022	Change
Cash and investments - unrestricted	\$ 2,294,257	\$ 2,720,911	\$ 3,291,440	\$ 3,331,233	\$ (39,793)
Cash and investments - restricted	148,226	192,107	194,894	178,163	16,731
Receivables	1,027,673	1,184,206	1,031,288	1,044,724	(13,436)
Materials and supplies	186,714	198,194	296,634	257,620	39,014
Other assets	89,342	78,353	67,630	31,944	35,686
Plant - net of accumulated depreciation	9,131,555	9,061,033	8,954,862	8,943,871	10,991
Deferred outflows of resources	491,728	694,671	939,330	694,671	244,659
Total Assets	13,369,494	14,129,475	14,776,078	14,482,226	293,852
Accounts payable	655,395	769,795	767,152	750,561	16,591
Payable to sewer utility	-	-	-	-	-
Interest accrued	10,700	9,050	7,350	6,149	1,201
Accrued benefits	77,750	76,519	84,947	93,849	(8,901)
Deferred inflows of resources	828,896	1,015,683	1,185,266	1,021,916	163,350
Long-term debt	1,070,000	905,000	735,000	735,000	-
Net Position	10,726,754	11,353,427	11,996,363	11,874,751	121,612
Total Liabilities & Net Position	\$ 13,369,494	\$ 14,129,475	\$ 14,776,078	\$ 14,482,226	\$ 293,852
WATER	Dec 2020	Dec 2021	Dec 2022	Nov 2022	Change
Cash and investments - unrestricted / designated	\$ 1,621,374	\$ 1,845,476	\$ 1,887,433	\$ 1,808,250	\$ 79,184
Cash and investments - restricted	392,020	550,584	559,034	513,031	46,003
Receivables	266,661	273,171	262,930	242,446	20,484
Materials and supplies	57,843	69,191	70,055	70,702	(647)
Other assets	179,903	138,019	98,171	109,138	(10,967)
Plant - net of accumulated depreciation	15,888,042	15,829,236	16,015,659	16,068,071	(52,412)
Deferred outflows of resources	245,971	383,028	532,634	383,028	149,606
Total Assets	18,651,813	19,088,705	19,425,917	19,194,667	231,250
Accounts payable	20,857	50,307	35,186	13,221	21,965
Interest accrued	41,952	37,863	33,708	26,839	6,869
Accrued benefits	49,756	47,929	53,851	58,841	(4,990)
Deferred inflows of resources	503,618	581,370	671,059	560,626	110,433
Long-term debt	4,715,000	4,295,000	3,870,000	3,870,000	-
Net Position	13,320,630	14,076,235	14,762,113	14,665,140	96,973
Total Liabilities & Net Position	\$ 18,651,813	\$ 19,088,705	\$ 19,425,917	\$ 19,194,667	\$ 231,250
SEWER	Dec 2020	Dec 2021	Dec 2022	Nov 2022	Change
Cash and investments - unrestricted	\$ 2,529,614	\$ 1,342,039	\$ 774,087	\$ 772,429	\$ 1,658
Cash and investments - restricted	2,269,141	2,421,026	2,586,676	2,469,178	117,498
Receivables	216,833	212,371	302,988	274,158	28,830
Receivable from electric utility	-	-	-	-	-
Materials and supplies	7,789	7,358	7,294	7,423	(129)
Advances to other funds	328,440	291,946	210,452	210,452	-
Other assets	-	1,445	-	61,754	(61,754)
Plant - net of accumulated depreciation	15,901,946	34,357,418	48,292,165	45,454,218	2,837,947
Deferred outflows of resources	338,279	519,315	747,681	519,315	228,366
Total Assets	21,592,042	39,152,918	52,921,343	49,768,927	3,152,416
Accounts payable	55,325	2,616,042	1,859,008	34,111	1,824,897
Interest accrued	9,879	33,404	54,669	30,565	24,104
Accrued benefits	67,335	68,503	78,162	86,198	(8,036)
Deferred inflows of resources	510,810	648,648	809,415	648,648	160,767
Long-term debt	3,066,500	18,045,292	28,057,782	28,057,782	-
Net Position	17,882,193	17,741,030	22,062,307	20,911,623	1,150,684
Total Liabilities & Net Position	\$ 21,592,042	\$ 39,152,918	\$ 52,921,343	\$ 49,768,927	\$ 3,152,416

Monthly Dashboard - Cash & Investments						December 2022
Account	Restrictions	Dec 2022	Nov 2022	\$ Inc/(Dec)	% Inc/(Dec)	
Checking - E	Unrestricted	\$ 1,799,174	\$ 1,826,475	\$ (27,301)	-1.49%	
Checking - W	Unrestricted	591,264	470,896	120,367	25.56%	
Checking - S	Unrestricted	360,072	248,003	112,068	45.19%	
Reserves - E	Unrestricted	1,492,266	1,504,757	(12,492)	-0.83%	
Reserves - W	Unrestricted	789,972	832,648	(42,676)	-5.13%	
Reserves - S	Unrestricted	414,015	524,426	(110,410)	-21.05%	
P&I Redemption - E	Restricted	154,102	137,443	16,659	12.12%	
P&I Redemption - W	Restricted	402,764	357,037	45,728	12.81%	
P&I Redemption - S	Restricted	682,403	576,155	106,248	18.44%	
Bond Reserve - S	Restricted	178,855	171,053	7,801	4.56%	
Construction - S	Restricted	718	548	171	31.18%	
Depreciation - E	Restricted	40,792	40,720	72	0.18%	
Depreciation - W	Restricted	156,269	155,994	275	0.18%	
ERF - Water Plant	Designated	506,198	504,706	1,493	0.30%	
ERF - WWTP	Restricted	<u>1,724,700</u>	<u>1,721,422</u>	<u>3,277</u>	<u>0.19%</u>	
		<u>\$ 9,293,564</u>	<u>\$ 9,072,284</u>	<u>\$ 221,280</u>	<u>2.44%</u>	
Unrestricted and Designated		<u>\$ 5,952,960</u>	<u>\$ 5,911,911</u>	<u>\$ 41,049</u>	<u>0.69%</u>	
	Restricted	<u>\$ 3,340,604</u>	<u>\$ 3,160,372</u>	<u>\$ 180,231</u>	<u>5.70%</u>	



Waupun Utilities
2022 Budget Summary

	<i>Amended</i>	<i>Amended</i>	<i>Amended</i>	<i>Amended</i>
	Electric	Water	Sewer	Total
Sources of Cash				
Operating Revenues	\$ 9,615,581	\$ 2,605,342	\$ 2,387,966	\$ 14,608,889
Debt Financing	-	-	10,239,000	10,239,000
USDA Grant Funding	-	-	4,771,000	4,771,000
Receivable from City	-	-	36,494	36,494
Equipment Replacement Funds	-	-	94,100	94,100
Interest Earnings	3,500	2,100	12,800	18,400
Total Sources of Cash	<u>9,619,081</u>	<u>2,607,442</u>	<u>17,541,360</u>	<u>29,767,883</u>
Uses of Cash				
Operation and Maintenance Expenses	8,448,582	1,073,844	1,555,581	11,078,007
Depreciation on Meters	-	-	32,500	32,500
Taxes	339,674	386,348	-	726,022
Debt Service				
2003 Revenue Bonds	-	-	407,191	407,191
2019 Revenue Bonds	-	109,168	-	109,168
2019 Refunding Revenue Bonds	194,600	423,188	-	617,788
2020 USDA Revenue Bonds	-	-	263,160	263,160
2021 USDA Revenue Bonds	-	-	163,347	163,347
Plant Additions and Construction	523,900	842,194	15,800,657	17,166,751
Debt Reserve Account Funding	-	-	87,500	87,500
Removal Expenses	10,000	-	-	10,000
Total Uses of Cash	<u>9,516,756</u>	<u>2,834,742</u>	<u>18,309,936</u>	<u>30,661,434</u>
Cash Applied to (Used from) Reserves	<u>\$ 102,325</u>	<u>\$ (227,300)</u>	<u>\$ (768,576)</u>	<u>\$ (893,551)</u>
2021 Budget - Uses of Cash	<u>\$ 9,390,377</u>	<u>\$ 3,157,586</u>	<u>\$ 19,520,678</u>	<u>\$ 32,068,641</u>
\$ Difference	<u>\$ 126,379</u>	<u>\$ (322,844)</u>	<u>\$ (1,210,742)</u>	<u>\$ (1,407,207)</u>
% Difference	<u>1.35%</u>	<u>-10.22%</u>	<u>-6.20%</u>	<u>-4.39%</u>

	(A)	(B)	(C)		w/o WWTF
	Electric	Water	Sewer	Total	Sewer
Capital Asset Summary - Budget					
Construction	\$ 471,700	\$ 786,694	\$ 15,797,657	\$ 17,056,051	\$ 637,057
Plant Additions	52,200	55,500	153,600	261,300	153,600
Total	\$ 523,900	\$ 842,194	\$ 15,951,257	\$ 17,317,351	\$ 790,657
Actual Spend - YTD 2022 (includes mods for carry-over projects)					
Construction - UF	\$ 365,410	\$ 740,743	\$ 13,979,313	\$ 15,085,466	\$ 551,718
Plant Additions	33,627	80,307	107,526	221,460	107,526
Total - UF	\$ 399,037	\$ 821,050	\$ 14,086,839	\$ 15,306,926	\$ 659,244
Construction - CIAC	160,164	-	-	160,164	
Total	\$ 559,201	\$ 821,050	\$ 14,086,839	\$ 15,467,090	
Budget to Actual - 2022 Over (Under) Budget					
Construction - UF	\$ (106,290)	\$ (45,951)	\$ (1,818,344)	\$ (1,970,585)	\$ (85,339)
Plant Additions	(18,573)	24,807	(46,074)	(39,840)	(46,074)
Total	\$ (124,863)	\$ (21,144)	\$ (1,864,418)	\$ (2,010,425)	\$ (131,413)

- Notes - (A)** Electric construction **SURPLUS** primarily due to CIAC WO's (billed & WIP) where crews worked on billable customer additions / replacements vs. utility-financed assets. In addition, cash outflows for transformers were below budget do to supply chain and lead time delays. Electric Addition budget **UNDER** due to budgeted items not being spent in 2022 (tractor) due to uncertainty surrounding prices increases in common utility materials including wire and conduit.
- (B)** Water Construction **SURPLUS** due to outstanding costs due on the S. Madison St. reconstruction project from the WDOT that have not been billed yet despite construction being completed in 2022. Water Plant Additions **OVER** budget due to the purchase of meter modules for AMI meters that began to fail in 2022. Supply chain and lead time issues also persist with water meter-related materials.
- (C)** Sewer Construction **SURPLUS** due to timing of ABNR WWTF upgrade invoice timing, remaining WDOT costs to be billed for S. Madison St. reconstruction project and the delay of manhole and sewer main CIPP lining total \$60k not spent due to cash flow concerns. Sewer Plant Additions **UNDER** budget due to the delay in certain maintenance project replacements and equipment purchases due to cash flow concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: February 13, 2023
SUBJECT: General Manager Report

Electric Department Update:

Power Outage

- On February 7, 2023 at 6:55 a.m. a meter in the 200 Block of Monroe St. reported the loss of utility power. After troubleshooting the outage the crew found a bad service connector and several damaged areas in the service conductor. New service conductor was installed and power restored at 8:00 a.m.

Line Clearance

- Concluded line clearance on Comtech 1 Feeder
- Tree removals on W. Main St. and County Park Rd.

Annual Equipment Testing

- Completed the annual testing of hot line tools and protective grounds

Electric Service Work

- Removal of service at N11456 Hwy. 26 for house move
- Installed temp service to 1804/1806 Shaler Dr. (All-Phase HVAC LLC and indoor softball/baseball training facility)
- Installed service at 1017 Tanager St.
- Completed Monthly Sub Station Inspections
- Installed and energized service at 417 E. Main St. (Stone and Suede)

General Manager Update:

EV-Friendly Time-of-Use Rate

- The Wisconsin Public Service Commission voted to approve Waunakee Utilities' proposed optional, residential, three tier time-of-use (Rg-3) rate. While the new rate will be available for all Waunakee residential customers, the offering should hold particular appeal for electric vehicle users. The Rg-3 rate was designed with an on-peak window of just four hours – much shorter than the 12-hour period typical in two-tier TOU rates. In addition, the Rg,3 off-peak period is more deeply discounted. We expect that these elements will make the rate more RV-friendly for many who use level-two home chargers.

WPPI Member Utility Survey

- WPPI member utilities have again earned top honors in a customer satisfaction survey from E Source, the utility industry's leading data authority. Together, the WPPI membership received top marks in the 2022 study and outranked larger utilities in the region. Survey participants ranked WPPI member utilities an 8.5 out of 10. The average for all utilities across the nation in 2022 was 7.3.
- WPPI members earned the highest scores in four of the survey's eight customer satisfaction categories, including: Providing reliable energy, offering a variety of rate options, programs and services, playing an active role in the community, and trustworthiness.

Staff Update

- Todd Flegner informed management of his plans to retire June 1, 2023. Todd started with Waupun Utilities March 1, 1995 and has worked as a Journeyman Line Technician since. Waupun Utilities will lose a very dedicated and experienced line worker. If you see Todd, please congratulate him on his retirement.
- Owen VandeKolk accepted the new role within our utility as Assistant Electric Superintendent on January 23, 2023. I look forward to working with Owen in his new role.
- Waupun Utilities is accepting applications for employment for the position of Line Technician – Journey Level. We are looking to fill the position as soon as possible.

Department of Safety and Professional Services

- Department of Safety and Professional Services (DSPS) inspectors audited WU February 1, 2023. The inspectors reviewed all training policies and training records, then following with inspections of main shop building, Water Treatment Facility and Well #2. After the audit was completed, the Occupational Safety Inspector followed up with a list of recommendations for improvement in a few areas in the shop. All recommendations will be reviewed and changes made to align with the recommendations. Our MEUW Safety Coordinator will follow up with DSPS and provide written documentation and pictures of improvements made.

Paperless Billing Promotion

- An insert was included in the residential customer's bill this month encouraging enrollment in paperless billing. For the customers who enroll in the month of February to receive paperless bills (and those currently enrolled), they will be entered in a giveaway for a chance to win 1 of 3 \$50 bill credits. For those customers who choose to enroll in paperless statements, they will need to do so through MyAccount. The MyAccount site is a great tool for customers and enables them to have the ability to view bills, pay bills, setup recurring automatic payments, view electric and water usage, receive water leak notifications and setup high electric and water usage alerts.

Distribution Services Advisory Group

- I was recently nominated to serve on WPPI's Distribution Services Advisory Group (DSAG). The DSAG's role is to develop and recommend the best possible services within the budget and other parameters set by the Executive Committee (EC) and provide feedback to WPPI staff to assure that services are practical and meet member and customer needs.
- The first DSAG meeting I had the opportunity to attend was on February 9, 2023. Agenda items included review and award of distribution material RFP contracts and updates on lead times pertaining to transformers, conduit, conductors, and other materials.

This concludes my report for February 2023. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 7, 2023
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The WDNR has released drinking water monitoring requirements for 2023. Within these requirements are new initial monitoring for perfluorooctanoic acid (PFOA) and perfluorooctane sulfonic acid (PFOS). These chemicals have been used for decades in consumer products to make them non-stick and water-resistant material. Both manufactured chemicals have gained considerable attention over the past couple of years in the water community. The USEPA has identified three types of treatment for PFAS removal. One being reverse osmosis, which is the current treatment technology used by the utilities. Current preliminary testing of PFAS has been non-detectable.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff has been assisting Enhanced Automation and Ruekert Mielke with I/O checkout and control verification during the transitioning from existing processors and control schemes to the new systems.

In preparation of inoculating the ABNR system, there has been an increase of additional analytical testing for quaternary ammonia and surfactants. These parameters have an inhibitory (toxic) effect on biological processes, both, which have increased in wastewater since COVID.

After reviewing proposals for a diesel stand-by generator and automatic transfer equipment, there were four qualified suppliers. The lowest bidder was Fabick Cat with a bid of \$365,624 and shortest lead-time of 48 weeks. Costs associated with the stand-by generator project are covered by a USDA grant.

Water/Sewer Crew:

There are no call-ins to report this month.

There was one water main breaks this past month. Details are as follows:

- The break was located on Fond du Lac Street and was a radial crack on a 6-inch main. It was leaking approximately 209 gallons per minute for 48 hours, totaling 603,910 gallons.

Water/Sewer Crew Continued:

Staff's focus is televising the sanitary sewer system. This allows staff to see "inside" of the sanitary sewer. The camera measures the exact distance in a pipe to allow staff to easily and precisely repair cracks, joints, or remove obstructions. Pipe condition recorded as camera moves through pipe and information then used to establish a pipe priority grade. The grading allows staff to pinpoint areas within the gravity sanitary collection system that need a more thorough investigation due to the critical nature of the location, physical attributes of a pipe section, structural integrity of the pipe, and operation and maintenance needs of the pipe.

This concludes my report. Please do not hesitate to contact me with your questions or concerns at 324-7920 or sschramm@waupunutilities.org.