



AGENDA

Utility Commission Meeting
Waupun Utilities – 817 S Madison St.
Waupun, WI P.O. Box 431
Monday, May 11, 2020 AT 4:00 PM

The Waupun Utilities Commission will meet virtually at 4:00 pm on Monday, May 11, 2020, via Zoom. The public may access the conference meeting online or by phone. Instructions to join the meeting are provided below:

1. Join Zoom Meeting
<https://us02web.zoom.us/j/88525153561> Meeting ID: 885 2515 3561 Password: 482665
2. By phone
+1 312 626 6799 Meeting ID: 885 2515 3561 Password: 482665

CALL TO ORDER

ROLL CALL OF COMMISSIONERS

APPROVAL OF PREVIOUS MEETING MINUTES

1. April 13, 2020 Minutes
2. April 22, 2020 Minutes

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

3. 04-2020 Accounts Payable

FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS

4. March 2020 Financial Report

GM REPORT / OPERATIONS REPORT

5. General Manager and Electric Operations Report
6. Water and Wastewater Report

APPEARANCE BY VISITORS

AGENDA

7. Applied Technologies Jim Smith Update on Wastewater Treatment Plant Project
8. Discuss / Approve Amendment No. 2 to the Owner Engineer Agreement Between Waupun Utilities and Applied Technologies
9. Appointment of WPPI Energy Board Director and WPPI Energy Board Alternate

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, April 13, 2020**

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

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

Motion made by Thurmer, seconded by Kaczmarski and unanimously carried, to approve the minutes from the March 5, 2020 special meeting, March 9, 2020 regular meeting, March 16, 2020 and March 30, 2020 special meetings.

On motion by Westphal, seconded by Thurmer and unanimously carried, bills for the month of March 2020 were approved as presented.

General Manager Brooks reported on the revised work plan currently in place due to the Covid-19 pandemic. The revised work plan is in effect to keep staff healthy and safe while continuing to provide reliable service to our customers. Governor Evers had issued Emergency Order #11, temporarily suspending certain provisions of the Wisconsin Administrative Codes administered by the PSC. The Electronics Recycling Event has been postponed and will be rescheduled at a later date. New sewer rates are in effect as of April 1, 2020.

Office and Customer Service Lead gave an update that office staff has been proactively reaching out to customers who are in arrears. Staff has been trying to work out payment plans and Deferred Payment Arrangements with customers. In lieu of disconnection notices, friendly reminder letters were mailed out to customers with past due balances. Penalties on the past due balances are being waived due to Emergency Order #11.

General Manager Brooks reported on outages that had occurred. Crew had installed two new services in March and have been busy coordinating disconnections and reconnections of service with electricians as several customers have had an electric service upgrade completed. The line clearance program has been postponed due to Covid-19 and is expected to resume end of 2020 into the first quarter of 2021. Waupun Utilities' Meter Technician has been working on completing the testing of meters in our electric system per testing requirements established by the PSC.

Treatment Facilities and Operations Superintendent reported on scheduling of staff under the revised work plan in place due to Covid-19 to minimize amount of interaction between staff. Staff has been working on smaller maintenance projects during this time in addition to their daily responsibilities. The water treatment and wastewater treatment facilities are performing well. There was one water main break on Monroe St that the crew repaired. Crew replaced 2 – 10 foot sections of cracked sewer main on W Franklin St.

Treatment Facilities and Operations Superintendent provided an update on the ABNR project at the WWTP. The CO2 quality and optimization study is complete. A cogen unit will generate enough CO2 needed for algae and will provide enough energy to power the Wastewater Treatment Facility and system at all times.

On motion by Kaczmarski, seconded by Homan and unanimously carried, the year-to-date financial reports through February 2020 were approved as presented.

Aaron Worthman, Baker Tilly, presented a report on the 2019 financial audit. The audit objective was to provide reasonable assurance that Waupun Utilities' financial statements are free from material misstatement. We received an unmodified opinion, which is the highest level of assurance that can be placed on financial statements. Worthman noted the overall financial health of the Utilities is good. Motion made by Thurmer, seconded by Gerritson and unanimously carried to approve the 2019 Financial Audit Report.

Commissioners Gerritson and Westphal along with General Manager Brooks provided an overview of the Business Finance Manager search and interview process that has taken place under direction of Baker Tilly Search & Staffing. Two candidates have been interviewed at this time.

Motion made by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Westphal seconded by Thurmer, 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 Thurmer, seconded by Kaczmarek and unanimously carried, the meeting was adjourned at 5:50 p.m.

The next commission meeting is scheduled on May 11, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead

**Minutes of a Special Meeting of the
Waupun Utilities Commission
Wednesday, April 22, 2020**

The meeting was called to order by President Heeringa at 4:30 p.m.

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

Motion made by Thurmer, seconded by Kaczmarski, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Thurmer, seconded by Kaczmarski, 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, the meeting was adjourned at 4:55 p.m.

The next regularly scheduled meeting is on Monday, May 11, 2020 at 4:00 p.m.

Steve Brooks
General Manager

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
AIRGAS USA INC							
855	9967261502	ACETYLENE/OXYGEN/NITROGEN	12/31/2019	22.89	22.89	45785	04/09/2020
	9967261502	ACETYLENE/OXYGEN/NITROGEN	12/31/2019	22.88	22.88	45785	04/09/2020
	9967261502	ACETYLENE/OXYGEN/NITROGEN	12/31/2019	22.88	22.88	45785	04/09/2020
	9968742025	ACETYLENE/OXYGEN/NITROGEN	02/29/2020	22.74	22.74	45785	04/09/2020
	9968742025	ACETYLENE/OXYGEN/NITROGEN	02/29/2020	22.73	22.73	45785	04/09/2020
	9968742025	ACETYLENE/OXYGEN/NITROGEN	02/29/2020	22.73	22.73	45785	04/09/2020
	9969527851	ACETYLENE/OXYGEN/NITROGEN	03/31/2020	23.97	23.97	45785	04/09/2020
	9969527851	ACETYLENE/OXYGEN/NITROGEN	03/31/2020	23.97	23.97	45785	04/09/2020
	9969527851	ACETYLENE/OXYGEN/NITROGEN	03/31/2020	23.98	23.98	45785	04/09/2020
Total AIRGAS USA INC:				208.77	208.77		
ALLIANT ENERGY							
900	183035-042020	Gas Utility for Water Plant	04/02/2020	560.59	560.59	45786	04/09/2020
	437000-033120	GAS UTIL BILL FOR SWG PLNT	03/31/2020	1,135.45	1,135.45	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	23.67	23.67	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	18.94	18.94	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	18.94	18.94	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	127.84	127.84	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	127.84	127.84	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	127.84	127.84	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	9.47	9.47	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	9.47	9.47	45786	04/09/2020
	590516-033120	Split Distribution - Main Bldg	03/31/2020	9.46	9.46	45786	04/09/2020
	931084-033120	GAS UTIL @ WWTP GARAGE	03/31/2020	1,349.22	1,349.22	45786	04/09/2020
Total ALLIANT ENERGY:				3,518.73	3,518.73		
AMAZON CAPITAL SERVICES							
1015	17TQ-3H1Q-R7R3	Wipes & Gloves	03/27/2020	38.98	38.98	45787	04/09/2020
	17TQ-3H1Q-R7R3	Wipes & Gloves	03/27/2020	30.98	30.98	45787	04/09/2020
	17TQ-3H1Q-R7R3	Wipes & Gloves	03/27/2020	30.00	30.00	45787	04/09/2020
	1F4J-N1DW-9YJ1	GLOVES & PROTECTIVE SLEEVES	03/16/2020	56.42	56.42	45787	04/09/2020
	1HTN-PQNP-4DT9	Hand Soap	03/31/2020	7.79	7.79	45787	04/09/2020
	1HTN-PQNP-4DT9	Hand Soap	03/31/2020	6.19	6.19	45787	04/09/2020
	1HTN-PQNP-4DT9	Hand Soap	03/31/2020	6.00	6.00	45787	04/09/2020
	1R6R-VRTQ-FLL6	Hand Sanitizer	04/06/2020	17.15	17.15	45787	04/09/2020
	1R6R-VRTQ-FLL6	Hand Sanitizer	04/06/2020	13.63	13.63	45787	04/09/2020
	1R6R-VRTQ-FLL6	Hand Sanitizer	04/06/2020	13.20	13.20	45787	04/09/2020
Total AMAZON CAPITAL SERVICES:				220.34	220.34		
AMERICAN MESSAGING							
1090	U1-850424	PAGER FOR ELEC DEPT ON-CALL	04/01/2020	35.99	35.99	45788	04/09/2020
Total AMERICAN MESSAGING:				35.99	35.99		
AUTO PLUS AUTO PARTS							
1700	039861058	HI-Power II Belt	03/17/2020	5.28	5.28	45789	04/09/2020
Total AUTO PLUS AUTO PARTS:				5.28	5.28		
BAKER TILLY SEARCH & STAFFING LLC							
2332	72573	Phase 1- Finance Mngr Search	03/22/2020	3,200.00	3,200.00	45790	04/09/2020
	72573	Phase 1- Finance Mngr Search	03/22/2020	2,400.00	2,400.00	45790	04/09/2020
	72573	Phase 1- Finance Mngr Search	03/22/2020	2,400.00	2,400.00	45790	04/09/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total BAKER TILLY SEARCH & STAFFING LLC:				8,000.00	8,000.00		
BEAR GRAPHICS							
2503	0844126	Laser Check Order	03/25/2020	108.40	108.40	45791	04/09/2020
	0844126	Laser Check Order	03/25/2020	86.16	86.16	45791	04/09/2020
	0844126	Laser Check Order	03/25/2020	83.39	83.39	45791	04/09/2020
Total BEAR GRAPHICS:				277.95	277.95		
CAPITAL NEWSPAPERS							
5450	1696953	MTHLY COMMISSION MTG MINUTES	03/26/2020	28.63	28.63	45792	04/09/2020
	1696953	MTHLY COMMISSION MTG MINUTES	03/26/2020	22.75	22.75	45792	04/09/2020
	1696953	MTHLY COMMISSION MTG MINUTES	03/26/2020	22.03	22.03	45792	04/09/2020
	1696956	MTHLY COMMISSION MTG MINUTES	03/26/2020	11.04	11.04	45792	04/09/2020
	1696956	MTHLY COMMISSION MTG MINUTES	03/26/2020	8.77	8.77	45792	04/09/2020
	1696956	MTHLY COMMISSION MTG MINUTES	03/26/2020	8.51	8.51	45792	04/09/2020
Total CAPITAL NEWSPAPERS:				101.73	101.73		
CAREW CONCRETE & SUPPLY CO							
5600	1159834	3/4 CRUSHER RUN	03/19/2020	217.90	217.90	45793	04/09/2020
	1160003	Clear Stone & Crusher Run	03/24/2020	294.80	294.80	45793	04/09/2020
	1160082	3/4 CRUSHER RUN	03/25/2020	177.92	177.92	45793	04/09/2020
	1160455	Clear Stone & Crusher Run	03/16/2020	243.97	243.97	45793	04/09/2020
Total CAREW CONCRETE & SUPPLY CO:				934.59	934.59		
FARM & HOME SUPPLY							
9200	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	48.94	48.94	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	16.74	16.74	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	25.57	25.57	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	15.09	15.09	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	20.88	20.88	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	42.99	42.99	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	27.41	27.41	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	21.78	21.78	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	21.08	21.08	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	47.03	47.03	45794	04/09/2020
	475905-MARCH 20	MISCELLANEOUS ITEMS	03/31/2020	7.99	7.99	45794	04/09/2020
Total FARM & HOME SUPPLY:				295.50	295.50		
FERGUSON WATERWORKS #1476							
9480	0296296-1	8" Clay / 8" Plastic	03/26/2020	30.00	30.00	45795	04/09/2020
Total FERGUSON WATERWORKS #1476:				30.00	30.00		
HACH COMPANY							
12050	11893485	Ammonia TNT+, ULR	03/24/2020	1,531.94	1,531.94	45796	04/09/2020
Total HACH COMPANY:				1,531.94	1,531.94		
HARN R/O SYSTEMS INC.							
12140	IN-728	Vitec 3000 - 500lb Drum	03/25/2020	3,500.00	3,500.00	45797	04/09/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total HARN R/O SYSTEMS INC.:				3,500.00	3,500.00		
HYDROCORP INC.							
13985	0056726-IN	CROSS CNNCTN CONTROL PROGRM	03/31/2020	2,252.00	2,252.00	45798	04/09/2020
Total HYDROCORP INC.:				2,252.00	2,252.00		
INTEGRATED COMMUNICATIONS SERV							
14650	200301451101	TELEPHONE ANSWERING SERV-AFT	03/23/2020	110.99	110.99	45799	04/09/2020
	200301451101	TELEPHONE ANSWERING SERV-AFT	03/23/2020	88.23	88.23	45799	04/09/2020
	200301451101	TELEPHONE ANSWERING SERV-AFT	03/23/2020	85.38	85.38	45799	04/09/2020
Total INTEGRATED COMMUNICATIONS SERV:				284.60	284.60		
ITU ABSORB TECH INC.							
14950	7447130	SHOP TOWELS FOR WWTP	04/03/2020	23.66	23.66	45800	04/09/2020
	7447133	Towels & Mats	04/03/2020	15.43	15.43	45800	04/09/2020
	7447133	Towels & Mats	04/03/2020	11.56	11.56	45800	04/09/2020
	7447133	Towels & Mats	04/03/2020	11.56	11.56	45800	04/09/2020
Total ITU ABSORB TECH INC.:				62.21	62.21		
J & H CONTROLS INC							
16000	10000021738	BUILDING MAINTENANCE MTHLY CHR	03/16/2020	179.20	179.20	45801	04/09/2020
	10000021738	BUILDING MAINTENANCE MTHLY CHR	03/16/2020	134.40	134.40	45801	04/09/2020
	10000021738	BUILDING MAINT MTHLY CHR	03/16/2020	134.40	134.40	45801	04/09/2020
Total J & H CONTROLS INC:				448.00	448.00		
KEMIRA WATER SOLUTIONS INC.							
17513	9017668394	FERROUS CHLORIDE	03/26/2020	3,310.11	3,310.11	45802	04/09/2020
Total KEMIRA WATER SOLUTIONS INC.:				3,310.11	3,310.11		
LOCATORS & SUPPLIES INC.							
18825	0283153-IN	Locator Repair	03/25/2020	335.33	335.33	45803	04/09/2020
Total LOCATORS & SUPPLIES INC.:				335.33	335.33		
METLIFE SBC							
23230	TS05980868-APRIL	LONG TERM DISABILITY PREM	03/16/2020	363.39	363.39	45804	04/09/2020
	TS05980868-APRIL	SHORT TERM DISABILITY PREM	03/16/2020	231.63	231.63	45804	04/09/2020
Total METLIFE SBC:				595.02	595.02		
MIDWEST OVERHEAD DOORS INC							
24300	184969	SERV CALL FOR OVERHEAD DOORS	03/27/2020	472.88	472.88	45805	04/09/2020
	184969	SERV CALL FOR OVERHEAD DOORS	03/27/2020	354.65	354.65	45805	04/09/2020
	184969	SERV CALL FOR OVERHEAD DOORS	03/27/2020	354.65	354.65	45805	04/09/2020
Total MIDWEST OVERHEAD DOORS INC:				1,182.18	1,182.18		
SECURIAN FINANCIAL GROUP INC							
25200	002832L-MAY 2020	BASIC GROUP LIFE INS PREMIUM	03/31/2020	248.59	248.59	45810	04/09/2020
	002832L-MAY 2020	EMPLOYER CONTRIBUTION 20%	03/31/2020	11.46	11.46	45810	04/09/2020
	002832L-MAY 2020	EMPLOYER CONTRIBUTION 20%	03/31/2020	9.10	9.10	45810	04/09/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	002832L-MAY 2020	EMPLOYER CONTRIBUTION 20%	03/31/2020	8.82	8.82	45810	04/09/2020
Total SECURIAN FINANCIAL GROUP INC:				277.97	277.97		
OFFICE DEPOT							
38880	451039691001	OFFICE SUPPLIES	03/18/2020	71.76	71.76	45806	04/09/2020
	451039691001	OFFICE SUPPLIES	03/18/2020	57.03	57.03	45806	04/09/2020
	451039691001	OFFICE SUPPLIES	03/18/2020	55.20	55.20	45806	04/09/2020
	458508124002	OFFICE SUPPLIES	03/17/2020	13.88	13.88	45806	04/09/2020
	458508124002	OFFICE SUPPLIES	03/17/2020	11.03	11.03	45806	04/09/2020
	458508124002	OFFICE SUPPLIES	03/17/2020	10.68	10.68	45806	04/09/2020
	465548857001	OFFICE SUPPLIES	03/26/2020	9.46	9.46	45806	04/09/2020
	465548857001	OFFICE SUPPLIES	03/26/2020	7.52	7.52	45806	04/09/2020
	465548857001	OFFICE SUPPLIES	03/26/2020	7.30	7.30	45806	04/09/2020
	465548857001	Copy paper	03/26/2020	19.59	19.59	45806	04/09/2020
	465548857001	Copy paper	03/26/2020	15.57	15.57	45806	04/09/2020
	465548857001	Copy paper	03/26/2020	15.07	15.07	45806	04/09/2020
Total OFFICE DEPOT:				294.09	294.09		
OSHKOSH OFFICE SYSTEMS							
39000	AR50152	MTHLY CLICK COUNTS	04/01/2020	51.88	51.88	45807	04/09/2020
	AR50152	MTHLY CLICK COUNTS	04/01/2020	41.24	41.24	45807	04/09/2020
	AR50152	MTHLY CLICK COUNTS	04/01/2020	39.90	39.90	45807	04/09/2020
Total OSHKOSH OFFICE SYSTEMS:				133.02	133.02		
POSTMASTER							
42200	2020 BOX 431 FEE	PO BOX RENTAL - YEARLY RENEWAL	04/09/2020	106.86	106.86	45808	04/09/2020
	2020 BOX 431 FEE	PO BOX RENTAL - YEARLY RENEWAL	04/09/2020	84.94	84.94	45808	04/09/2020
	2020 BOX 431 FEE	PO BOX RENTAL - YEARLY RENEWAL	04/09/2020	82.20	82.20	45808	04/09/2020
Total POSTMASTER:				274.00	274.00		
Q-TRONICS							
44440	10079901	AC600 Dual Band Wireless	03/23/2020	29.99	29.99	45809	04/09/2020
Total Q-TRONICS:				29.99	29.99		
SEERA							
51535	WAUPUN/MAR 202	"WAUPUN" FOCUS PROGRAM FEE	03/31/2020	2,664.53	2,664.53	45811	04/09/2020
Total SEERA:				2,664.53	2,664.53		
SPEE-DEE							
52600	3963655	SERVICE CHRG for WATER SAMPLES	03/23/2020	39.86	39.86	45812	04/09/2020
Total SPEE-DEE:				39.86	39.86		
STATE INDUSTRIAL PRODUCTS							
53200	901446007	FRESH DEFENSE	03/31/2020	291.03	291.03	45813	04/09/2020
Total STATE INDUSTRIAL PRODUCTS:				291.03	291.03		
TASC							
55000	IN1744972	Admin Fees	04/01/2020	34.92	34.92	45814	04/09/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total TASC:				34.92	34.92		
VAN BUREN, JEROME and/or SANDRA							
60800	MAR 2020-SOLAR	SOLAR CREDIT	03/31/2020	238.99	238.99	45815	04/09/2020
Total VAN BUREN, JEROME and/or SANDRA:				238.99	238.99		
VERIZON WIRELESS							
62900	9850972975	CELLPHONE MTHLY EXPENSES	03/21/2020	141.12	141.12	45816	04/09/2020
	9850972975	CELLPHONE MTHLY EXPENSES	03/21/2020	112.17	112.17	45816	04/09/2020
	9850972975	CELLPHONE MTHLY EXPENSES	03/21/2020	108.56	108.56	45816	04/09/2020
	9850972975	DPW'S MTHLY/DATA TABLET CHRGS	03/21/2020	51.90	51.90	45816	04/09/2020
Total VERIZON WIRELESS:				413.75	413.75		
VERMEER VISCONSIN INC.							
63000	20229270	SHARPENED BLADES FOR CHIPPER #56	03/20/2020	69.12	69.12	45817	04/09/2020
Total VERMEER VISCONSIN INC.:				69.12	69.12		
VIKING ELECTRIC SUPPLY							
63300	S003470780.001	Replacement Lamps-Shop-Refund	04/04/2020	46.08-	46.08-	45818	04/09/2020
	S003521405.001	4" Conduit	04/07/2020	363.02	363.02	45818	04/09/2020
	S003521405.002	PRIMER	04/07/2020	17.79	17.79	45818	04/09/2020
Total VIKING ELECTRIC SUPPLY:				334.73	334.73		
WAUPUN, CITY OF							
74400	617	2020 Worker's Comp Premium 2nd Qtr	04/01/2020	2,361.60	2,361.60	45821	04/09/2020
	617	2020 Worker's Comp Premium 2nd Qtr	04/01/2020	1,889.28	1,889.28	45821	04/09/2020
	617	2020 Worker's Comp Premium 2nd Qtr	04/01/2020	1,653.12	1,653.12	45821	04/09/2020
	APRIL 2020-PILOT	Property Tax Pilot - Apr 2020	04/01/2020	24,750.00	24,750.00	45821	04/09/2020
	APRIL 2020-PILOT	Property Tax Pilot - Apr 2020	04/01/2020	30,425.00	30,425.00	45821	04/09/2020
	MAR 2020-TRASH	Trash/Recycling Collection	03/31/2020	38,291.47	38,291.47	45821	04/09/2020
	MARCH 2020 STO	Stormwater Receipts	04/03/2020	48,525.13	48,525.13	45821	04/09/2020
Total WAUPUN, CITY OF:				147,895.60	147,895.60		
WERNER ELECTRIC SUPPLY CO							
78900	S6115122.001	Electric Heater- WWTP	03/19/2020	288.97	288.97	45822	04/09/2020
Total WERNER ELECTRIC SUPPLY CO:				288.97	288.97		
WISCONSIN RURAL WATER ASSOC							
88200	S4040	Charter Membership Renewal	04/01/2020	585.00	585.00	45823	04/09/2020
Total WISCONSIN RURAL WATER ASSOC:				585.00	585.00		
WISCONSIN STATE LAB OF HYGIENE							
88300	630952	Fluoride	03/31/2020	26.00	26.00	45824	04/09/2020
Total WISCONSIN STATE LAB OF HYGIENE:				26.00	26.00		
WAUPUN UTILITIES (Refund Acct)							
100000	407	MCKINLEY RE Ref Overpaymt frm: 407 McKinley St, Waupun	03/26/2020	69.92	69.92	45819	04/09/2020
	804	ROCK RIVER- Ref Overpaymt frm: 804 Rock River Ave, Waupun	03/26/2020	86.78	86.78	45820	04/09/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total WAUPUN UTILITIES (Refund Acct):				156.70	156.70		
Grand Totals:				181,178.54	181,178.54		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
ADVANCED DISPOSAL							
720	E10001408421	SANITARY CHRGS/MAIN OFFC BLDG	03/31/2020	172.92	172.92	45828	04/24/2020
	E10001408421	SANITARY CHRGS/MAIN OFFC BLDG	03/31/2020	129.69	129.69	45828	04/24/2020
	E10001408421	SANITARY CHRGS/MAIN OFFC BLDG	03/31/2020	129.68	129.68	45828	04/24/2020
	E10001409078	SANITARY CHRGS FOR WWTP	03/31/2020	1,790.58	1,790.58	45828	04/24/2020
Total ADVANCED DISPOSAL:				2,222.87	2,222.87		
ALLIANT ENERGY							
900	80105-04202020	GAS UTILITY FOR WELLHOUSE #5	04/20/2020	36.58	36.58	45829	04/24/2020
Total ALLIANT ENERGY:				36.58	36.58		
APPLIED TECHNOLOGIES							
1340	34638	ABNR Upgrades	04/07/2020	163,168.49	163,168.49	45830	04/24/2020
Total APPLIED TECHNOLOGIES:				163,168.49	163,168.49		
BAKER TILLY SEARCH & STAFFING LLC							
2332	72620	Phase 2-Finance Manger Search	04/12/2020	3,200.00	3,200.00	45831	04/24/2020
	72620	Phase 2-Finance Manger Search	04/12/2020	2,400.00	2,400.00	45831	04/24/2020
	72620	Phase 2-Finance Manger Search	04/12/2020	2,400.00	2,400.00	45831	04/24/2020
Total BAKER TILLY SEARCH & STAFFING LLC:				8,000.00	8,000.00		
BEAVER PLUMBING & HEATING LTD							
2535	11919P	Sewer Televising	04/03/2020	425.00	425.00	45832	04/24/2020
Total BEAVER PLUMBING & HEATING LTD:				425.00	425.00		
C SQUARED MARKETING							
5100	WU2000409	Replacement Boards WWTP	04/09/2020	2,341.50	2,341.50	45833	04/24/2020
Total C SQUARED MARKETING:				2,341.50	2,341.50		
CAPITAL NEWSPAPERS							
5450	1699714	MTHLY COMMISSION MTG MINUTES	04/09/2020	9.45	9.45	45834	04/24/2020
	1699714	MTHLY COMMISSION MTG MINUTES	04/09/2020	7.51	7.51	45834	04/24/2020
	1699714	MTHLY COMMISSION MTG MINUTES	04/09/2020	7.27	7.27	45834	04/24/2020
Total CAPITAL NEWSPAPERS:				24.23	24.23		
DIGGERS HOTLINE INC.							
7300	200 3 31801	MONTHLY LOCATE TICKET CHRGS	03/31/2020	118.11	118.11	45835	04/24/2020
Total DIGGERS HOTLINE INC.:				118.11	118.11		
DNR							
7475	34309-2020 RENE	RENEW WASTEWATER OPERATOR CERT-Ruis	03/12/2020	45.00	45.00	45836	04/24/2020
Total DNR:				45.00	45.00		
ELECTRICAL TESTING LAB LLC							
8150	34071	Blankets, Hoses, Hoods & Jumpers Tested	04/08/2020	325.00	325.00	45837	04/24/2020
	34123	Blankets, Hoses, Hoods & Jumpers Tested	04/15/2020	348.00	348.00	45837	04/24/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total ELECTRICAL TESTING LAB LLC:				673.00	673.00		
GREMMER & ASSOCIATES INC.							
11600	2	Project 200128 Sewer System Mapping	04/08/2020	1,706.00	1,706.00	45838	04/24/2020
Total GREMMER & ASSOCIATES INC.:				1,706.00	1,706.00		
H & R SAFETY SOLUTIONS LLC							
12020	4864	Rain Suits WWTP	04/22/2020	330.00	330.00	45839	04/24/2020
Total H & R SAFETY SOLUTIONS LLC:				330.00	330.00		
IRBY, STUART C							
14890	S011756304-004	Fault Indicators	04/06/2020	2,115.00	2,115.00	45840	04/24/2020
Total IRBY, STUART C:				2,115.00	2,115.00		
M. W. TIGHE ROOFING INC							
19100	15216	Roof Repairs-Office Building	04/06/2020	51.20	51.20	45841	04/24/2020
	15216	Roof Repairs-Office Building	04/06/2020	38.40	38.40	45841	04/24/2020
	15216	Roof Repairs-Office Building	04/06/2020	38.40	38.40	45841	04/24/2020
Total M. W. TIGHE ROOFING INC:				128.00	128.00		
MARTELLE WATER TREATMENT INC.							
20250	19778	Chlorine & Sulfur Dioxide	04/09/2020	1,482.00	1,482.00	45842	04/24/2020
	19779	Chlorine & Hydrofluosilicic Acid Bulk	04/09/2020	2,129.70	2,129.70	45842	04/24/2020
	19779	Delivery Charge	04/09/2020	20.00	20.00	45842	04/24/2020
Total MARTELLE WATER TREATMENT INC.:				3,631.70	3,631.70		
MUNICIPAL WELL & PUMP INC							
29500	16672	WELL Inspection/Maint #1,#2, #3 & #5; #4 Refurbished	03/31/2020	1,015.00	1,015.00	45843	04/24/2020
Total MUNICIPAL WELL & PUMP INC:				1,015.00	1,015.00		
NCL OF WISCONSIN INC							
33000	437978	Lab Supplies- WWTP	04/15/2020	281.27	281.27	45844	04/24/2020
Total NCL OF WISCONSIN INC:				281.27	281.27		
PIGGLY WIGGLY							
41200	176-3132020	COVID-19 CLEANERS	03/13/2020	2.98	2.98	45845	04/24/2020
	176-3132020	COVID-19 CLEANERS	03/13/2020	2.36	2.36	45845	04/24/2020
	176-3132020	COVID-19 CLEANERS	03/13/2020	2.30	2.30	45845	04/24/2020
	S00238-04212020	27# of ice	04/21/2020	19.02	19.02	45845	04/24/2020
Total PIGGLY WIGGLY:				26.66	26.66		
POWER SYSTEM ENGINEERING INC							
42800	9033218	GIS SUPPORT	04/13/2020	420.42	420.42	45846	04/24/2020
	9033218	GIS SUPPORT	04/13/2020	334.18	334.18	45846	04/24/2020
	9033218	GIS SUPPORT	04/13/2020	323.40	323.40	45846	04/24/2020
Total POWER SYSTEM ENGINEERING INC:				1,078.00	1,078.00		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
SPECTRUM BUSINESS							
52500	33381041320	Internet Services	04/13/2020	81.69	81.69	45847	04/24/2020
	33381041320	Internet Services	04/13/2020	64.93	64.93	45847	04/24/2020
	33381041320	Internet Services	04/13/2020	62.83	62.83	45847	04/24/2020
	33381041320	Monthly Service Exp 1st & 2nd	04/13/2020	105.70	105.70	45847	04/24/2020
	33381041320	Mthly Service Exp 1st & 2nd Ln	04/13/2020	84.02	84.02	45847	04/24/2020
	33381041320	Mthly Service Exp 1st&2nd Line	04/13/2020	81.30	81.30	45847	04/24/2020
	33381041320	Water Plant Voice Serv	04/13/2020	79.98	79.98	45847	04/24/2020
	33381041320	WasteWater Voice Serv	04/13/2020	79.98	79.98	45847	04/24/2020
Total SPECTRUM BUSINESS:				640.43	640.43		
SPEE-DEE							
52600	3976230	SERVICE CHRG for WATER SAMPLES	04/06/2020	26.50	26.50	45848	04/24/2020
Total SPEE-DEE:				26.50	26.50		
STATE INDUSTRIAL PRODUCTS							
53200	901471497	Quick Defense Hand Wipes	04/17/2020	261.60	261.60	45849	04/24/2020
Total STATE INDUSTRIAL PRODUCTS:				261.60	261.60		
SUPERIOR CHEMICAL CORP							
54200	259908	Foaming Hand Sanitizer	04/14/2020	35.60	35.60	45850	04/24/2020
	259908	Foaming Hand Sanitizer	04/14/2020	28.30	28.30	45850	04/24/2020
	259908	Foaming Hand Sanitizer	04/14/2020	27.39	27.39	45850	04/24/2020
Total SUPERIOR CHEMICAL CORP:				91.29	91.29		
VERONA SAFETY SUPPLY INC							
63200	27656	Hand Sanitizer	04/16/2020	61.56	61.56	45851	04/24/2020
	27656	Hand Sanitizer	04/16/2020	48.93	48.93	45851	04/24/2020
	27656	Hand Sanitizer	04/16/2020	47.36	47.36	45851	04/24/2020
	27975	Hand Sanitizer-WWTP	04/21/2020	310.64	310.64	45851	04/24/2020
Total VERONA SAFETY SUPPLY INC:				468.49	468.49		
WAUPUN, CITY OF							
74400	689	Gremmer Inv#10, Ph2, Lincoln to Libby - Sewer	04/20/2020	312.00	312.00	45854	04/24/2020
	689	Gremmer Inv#10, Ph2, Lincoln to Libby - Water	04/20/2020	312.00	312.00	45854	04/24/2020
	689	Gremmer Inv#13, Ph1 - Madison St Sewer	04/20/2020	126.00	126.00	45854	04/24/2020
	689	Gremmer Inv#13, Ph1 - Madison St Water	04/20/2020	126.00	126.00	45854	04/24/2020
Total WAUPUN, CITY OF:				876.00	876.00		
WAUPUN UTILITIES							
76800	4-16-2020	PETTY Postage for Global Rental Plate Return	04/16/2020	4.75	4.75	45852	04/24/2020
Total WAUPUN UTILITIES:				4.75	4.75		
WISCONSIN DNR							
85600	WU86360	2020 WATER USE FEES, OWNER#3903	04/09/2020	125.00	125.00	45856	04/24/2020
Total WISCONSIN DNR:				125.00	125.00		
WISCONSIN DEPT OF REVENUE							
85800	4075-2020	GROSS 2020 Gross Revenue License Fee	04/10/2020	6,587.19	6,587.19	45855	04/24/2020

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CD						
1						
04/10/2020	1	Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	1,747.89	
03/19/2020	1	Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	202.81	
		Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	166.55	
		Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH		2,117.25-
2						
04/28/2020	2	Record March's Wholesale Power Bill ACH Payme	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	544,024.48	
		Record March's Wholesale Power Bill ACH Payme	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	1,157.11	
		Record March's Wholesale Power Bill ACH Payme	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	998.23	
		Record March's Wholesale Power Bill ACH Payme	9-1131-0000-00	COMBINED CASH		546,179.82-
3						
04/22/2020	3	Record Monthly ACH Vehicle Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	733.61	
		Record Monthly ACH Vehicle Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	287.38	
		Record Monthly ACH Vehicle Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	466.83	
		Record Monthly ACH Vehicle Payment	9-1131-0000-00	COMBINED CASH		1,487.82-
4						
04/03/2020	4	Transfer from Wells Fargo	2-1128-1290-00	SURPLUS FUND - LGIP	125,000.00	
		Transfer from Wells Fargo	9-1131-0000-00	COMBINED CASH		125,000.00-
6						
04/09/2020	6	Record March's Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	7,184.83	
		Record March's Sales & Use Tax	9-1131-0000-00	COMBINED CASH		7,184.83-
7						
04/30/2020	7	Record ON LINE ACH Payment for period ending	1-5921-0000-24	OFC SUP & EXP COMPUTER R	12.34	
		Record ON LINE ACH Payment for period ending	2-5921-0000-24	OFC SUP & EXP-COMPUTER R	9.81	
		Record ON LINE ACH Payment for period ending	3-5851-0000-24	OFC SUP & EXP-COMPUTER R	9.50	
99001						
04/30/2020	99001	TOTAL CHECKS & OTHER CHARGES - COMBIN	9-1131-0000-00	COMBINED CASH	31.65*	31.65-
99002						
04/30/2020	99002	Record WF Monthly Fees	1-5921-0000-20	OFFICE SUPPLIES AND EXPEN	295.78	
		Record WF Monthly Fees	2-5921-0000-20	OFFICE SUPPLIES & EXPENSE	81.91	
		Record WF Monthly Fees	3-5851-0000-20	OFFICE SUPPLIES & EXPENSE	77.35	
		Record WF Monthly Fees	9-1131-0000-00	COMBINED CASH		455.04-
99003						
04/30/2020	99003	Record PSN Fees	1-5921-1010-20	OFC SUP & EXP CREDIT CARD	1,825.34	
		Record PSN Fees	2-5921-1010-20	OFC SUP & EXP CREDIT CARD	505.48	
		Record PSN Fees	3-5851-1010-20	OFC SUP & EXP-CREDIT CARD	477.40	
		Record PSN Fees	9-1131-0000-00	COMBINED CASH		2,808.22-
Documents: 10 Transactions: 28						
Total CD:					685,264.63	685,264.63-
Grand Totals:					685,264.63	685,264.63-

Waupun Utilities

Construction and Plant Additions Summary

March 2020

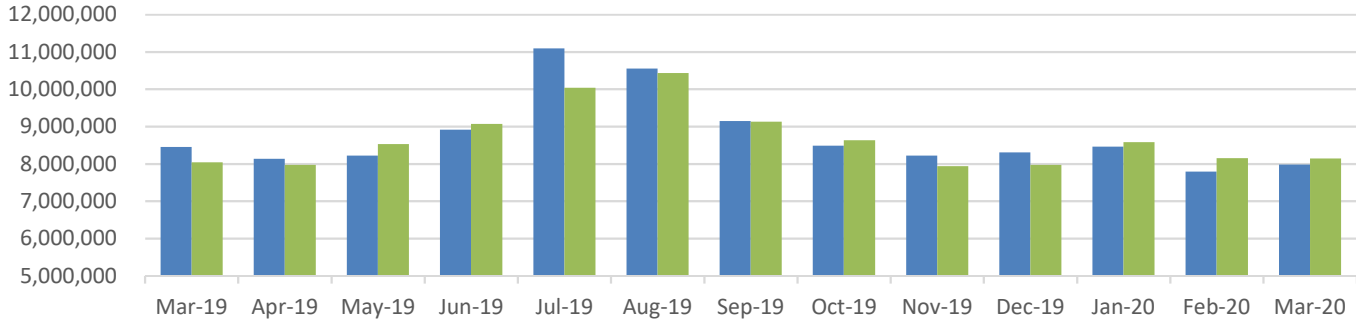
CONSTRUCTION:											
Description	Electric			Sewer			Water			Total	
	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
Projects:											
Poles, towers and fixtures	\$ 1,863	\$ 2,061	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,061	\$ 10,000
Overhead and underground conductor and devices	3,162	3,419	10,000	-	-	-	-	-	-	3,419	10,000
Transformers	-	-	70,000	-	-	-	-	-	-	-	70,000
Overhead and Underground Services	1,016	2,530	15,000	-	-	-	-	-	-	2,530	15,000
LED street lighting	10,955	11,622	50,000	-	-	-	-	-	-	11,622	50,000
Voltage conversion	-	-	15,000	-	-	-	-	-	-	-	15,000
Rebuild overhead line	-	-	155,000	-	-	-	-	-	-	-	155,000
Underground wire and equipment upgrade	-	-	25,000	-	-	-	-	-	-	-	25,000
CIAC - Work Invoiced to Customer / Others	-	15,835	-	-	-	-	-	-	-	15,835	-
Harris Lift Station reconfiguration	-	-	-	-	-	169,000	-	-	-	-	169,000
CIPP Sewer lining	-	-	-	-	-	40,000	-	-	-	-	40,000
Meters	-	-	6,000	-	-	-	-	13,310	11,500	13,310	17,500
WWTP Phosphorus Upgrade Engineering	-	-	-	140,701	953,932	1,794,000	-	-	-	953,932	1,794,000
Madison St - Phase 2 Engineering	-	-	-	-	-	-	-	-	-	-	-
Services / Laterals	-	-	-	-	-	-	-	-	-	-	-
Hydrants	-	-	-	-	-	-	-	-	1,000	-	1,000
TOTAL CONSTRUCTION	\$ 16,996	\$ 35,468	\$ 356,000	\$ 140,701	\$ 953,932	\$ 2,003,000	\$ -	\$ 13,310	\$ 12,500	\$ 1,002,709	\$ 2,371,500
CARRYOVER PROJECTS:											
Newton/Rock Avenue Engineering	-	-	-	-	23,622	25,000	-	20,647	25,000	44,269	50,000
2019 Madison St Engineering & Construction	-	-	-	1,764	1,082,466	1,148,100	1,764	1,210,411	1,442,500	2,292,878	2,590,600
PLANT ADDITIONS:											
Description	Electric			Sewer			Water			Total	
	Month	YTD	Budget	Month	YTD	Budget	Month	YTD	Budget	YTD	Budget
Server Replacement	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -	\$ -	\$ 4,000	\$ -	\$ 12,000
Accounting software upgrade	-	-	5,000	-	-	5,000	-	-	5,000	-	15,000
SCADA software and computer upgrade	-	-	12,000	-	-	39,500	-	-	33,500	-	85,000
Backyard machine replacement	91,730	91,730	105,000	-	-	-	-	-	-	91,730	105,000
Replace wire cutter/hydraulic press tool	-	-	2,900	-	-	-	-	-	-	-	2,900
Valve turner	-	-	-	-	-	-	33,086	33,086	35,000	33,086	35,000
Leak detection loggers / Submersible pump	-	-	-	-	-	-	4,000	4,000	7,000	4,000	7,000
Water treatment plant - equipment replacement	-	-	-	-	-	-	-	-	5,000	-	5,000
Shaler lift station - control panel	-	-	-	-	-	14,000	-	-	-	-	14,000
Digester building equipment replacement	-	-	-	4,374	7,913	86,500	-	-	-	7,913	86,500
Blower building equipment replacement	-	-	-	-	3,539	7,000	-	-	-	3,539	7,000
Filter building equipment replacement	-	-	-	-	-	-	-	-	-	-	-
Alliant Area 4 Purchase	174,183	174,183	-	-	-	-	-	-	-	174,183	-
Grit/Screen building equipment replacement	-	-	-	-	-	-	-	-	-	-	-
Other equipment replacement	-	-	-	-	-	7,500	-	2,173	-	2,173	7,500
TOTAL PLANT ADDITIONS	\$ 265,913	\$ 265,913	\$ 128,900	\$ 4,374	\$ 11,453	\$ 163,500	\$ 37,086	\$ 39,259	\$ 89,500	\$ 316,625	\$ 381,900

Sales and Revenues Dashboard - March 2020

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	7,983,778	↓ -1.9%	↓ -2.7%	Power Costs	\$ 540,853	↓ -6.1%	↓ -5.4%
Revenues	\$ 706,940	↓ -3.7%	↓ -4.2%	Gross Margin	\$ 166,087	↑ 5.1%	→ 0.1%

kWhs Sold

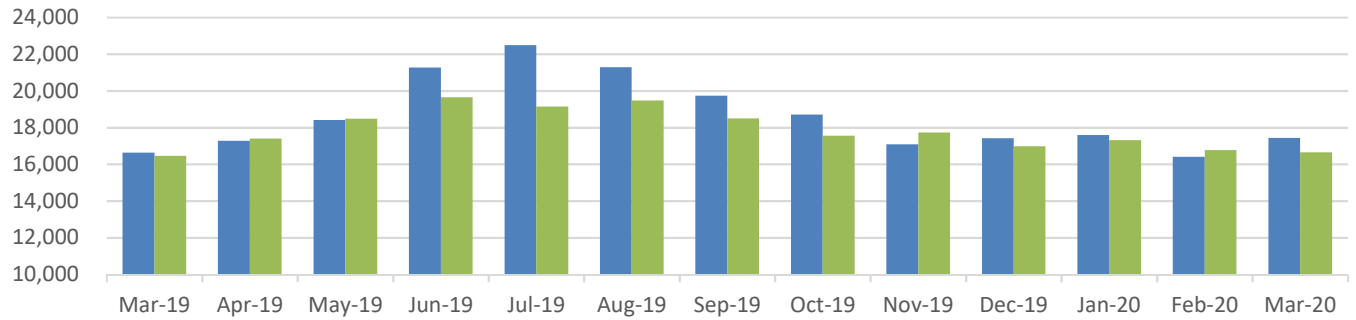
■ Actual ■ Budgeted



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	17,437	↑ 4.7%	↑ 1.4%	Revenues	\$ 139,796	↑ 3.2%	↑ 0.8%

Water Cubic Feet (100's) Sold

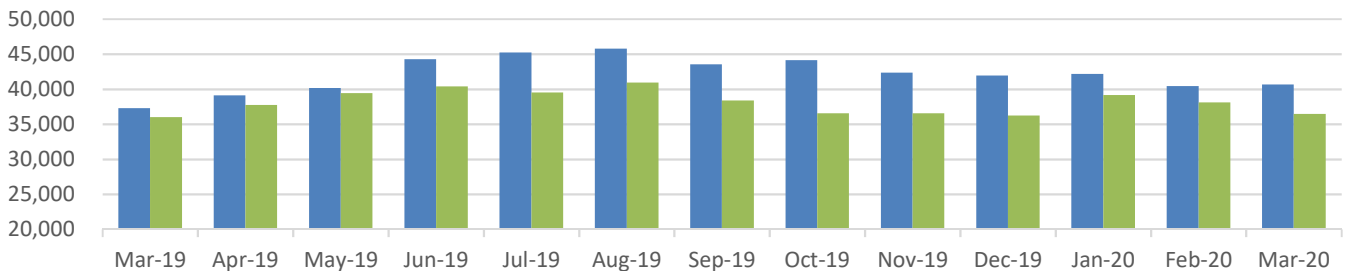
■ Actual ■ Budgeted



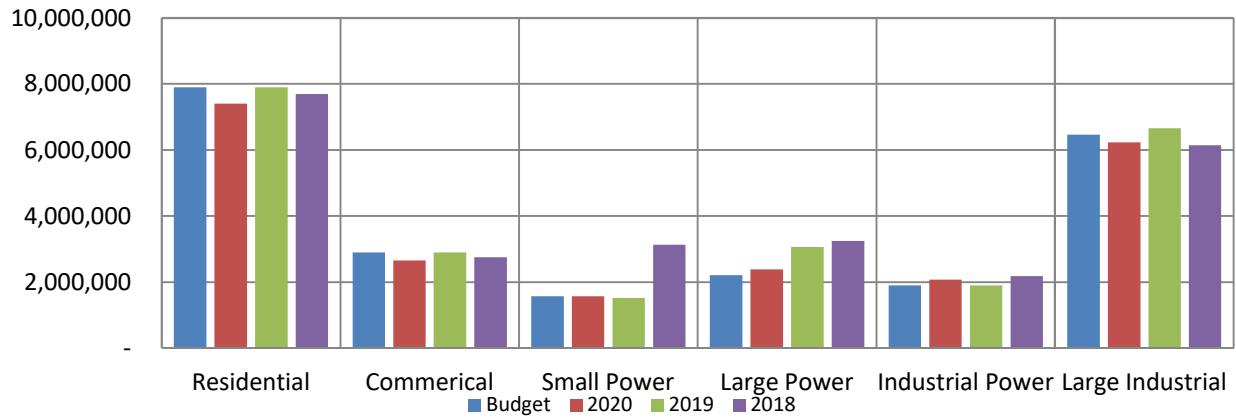
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	40,679	↑ 11.6%	↑ 8.4%	Revenues	\$ 176,955	↑ 17.1%	↑ 11.9%

Sewer Cubic Feet (100's) Treated

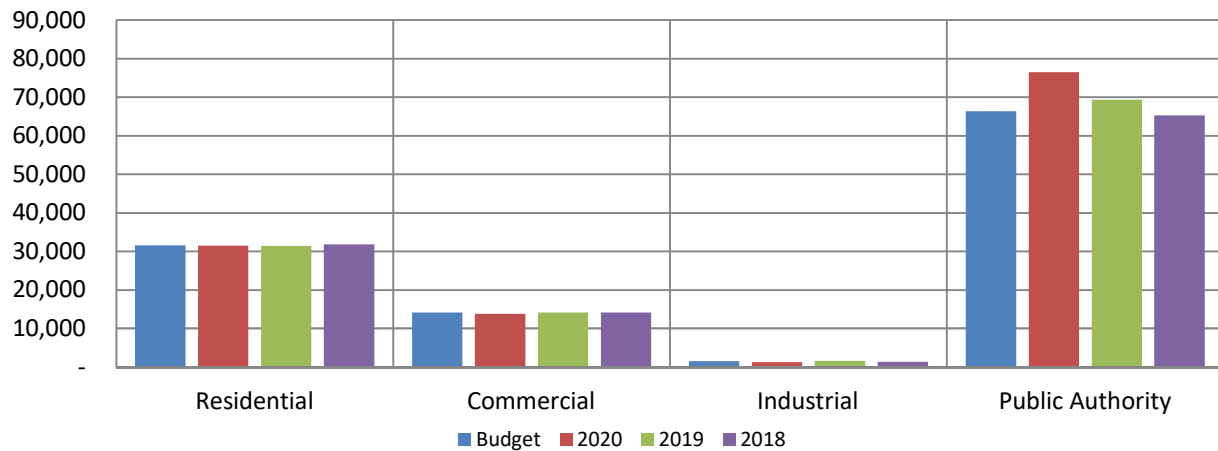
■ Actual ■ Budgeted



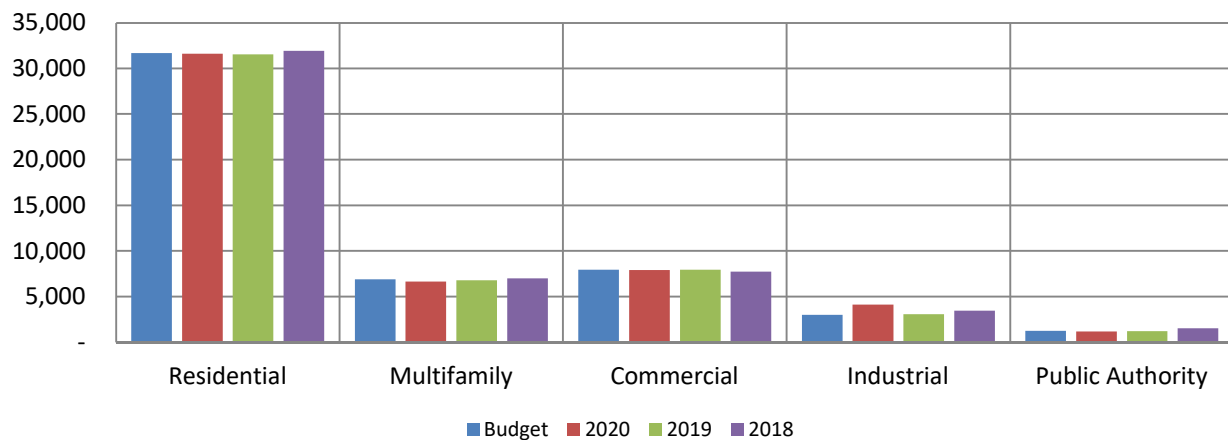
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	March 2018	March 2019	March 2020
Sales of Electricity	\$ 10,225,479	\$ 9,982,985	\$ 9,585,431
Purchased Power	8,229,465	7,891,425	7,565,342
Gross Margin	1,996,014	2,091,561	2,020,089
	19.5%	21.0%	21.1%
Other Operating Revenues	137,457	98,835	99,841
Operating Expenses			
Distribution expense	260,995	387,950	361,562
Customer accounts expense	108,567	117,206	132,119
Advertising expense	850	614	2,259
Administrative & general expense	393,695	377,200	460,389
Total operating expenses	764,107	882,970	956,329
Other Operating Expenses			
Depreciation expense	564,646	579,168	594,101
Taxes	343,876	337,411	347,041
Total other operating expenses	908,522	916,579	941,142
Operating Income	460,843	390,847	222,460
Other Income (Expense)			
Capital contributions	158,825	108,146	22,649
Interest expense	(38,384)	(34,473)	(33,871)
Amortization of debt-related costs	(18,964)	(17,938)	(35,878)
Other	48,498	(60,070)	51,058
Total other income (expense)	149,975	(4,334)	3,957
Net Income	\$ 610,817	\$ 386,513	\$ 226,416

Regulatory Operating Income	548,108	454,776	326,055
Rate of Return	6.46	5.24	3.72
Authorized Rate of Return	6.00	5.00	5.00
Current Ratio	2.9	3.7	4.6
Months of Unrestricted Cash on Hand	2.2	2.3	2.4
Equity vs Debt	0.85	0.86	0.89
Asset Utilization	0.48	0.49	0.50
Combined E&W Debt Coverage	3.08	3.15	2.58
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 March, 31 2020

	Last 12 Months	YTD 2020	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 9,585,431	\$ 2,144,638	\$ 2,237,590	\$ (92,952)
Purchased Power	7,565,342	1,628,809	1,722,101	(93,292)
Gross Margin	2,020,089	515,829	515,489	340
	21.1%	24.1%	23.0%	
Other Operating Revenues	99,841	22,440	24,957	(2,517)
Operating Expenses				
Distribution expense	361,562	121,257	133,278	(12,021)
Customer accounts expense	132,119	34,409	26,964	7,445
Advertising expense	2,259	2,150	399	1,751
Administrative & general expense	460,389	118,708	105,080	13,628
Total operating expenses	956,329	276,524	265,721	10,803
Other Operating Expenses				
Depreciation expense	594,101	150,609	147,537	3,072
Taxes	347,041	86,442	89,901	(3,459)
Total other operating expenses	941,142	237,051	237,438	(387)
Operating Income	222,460	24,693	37,287	(12,594)
Other Income (Expense)				
Capital contributions	22,649	15,835	-	15,835
Interest expense	(33,871)	(7,873)	(9,315)	1,442
Amortization of debt-related costs	(35,878)	(2,028)	(4,645)	2,617
Other	51,058	(46,514)	(999)	(45,515)
Total other income (expense)	3,957	(40,579)	(14,959)	(25,620)
Net Income	\$ 226,416	\$ (15,886)	\$ 22,328	\$ (38,214)

	March 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019
Operating Revenues	\$ 706,940	\$ 700,877	\$ 736,820	\$ 720,989	\$ 716,170	\$ 748,348	\$ 841,575	\$ 1,054,847	\$ 1,082,571	\$ 836,621	\$ 712,923	\$ 726,750	\$ 735,403
Purchased Power	540,853	527,569	560,387	545,553	548,208	574,387	678,365	872,571	892,738	707,698	556,360	560,654	571,584
Gross Margin	166,087	173,309	176,433	175,436	167,961	173,961	163,210	182,276	189,833	128,923	156,562	166,096	163,820
	23.5%	24.7%	23.9%	24.3%	23.5%	23.2%	19.4%	17.3%	17.5%	15.4%	22.0%	22.9%	22.3%
Other Operating Revenues	6,900	7,962	7,577	9,288	8,655	8,445	9,053	8,727	7,457	9,820	8,356	7,600	9,213
Operating Expenses													
Distribution expense	44,574	38,112	38,570	3,870	42,184	28,063	23,279	27,942	20,511	24,054	28,849	41,552	36,809
Customer accounts expense	9,875	12,379	12,155	16,293	10,368	11,251	8,989	13,162	8,500	9,436	10,142	9,568	10,067
Advertising expense	1,000	450	700	200	-	-	120	(3,921)	1,000	500	549	1,661	250
Administrative & general expense	43,151	26,356	49,201	72,480	34,281	33,678	32,006	43,977	30,144	32,072	30,432	32,611	42,125
Total operating expenses	98,601	77,297	100,626	92,843	86,833	72,992	64,393	81,160	60,155	66,063	69,973	85,392	89,250
Other Operating Expenses													
Depreciation expense	50,203	50,203	50,203	50,546	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118
Taxes	28,229	27,678	30,534	23,767	27,494	30,340	36,636	28,374	26,715	27,008	26,862	33,403	27,206
Total other operating expenses	78,432	77,881	80,737	74,313	76,612	79,458	85,755	77,492	75,833	76,126	75,980	82,521	76,324
Operating Income	(4,046)	26,093	2,647	17,568	13,172	29,956	22,115	32,350	61,302	(3,446)	18,965	5,782	7,458
Other Income (Expense)													
Capital contributions	-	15,835	-	6,814	-	-	-	-	-	-	-	-	-
Interest expense	(2,624)	(2,624)	(2,624)	(5,005)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)
Amortization of debt-related costs	(676)	(676)	(676)	(22,433)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)
Other	(58,566)	8,909	3,143	1,917	3,920	2,814	40,771	32,919	1,816	4,384	5,833	3,198	7,369
Total other income (expense)	(61,866)	21,444	(157)	(18,707)	(131)	(1,237)	36,719	28,868	(2,236)	332	1,782	(854)	3,318
Net Income	\$ (65,912)	\$ 47,536	\$ 2,490	\$ (1,139)	\$ 13,041	\$ 28,719	\$ 58,835	\$ 61,218	\$ 59,067	\$ (3,113)	\$ 20,747	\$ 4,929	\$ 10,776

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

WATER	March 2018	March 2019	March 2020
Operating Revenues	\$ 2,562,816	\$ 2,576,316	\$ 2,616,759
Operating Expenses			
Source of supply expenses	52,475	720	44,173
Pumping expenses	90,514	94,634	87,636
Water treatment expenses	182,750	193,401	171,326
Transmission & distribution expenses	324,685	293,490	265,842
Customer accounts expenses	104,739	110,922	118,213
Administrative & general expense	261,997	235,179	289,138
Total operating expenses	1,017,159	928,346	976,328
Other Operating Expenses			
Depreciation expense	555,290	539,470	547,879
Taxes	365,520	383,952	379,605
Total other operating expenses	920,809	923,423	927,484
Operating Income	624,847	724,548	712,947
Other Income (Expense)			
Capital contributions from customers and municipal	387,241	67,178	-
Interest expense	(144,770)	(130,013)	(142,899)
Amortization of debt-related costs	(54,988)	(60,763)	(123,140)
Other	14,092	17,048	26,223
Total other income (expense)	201,574	(106,550)	(239,817)
Net Income	\$ 826,421	\$ 617,998	\$ 473,130

Regulatory Operating Income	682,737	770,409	773,258
Rate of Return	5.05	5.50	5.63
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	50.14	45.87	19.59
Months of Unrestricted Cash on Hand	7.38	9.62	8.00
Equity vs Debt	0.66	0.65	0.71
Asset Utilization	0.32	0.34	0.36

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 March 31, 2020

	Last 12 Months	YTD 2020	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,616,759	\$ 629,864	\$ 627,060	\$ 2,804
Operating Expenses				
Source of supply expenses	44,173	43,633	28,813	14,819
Pumping expenses	87,636	22,332	23,664	(1,332)
Water treatment expenses	171,326	45,273	51,450	(6,177)
Transmission & distribution expenses	265,842	36,396	65,910	(29,514)
Customer accounts expenses	118,213	33,339	26,931	6,408
Administrative & general expense	289,138	77,689	57,741	19,948
Total operating expenses	976,328	258,662	254,509	4,152
Other Operating Expenses				
Depreciation expense	547,879	147,604	138,600	9,004
Taxes	379,605	94,684	95,250	(566)
Total other operating expenses	927,484	242,288	233,850	8,438
Operating Income	712,947	128,915	138,701	(9,786)
Other Income (Expense)				
Capital contributions	-	-	-	-
Interest expense	(142,899)	(29,691)	(38,121)	8,430
Amortization of debt-related costs	(123,140)	(5,309)	(13,661)	8,352
Other	26,223	3,853	2,376	1,477
Total other income (expense)	(239,817)	(31,148)	(49,406)	18,259
Net Income	\$ 473,130	\$ 97,768	\$ 89,294	\$ 8,473

	March 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019
WATER													
Operating Revenues	\$ 211,212	\$ 206,309	\$ 212,343	\$ 210,684	\$ 210,237	\$ 217,066	\$ 222,466	\$ 230,845	\$ 236,283	\$ 230,922	\$ 216,260	\$ 212,132	\$ 207,623
Operating Expenses													
Source of supply expenses	35,148	8,485	-	115	-	-	-	90	-	208	-	127	-
Pumping expenses	7,354	7,474	7,505	7,166	6,713	6,635	6,789	7,328	8,031	7,567	7,052	8,022	7,865
Water treatment expenses	18,171	13,668	13,435	13,632	10,371	17,263	14,367	13,830	15,539	14,749	10,553	15,749	11,824
Transmission & distribution expenses	11,692	9,998	14,706	20,653	38,804	16,080	18,136	28,275	34,228	19,032	28,626	25,611	12,992
Customer accounts expenses	8,946	12,199	12,194	7,026	9,949	10,585	8,723	12,621	8,153	8,910	9,593	9,313	9,843
Administrative & general expense	27,156	19,148	31,386	55,422	18,024	20,387	17,561	24,872	20,324	18,614	16,010	20,234	22,180
Total operating expenses	108,466	70,971	79,225	104,015	83,862	70,950	65,576	87,017	86,276	69,080	71,835	79,056	64,704
Other Operating Expenses													
Depreciation expense	49,201	49,201	49,201	38,159	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265
Taxes	31,053	31,729	31,903	31,032	29,402	29,548	34,360	32,839	31,986	31,647	31,893	32,214	31,665
Total operating expenses	80,254	80,930	81,104	69,191	74,666	74,813	79,624	78,104	77,250	76,911	77,158	77,479	76,929
Operating Income	22,493	54,408	52,014	37,478	51,709	71,302	77,265	65,725	72,758	84,931	67,267	55,597	65,990
Other Income (Expense)													
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest expense	(9,897)	(9,897)	(9,897)	(19,591)	(11,589)	(11,589)	(20,953)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)
Amortization of debt-related costs	(1,770)	(1,770)	(1,770)	(84,725)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(12,888)
Other	1,238	1,265	1,350	1,421	2,462	1,654	1,651	2,145	2,117	3,821	3,363	3,737	1,983
Total other income (expense)	(10,429)	(10,402)	(10,317)	(102,896)	(13,265)	(14,074)	(23,441)	(11,890)	(11,919)	(10,214)	(10,672)	(10,298)	(20,802)
Net Income	\$ 12,064	\$ 44,006	\$ 41,697	\$ (65,418)	\$ 38,443	\$ 57,228	\$ 53,825	\$ 53,835	\$ 60,839	\$ 74,717	\$ 56,595	\$ 45,299	\$ 45,188

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

SEWER	March 2018	March 2019	March 2020
Operating Revenues	\$ 2,282,652	\$ 2,418,715	\$ 2,465,006
Operating Expenses			
WWTP operation expenses	356,799	381,561	368,604
Laboratory expenses	57,077	64,616	76,991
Maintenance expenses	467,301	387,637	440,711
Customer accounts expenses	142,315	151,091	167,709
Administrative & general expenses	385,657	411,250	422,484
Total operating expenses	1,409,149	1,396,156	1,476,499
Other Operating Expenses			
Depreciation expense	680,173	668,846	679,756
Total other operating expenses	680,173	668,846	679,756
Operating Income	193,331	353,714	308,751
Other Income (Expense)			
Interest expense	(81,495)	(65,108)	(52,489)
Capital contributions	349,606	63,390	-
Other	31,031	128,901	131,683
Total other income (expense)	299,142	127,183	79,193
Net Income	\$ 492,472	\$ 480,897	\$ 387,944

Operating Income (excluding GASB 68 & 75)	224,451	373,460	346,954
Rate of Return	1.51	2.74	2.60
Current Ratio	77.65	72.99	25.97
Months of Unrestricted Cash on Hand	21.83	23.17	10.95
Equity vs Debt	0.83	0.86	0.90
Asset Utilization	0.47	0.48	0.50

Note 1 - Sewer rates increased January 2019.

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.

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Sewer Utility
For the Period Ended March 31, 2020

	Last 12 Months	YTD 2020	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,465,006	\$ 606,720	\$ 553,228	\$ 53,492
Operating Expenses				
WWTP operation expenses	368,604	71,327	95,331	(24,004)
Laboratory expenses	76,991	18,372	16,086	2,286
Maintenance expenses	440,711	104,905	104,925	(20)
Customer accounts expenses	167,709	51,271	39,999	11,272
Administrative & general expenses	422,484	107,254	92,362	14,892
Total operating expenses	1,476,499	353,129	348,703	4,426
Other Operating Expenses				
Depreciation expense	679,756	180,331	171,366	8,965
Total other operating expenses	679,756	180,331	171,366	8,965
Operating Income	308,751	73,260	33,159	40,101
Non-operating Income (Expense)				
Interest Expense	(52,489)	(13,122)	(10,002)	(3,120)
Capital contributions	-	-	-	-
Other	131,683	35,345	9,624	25,721
Total other income (expense)	79,193	22,223	(378)	22,601
Net Income	\$ 387,944	\$ 95,482	\$ 32,781	\$ 62,702

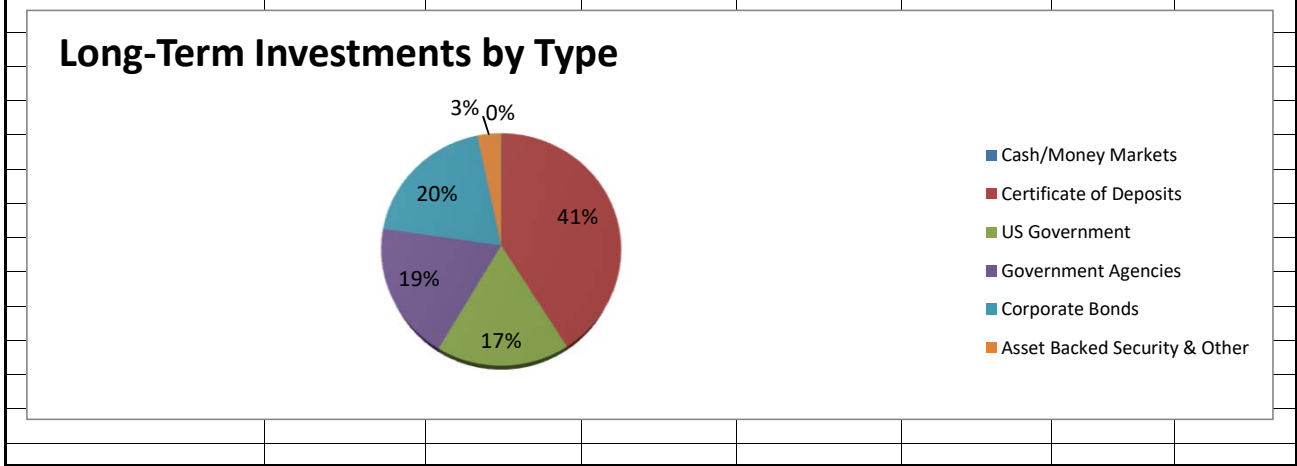
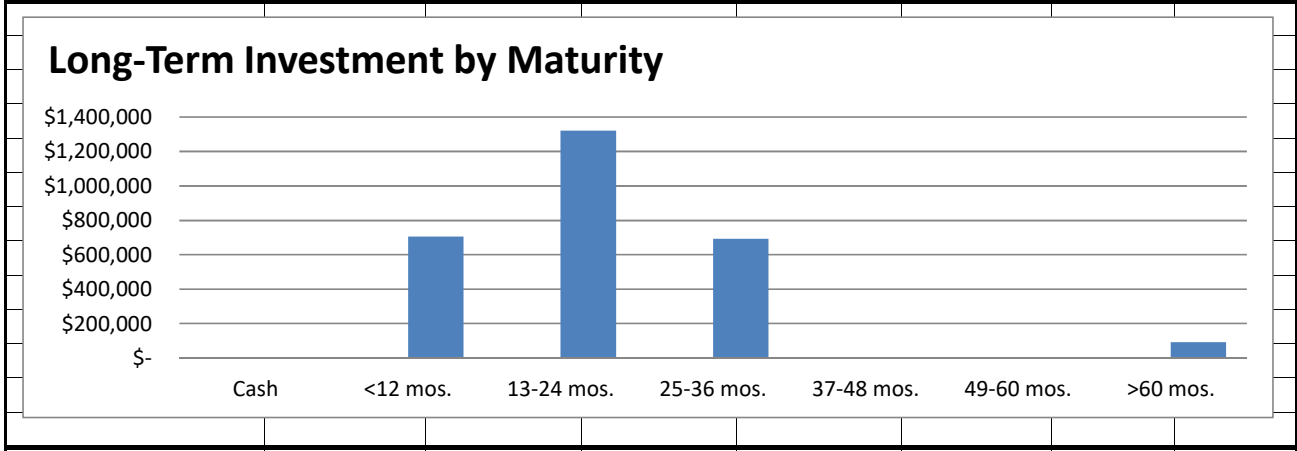
	March 2020	Feb 2020	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019
SEWER													
Operating Revenues	\$ 209,064	\$ 191,422	\$ 206,234	\$ 202,412	\$ 209,870	\$ 215,215	\$ 217,461	\$ 215,798	\$ 210,122	\$ 202,731	\$ 190,316	\$ 194,363	\$ 198,544
Operating Expenses													
WWTP operation expenses	27,175	24,398	19,754	37,904	24,653	19,411	50,897	36,983	33,107	45,356	24,886	24,079	36,034
Laboratory expenses	5,172	5,227	7,973	3,501	8,270	5,566	9,443	6,905	4,180	5,825	7,206	7,724	6,218
Maintenance expenses	48,256	42,270	14,380	32,598	54,792	21,627	76,916	35,068	24,144	42,629	28,165	19,867	23,558
Customer accounts expenses	15,560	18,054	17,658	12,626	12,985	13,868	12,049	15,945	11,503	12,271	12,809	12,382	12,915
Administrative & general expense	38,614	29,055	39,585	76,089	27,692	29,438	26,795	36,355	26,975	34,921	30,354	26,612	33,074
Total operating expenses	134,776	119,003	99,350	162,718	128,392	89,910	176,100	131,256	99,908	141,002	103,420	90,664	111,799
Other Operating Expenses													
Depreciation expense	60,110	60,110	60,110	48,175	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406
Total other operating expenses	60,110	60,110	60,110	48,175	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406
Operating Income	14,178	12,308	46,773	(8,481)	25,071	68,899	(15,045)	28,135	53,807	5,322	30,489	47,293	30,339
Other Income (Expense)													
Interest expense	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	7,332	19,190	8,823	5,444	5,658	8,236	6,359	25,646	4,185	14,331	16,775	9,704	24,439
Total other income (expense)	2,958	14,816	4,449	1,070	1,283	3,861	1,985	21,272	(189)	9,957	12,401	5,330	20,065
Net Income	\$ 17,135	\$ 27,124	\$ 51,223	\$ (7,411)	\$ 26,354	\$ 72,760	\$ (13,059)	\$ 49,408	\$ 53,619	\$ 15,279	\$ 42,890	\$ 52,622	\$ 50,404

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	March 2018	March 2019	March 2020	Feb 2020	Change
Cash and investments - unrestricted	\$ 1,702,573	\$ 1,744,763	\$ 1,771,562	\$ 1,912,396	\$ (140,834)
Cash and investments - restricted	107,092	107,991	116,780	280,469	(163,689)
Receivables	748,907	893,990	817,394	881,560	(64,166)
Materials and supplies	205,474	228,324	183,345	185,471	(2,126)
Other assets	132,243	126,810	124,590	133,932	(9,342)
Plant - net of accumulated depreciation	9,237,087	9,150,411	9,209,829	9,053,103	156,726
Deferred outflows of resources	277,060	482,730	408,536	408,536	-
Total Assets	12,410,435	12,735,019	12,632,035	12,855,466	(223,431)
Accounts payable	652,920	587,819	555,287	541,352	13,935
Payable to sewer utility	176,365	114,365	-	-	-
Interest accrued	2,413	2,070	5,116	16,271	(11,155)
Accrued benefits	304,183	88,249	81,353	93,123	(11,770)
Deferred inflows of resources	175,187	716,136	736,021	734,611	1,410
Long-term debt	1,432,760	1,268,540	1,070,000	1,219,940	(149,940)
Net Position	9,666,607	9,957,842	10,184,258	10,250,170	(65,912)
Total Liabilities & Net Position	\$ 12,410,435	\$ 12,735,019	\$ 12,632,035	\$ 12,855,466	\$ (223,431)
WATER	March 2018	March 2019	March 2020	Feb 2020	Change
Cash and investments - unrestricted / designated	\$ 849,990	\$ 1,052,229	\$ 904,428	\$ 766,389	\$ 138,039
Cash and investments - restricted	173,700	876,602	203,629	932,588	(728,959)
Receivables	182,137	189,162	240,439	243,069	(2,630)
Materials and supplies	76,480	64,411	58,801	53,576	5,225
Other assets	343,343	284,132	237,475	247,362	(9,886)
Plant - net of accumulated depreciation	15,529,583	15,410,960	16,125,083	16,142,157	(17,074)
Deferred outflows of resources	149,936	243,359	204,803	204,803	-
Total Assets	17,305,170	18,120,856	17,974,658	18,589,943	(615,285)
Accounts payable	11,484	19,259	43,511	44,075	(563)
Interest accrued	9,102	7,806	14,932	57,932	(43,000)
Accrued benefits	151,447	46,840	39,626	45,303	(5,676)
Deferred inflows of resources	87,854	353,723	479,420	481,508	(2,088)
Long-term debt	5,403,652	5,484,188	4,715,000	5,291,021	(576,021)
Net Position	11,641,631	12,209,039	12,682,169	12,670,105	12,064
Total Liabilities & Net Position	\$ 17,305,170	\$ 18,120,856	\$ 17,974,658	\$ 18,589,943	\$ (615,285)
SEWER	March 2018	March 2019	March 2020	Feb 2020	Change
Cash and investments - unrestricted	\$ 2,563,054	\$ 2,695,679	\$ 1,347,843	\$ 1,470,117	\$ (122,274)
Cash and investments - restricted	2,342,264	2,238,998	2,309,965	2,271,678	38,287
Receivables	192,144	197,785	222,294	203,455	18,839
Receivable from electric utility	180,490	114,365	-	-	-
Materials and supplies	8,994	9,112	8,930	8,454	476
Advances to other funds	428,440	428,440	428,440	428,440	-
Other assets	32,677	20,027	29,481	36,628	(7,146)
Plant - net of accumulated depreciation	13,671,708	13,745,279	15,189,405	15,100,641	88,764
Deferred outflows of resources	197,765	329,543	278,275	278,275	-
Total Assets	19,617,537	19,779,227	19,814,633	19,797,687	16,946
Accounts payable	9,045	17,999	39,411	38,299	1,113
Interest accrued	26,436	21,641	21,051	16,677	4,374
Accrued benefits	148,478	61,691	56,036	61,712	(5,676)
Deferred inflows of resources	116,026	459,328	446,263	446,263	-
Long-term debt	2,363,590	1,886,794	1,532,153	1,532,153	-
Net Position	16,953,963	17,331,774	17,719,719	17,702,583	17,135
Total Liabilities & Net Position	\$ 19,617,537	\$ 19,779,227	\$ 19,814,633	\$ 19,797,687	\$ 16,946

Monthly Dashboard - Cash & Investments						March 2020
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Account	Restrictions	March 2020	Feb 2020	\$ Inc/(Dec)	% Inc/(Dec)
Checking - E	Unrestricted	\$ 470,562	\$ 463,855	\$ 6,706	1.45%
Checking - W	Unrestricted	179,716	142,770	36,946	25.88%
Checking - S	Unrestricted	233,356	174,099	59,257	34.04%
Reserves - E	Unrestricted	1,301,000	1,448,540	(147,540)	-10.19%
Reserves - W	Unrestricted	309,364	208,839	100,525	48.14%
Reserves - S	Unrestricted	1,114,487	1,296,018	(181,531)	-14.01%
P&I Redemption - E	Restricted	27,172	190,862	(163,689)	-85.76%
P&I Redemption - W	Restricted	88,469	817,428	(728,959)	-89.18%
P&I Redemption - S	Restricted	355,331	321,330	34,000	10.58%
Depreciation - E	Restricted	89,608	89,608	-	0.00%
Depreciation - W	Restricted	115,160	115,160	-	0.00%
ERF - Water Plant	Designated	415,348	414,780	568	0.14%
ERF - WWTP	Restricted	<u>1,954,634</u>	<u>1,950,347</u>	<u>4,287</u>	0.22%
		<u>\$ 6,654,207</u>	<u>\$ 7,633,636</u>	<u>\$ (979,429)</u>	-12.83%
Unrestricted and Designated		<u>\$ 4,023,833</u>	<u>\$ 4,148,901</u>	<u>\$ (125,069)</u>	-3.01%
	Restricted	<u>\$ 2,630,374</u>	<u>\$ 3,484,735</u>	<u>\$ (854,360)</u>	-24.52%





TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: May 11, 2020
SUBJECT: Electric Operations and GM Report

Electric Department Update:

Two power outages to report:

- April 17th at 6:57 pm several electric meters reported a power outage in the area of Shaler Dr, Maple View Dr, Country View Dr and Hwy 26. The crew found 2 blown line fuses. After searching for the cause of the outage, the crew found a turkey had come in contact with the overhead power line and caused a phase to phase fault. The crew re-fused the line and restored power at 8:08 pm.
- May 4th at 6:37 am the Prison Power Plant experienced a fault on their distribution system causing a relay in Waupun Utilities Prison substation to operate. After troubleshooting the circuit and analyzing the SCADA information, it was determined that the problem was on the customer's system. We are working with the customer and providing information to help identify the problem.

New Electric Service:

- 200-amp electric service installed at 816 Seymour St.

American Transmission Company (ATC) Replacing Transmission Poles:

- I am working with ATC, planning for the replacement of transmission poles on Y-306 (The 69kv line that loops around the city feeding the substations). This work will require Waupun Utilities to temporarily move the distribution under-build in several locations. Once new poles are in place crew will re-attach the under-build to the new pole.

Upcoming Projects:

- Replace damaged pole on County Rd M.
- Replace poles, transformers, and re-conductor overhead single phase line on Grace St from Beaver Dam St to Fox Lake Rd.
- Install a primary extension to feed new apartments on Mayfair and Watertown St. The new apartments will add 22 electric meters.

General Updates:

- As of May 6th, all Waupun Utilities staff are back to work.

- We continue to monitor residential, commercial, and industrial customers past due balances and payments. Office staff have been reaching out to customers who have past due balances offering Deferred Payment Agreements (DPA) and referring customers to organizations that may be able to provide financial assistance.
- Staff is working with WPPI and MEUW to closely monitor any news from the Public Service Commission regarding when the temporary ban on disconnections will be lifted.
- Waupun Utilities now has our own active Facebook page that we intend to use to promote our great assets and departments, communicate messages to our customers and community. We will provide information on important topics regarding our utility, work we are completing, scheduled outages, and upcoming events.
- I am pleased to report two upcoming 2020 Waupun High School graduates were selected to receive this year's scholarship awards. One for the General Scholarship, and one for the Line Worker Scholarship. It has been several years since we have awarded the Line Worker Scholarship.
- The American Public Power Association (APPA) recently honored Waupun Utilities with a "Certificate of Excellence in Reliability." The APPA determined Waupun Utilities to be a certificate recipient after comparing our outage records against nationwide data gathered by the Energy Information Administration.

This concludes my report for May 2020. Please contact me at 324-7920 or sbrooks@wppienergy.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: May 7, 2020
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Volatile Organic Compounds (VOCs) testing has been completed for 2020. All compound results were Non-Detect (ND).

- What are VOC's? Organic chemicals widely used as ingredients in household products. Paints, varnishes and wax all contain organic solvents, as do many cleaning, disinfecting, cosmetic, degreasing and hobby products. Fuels are made up of organic chemicals as well.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Whole Effluent Toxicity (WET) testing has been completed for the second quarter. Both acute and chronic toxicity tests were performed. WET testing is the measurement of potential effluent (discharge) toxicity to aquatic life in our receiving stream. In WET tests, lab-reared aquatic organisms are exposed to various dilutions of effluent for a specific time period, in order to predict at what levels the effluent may cause harm to the organisms (e.g., at what level death, reproductive impairment, or growth inhibition occurs).

Sabel Trucking has completed spring biosolids land application. Our nutrient management plan allowed 1,400 cubic yards of biosolids to be applied to 55 acres of DNR approved agriculture land.

Our WPDES permit requires disinfection beginning May 1st through September 30th. Disinfection is considered to be the primary mechanism for the inactivation/destruction of pathogenic organisms to prevent the spread of waterborne diseases to downstream users and the environment.

Water/Sewer Crew:

Staff identified a corporation leak on a water main, which was caused by "hot" soils. The leak was approximately 52 gallons per minute or 75,000 gallons per day and ran for an estimated duration of 9 days, totaling 675,000 gallons of lost water. Repairs were made and service was restored to the area.

Water/Sewer Crew: Continued

Staff's focus will be preventative maintenance of the distribution and collection system over the next few months. These tedious tasks are identified below.

- Staff continues jetting the entire sanitary sewer basin.
- Staff will begin to work on the fire hydrant preventative maintenance program. This efficient and cost effective asset management program keeps hydrants working and helps avoid a large capital expenditure, when things break down and need immediate replacement.

Visu-Sewer has completed lining a combined total of 1,130 feet of sanitary sewer main line on Brown St. and Interceptor Easement, north of the baseball complex. The lining process rehabilitates pipes by installing a new fully structural cured-in-place pipe inside the host pipe from above ground. The new pipe "inside the old pipe" will provide maximum strength and flow capacity without the need for digging.

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

This is EXHIBIT K, consisting of [2] pages, referred to in and part of the Agreement between Owner and Engineer for Professional Services dated June 19, 2019.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 02

The Effective Date of this Amendment is: 4/16/2020

Background Data

Effective Date of Owner-Engineer Agreement: June 19, 2019.

Owner: Waupun Utilities

Engineer: Applied Technologies, Inc.

Project: Waupun WWTP Upgrade with ABNR

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- ~~Additional Services to be performed by Engineer~~
- Modifications to services of Engineer
- ~~Modifications to responsibilities of Owner~~
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- ~~Modifications to other terms and conditions of the Agreement~~

Description of Modifications:

Here describe the modifications, in as much specificity and detail as needed. Use an attachment if necessary.

Agreement Summary:

Original agreement amount:	\$ <u>1,794,000</u>
Net change for prior amendments:	\$ <u>0</u>
This amendment amount:	\$ <u>120,000</u>
Adjusted Agreement amount:	\$ <u>1,914,000</u>

Change in time for services (days or date, as applicable): See attached

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

Waupun Utilities

By: _____
Print name: _____

Title: _____

Date Signed: _____

ENGINEER:

Applied Technologies, Inc.

By: 
Print name: James Smith

Title: President

Date Signed: 4/16/2020

**Attachment to
AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 02**

Exhibit A – Engineer’s Services

1. Paragraph A1.03.A.10.

Revise this section to read as follows:

11. *Furnish for review by Owner, its legal counsel, and Agency and other advisors, 5 copies of the final Drawings and Specifications, assembled drafts of other Construction Contract Documents, the draft bidding-related documents (or requests for proposals or other construction procurement documents), and any other Final Design Phase deliverables, within 210 days of authorization to proceed with the Final Design Phase, and review them with Owner. Within 21 days of receipt, Owner shall submit to Engineer any comments regarding the furnished items, and any instructions for revisions.*

Exhibit C – Compensation

A contract change for an additional \$120,000 is being provided for additional services related to the inclusion of a cogeneration engine system to the project scope. Additional services include the preparation of final drawings and specifications and permit applications.

See attached Facility Additions to Exhibit J-1 and Additions to Exhibit J-2.

Facility Additions to Exhibit J-1
Major Facility Groups
Waupun ABNR and WWTP Upgrade

COGENERATION SYSTEM – Group 15 (Pump & Blower Building)

- 550 kW cogeneration system to generate electrical power for the WWTP, hot water for digester heating and CO₂ for the ABNR system to grow algae
- Structural modifications in existing ferric chloride storage room
- HVAC/plumbing modifications
- Engine flue gas silencer/stack with diversion valves
- Flue gas cooling 2-stop heat exchanger
- Engine heat radiators
- Intermediate cooling radiators
- Paralleling electrical switchgear
- Blower and piping to compressing CO₂ for bubbling into the ABNR mix tank
- Radiator equipment pad with frost wall
- Hot water pumping and supply and return piping
- Cogeneration lubrication system

BIOGAS CLEANING BUILDING – Group 82

- 25 ft x 25 ft x 12 ft brick/block building
- Biogas compressor
- Refrigerant dryer system
- Siloxane removal tanks and access platforms
- Electrical room with MCC and control panel
- Building access driveway
- Biogas pipeline from digester to building with condensate removal
- Biogas pipeline to cogeneration system
- Concrete tank support pad with frost wall

Additions to Exhibit J-2

DRAWING LIST
Waupun Utilities – ABNR and WWTP Upgrades
Cogeneration System Drawing List

NO.	DRWG	SCALE	TITLE
GROUP 09 - INSTRUMENTATION AND CONTROL			
1	09-I-21		Cogeneration System
2	09-I-22		Cogeneration System
3	09-I-23		Cogeneration System-Heat Recovery
GROUP 15 - COGENERATION (PUMP and BLOWER BUILDING)			
4	15-AS-1	1/4"	Arch/Structural Plan
5	15-AS-2	1/4"	Structural Section
6	15-M-1	1/4"	Mechanical/Plan
7	15-M-2	1/4"	Mechanical Plan and Sections
8	15-M-3	1/4"	Mechanical Sections and Details
9	15-M-4	1/4"	Mechanical Sections and Details
10	15-H-1	1/4"	HVAC Plan
11	15-P-1	1/4"	Plumbing Plan
12	15-E-1	1/4"	Electrical Power Plan
13	15-E-2	1/4"	Electrical Lighting Plan
GROUP 82 - BIOGAS CLEANING BUILDING			
14	82-A-1	1/4"	Elevation View
15	82-AS-1	1/4"	Arch/Structural Floor and Roof Plan
16	82-AS-3	1/4"	Arch/Structural Section
17	82-AS-4	1/4"	Arch/Structural Section
18	82-M-1	1/4"	Mechanical Plan
19	82-M-2	1/4"	Mechanical Sections
20	82-H-1	1/4"	HVAC Plan
21	82-P-1	1/4"	Plumbing Plan
22	82-E-1	-	One Line Diagrams
23	82-E-1	1/4"	Electrical Power Plan
24	82-E-2	1/4"	Electrical Lighting Plan

24 Total Drawings



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PHONE: 920.324.7920
FAX: 920.324.7922
www.waupunutilities.com

May 11, 2020

Mike Peters
Assistant Secretary of WPPI Energy
1425 Corporate Center Dr
Sun Prairie, WI 53590

Re: Appointment of Board Director

Due to the recent departure of Jared Oosterhouse from the Waupun Utilities, effective May 18, 2020, the following appointments have been made to the WPPI Energy Board by the Waupun Utilities Commission:

WPPI Director: Steve Brooks
WPPI Alternate: Jeff Stanek

Please see the enclosed contact information for the appointees.

Sincerely,

Joel Heeringa
Commission President

Dave Gerritson
Vice President

Enclosure