



AGENDA

Utility Commission Meeting
Waupun Utilities – 817 S Madison St.
Waupun, WI P.O. Box 431
Monday, June 12, 2023 AT 4:00 PM

There is a regular commission meeting scheduled for Monday, June 12, 2023, at 4:00 PM at the Waupun Utilities Administrative Building located on 817 S. Madison Street, Waupun, Wisconsin.

CALL TO ORDER

ROLL CALL OF COMMISSIONERS

APPROVAL OF PREVIOUS MEETING MINUTES

1. May 8, 2023 Minutes

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

2. 5-2023 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. Review / Approve Proposed Test Year 2023 Electric Rate Study results presented by WPPI
7. Review / Approve CMAR Report
8. Review / Approve Revision to Employment Manual Section 9. Assignments, Hours of Work and Attendance to Include Employee Volunteer Involvement in Community Organizations and Events
9. Discuss Future Employment Operation Plan and Current Job Market
10. Discuss July Commission Meeting
11. Discuss Employee Performance Evaluation for Manager Position **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, May 8, 2023**

Meeting called to order by General Manager Brooks at 4:00 p.m.

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

Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve minutes from April 10, 2023 meeting.

Motion by Thurmer, seconded by Daane and unanimously carried, bills for month of April 2023 approved as presented.

On motion by Westphal, seconded by Kunz and unanimously carried, year-to-date financial reports through March 2023 approved as presented by Finance Director Stanek. Electric operating income was \$130,000. Water operating income was \$201,600. Sewer operating income was \$139,200.

Finance Director Stanek and utility staff are working to finalize draft of Electric Rate Study - Test Year 2023 with WPPI. WPPI will present their recommendations to Utility Commission at the June 2023 meeting for commission approval. Utility Commission approval is required prior to submission of rate case to PSCW.

General Manager Brooks reported on call-ins and current projects for electric crew. Work continues with United Cooperative on infrastructure design, placement and timing of install. Finance Director Stanek is working on construction authorization as required by PSCW. South side of S Madison St is complete for re-conductor project, still working to complete North side. Crew has been targeting Feeder #6 and replacing porcelain cutouts on feeder. Once conditions are favorable, crew will finish replacing cutouts located in the backyards. Journeyman Line Technician Todd Flegner retires May 12th after 28 years of service. Journeyman Line Technician new-hire Ross has been doing a good job in the field and will join on-call rotation in June. Winter moratorium ended April 15th, resulting in 24 electric service disconnections due to non-payment.

Treatment Facilities and Operations Superintendent Schramm reported on operations and projects at Water and Wastewater Treatment Facilities and Distribution/Collection crew. Veolia completed routine tank condition assessment of Tower 1 and Tower 2 per tank maintenance contract for water facility. No deficiencies found. Xylem Sanitaire completed annual cleaning of aeration diffusers at WWTF, which helps ensure optimal equipment performance. As required by our WPDES permit, disinfection has begun as of May 1st and will continue through September 30th at the wastewater treatment facility. Disinfection is the primary mechanism for inactivation and destruction of pathogenic organisms to prevent spread of waterborne diseases to downstream users and environment. Distribution/collection crew has completed the annual leak detection survey, identifying and repairing three service leaks and one main line valve leak. Visu-Sewer lined 945 feet of sanitary sewer main line on Park Ave, E Jefferson St and W Lincoln St to provide maximum strength and flow capacity to the lines without need for digging.

Dan Siebers, Alderman District 5, received by Mayoral Appointment to the Utility Commission. Siebers received in place of Pete Kaczmariski, Alderman District 2. Kaczmariski served on Waupun Utilities Commission for 11 years, May 2012-April 2023.

Election of officers held. On nomination by Thurmer, seconded by Siebers and unanimously carried, Joe Heeringa re-elected Commission President. On nomination by Kunz, seconded by Westphal and unanimously carried, Nate Daane re-elected Commission Vice President. General Manager remains secretary, with option to designate minute taker.

Motion by Thurmer, seconded by Daane and unanimously carried, to retain timeframe of Utility Commission Meetings as second Monday of each month at 4:00 pm.

On motion by Siebers, seconded by Kunz and unanimously carried, approval of Resolution Recognizing the Retirement of Todd Flegner, Journeyman Line Technician for 28 years of dedicated service to Waupun Utilities.

General Manager Brooks presented the Mayor's Proclamation recognizing Drinking Water Week, May 7-13, 2023. Mayor Rohn Bishop presented and signed the proclamation, along with General Manager Brooks and Clerk/Treasurer Hull on April 18, 2023 at the City of Waupun Common Council Meeting. Drinking water week is a week-long celebration recognizing our

water professionals and the delicious drinking water our state of art reverse osmosis water treatment facility provides to the City of Waupun.

Treatment Facilities and Operations Superintendent Schramm presented the 2022 annual water quality report, also known as Consumer Confidence Report (CCR). The annual report is a requirement of the Federal Environmental Protection Agency (EPA), and based on information reported to the Wisconsin Department of Natural Resources (DNR). There were no violations of maximum contaminant levels or other water quality standards. Waupun Utilities is committed to providing our customers with safe, high quality drinking water that meets or exceeds all federal and state standards for health and safety. The 2022 report reflects our continued commitment. Current report is available online on our website, at our office and upon request via email.

On motion by Thurmer, seconded by Kunz and unanimously carried, meeting adjourned at 4:49 p.m.

The next regular commission meeting is scheduled on June 12, 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
4-CONTROL							
250	8630	WEED SPRAYING @ SUBSTATIONS & GRAVEL YARD	05/31/2023	737.35	737.35	49051	05/31/2023
Total 4-CONTROL:				737.35	737.35		
AGNESIAN HEALTHCARE INC							
800	39684	DOT DRUG SCREEN - SMITH	05/10/2023	28.75	28.75	49005	05/10/2023
	39684	DOT DRUG SCREEN - SMITH	05/10/2023	28.75	28.75	49005	05/10/2023
	39684	NEW EMPLOYEE DRUG SCREEN- HACKBARTH	05/10/2023	57.50	57.50	49005	05/10/2023
Total AGNESIAN HEALTHCARE INC:				115.00	115.00		
AIRGAS USA INC							
855	9996554823	ACETYLENE/OXYGEN/NITROGEN	05/10/2023	29.42	29.42	49006	05/10/2023
	9996554823	ACETYLENE/OXYGEN/NITROGEN	05/10/2023	29.43	29.43	49006	05/10/2023
	9996554823	ACETYLENE/OXYGEN/NITROGEN	05/10/2023	29.43	29.43	49006	05/10/2023
Total AIRGAS USA INC:				88.28	88.28		
ALLIANT ENERGY							
900	1830350.04282023	GAS UTILITY FOR WATER PLANT	05/10/2023	880.10	880.10	49007	05/10/2023
	326138927.050320	WWTF- PROCESS BLD, GREEN HOUSE AND PUMP BLD	05/10/2023	174.66	174.66	49007	05/10/2023
	437000.04282023	GAS UTIL BILL @ N2721 FDL ST - ADMIN/DIGESTER BLD	05/10/2023	436.62	436.62	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	11.67	11.67	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	9.33	9.33	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	9.33	9.33	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	63.01	63.01	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	63.01	63.01	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	63.01	63.01	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	4.67	4.67	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	4.68	4.68	49007	05/10/2023
	590516.04282023	SPLIT DISTRIBUTION- MAIN BLD	05/10/2023	4.68	4.68	49007	05/10/2023
	80105.04282023	GAS UTILITY FOR WELLHOUSE #5	05/10/2023	19.14	19.14	49007	05/10/2023
	931084.04282023	GAS UTIL @ N2721 FDL ST - FILTER & DEWATERING BLD	05/10/2023	831.91	831.91	49007	05/10/2023
Total ALLIANT ENERGY:				2,575.82	2,575.82		
AMAZON CAPITAL SERVICES							
1015	114F-NM7M-TNJL	WWTP CAMERA PC KEYBOARD/MOUSE	05/31/2023	27.99	27.99	49052	05/31/2023
	17L7-V6Q7-6KM6	BATTERY CHARGER	05/10/2023	33.30	33.30	49008	05/10/2023
	1M7M-RD7J-NYFY	BATHROOM SPRAY	05/10/2023	5.71	5.71	49008	05/10/2023
	1M7M-RD7J-NYFY	BATHROOM SPRAY	05/10/2023	4.54	4.54	49008	05/10/2023
	1M7M-RD7J-NYFY	BATHROOM SPRAY	05/10/2023	4.41	4.41	49008	05/10/2023
	1M7M-RD7J-NYFY	SPRAY BOTTLES	05/10/2023	16.99	16.99	49008	05/10/2023
	1XNP-LM9X-H99N	MASTERLOCKS FOR SUBSTATIONS	05/31/2023	279.20	279.20	49052	05/31/2023
Total AMAZON CAPITAL SERVICES:				372.14	372.14		
BADGER LABORATORIES INC							
2130	23-007211	LAB TESTS	05/10/2023	406.25	406.25	49009	05/10/2023
Total BADGER LABORATORIES INC:				406.25	406.25		
BAKER TILLY US LLP							
2333	BT2412057	2022 FINANCIAL AUDIT #4 (FINAL)	05/10/2023	1,257.98	1,257.98	49010	05/10/2023
	BT2412057	2022 FINANCIAL AUDIT #4 (FINAL)	05/10/2023	1,582.62	1,582.62	49010	05/10/2023
	BT2412057	2022 FINANCIAL AUDIT #4 (FINAL)	05/10/2023	1,217.40	1,217.40	49010	05/10/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total BAKER TILLY US LLP:				4,058.00	4,058.00		
BENTZ AUTOMOTIVE INC							
2800	26352	UNIT 19 TIRE	05/10/2023	47.99	47.99	49011	05/10/2023
	26352	UNIT 19 TIRE	05/10/2023	48.00	48.00	49011	05/10/2023
	26352	UNIT 19 TIRE	05/10/2023	48.00	48.00	49011	05/10/2023
	26581	UNIT #155 TIRE REPAIR	05/31/2023	20.60	20.60	49053	05/31/2023
Total BENTZ AUTOMOTIVE INC:				164.59	164.59		
BOARDMAN & CLARK LLP							
3200	268123	HANDBOOK AND POLICY REVIEW	05/31/2023	30.42	30.42	49054	05/31/2023
	268123	HANDBOOK AND POLICY REVIEW	05/31/2023	24.18	24.18	49054	05/31/2023
	268123	HANDBOOK AND POLICY REVIEW	05/31/2023	23.40	23.40	49054	05/31/2023
Total BOARDMAN & CLARK LLP:				78.00	78.00		
BORDER STATES ELECTRIC SUPPLY							
3300	926196947	METER TEST SWITCH	05/10/2023	1,483.20	1,483.20	49012	05/10/2023
	926196947	SHIPPING	05/10/2023	46.62	46.62	49012	05/10/2023
	926220963	4/0 URD TRIPLEX	05/10/2023	6,507.30	6,507.30	49012	05/10/2023
	926229250	FIBERCRETE SWITCH GEAR BASEMENT	05/10/2023	2,021.25	2,021.25	49012	05/10/2023
	926229260_926341	1/0 ACSR OVERHEAD	05/31/2023	4,456.54	4,456.54	49055	05/31/2023
	926285752	350 URD QUAD	05/31/2023	4,818.10	4,818.10	49055	05/31/2023
	926318334	INSUALATORS	05/31/2023	135.88	135.88	49055	05/31/2023
Total BORDER STATES ELECTRIC SUPPLY:				19,468.89	19,468.89		
C. VERHAGE PHOTO LLC							
5200	4420816	EMPLOYEE BADGES - HACKBARTH	05/10/2023	45.00	45.00	49013	05/10/2023
Total C. VERHAGE PHOTO LLC:				45.00	45.00		
MEDIA PARTNERS							
5450	156636	MTHLY COMMISSION MTG MINUTES-E	05/31/2023	30.38	30.38	49078	05/31/2023
	156636	MTHLY COMMISSION MTG MINUTES-W	05/31/2023	24.15	24.15	49078	05/31/2023
	156636	MTHLY COMMISSION MTG MINUTES-S	05/31/2023	23.39	23.39	49078	05/31/2023
Total MEDIA PARTNERS:				77.92	77.92		
CAREW CONCRETE & SUPPLY CO							
5600	1264191	3/4 CLEAR -PARK ST	05/10/2023	285.97	285.97	49014	05/10/2023
	1264820	3/4 CLEAR -PARK ST	05/10/2023	152.61	152.61	49014	05/10/2023
	1266842	3/4 CRUSHER RUN	05/31/2023	315.67	315.67	49056	05/31/2023
	1517	MORTAR	05/31/2023	28.60	28.60	49056	05/31/2023
	1517	MORTAR	05/31/2023	14.30	14.30	49056	05/31/2023
	1517	MORTAR	05/31/2023	14.30	14.30	49056	05/31/2023
Total CAREW CONCRETE & SUPPLY CO:				811.45	811.45		
US CELLULAR							
5700	574446949	ACT #851360664	05/10/2023	182.08	182.08	49039	05/10/2023
	574807599	ACT #375001031	05/10/2023	185.72	185.72	49039	05/10/2023
	574856410	ACT #929862839	05/10/2023	252.21	252.21	49039	05/10/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total US CELLULAR:				620.01	620.01		
CORE & MAIN LP							
6310	S773256	(2) 2" C2 METERHEAD RETROFIT KIT	05/10/2023	730.00	730.00	49015	05/10/2023
	S773256	(2) 1.5" C2 METERHEAD RETROFIT KIT	05/10/2023	730.00	730.00	49015	05/10/2023
	S773256	METERHEAD SHIPPING	05/10/2023	21.92	21.92	49015	05/10/2023
Total CORE & MAIN LP:				1,481.92	1,481.92		
CRANE ENGINEERING SALES INC							
6450	441543-00	(3) 6" PLUG VLV STRD STEM W/GREASE FTG	05/10/2023	4,497.00	4,497.00	49057	05/31/2023
	441543-00	(1) 6" PLUG VLV STRD STEM W/NO GREASE FTG	05/10/2023	1,295.00	1,295.00	49057	05/31/2023
	441543-00	(1) 8" PLUG VLV HANDWHEEL OPT W/GREASE FTG	05/10/2023	2,548.00	2,548.00	49057	05/31/2023
	441543-00	SHIPPING	05/10/2023	450.00	450.00	49057	05/31/2023
Total CRANE ENGINEERING SALES INC:				8,790.00	8,790.00		
CROWDER SUPPLY CO LLC							
6600	514420	AIR HAMMER BIT	05/10/2023	176.71	176.71	49016	05/10/2023
Total CROWDER SUPPLY CO LLC:				176.71	176.71		
CT LABORATORIES							
6610	177712	NITROGEN, KJET & SUB NO2+NO3	05/31/2023	56.00	56.00	49058	05/31/2023
Total CT LABORATORIES:				56.00	56.00		
DIGGERS HOTLINE INC.							
7300	230 4 31801	MONTHLY LOCATE TICKET CHRGS	05/10/2023	213.60	213.60	49017	05/10/2023
Total DIGGERS HOTLINE INC.:				213.60	213.60		
DORNER COMPANY							
7700	505703	ACTUATOR REPAIR	05/31/2023	3,846.00	3,846.00	49059	05/31/2023
Total DORNER COMPANY:				3,846.00	3,846.00		
ECKART LLC							
7880	S100813398-001	URD SPLICES AND PLUGS	05/31/2023	564.50	564.50	49060	05/31/2023
Total ECKART LLC:				564.50	564.50		
EVOQUA WATER TECHNOLOGIES LLC							
8955	905894999	MIXBED, FILTER CARTRIDGE	05/31/2023	395.15	395.15	49061	05/31/2023
Total EVOQUA WATER TECHNOLOGIES LLC:				395.15	395.15		
MARTENS ACE HARDWARE							
9200	228205	UNIT # 23 FASTENERS	05/31/2023	.54	.54	49077	05/31/2023
	228205	UNIT # 23 FASTENERS	05/31/2023	.54	.54	49077	05/31/2023
	228205	UNIT # 23 FASTENERS	05/31/2023	4.29	4.29	49077	05/31/2023
	228205	UNIT #6 OIL AND TAPE MEASURE	05/31/2023	20.99	20.99	49077	05/31/2023
	228205	UNIT #6 OIL AND TAPE MEASURE	05/31/2023	20.98	20.98	49077	05/31/2023
	228240	UNIT #37 FASTENERS	05/31/2023	6.37	6.37	49077	05/31/2023
	228360	CONCRETE MIX	05/31/2023	41.93	41.93	49077	05/31/2023
	228360	CONCRETE MIX	05/31/2023	20.97	20.97	49077	05/31/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	228360	CONCRETE MIX	05/31/2023	20.96	20.96	49077	05/31/2023
	228431	WWTP SUPPLIES	05/31/2023	38.98	38.98	49077	05/31/2023
	228463	SHOP SUPPLIES	05/31/2023	9.32	9.32	49077	05/31/2023
	228463	SHOP SUPPLIES	05/31/2023	9.32	9.32	49077	05/31/2023
	228463	SHOP SUPPLIES	05/31/2023	9.33	9.33	49077	05/31/2023
	228515	WWTP SUPPLIES	05/31/2023	35.96	35.96	49077	05/31/2023
	228670	UNIT #33 FASTENERS	05/31/2023	.75	.75	49077	05/31/2023
	228670	UNIT #33 FASTENERS	05/31/2023	.74	.74	49077	05/31/2023
	228728	REMOTE FOR GATE	05/31/2023	9.35	9.35	49077	05/31/2023
	228728	REMOTE FOR GATE	05/31/2023	7.43	7.43	49077	05/31/2023
	228728	REMOTE FOR GATE	05/31/2023	7.20	7.20	49077	05/31/2023

Total MARTENS ACE HARDWARE:

265.95 265.95

FARMERS ELEVATOR CORP LTD

9300	12129	LAWN SEED	05/31/2023	273.20	273.20	49062	05/31/2023
	128051	LAWN SEED	05/10/2023	102.20	102.20	49018	05/10/2023
	128051	LAWN SEED	05/10/2023	51.10	51.10	49018	05/10/2023
	128051	LAWN SEED	05/10/2023	51.10	51.10	49018	05/10/2023
	129013	CHEM FOR WEEDS-E	05/31/2023	34.12	34.12	49062	05/31/2023
	129013	CHEM FOR WEEDS-W	05/31/2023	27.12	27.12	49062	05/31/2023
	129013	CHEM FOR WEEDS-S	05/31/2023	26.26	26.26	49062	05/31/2023
	129192	CHEM FOR WEEDS-E	05/31/2023	48.36	48.36	49062	05/31/2023
	129192	CHEM FOR WEEDS-W	05/31/2023	38.44	38.44	49062	05/31/2023
	129192	CHEM FOR WEEDS-S	05/31/2023	37.20	37.20	49062	05/31/2023
	99267	FUEL FOR RENTED PAYLOADER	05/10/2023	90.48	90.48	49018	05/10/2023

Total FARMERS ELEVATOR CORP LTD:

779.58 779.58

FERGUSON WATERWORKS #1476

9480	382808	1-1/4 REPAIR TOP WITH PLUG	04/28/2023	725.00	725.00	49019	05/10/2023
	382808	4" PLASTIC / 4" PLASTIC	04/28/2023	50.00	50.00	49019	05/10/2023
	382808	6 X 12 ALL SS REPAIR CLAMPS 6.84 - 7.24	04/28/2023	656.00	656.00	49019	05/10/2023
	382808	26" SECTION VALVE BOX TOP - SECONDARY DOME	04/28/2023	1,050.00	1,050.00	49019	05/10/2023
	382808	6 VALVE BOX - BASE 6860 DOME	04/28/2023	400.00	400.00	49019	05/10/2023
	382808	10 X 12 ALL SS REPAIR CLAMPS 11.01 - 11.44	04/28/2023	480.00	480.00	49019	05/10/2023
	382808	BLUE T-HEADS	04/28/2023	300.00	300.00	49019	05/10/2023
	384676-1	8" & 10" VALVE BOX - TOP DOME	05/31/2023	155.58	155.58	49063	05/31/2023
	386385	8" HYMAX REP COUP 8.54 - 9.84	05/31/2023	1,218.88	1,218.88	49063	05/31/2023
	386385	8" X 8" TEE	05/31/2023	659.40	659.40	49063	05/31/2023
	386385	8" MEGA LUG - DI	05/31/2023	454.20	454.20	49063	05/31/2023
	386385	8" CAPS	05/31/2023	160.96	160.96	49063	05/31/2023
	386385	8" 90 DEGREE BENDS - GXG	05/31/2023	81.38	81.38	49063	05/31/2023
	386388	8" HYMAX REP COUP 8.54 - 9.84	05/10/2023	923.16	923.16	49019	05/10/2023

Total FERGUSON WATERWORKS #1476:

7,314.56 7,314.56

FLEETPRIDE INC.

9660	107910987	UNIT #28 REPAIR	05/31/2023	180.63	180.63	49064	05/31/2023
	107910987	UNIT #28 REPAIR	05/31/2023	180.63	180.63	49064	05/31/2023

Total FLEETPRIDE INC.:

361.26 361.26

FORSTER ELECTRICAL ENGINEERING

9885	24584	UNITED COOP (W08-22B)	05/10/2023	687.50	687.50	49020	05/10/2023
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Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total FORSTER ELECTRICAL ENGINEERING:				687.50	687.50		
GFL ENVIRONMENTAL							
11300	U90000139372	DUMPSTER - OFFICE BLDG-E	05/31/2023	237.86	237.86	49065	05/31/2023
	U90000139372	DUMPSTER - OFFICE BLDG-W	05/31/2023	189.06	189.06	49065	05/31/2023
	U90000139372	DUMPSTER - OFFICE BLDG-S	05/31/2023	182.97	182.97	49065	05/31/2023
	u90000139721	DUMPSTER - WWTP	05/31/2023	2,946.18	2,946.18	49065	05/31/2023
Total GFL ENVIRONMENTAL:				3,556.07	3,556.07		
GORDON FLESCH COMPANY INC							
11325	10V803	MTHLY CLICK COUNTS -E	05/10/2023	42.90	42.90	49021	05/10/2023
	10V803	MTHLY CLICK COUNTS -W	05/10/2023	34.10	34.10	49021	05/10/2023
	10V803	MTHLY CLICK COUNTS -S	05/10/2023	33.02	33.02	49021	05/10/2023
Total GORDON FLESCH COMPANY INC:				110.02	110.02		
GRAINGER							
11400	9704521146	WALL MOUNTED SHOP DESK	05/31/2023	259.01	259.01	49066	05/31/2023
	9704521146	WALL MOUNTED SHOP DESK	05/31/2023	259.01	259.01	49066	05/31/2023
	9707356185	WALL MOUNTING SHOP DESK	05/31/2023	28.98	28.98	49066	05/31/2023
	9707356185	WALL MOUNTING SHOP DESK	05/31/2023	28.98	28.98	49066	05/31/2023
Total GRAINGER:				575.98	575.98		
GREEN IGNITE INC							
11592	INV-006135	250 W LED LAMP	05/10/2023	444.36	444.36	49022	05/10/2023
	INV-006135	100-150 W LED LAMP	05/10/2023	1,583.04	1,583.04	49022	05/10/2023
Total GREEN IGNITE INC:				2,027.40	2,027.40		
GUENTHER SUPPLY INC							
11700	390905	MISC PIPE FITTINGS - WWTP	05/31/2023	65.74	65.74	49067	05/31/2023
Total GUENTHER SUPPLY INC:				65.74	65.74		
H & R SAFETY SOLUTIONS LLC							
12020	7906	WORK GLOVES- WWTP	05/31/2023	372.00	372.00	49068	05/31/2023
Total H & R SAFETY SOLUTIONS LLC:				372.00	372.00		
HYDROCORP INC.							
13985	72051-IN	CROSS CNNCTN CONTROL PROGRM	05/10/2023	2,306.00	2,306.00	49023	05/10/2023
Total HYDROCORP INC.:				2,306.00	2,306.00		
ICS MEDICAL ANSWERING SERVICE LLC							
14120	230500101101	TELEPHONE ANSWERING SERVICE- E	05/31/2023	93.07	93.07	49069	05/31/2023
	230500101101	TELEPHONE ANSWERING SERVICE- W	05/31/2023	73.98	73.98	49069	05/31/2023
	230500101101	TELEPHONE ANSWERING SERVICE- S	05/31/2023	71.61	71.61	49069	05/31/2023
Total ICS MEDICAL ANSWERING SERVICE LLC:				238.66	238.66		
INFOSEND INC							
14490	235028	INLINE INSERT: CUSTOMER BILL OF RIGHTS	05/31/2023	117.14	117.14	49070	05/31/2023
	235028	INLINE INSERT: CUSTOMER BILL OF RIGHTS	05/31/2023	93.11	93.11	49070	05/31/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	235028	INLINE INSERT: CUSTOMER BILL OF RIGHTS	05/31/2023	90.13	90.13	49070	05/31/2023
	235028	INLINE INSERT: EV CHARGER INCENTIVE	05/31/2023	300.38	300.38	49070	05/31/2023
	235028	BILL PRINT & POSTAGE-E	05/31/2023	1,241.18	1,241.18	49070	05/31/2023
	235028	BILL PRINT & POSTAGE-W	05/31/2023	986.58	986.58	49070	05/31/2023
	235028	BILL PRINT & POSTAGE-S	05/31/2023	954.76	954.76	49070	05/31/2023
Total INFOSEND INC:				3,783.28	3,783.28		
IRBY, STUART C							
14890	S013405328.003	500 MCM ALUM URD PRIMARY	05/31/2023	22,297.50	22,297.50	49071	05/31/2023
	S013505142.002	LINE BUILDING MATERIALS	05/31/2023	631.00	631.00	49071	05/31/2023
	S013513203.001	350 4/0 ALUM UD- RETURNING	05/10/2023	6,110.00	6,110.00	49024	05/10/2023
	S013513203.001	4/0 URD TRIPLEX	05/10/2023	3,610.00	3,610.00	49024	05/10/2023
	S013513203.001	SHIPPING	05/10/2023	628.85	628.85	49024	05/10/2023
	S013513203.003	500 MCM ALUM URD WIRE	05/10/2023	15,040.00	15,040.00	49024	05/10/2023
	S013513203.003	SHIPPING	05/10/2023	928.55	928.55	49024	05/10/2023
	S013513203.005	350 4/0 ALUM UD- RETURNING	05/10/2023	6,110.00	6,110.00	49024	05/10/2023
	S013532617.001	CT BARS FOR (3) CT SERVICES	05/31/2023	2,129.13	2,129.13	49071	05/31/2023
Total IRBY, STUART C:				45,265.03	45,265.03		
ITU ABSORB TECH INC.							
14950	8129447	SHOP TOWELS FOR WWTP	05/31/2023	24.19	24.19	49072	05/31/2023
	8129450	SHOP TOWELS MTHLY RENTAL FEE-E	05/31/2023	34.77	34.77	49072	05/31/2023
	8129450	SHOP TOWELS MTHLY RENTAL FEE-S	05/31/2023	34.76	34.76	49072	05/31/2023
	8129450	SHOP TOWELS MTHLY RENTAL FEE-W	05/31/2023	34.77	34.77	49072	05/31/2023
Total ITU ABSORB TECH INC.:				128.49	128.49		
J & H CONTROLS INC							
16000	10000024711	BUILDING MAINT MTHLY CHRGE	05/10/2023	188.00	188.00	49025	05/10/2023
	10000024711	BUILDING MAINT MTHLY CHRGE-W	05/10/2023	141.00	141.00	49025	05/10/2023
	10000024711	BUILDING MAINT MTHLY CHRGE-S	05/10/2023	141.00	141.00	49025	05/10/2023
	10000024742	OFFICE HVAC BUILDING INSP AND MAINT	05/10/2023	85.73	85.73	49025	05/10/2023
	10000024742	OFFICE HVAC BUILDING INSP AND MAINT	05/10/2023	64.30	64.30	49025	05/10/2023
	10000024742	OFFICE HVAC BUILDING INSP AND MAINT	05/10/2023	64.30	64.30	49025	05/10/2023
	10000024796	OFFICE HVAC BUILDING INSP AND MAINT	05/31/2023	217.69	217.69	49073	05/31/2023
	10000024796	OFFICE HVAC BUILDING INSP AND MAINT	05/31/2023	163.27	163.27	49073	05/31/2023
	10000024796	OFFICE HVAC BUILDING INSP AND MAINT	05/31/2023	163.27	163.27	49073	05/31/2023
	1000024710	BUILDING MAINT MTHLY CHRGE-WTP	05/10/2023	182.00	182.00	49025	05/10/2023
	1000024811	HVAC MAINT. - JAHNS OFFICE	05/31/2023	72.20	72.20	49073	05/31/2023
	1000024811	HVAC MAINT. - WATER PLANT	05/31/2023	237.21	237.21	49073	05/31/2023
Total J & H CONTROLS INC:				1,719.97	1,719.97		
J HARLEN CO							
16150	1610231	SAFETY EQUIPMENT-E	05/31/2023	244.68	244.68	49074	05/31/2023
	1610853	SAFETY EQUIPMENT	05/31/2023	107.10	107.10	49074	05/31/2023
Total J HARLEN CO:				351.78	351.78		
JUNEAU UTILITIES							
16750	20539	FIBERGLASS/ALUM EQUIPMENT MOUNT	05/10/2023	657.25	657.25	49026	05/10/2023
Total JUNEAU UTILITIES:				657.25	657.25		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
KAESER COMPRESSOR INC							
17350	916026853	PM SERVICE WORK	05/31/2023	2,789.84	2,789.84	49075	05/31/2023
Total KAESER COMPRESSOR INC:				2,789.84	2,789.84		
LAMP RECYCLERS INC							
18140	123185	INVOICED CUSTOMERS	05/10/2023	1,030.91	1,030.91	49027	05/10/2023
	123185	BADGER STATE LOG- C.BRAAKSMA (WPPI COST)	05/10/2023	58.08	58.08	49027	05/10/2023
	123185	IMPACT FEE & PICKUP CHRG	05/10/2023	278.13	278.13	49027	05/10/2023
	123185	WAUPUN UTILITIES	05/10/2023	33.71	33.71	49027	05/10/2023
	123185	WAUPUN UTILITIES	05/10/2023	26.80	26.80	49027	05/10/2023
	123185	WAUPUN UTILITIES	05/10/2023	25.95	25.95	49027	05/10/2023
	123185	LOBBY COLLECTION	05/10/2023	176.51	176.51	49027	05/10/2023
Total LAMP RECYCLERS INC:				1,630.09	1,630.09		
LINCOLN CONTRACTORS SUPPLY IN							
18650	S73040	UNIT 47 DIESEL PUMP REPAIR	05/31/2023	3,415.18	3,415.18	49076	05/31/2023
Total LINCOLN CONTRACTORS SUPPLY IN:				3,415.18	3,415.18		
MARTELLE WATER TREATMENT INC.							
20250	25016	CHLORINE & HYDROFLUOSILICIC ACID BULK	05/10/2023	2,771.60	2,771.60	49028	05/10/2023
	25017	HYDROFLUOSILICIC ACID BULK	05/10/2023	195.60	195.60	49028	05/10/2023
	25028	CASTIC SODA 50% BULK	05/10/2023	2,795.00	2,795.00	49028	05/10/2023
Total MARTELLE WATER TREATMENT INC.:				5,762.20	5,762.20		
MEUW							
23500	4104	LAMBEAU FIELD TOURS-BROOKS	05/10/2023	30.00	30.00	49029	05/10/2023
	51523-10	SAFETY GROUP PROGRAM COSTS - E	05/31/2023	2,569.13	2,569.13	49079	05/31/2023
	51523-10	SAFETY GROUP PROGRAM COSTS - W	05/31/2023	2,042.12	2,042.12	49079	05/31/2023
	51523-10	SAFETY GROUP PROGRAM COSTS - S	05/31/2023	1,976.25	1,976.25	49079	05/31/2023
Total MEUW:				6,617.50	6,617.50		
SECURIAN FINANCIAL GROUP INC							
25200	2832L-1027-JUNE 2	EMPLOYER CONTRIBUTION 20%-E	05/10/2023	13.62	13.62	49035	05/10/2023
	2832L-1027-JUNE 2	EMPLOYER CONTRIBUTION 20%-W	05/10/2023	10.82	10.82	49035	05/10/2023
	2832L-1027-JUNE 2	EMPLOYER CONTRIBUTION 20%-S	05/10/2023	10.49	10.49	49035	05/10/2023
	2832L-1027-JUNE 2	BASIC GROUP LIFE INS PREMIUM	05/10/2023	376.42	376.42	49035	05/10/2023
Total SECURIAN FINANCIAL GROUP INC:				411.35	411.35		
MULCAHY SHAW WATER INC.							
29200	325067	CLEANING OF DIFFUSERS - WWTP	05/10/2023	5,800.00	5,800.00	49030	05/10/2023
	325076	DREXELBROOK FLOW METER (BURKE CNTR)	05/10/2023	2,999.62	2,999.62	49030	05/10/2023
Total MULCAHY SHAW WATER INC.:				8,799.62	8,799.62		
NAPA AUTO PARTS							
30900	381632	SHOP SUPPLIES	05/31/2023	29.48	29.48	49080	05/31/2023
	381632	SHOP SUPPLIES	05/31/2023	29.48	29.48	49080	05/31/2023
	381632	SHOP SUPPLIES	05/31/2023	29.49	29.49	49080	05/31/2023
Total NAPA AUTO PARTS:				88.45	88.45		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
NCL OF WISCONSIN INC							
33000	486682	LAB SUPPLIES- WWTP	05/10/2023	78.23	78.23	49031	05/10/2023
Total NCL OF WISCONSIN INC:				78.23	78.23		
NORTH SHORE ANALYTICAL INC.							
38500	14296	EFFLUENT & INFLUENT	05/10/2023	270.00	270.00	49032	05/10/2023
Total NORTH SHORE ANALYTICAL INC.:				270.00	270.00		
NORTHERN SAFETY CO INC							
38800	905471436	SAFETY GLASSES	05/31/2023	61.83	61.83	49081	05/31/2023
	905471436	SAFETY GLASSES	05/31/2023	61.83	61.83	49081	05/31/2023
Total NORTHERN SAFETY CO INC:				123.66	123.66		
ODP BUSINESS SOLUTIONS LLC							
38877	310455386001	MOUSE	05/31/2023	6.10	6.10	49082	05/31/2023
	310455386001	MOUSE	05/31/2023	4.85	4.85	49082	05/31/2023
	310455386001	MOUSE	05/31/2023	4.71	4.71	49082	05/31/2023
	310455386001	MAIN OFFICE SUPPLIES	05/31/2023	13.13	13.13	49082	05/31/2023
	310455386001	MAIN OFFICE SUPPLIES	05/31/2023	10.44	10.44	49082	05/31/2023
	310455386001	MAIN OFFICE SUPPLIES	05/31/2023	10.11	10.11	49082	05/31/2023
	310469980001	MAIN OFFICE SUPPLIES	05/31/2023	3.48	3.48	49082	05/31/2023
	310469980001	MAIN OFFICE SUPPLIES	05/31/2023	2.76	2.76	49082	05/31/2023
	310469980001	MAIN OFFICE SUPPLIES	05/31/2023	2.69	2.69	49082	05/31/2023
	311413281001	MAIN OFFICE SUPPLIES-E	05/31/2023	21.27	21.27	49082	05/31/2023
	311413281001	MAIN OFFICE SUPPLIES-W	05/31/2023	16.90	16.90	49082	05/31/2023
	311413281001	MAIN OFFICE SUPPLIES-S	05/31/2023	16.37	16.37	49082	05/31/2023
	311714542001	PLOTTER TONER	05/31/2023	25.52	25.52	49082	05/31/2023
	311714542001	PLOTTER TONER	05/31/2023	20.28	20.28	49082	05/31/2023
	311714542001	PLOTTER TONER	05/31/2023	19.65	19.65	49082	05/31/2023
	311718349001	MATT MONITOR	05/31/2023	111.50	111.50	49082	05/31/2023
	311718349001	MATT MONITOR	05/31/2023	111.49	111.49	49082	05/31/2023
	312653653001	EXPO MARKERS - ASHLEY	05/31/2023	3.16	3.16	49082	05/31/2023
	312653653001	EXPO MARKERS - ASHLEY	05/31/2023	2.51	2.51	49082	05/31/2023
	312653653001	EXPO MARKERS - ASHLEY	05/31/2023	2.45	2.45	49082	05/31/2023
	312654147001	PLOTTER INK	05/31/2023	25.52	25.52	49082	05/31/2023
	312654147001	PLOTTER INK	05/31/2023	20.28	20.28	49082	05/31/2023
	312654147001	PLOTTER INK	05/31/2023	19.64	19.64	49082	05/31/2023
	312722920001	MATT KEYBOARD/MOUSE	05/31/2023	10.98	10.98	49082	05/31/2023
	312722920001	MATT KEYBOARD/MOUSE	05/31/2023	10.98	10.98	49082	05/31/2023
	312722920001	MAIN OFFICE SUPPLIES-E	05/31/2023	6.96	6.96	49082	05/31/2023
	312722920001	MAIN OFFICE SUPPLIES-W	05/31/2023	5.53	5.53	49082	05/31/2023
	312722920001	MAIN OFFICE SUPPLIES-S	05/31/2023	5.36	5.36	49082	05/31/2023
	312741479001	TONER FOR WWTP	05/31/2023	90.48	90.48	49082	05/31/2023
Total ODP BUSINESS SOLUTIONS LLC:				605.10	605.10		
PACE CORPORATION							
40200	3750-23-F	ANNL FIRE SPRINKLER SYS INSPEC-S	05/31/2023	222.60	222.60	49083	05/31/2023
	3750-23-F	ANNL FIRE SPRINKLER SYS INSPEC-E	05/31/2023	296.50	296.50	49083	05/31/2023
	3750-23-F	ANNL FIRE SPRINKLER SYS INSPEC-W	05/31/2023	222.90	222.90	49083	05/31/2023
Total PACE CORPORATION:				742.00	742.00		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
PIGGLY WIGGLY							
41200	S00238-395	RETIREMENT - TODD	05/31/2023	113.18	113.18	49084	05/31/2023
	S00238-9812	WHITE VINEGAR- WWTP	05/10/2023	6.78	6.78	49033	05/10/2023
Total PIGGLY WIGGLY:				119.96	119.96		
RESCO							
46400	893801-00	500:5 CURRENT TRANSFORMER	05/10/2023	557.94	557.94	49034	05/10/2023
	893964-00	HACKBARTH CLOTHING 2023	05/10/2023	1,173.63	1,173.63	49034	05/10/2023
	893969-00	200 AMP URD ELBOWS - 1/0 STR 220 MIL	05/10/2023	2,332.80	2,332.80	49034	05/10/2023
	894012-00	ELECTRICAL TAPE	05/10/2023	496.50	496.50	49034	05/10/2023
	894300-00	JAHN CLOTHING 2023	05/10/2023	943.97	943.97	49034	05/10/2023
	894302-00	C.FLEGNER CLOTHING 2023	05/10/2023	655.21	655.21	49034	05/10/2023
	894304-00	VANDEKOLK CLOTHING 2023	05/10/2023	747.62	747.62	49034	05/10/2023
	894306-00	JAHN PAYMENT	05/10/2023	159.96-	159.96-	49034	05/10/2023
	894308-00	VANDEKOLK PAYMENT	05/10/2023	47.62-	47.62-	49034	05/10/2023
	894326-00	500:5 CURRENT TRANSFORMER	05/10/2023	1,115.88	1,115.88	49034	05/10/2023
	894866-00	SPLICES FOR OH	05/31/2023	580.00	580.00	49085	05/31/2023
	896739-00	HOFFMAN CLOTHING 2023	05/31/2023	82.62	82.62	49085	05/31/2023
	896739-00	HOFFMAN CLOTHING 2023	05/31/2023	82.62	82.62	49085	05/31/2023
Total RESCO:				8,561.21	8,561.21		
RWI PIPE FABRICATORS INC.							
49700	21163	SPOOL FOR METER	05/31/2023	100.00	100.00	49086	05/31/2023
Total RWI PIPE FABRICATORS INC.:				100.00	100.00		
SABEL MECHANICAL LLC							
50300	230280	SLUDGE HAULED	05/31/2023	38,646.86	38,646.86	49087	05/31/2023
Total SABEL MECHANICAL LLC:				38,646.86	38,646.86		
SEERA							
51535	WAUPUN/APR 202	"WAUPUN" FOCUS PROGRAM FEE	05/10/2023	2,692.50	2,692.50	49036	05/10/2023
Total SEERA:				2,692.50	2,692.50		
STERICYCLE INC							
51860	8003976089	DOCUMENT SHREDDING-E	05/31/2023	25.99	25.99	49090	05/31/2023
	8003976089	DOCUMENT SHREDDING-W	05/31/2023	20.66	20.66	49090	05/31/2023
	8003976089	DOCUMENT SHREDDING-S	05/31/2023	20.00	20.00	49090	05/31/2023
Total STERICYCLE INC:				66.65	66.65		
SPECTRUM BUSINESS							
52500	33381051323	INTERNET SERVICES-E	05/31/2023	99.12	99.12	49088	05/31/2023
	33381051323	INTERNET SERVICES-W	05/31/2023	78.79	78.79	49088	05/31/2023
	33381051323	INTERNET SERVICES-S	05/31/2023	76.24	76.24	49088	05/31/2023
	33381051323	MONTHLY SERVICE EXP 1ST & 2ND-E	05/31/2023	104.93	104.93	49088	05/31/2023
	33381051323	MONTHLY SERVICE EXP 1ST & 2ND-S	05/31/2023	80.72	80.72	49088	05/31/2023
	33381051323	MONTHLY SERVICE EXP 1ST & 2ND-W	05/31/2023	83.41	83.41	49088	05/31/2023
	33381051323	WASTEWATER VOICE SERV	05/31/2023	79.98	79.98	49088	05/31/2023
	33381051323	WATER PLANT VOICE SERV	05/31/2023	79.98	79.98	49088	05/31/2023
Total SPECTRUM BUSINESS:				683.17	683.17		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
SPEE-DEE							
52600	796834	SERVICE CHRG FOR WATER SAMPLES	05/10/2023	68.10	68.10	49037	05/10/2023
	809151	SERVICE CHRG FOR WATER SAMPLES	05/31/2023	50.10	50.10	49089	05/31/2023
Total SPEE-DEE:				118.20	118.20		
TERMINATOR PEST CONTROL							
55950	226255	PEST CONTROL MAINT TO MAIN BLDG	05/31/2023	66.00	66.00	49091	05/31/2023
	226255	PEST CONTROL MAINT TO MAIN BLDG-S	05/31/2023	49.50	49.50	49091	05/31/2023
	226255	PEST CONTROL MAINT TO MAIN BLDG-W	05/31/2023	49.50	49.50	49091	05/31/2023
	226712	PEST CONTROL TO WATER PLANT	05/31/2023	138.00	138.00	49091	05/31/2023
	226713	PEST CONTROL FOR WWTP	05/31/2023	386.00	386.00	49091	05/31/2023
Total TERMINATOR PEST CONTROL:				689.00	689.00		
THATMOM CREATIONS LLC							
56500	000040	WAUPUN UTILITY LOGOS - SCREEN PRINT CLOTHING	05/31/2023	125.00	125.00	49092	05/31/2023
Total THATMOM CREATIONS LLC:				125.00	125.00		
TOTAL BUSINESS PRODUCTS INC.							
57350	91318	NAME PLATE - HILBER	05/10/2023	7.02	7.02	49038	05/10/2023
	91318	NAME PLATE - HILBER	05/10/2023	5.58	5.58	49038	05/10/2023
	91318	NAME PLATE - HILBER	05/10/2023	5.40	5.40	49038	05/10/2023
TOTAL BUSINESS PRODUCTS INC.:				18.00	18.00		
USA BLUE BOOK							
59600	351383	WWTP LAB SUPPLIES	05/10/2023	310.05	310.05	49040	05/10/2023
	INV00003742	WWTP LAB SUPPLIES	05/31/2023	25.65	25.65	49093	05/31/2023
	INV00003751	WWTP LAB SUPPLIES	05/31/2023	89.95	89.95	49093	05/31/2023
	INV00003832	WWTP LAB SUPPLIES	05/31/2023	606.13	606.13	49093	05/31/2023
Total USA BLUE BOOK:				1,031.78	1,031.78		
VAN BUREN, JEROME and/or SANDRA							
60800	April 2023 Solar Cre	SOLAR CREDIT	05/10/2023	333.47	333.47	49041	05/10/2023
Total VAN BUREN, JEROME and/or SANDRA:				333.47	333.47		
VERMEER WISCONSIN INC.							
63000	20268922	PARTS FOR UNIT #56	05/10/2023	86.06	86.06	49042	05/10/2023
Total VERMEER WISCONSIN INC.:				86.06	86.06		
VERONA SAFETY SUPPLY INC							
63200	77259	SAFETY SHIRTS	05/10/2023	64.54	64.54	49043	05/10/2023
	77259	SAFETY SHIRTS	05/10/2023	64.55	64.55	49043	05/10/2023
	77565	SAFETY SHIRTS	05/31/2023	44.04	44.04	49094	05/31/2023
	77565	SAFETY SHIRTS	05/31/2023	44.04	44.04	49094	05/31/2023
	77628	SAFETY SHIRTS	05/31/2023	37.29	37.29	49094	05/31/2023
	77628	SAFETY SHIRTS	05/31/2023	37.29	37.29	49094	05/31/2023
Total VERONA SAFETY SUPPLY INC:				291.75	291.75		
VISU-SEWER CLEAN SEAL INC							
64500	34542	345' OF 8" SEWER LINER FOR PARK AVE	05/10/2023	15,545.00	15,545.00	49044	05/10/2023

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	34542	435' OF 8" SEWER LINER FOR LINCOLN ST	05/10/2023	17,915.00	17,915.00	49044	05/10/2023
	34542	165' OF 8" SEWER LINER FOR E JEFFERSON	05/10/2023	12,100.00	12,100.00	49044	05/10/2023
	34542	208' OF 8" SEWER LINER FOR PARK AVE ADD ON	05/10/2023	14,250.00	14,250.00	49044	05/10/2023
	34542	MOBILIZATION	05/10/2023	3,816.25	3,816.25	49044	05/10/2023
Total VISU-SEWER CLEAN SEAL INC:				63,626.25	63,626.25		
W & D NAVIS EXCAVATING CONTRT							
70220	52548	(2) CASTINGS	04/28/2023	500.00	500.00	49045	05/10/2023
Total W & D NAVIS EXCAVATING CONTRT:				500.00	500.00		
WAUPUN, CITY OF							
74400	PILOT MAY 2023	PILOT-ELECTRIC	05/10/2023	21,058.00	21,058.00	49046	05/10/2023
	PILOT MAY 2023	PILOT-WATER	05/10/2023	28,288.00	28,288.00	49046	05/10/2023
	STORMWATER - A	TRASH/RECYCLING COLLECTION	05/10/2023	49,219.23	49,219.23	49046	05/10/2023
	TRASH - APRIL 202	TRASH/RECYCLING COLLECTION	05/10/2023	47,522.73	47,522.73	49046	05/10/2023
Total WAUPUN, CITY OF:				146,087.96	146,087.96		
WISCONSIN DNR							
85600	420005630-2023-1	ENVIRONMENTAL FEES - WASTEWATER	05/31/2023	9,406.59	9,406.59	49098	05/31/2023
Total WISCONSIN DNR:				9,406.59	9,406.59		
WISCONSIN EMERGENCY MANAGEMENT							
86200	239021	TIER II FEE - HAZARD CHEMICALS WATER PLANT	05/10/2023	246.00	246.00	49047	05/10/2023
	239022	TIER II FEE - HAZARD CHEMICALS WWTP	05/10/2023	246.00	246.00	49047	05/10/2023
Total WISCONSIN EMERGENCY MANAGEMENT:				492.00	492.00		
WISCONSIN STATE LAB OF HYGIENE							
88300	741828	FLUORIDE	05/10/2023	28.00	28.00	49048	05/10/2023
Total WISCONSIN STATE LAB OF HYGIENE:				28.00	28.00		
WAUPUN UTILITIES (Refund Acct)							
100000	15035200.35	REF OVERPAYMT FRM: 542 PLEASANT AVE	05/31/2023	99.86	99.86	49095	05/31/2023
	16042130.43	-Bartu REF OVERPAYMT FRM: 110 S DIVISION ST, APT 202	05/31/2023	18.24	18.24	49097	05/31/2023
	1705982.20	REF OVERPAYMT FRM: 22 BIRDIE BLVD	05/31/2023	33.30	33.30	49096	05/31/2023
Total WAUPUN UTILITIES (Refund Acct):				151.40	151.40		
Grand Totals:				420,898.13	420,898.13		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
2						
05/01/2023	2	2020_21 USDA Revenue Bond Pmt - P&I	9-1131-0000-00	COMBINED CASH	.00	692,285.24-
		2020_21 USDA Revenue Bond Pmt - P&I	3-2237-0000-00	INTEREST ACCRUED	157,785.24	
		2020_21 USDA Revenue Bond Pmt - P&I	3-2221-2020-00	2020/21 REVENUE BONDS - USDA	534,500.00	
Total 2:					<u>692,285.24</u>	<u>692,285.24-</u>
CASH DISBURSEMENTS (CD)						
3						
05/02/2023	3	WF Xfer to LGIP Swr Surplus - 2023 DSR f	3-1128-1290-00	SURPLUS FUND - LGIP	150,000.00	
		WF Xfer to LGIP Swr Surplus - 2023 DSR f	9-1131-0000-00	COMBINED CASH	.00	150,000.00-
Total 3:					<u>150,000.00</u>	<u>150,000.00-</u>
CASH DISBURSEMENTS (CD)						
4						
05/10/2023	4	Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	1,263.88	
		Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	156.97	
		Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	289.08	
		Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH	.00	1,709.93-
Total 4:					<u>1,709.93</u>	<u>1,709.93-</u>
CASH DISBURSEMENTS (CD)						
5						
05/07/2023	5	Record Monthly ONLINE Inv Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	13.31	
		Record Monthly ONLINE Inv Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	10.58	
		Record Monthly ONLINE Inv Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	10.23	
		Record Monthly ONLINE Inv Payment	9-1131-0000-00	COMBINED CASH	.00	34.12-
Total 5:					<u>34.12</u>	<u>34.12-</u>
CASH DISBURSEMENTS (CD)						
6						
05/05/2023	6	Record Monthly ACH Vehicle Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	769.19	
		Record Monthly ACH Vehicle Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	443.55	
		Record Monthly ACH Vehicle Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	790.20	
		Record Monthly ACH Vehicle Payment	9-1131-0000-00	COMBINED CASH	.00	2,002.94-
Total 6:					<u>2,002.94</u>	<u>2,002.94-</u>
CASH DISBURSEMENTS (CD)						
7						
05/28/2023	7	Record April's Wholesale Power Bill ACH P	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRIC	539,004.10	
		Record April's Wholesale Power Bill ACH P	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	1,417.81	
		Record April's Wholesale Power Bill ACH P	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWATER	1,231.70	
		Record April's Wholesale Power Bill ACH P	9-1131-0000-00	COMBINED CASH	.00	541,653.61-
Total 7:					<u>541,653.61</u>	<u>541,653.61-</u>
CASH DISBURSEMENTS (CD)						
8						
05/05/2023	8	Record Apr Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	6,558.42	
		Record Apr Sales & Use Tax	9-1131-0000-00	COMBINED CASH	.00	6,558.42-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
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CASH DISBURSEMENTS (CD) (continued)

Total 8:					6,558.42	6,558.42-
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CASH DISBURSEMENTS (CD)

9						
05/03/2023	9	Record PSN Fees	1-5921-1010-20	OFC SUP & EXP CREDIT CARD TRAN	2,096.45	
		Record PSN Fees	2-5921-1010-20	OFC SUP & EXP CREDIT CARD TRAN	580.56	
		Record PSN Fees	3-5851-1010-20	OFC SUP & EXP-CREDIT CARD TRAN	548.30	
		Record PSN Fees	9-1131-0000-00	COMBINED CASH	.00	3,225.31-

Total CASH DISBURSEMENTS (CD):					1,397,469.57	1,397,469.57-
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References: 8 Transactions: 27

Total 9:					3,225.31	3,225.31-
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Account Number	Account Title	Debit Amount	Credit Amount
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CASH DISBURSEMENTS (CD) (continued)

32237000000	INTEREST ACCRUED	157,785.24	
32221202000	2020/21 REVENUE BONDS - USDA	534,500.00	
31128129000	SURPLUS FUND - LGIP	150,000.00	
12232000000	ACCOUNTS PAYABLE - ELECTRIC	541,050.48	
22232000000	ACCOUNTS PAYABLE - WATER	2,028.91	
32232000000	ACCOUNTS PAYABLE - WASTEWATER	2,321.21	
12241241600	TAX COLL PAY - SALES TAX	6,558.42	
15921101020	OFC SUP & EXP CREDIT CARD TRAN	2,096.45	
25921101020	OFC SUP & EXP CREDIT CARD TRAN	580.56	
35851101020	OFC SUP & EXP-CREDIT CARD TRAN	548.30	
91131000000	COMBINED CASH	.00	1,397,469.57-

Grand Totals:		1,397,469.57	1,397,469.57-
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Grand Totals:		1,397,469.57	1,397,469.57-
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TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: June 12, 2023
SUBJECT: April 2023 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility began construction in April replacing porcelain cutouts on Feeder #6 of the Main Substation and replacing old overhead infrastructure along South Madison Street. Preliminary design and engineering work continues on the United Cooperative development. The electric utility also purchased \$13,711 in transformers. The water utility purchased \$8,083 in new meters and module replacements. Construction at the WWTF continues with monthly Disbursement Requests processed through the USDA.

There were no plant additions for the month.

MONTHLY OPERATING RESULTS – April 2023 Monthly and Year-To-Date (YTD)

Sales (Consumption)

Electric

- Monthly kWh sales were **4.1% above** budget & **2.5% higher** than March 2022 on higher sales to Large Power & Industrial customers.
- YTD kWh sales were **3.0% above** budget & **0.4% higher** than March 2022 YTD actual sales.

Water

- Monthly sales units of 100 cubic feet were **6.2% above** budget & **5.6% higher** than March 2022 sales on a change in sales to Industrial customers.
- YTD water sales were **6.1% above** budget & **0.2% higher** than March 2022 YTD actual sales.

Sewer

- Monthly sales units of 100 cubic feet were **17.8% above** budget & **17.8% higher** than March 2022 from increased volumes to public authority customers.
- YTD sewer sales were **21.4% above** budget & **21.4% higher** than March 2022 YTD actual sales.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$139,600 and \$130,900, respectively, due to overall higher purchased power costs from increased sales.
- Gross margin was \$8,700 **below** budget.
- Operating expenses were \$48,900 **below** budget primarily due to lower tree trimming costs than budgeted during the non-construction season.
- Operating income was \$132,700 or \$115,600 **above** budget from increased revenues and lower operating costs than budgeted.
- Net income was \$155,400 or \$148,900 **above** budget primarily from increased sales and lower than budgeted distribution expenses.

Water

- Operating revenues were \$20,500 *above* budget due to overall higher consumption for Industrial customers.
- Operating expenses were \$53,100 *below* budget on lower supply and distribution expenses from fewer main breaks than the prior year.
- Operating income was \$259,100 or \$88,600 *above* budget from slight revenue increases and lower than budgeted operating expenses.
- Net income was \$249,700 or \$128,000 *above* budget.

Sewer

- Operating revenues were \$167,000 *above* budget from increased consumption and high strength charges to public authority customers.
- Operating expenses were \$23,400 *above* budget due to the timing of payments associated with software licenses and utility-paid contributions to employees Health Savings Accounts at the beginning of the year.
- Operating income was \$199,000 or \$132,100 *above* budget.
- Received \$376,000 in grant contributions related to USDA disbursement draws.
- Net income was \$1,310,900 or \$43,700 *above* budget largely due to the timing and dollar value of grant contributions compared to budget. Without grant contributions, net income was \$139,900 or \$174,700 above budget.

Balance Sheets

Electric

- Balance sheet *decreased* \$1,500 from March 2023 due to a decrease in receivables associated with higher sales in the previous month.
- Unrestricted cash *increased* \$32,700 from March 2023 due to an increase in collections from higher sales in the previous month.
- Net position *increased* \$11,600 from March 2023.

Water

- Balance sheet *increased* \$66,800 from March 2023 due to an increase in cash associated with higher sales and collections.
- Unrestricted cash *increased* \$66,000 from March 2023 from operating sales volume margins.
- Net position *increased* by \$56,000.

Sewer

- Balance sheet *increased* \$453,500 from March 2023 due to increases in WWTF construction work in progress funded through USDA grant contributions.
- Restricted cash *increased* \$124,800 to fund debt reserve balances for the May 1, 2023 debt payments. The 2003 Clean Water Fund Loan will be paid off with this final payment.
- Net position increased \$423,400.

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 by the issuer. Held to maturity investments recognize monthly mark to market adjustments that ultimately are not realized when the investment matures.

- Total cash and investments *increased* \$284,000 or **3.0%** from March 2023 primarily from additions to reserve balances from operating margins.
- *Investment Activity*: Received interest and distributions of \$12,400 and recorded unrealized *positive* market adjustments of \$3,300, along with (\$500) in management fees, resulting in a net portfolio *gain* of \$15,200 for the month.
- Total interest and investment income earned (excluding market value adjustments) on all accounts for the month was \$28,900 and \$84,500 year-to-date.

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 4/14/2022):</i>	\$ 37,508,000
Total Project Costs to Date <i>(Thru 6/5/2023):</i>	\$ 33,512,631
Loan Draws – Project to Date <i>(Thru 4/4/2023):</i>	\$ 27,807,000
Grants Provided <i>(Thru 6/5/2023):</i>	\$ 5,356,000
Disburse Request #26 Requested <i>(5/16/2023):</i>	\$ 121,148
Disburse Request #24,25 – Paid <i>(4/24/2023):</i>	\$ 676,000

Electric Rate Study – Test Year 2023

WPPI staff will present the Test Year 2023 results during a separate presentation.

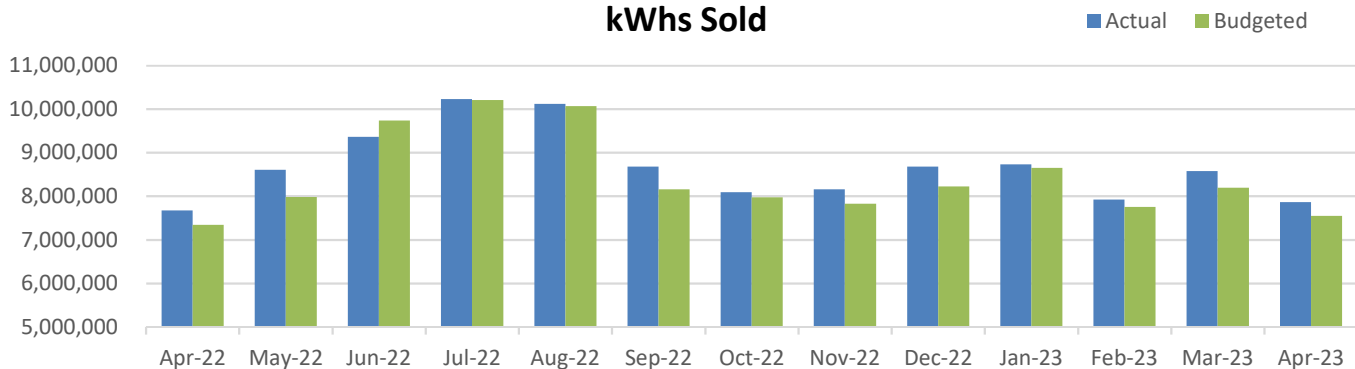
This concludes my report. Please do not hesitate to contact me at 324-7920 or jstanek@waupunutilities.org with any questions or comments.

Waupun Utilities											
Construction and Plant Additions Summary											
April 2023											
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:											
Substation upgrades	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Poles, towers and fixtures	84	84	10,000	-	-	-	-	-	-	83.66	10,000.00
Overhead and underground conductor and devices	9,996	11,005	20,000	-	-	-	-	-	-	11,005	20,000
Transformers	13,711	121,437	110,000	-	-	-	-	-	-	121,437	110,000
Overhead and Underground Services	479	7,323	15,000	-	-	-	-	-	-	7,323	15,000
LED street lighting	2,233	6,764	5,000	-	-	-	-	-	-	6,764	5,000
Rebuild overhead and underground line	19,065	19,272	193,500	-	-	-	-	-	-	19,272	193,500
CIAC - Work Invoiced to Customer / Others	115	3,225	-	-	-	-	-	-	-	3,225	-
City of Waupun - Shared Services	-	134	-	-	-	-	-	-	-	134	-
Sewer CIPP & manhole lining	-	-	-	-	-	80,500	-	-	-	-	80,500
Meters	-	-	12,000	-	-	-	8,564	13,829	8,000	13,829	20,000
Miscellaneous Work Orders	-	-	-	-	-	-	-	-	-	-	-
TOTAL CONSTRUCTION	\$ 45,682	\$ 169,244	\$ 455,500	\$ -	\$ -	\$ 80,500	\$ 8,564	\$ 13,829	\$ 8,000	\$ 183,073	\$ 544,000
CARRYOVER PROJECTS:											
Underground services	\$ -	\$ 5,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,377	\$ -
Overhead rebuild - Bly Street	-	39,544	-	-	-	-	-	-	-	39,544	-
United Co-op primary extention	5,846	12,430	-	-	-	-	-	-	-	12,430	-
WWTF Phosphorus Upgrade Engineering	-	-	-	63,072	3,582,125	3,804,000	-	-	-	3,582,125	3,804,000
WWTF Construction Upgrade - ABNR	-	-	-	313,539	29,723,243	33,704,000	-	-	-	29,723,243	33,704,000
S. Madison street reconstruction - phase 2	-	-	-	-	548,369	574,541	-	734,047	784,242	1,282,416	1,358,783
TOTAL CARRYOVER CONSTRUCTION	\$ 5,846	\$ 57,350	\$ -	\$ 376,611	\$ 33,853,737	\$ 38,082,541	\$ -	\$ 734,047	\$ 784,242	\$ 34,645,134	\$ 38,866,783
PLANT ADDITIONS:											
Description	Electric			Sewer			Water			Total	
	Current Month	YTD	Budget	Current Month	YTD	Budget	Current Month	YTD	Budget	YTD	Budget
Cable locator	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Safety equipment & misc tools	-	-	22,000	-	-	-	-	-	-	-	22,000
SCADA upgrades	-	-	-	-	-	-	-	10,519	22,000	10,519	22,000
Digester building equipment replacement	-	-	-	-	-	62,500	-	-	-	-	62,500
Other equipment replacement	-	-	-	-	-	4,000	-	-	6,300	-	10,300
TOTAL PLANT ADDITIONS	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ 66,500	\$ -	\$ 10,519	\$ 28,300	\$ 10,519	\$ 126,800

Sales and Revenues Dashboard - April 2023

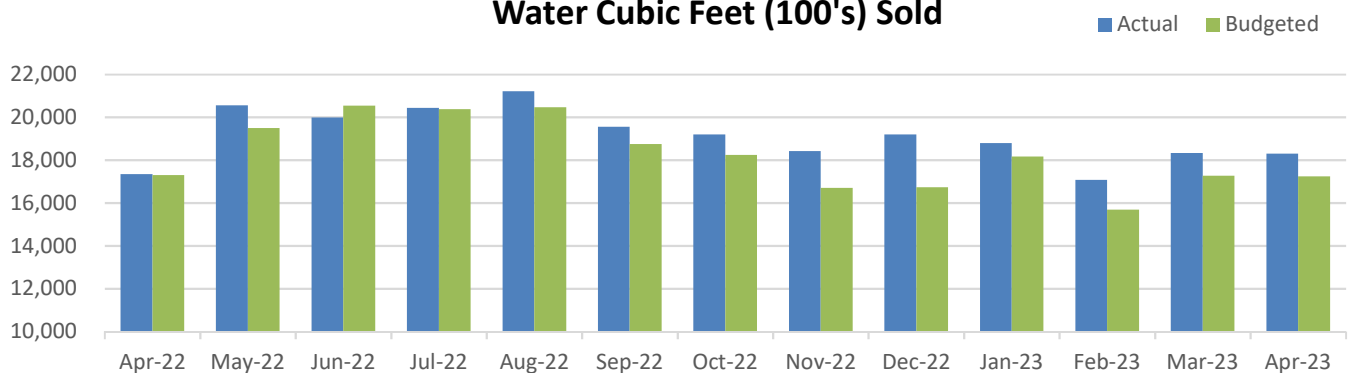
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	7,862,298	↑ 4.1%	↑ 2.9%	Power Costs	\$ 537,121	↓ -3.0%	↑ 5.5%
Revenues	\$ 700,005	↓ -2.1%	↑ 4.6%	Gross Margin	\$ 162,884	↑ 1.3%	↑ 1.3%

kWhs Sold



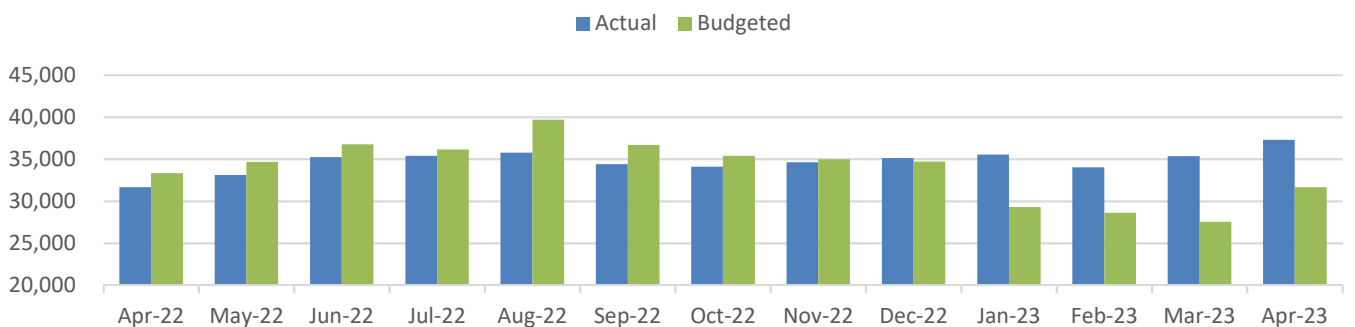
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	18,308	↑ 6.2%	↑ 6.1%	Revenues	\$ 144,079	↑ 3.3%	↑ 3.1%

Water Cubic Feet (100's) Sold

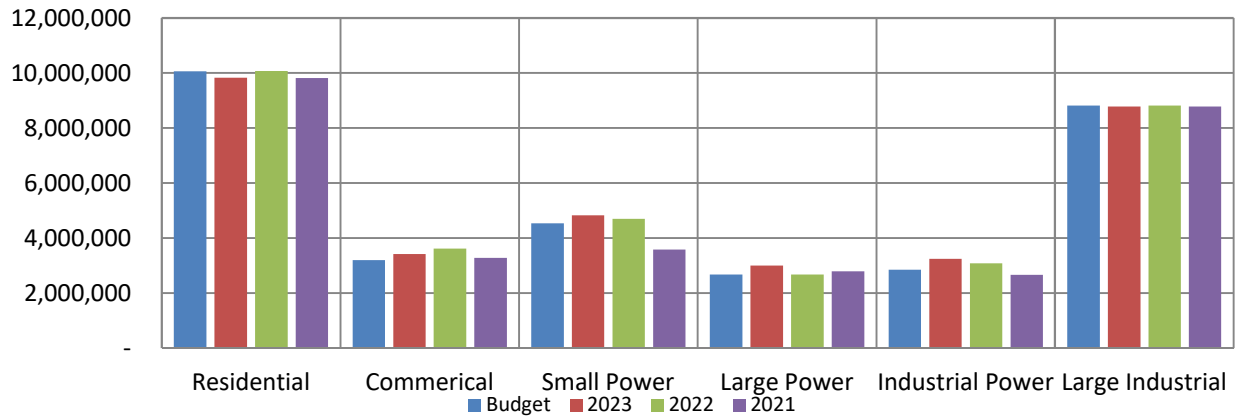


	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	37,303	↑ 17.7%	↑ 21.4%	Revenues	\$ 246,172	↑ 8.3%	↑ 12.2%

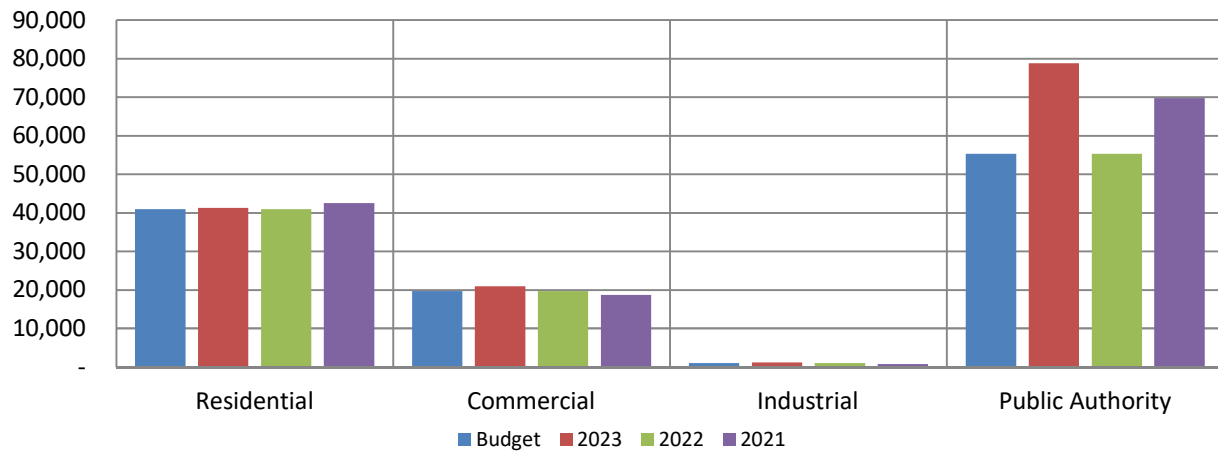
Sewer Cubic Feet (100's) Treated



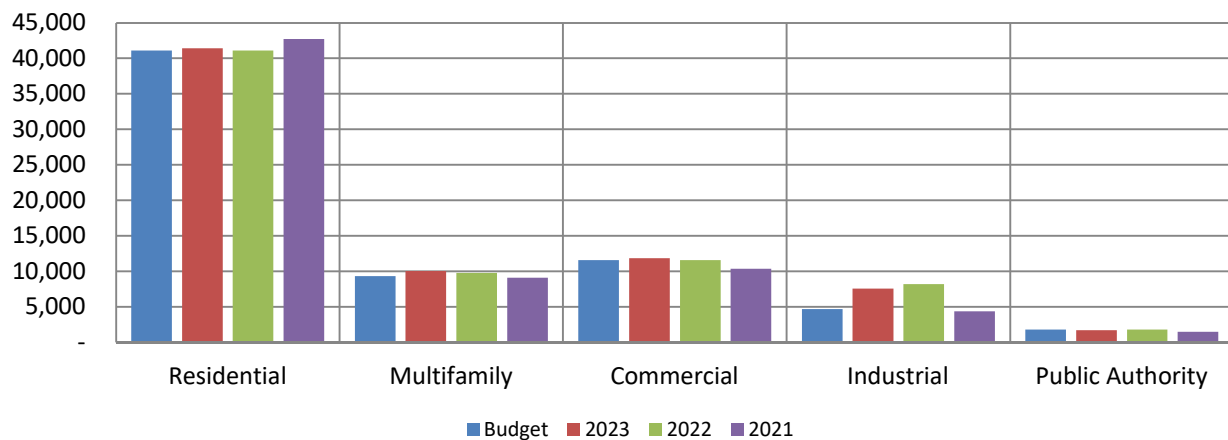
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	April 2021	April 2022	April 2023
Sales of Electricity	\$ 9,493,201	\$ 10,383,837	\$ 11,160,660
Purchased Power	7,411,788	8,313,536	9,054,174
Gross Margin	2,081,413	2,070,301	2,106,486
	21.9%	19.9%	18.9%
Other Operating Revenues	166,430	115,370	117,018
Operating Expenses			
Distribution expense	289,003	293,963	284,949
Customer accounts expense	119,576	110,602	119,027
Advertising expense	2,732	1,362	(580)
Administrative & general expense	373,164	357,884	389,527
Total operating expenses	784,474	763,811	792,923
Other Operating Expenses			
Depreciation expense	626,548	604,802	635,726
Taxes	331,619	294,785	314,351
Total other operating expenses	958,167	899,587	950,077
Operating Income	505,202	522,274	480,505
Other Income (Expense)			
Capital contributions	37,889	139,111	137,800
Interest expense	(36,780)	(26,303)	(21,034)
Amortization of debt-related costs	(7,642)	(6,667)	(6,530)
Other	176,725	(12,021)	41,640
Total other income (expense)	170,191	94,121	151,876
Net Income	\$ 675,393	\$ 616,394	\$ 632,381

Regulatory Operating Income	568,686	546,537	492,367
Rate of Return	6.56	6.41	5.87
Authorized Rate of Return	5.00	5.00	5.00
Current Ratio	6.2	6.2	6.7
Months of Unrestricted Cash on Hand	3.5	4.0	4.0
Equity vs Debt	0.90	0.92	0.94
Asset Utilization	0.52	0.54	0.56
Combined E&W Debt Coverage	4.38	4.27	4.26
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 April, 30 2023

	Last 12 Months	YTD 2023	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 11,160,660	\$ 3,185,643	\$ 3,046,019	\$ 139,624
Purchased Power	9,054,174	2,501,346	2,370,461	130,885
Gross Margin	2,106,486	684,296	675,558	8,738
	18.9%	21.5%	22.2%	
Other Operating Revenues	117,018	106,635	35,824	70,811
Operating Expenses				
Distribution expense	284,949	113,099	174,074	(60,975)
Customer accounts expense	119,027	41,610	39,912	1,698
Advertising expense	(580)	2,355	532	1,823
Administrative & general expense	389,527	186,013	177,469	8,544
Total operating expenses	792,923	343,077	391,987	(48,910)
Other Operating Expenses				
Depreciation expense	635,726	211,762	211,764	(2)
Taxes	314,351	103,358	90,460	12,898
Total other operating expenses	950,077	315,120	302,224	12,896
Operating Income	480,505	132,735	17,171	115,564
Other Income (Expense)				
Capital contributions	137,800	933	-	933
Interest expense	(21,034)	(6,475)	(6,476)	1
Amortization of debt-related costs	(6,530)	(2,130)	(5,888)	3,758
Other	41,640	30,296	1,668	28,628
Total other income (expense)	151,876	22,624	(10,696)	33,320
Net Income	\$ 632,381	\$ 155,358	\$ 6,475	\$ 148,883

	April 2023	March 2023	Feb 2023	Jan 2023	Dec 2022	Nov 2022	Oct 2022	Sept 2022	Aug 2022	July 2022	June 2022	May 2022	April 2022
Operating Revenues	\$ 700,005	\$ 793,343	\$ 754,546	\$ 937,748	\$ 834,648	\$ 843,995	\$ 825,740	\$ 1,041,910	\$ 1,200,611	\$ 1,236,535	\$ 1,074,961	\$ 916,617	\$ 717,382
Purchased Power	537,121	621,045	579,903	763,277	654,234	671,332	660,754	871,172	1,015,723	1,052,262	887,358	739,992	550,888
Gross Margin	162,884	172,298	174,643	174,471	180,414	172,664	164,986	170,739	184,888	184,273	187,603	176,624	166,494
	23.3%	21.7%	23.1%	18.6%	21.6%	20.5%	20.0%	16.4%	15.4%	14.9%	17.5%	19.3%	23.2%
Other Operating Revenues	9,563	8,364	8,700	80,009	(50,986)	9,089	4,163	9,676	11,057	9,782	9,110	8,492	8,526
Operating Expenses													
Distribution expense	29,091	27,741	26,694	29,572	8,126	21,087	24,861	21,196	25,400	22,945	22,703	25,532	29,585
Customer accounts expense	13,249	9,852	10,193	8,316	5,377	9,598	12,709	10,129	9,686	9,564	9,963	10,392	12,610
Advertising expense	1,605	550	200	-	(3,135)	430	1,112	-	2,000	(2,769)	(628)	54	115
Administrative & general expense	42,987	44,490	40,711	57,825	(17,463)	25,907	44,596	34,340	26,363	36,278	23,336	30,156	36,618
Total operating expenses	86,932	82,634	77,799	95,713	(7,095)	57,021	83,277	65,665	63,448	66,018	55,374	66,135	78,929
Other Operating Expenses													
Depreciation expense	52,940	52,940	52,940	52,940	59,987	51,997	51,997	51,997	51,997	51,997	51,997	51,997	51,997
Taxes	29,844	24,644	24,348	24,522	(25,315)	33,502	38,673	27,739	27,809	27,767	27,944	52,873	8,780
Total other operating expenses	82,784	77,585	77,288	77,462	34,672	85,499	90,670	79,736	79,806	79,764	79,941	104,870	60,777
Operating Income	2,731	20,443	28,256	81,304	101,850	39,233	(4,798)	35,013	52,690	48,273	61,398	14,111	35,315
Other Income (Expense)													
Capital contributions	933	-	-	-	11,954	5,000	112,275	5,888	-	-	-	1,749	-
Interest expense	(1,619)	(1,619)	(1,619)	(1,619)	(1,201)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)	(1,908)
Amortization of debt-related costs	(533)	(533)	(533)	(533)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)	(550)
Other	10,123	11,832	1,593	6,748	(5,907)	7,964	2,762	(2,101)	1,156	5,254	(1,261)	3,476	(1,451)
Total other income (expense)	8,905	9,681	(558)	4,596	4,297	10,506	112,579	1,329	(1,302)	2,796	(3,719)	2,766	(3,910)
Net Income	\$ 11,636	\$ 30,124	\$ 27,698	\$ 85,900	\$ 106,147	\$ 49,739	\$ 107,781	\$ 36,342	\$ 51,388	\$ 51,068	\$ 57,679	\$ 16,878	\$ 31,405

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

WATER	April 2021	April 2022	April 2023
Operating Revenues	\$ 2,602,572	\$ 2,622,017	\$ 2,667,530
Operating Expenses			
Source of supply expenses	587	598	32,663
Pumping expenses	77,988	86,641	89,872
Water treatment expenses	158,847	163,306	187,119
Transmission & distribution expenses	259,618	261,612	249,058
Customer accounts expenses	102,059	106,358	108,426
Administrative & general expense	260,637	262,159	333,273
Total operating expenses	859,735	880,673	1,000,412
Other Operating Expenses			
Depreciation expense	581,130	569,647	572,541
Taxes	377,006	333,811	369,941
Total other operating expenses	958,136	903,459	942,482
Operating Income	784,702	837,885	724,636
Other Income (Expense)			
Capital contributions from customers and municipal	180,432	80,000	-
Interest expense	(146,371)	(111,515)	(98,610)
Amortization of debt-related costs	(19,875)	(16,903)	(16,027)
Other	921	(12,973)	44,713
Total other income (expense)	15,107	(61,391)	(69,924)
Net Income	\$ 799,808	\$ 776,494	\$ 654,713

Regulatory Operating Income	820,390	840,185	765,266
Rate of Return	5.94	5.93	5.51
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	61.12	52.28	89.16
Months of Unrestricted Cash on Hand	16.73	20.80	18.84
Equity vs Debt	0.73	0.76	0.79
Asset Utilization	0.36	0.38	0.40

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 April 30, 2023

	Last 12 Months	YTD 2023	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,667,530	\$ 867,945	\$ 847,495	\$ 20,450
Operating Expenses				
Source of supply expenses	32,663	946	20,132	(19,186)
Pumping expenses	89,872	29,988	32,076	(2,088)
Water treatment expenses	187,119	57,988	64,812	(6,824)
Transmission & distribution expenses	249,058	55,624	94,852	(39,228)
Customer accounts expenses	108,426	37,447	37,344	103
Administrative & general expense	333,273	124,293	110,180	14,113
Total operating expenses	1,000,412	306,287	359,396	(53,109)
Other Operating Expenses				
Depreciation expense	572,541	184,357	195,992	(11,635)
Taxes	369,941	118,158	121,516	(3,358)
Total other operating expenses	942,482	302,515	317,508	(14,993)
Operating Income	724,636	259,144	170,591	88,553
Other Income (Expense)				
Capital contributions	-	-	-	-
Interest expense	(98,610)	(31,541)	(31,540)	(1)
Amortization of debt-related costs	(16,027)	(5,089)	(18,160)	13,071
Other	44,713	27,180	832	26,348
Total other income (expense)	(69,924)	(9,450)	(48,868)	39,418
Net Income	\$ 654,713	\$ 249,694	\$ 121,723	\$ 127,971

	April 2023	March 2023	Feb 2023	Jan 2023	Dec 2022	Nov 2022	Oct 2022	Sept 2022	Aug 2022	July 2022	June 2022	May 2022	April 2022
WATER													
Operating Revenues	\$ 218,445	\$ 217,490	\$ 211,459	\$ 220,551	\$ 217,935	\$ 219,019	\$ 225,597	\$ 223,220	\$ 230,796	\$ 228,004	\$ 225,883	\$ 229,129	\$ 213,473
Operating Expenses													
Source of supply expenses	-	946	-	-	490	76	54	23,005	-	8,092	-	-	281
Pumping expenses	6,667	7,805	8,217	7,299	9,810	6,718	6,321	8,384	7,254	7,393	7,019	6,985	6,967
Water treatment expenses	14,299	13,627	17,931	12,130	14,050	18,537	14,577	15,003	20,809	13,153	11,452	21,549	13,038
Transmission & distribution expenses	21,864	14,483	11,211	8,066	48,611	15,315	30,946	28,431	14,519	18,659	14,705	22,250	19,190
Customer accounts expenses	11,436	9,005	9,483	7,523	6,636	8,451	11,594	8,882	8,551	8,859	8,870	9,136	11,601
Administrative & general expense	30,262	30,437	21,104	42,491	30,185	26,256	23,067	28,516	27,113	32,032	18,525	23,286	28,751
Total operating expenses	84,528	76,303	67,946	77,509	109,782	75,354	86,559	112,220	78,246	88,188	60,571	83,206	79,827
Other Operating Expenses													
Depreciation expense	46,089	46,089	46,089	46,089	51,830	48,051	48,051	48,051	48,051	48,051	48,051	48,051	48,051
Taxes	30,298	29,431	29,116	29,314	(2,698)	31,412	35,202	31,557	31,597	31,468	31,374	61,870	1,867
Total operating expenses	76,387	75,520	75,205	75,403	49,132	79,463	83,253	79,608	79,647	79,519	79,425	109,920	49,918
Operating Income	57,531	65,666	68,308	67,639	59,021	64,203	55,785	31,392	72,903	60,297	85,888	36,003	83,727
Other Income (Expense)													
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest expense	(7,885)	(7,885)	(7,885)	(7,885)	(6,869)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)	(8,600)
Amortization of debt-related costs	(1,272)	(1,272)	(1,272)	(1,272)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)	(1,367)
Other	7,676	10,162	1,860	7,482	4,851	8,847	3,170	(2,083)	(1,117)	1,263	(1,225)	3,825	(1,532)
Total other income (expense)	(1,482)	1,005	(7,298)	(1,676)	(3,385)	(1,120)	(6,797)	(12,050)	(11,084)	(8,704)	(11,192)	(6,142)	(11,500)
Net Income	\$ 56,049	\$ 66,671	\$ 61,011	\$ 65,963	\$ 55,636	\$ 63,083	\$ 48,988	\$ 19,343	\$ 61,819	\$ 51,593	\$ 74,696	\$ 29,861	\$ 72,228

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

SEWER	April 2021	April 2022	April 2023
Operating Revenues	\$ 2,277,782	\$ 2,253,038	\$ 2,944,983
Operating Expenses			
WWTP operation expenses	374,696	398,771	543,928
Laboratory expenses	89,088	72,012	77,305
Maintenance expenses	437,554	601,117	477,114
Customer accounts expenses	131,209	142,951	143,236
Administrative & general expenses	439,911	413,655	448,972
Total operating expenses	1,472,459	1,628,506	1,690,554
Other Operating Expenses			
Depreciation expense	710,042	693,241	706,733
Total other operating expenses	710,042	693,241	706,733
Operating Income	95,281	(68,709)	547,696
Other Income (Expense)			
Interest expense	(64,767)	(150,878)	(302,101)
Capital contributions	134,100	92,000	5,356,000
Other	(141,129)	(46,275)	66,359
Total other income (expense)	(71,796)	(105,153)	5,120,259
Net Income	\$ 23,486	\$ (173,862)	\$ 5,667,955

Operating Income (excluding GASB 68 & 75)	99,825	(111,907)	516,077
Rate of Return	0.63	(0.80)	3.71
Current Ratio	44.53	7.91	6.73
Months of Unrestricted Cash on Hand	19.03	9.05	6.42
Equity vs Debt	0.80	0.35	0.41
Asset Utilization	0.50	0.49	0.52
Debt Coverage	0.84	0.46	1.47
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 April 30, 2023

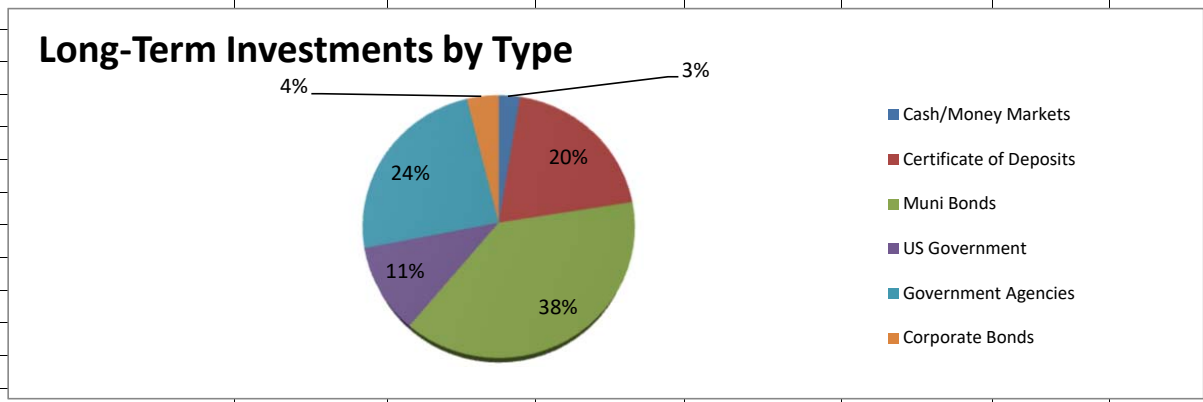
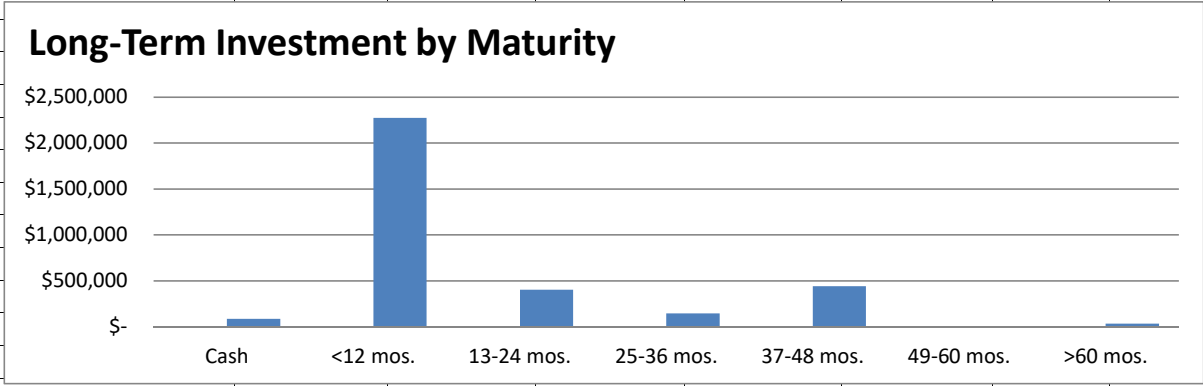
	Last 12 Months	YTD 2023	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,944,983	\$ 1,059,701	\$ 892,655	\$ 167,046
Operating Expenses				
WWTP operation expenses	543,928	211,407	227,004	(15,597)
Laboratory expenses	77,305	30,574	25,740	4,834
Maintenance expenses	477,114	135,960	132,156	3,804
Customer accounts expenses	143,236	48,637	51,160	(2,523)
Administrative & general expenses	448,972	193,285	160,444	32,841
Total operating expenses	1,690,554	619,863	596,504	23,359
Other Operating Expenses				
Depreciation expense	706,733	240,826	229,192	11,634
Total other operating expenses	706,733	240,826	229,192	11,634
Operating Income (Loss)	547,696	199,013	66,959	132,054
Non-operating Income (Expense)				
Interest Expense	(302,101)	(106,838)	(106,836)	(2)
Capital contributions	5,356,000	1,171,000	1,302,032	(131,032)
Other	66,359	47,676	5,000	42,676
Total other income (expense)	5,120,259	1,111,838	1,200,196	(88,358)
Net Income (Loss)	\$ 5,667,955	\$ 1,310,851	\$ 1,267,155	\$ 43,696

	April 2023	March 2023	Feb 2023	Jan 2023	Dec 2022	Nov 2022	Oct 2022	Sept 2022	Aug 2022	July 2022	June 2022	May 2022	April 2022
SEWER													
Operating Revenues	\$ 276,190	\$ 263,430	\$ 249,808	\$ 270,273	\$ 272,291	\$ 246,708	\$ 243,017	\$ 213,457	\$ 257,409	\$ 225,150	\$ 211,007	\$ 216,243	\$ 204,779
Operating Expenses													
WWTP operation expenses	48,852	65,214	73,383	23,958	54,439	33,715	54,084	40,531	32,189	35,704	30,994	50,865	36,633
Laboratory expenses	10,451	7,571	7,326	5,225	5,417	6,624	6,684	4,466	5,272	6,253	6,375	5,640	8,610
Maintenance expenses	37,159	23,944	42,924	31,932	101,794	13,060	51,477	32,048	29,233	22,604	33,698	57,242	30,006
Customer accounts expenses	14,392	11,711	12,087	10,448	8,150	11,819	14,806	12,066	11,744	11,658	12,011	12,346	14,682
Administrative & general expense	45,361	41,625	37,237	69,061	(6,763)	41,442	48,548	33,204	29,798	39,030	27,848	42,578	42,399
Total operating expenses	156,216	150,065	172,958	140,624	163,037	106,659	175,598	122,315	108,236	115,250	110,925	168,671	132,330
Other Operating Expenses													
Depreciation expense	60,206	60,206	60,206	60,206	55,375	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648
Total other operating expenses	60,206	60,206	60,206	60,206	55,375	58,648	58,648	58,648	58,648	58,648	58,648	58,648	58,648
Operating Income (Loss)	59,768	53,158	16,644	69,442	53,879	81,401	8,772	32,495	90,525	51,253	41,434	(11,075)	13,802
Other Income (Expense)													
Interest expense	(26,709)	(26,709)	(26,709)	(26,709)	(24,104)	(23,723)	(24,573)	(24,573)	(24,573)	(24,573)	(24,573)	(24,573)	(23,723)
Capital contributions	376,000	-	795,000	-	1,064,000	-	1,502,000	-	1,619,000	-	-	-	-
Other	14,362	20,398	(636)	13,552	821	19,039	5,167	(9,259)	(5,868)	1,173	(4,654)	12,264	(5,240)
Total other income (expense)	363,652	(6,312)	767,655	(13,157)	1,040,717	(4,684)	1,482,595	(33,832)	1,588,559	(23,399)	(29,226)	(12,309)	(28,963)
Net Income (Loss)	\$ 423,421	\$ 46,847	\$ 784,298	\$ 56,285	\$ 1,094,595	\$ 76,717	\$ 1,491,366	\$ (1,337)	\$ 1,679,085	\$ 27,853	\$ 12,208	\$ (23,384)	\$ (15,161)

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	April 2021	April 2022	April 2023	March 2023	Change
Cash and investments - unrestricted	\$ 2,476,001	\$ 3,102,237	\$ 3,359,056	\$ 3,326,370	\$ 32,686
Cash and investments - restricted	74,326	73,492	74,362	57,657	16,705
Receivables	852,111	802,655	817,121	870,917	(53,796)
Materials and supplies	204,201	245,206	396,798	383,611	13,187
Other assets	105,508	106,179	108,298	115,466	(7,167)
Plant - net of accumulated depreciation	9,038,739	8,926,950	8,909,016	8,912,101	(3,085)
Deferred outflows of resources	491,728	694,671	1,004,815	1,004,815	-
Total Assets	13,242,614	13,951,390	14,669,466	14,670,937	(1,471)
Accounts payable	532,638	628,970	624,983	634,728	(9,745)
Payable to sewer utility	-	-	-	-	-
Interest accrued	4,663	3,816	2,800	1,181	1,619
Accrued benefits	79,436	80,490	90,448	88,414	2,033
Deferred inflows of resources	833,397	999,238	1,254,980	1,261,994	(7,014)
Long-term debt	905,000	735,000	560,000	560,000	-
Net Position	10,887,481	11,503,875	12,136,256	12,124,620	11,636
Total Liabilities & Net Position	\$ 13,242,614	\$ 13,951,390	\$ 14,669,466	\$ 14,670,937	\$ (1,471)
WATER	April 2021	April 2022	April 2023	March 2023	Change
Cash and investments - unrestricted / designated	\$ 1,723,929	\$ 2,104,760	\$ 2,151,861	\$ 2,085,798	\$ 66,063
Cash and investments - restricted	248,544	245,881	250,394	203,677	46,718
Receivables	233,814	248,917	240,935	235,888	5,047
Materials and supplies	59,187	68,435	69,975	69,891	84
Other assets	184,583	142,728	112,766	122,183	(9,417)
Plant - net of accumulated depreciation	15,706,965	15,660,014	15,839,103	15,880,761	(41,658)
Deferred outflows of resources	245,971	383,028	577,351	577,351	-
Total Assets	18,402,993	18,853,763	19,242,385	19,175,548	66,837
Accounts payable	12,758	27,821	12,151	13,777	(1,626)
Interest accrued	19,272	17,200	14,687	6,802	7,885
Accrued benefits	41,597	49,158	56,474	55,015	1,458
Deferred inflows of resources	495,103	573,827	758,603	755,533	3,070
Long-term debt	4,295,000	3,870,000	3,430,000	3,430,000	-
Net Position	13,539,263	14,315,757	14,970,470	14,914,421	56,049
Total Liabilities & Net Position	\$ 18,402,993	\$ 18,853,763	\$ 19,242,385	\$ 19,175,548	\$ 66,837
SEWER	April 2021	April 2022	April 2023	March 2023	Change
Cash and investments - unrestricted	\$ 2,335,250	\$ 1,227,487	\$ 904,947	\$ 907,911	\$ (2,965)
Cash and investments - restricted	2,478,774	2,648,717	3,069,132	2,944,366	124,766
Receivables	207,618	224,133	297,145	280,907	16,239
Receivable from electric utility	-	-	-	-	-
Materials and supplies	7,789	7,149	8,461	7,294	1,168
Advances to other funds	291,946	255,452	0	0	-
Other assets	30,903	45,159	37,220	38,547	(1,328)
Plant - net of accumulated depreciation	15,876,079	38,776,482	47,418,870	47,103,262	315,609
Deferred outflows of resources	338,279	519,315	797,752	797,752	-
Total Assets	21,566,638	43,703,895	52,533,528	52,080,038	453,489
Accounts payable	11,916	55,212	16,987	17,163	(176)
Interest accrued	45,192	128,294	161,507	134,797	26,709
Accrued benefits	61,243	72,198	82,271	80,129	2,142
Deferred inflows of resources	510,810	648,648	897,912	896,518	1,394
Long-term debt	3,114,500	25,150,428	28,057,782	28,057,782	-
Net Position	17,822,977	17,649,115	23,317,069	22,893,649	423,421
Total Liabilities & Net Position	\$ 21,566,638	\$ 43,703,895	\$ 52,533,528	\$ 52,080,038	\$ 453,489

Monthly Dashboard - Cash & Investments						April 2023
Account	Restrictions	April 2023	March 2023	\$ Inc/(Dec)	% Inc/(Dec)	
Checking - E	Unrestricted	\$ 915,986	\$ 876,718	\$ 39,268	4.48%	
Checking - W	Unrestricted	519,844	414,739	105,105	25.34%	
Checking - S	Unrestricted	542,332	549,070	(6,739)	-1.23%	
Reserves - E	Unrestricted	2,443,070	2,449,652	(6,582)	-0.27%	
Reserves - W	Unrestricted	1,118,535	1,159,530	(40,995)	-3.54%	
Reserves - S	Unrestricted	362,615	358,841	3,774	1.05%	
P&I Redemption - E	Restricted	32,974	16,451	16,523	100.44%	
P&I Redemption - W	Restricted	91,838	45,818	46,020	100.44%	
P&I Redemption - S	Restricted	1,107,410	997,826	109,584	10.98%	
Bond Reserve - S	Restricted	211,671	203,272	8,399	4.13%	
Construction - S	Restricted	107	927	(820)	-88.44%	
Depreciation - E	Restricted	41,389	41,206	182	0.44%	
Depreciation - W	Restricted	158,556	157,858	698	0.44%	
ERF - Water Plant	Designated	513,482	511,529	1,953	0.38%	
ERF - WWTP	Restricted	<u>1,749,943</u>	<u>1,742,340</u>	<u>7,604</u>	<u>0.44%</u>	
		<u>\$ 9,809,753</u>	<u>\$ 9,525,779</u>	<u>\$ 283,973</u>	<u>2.98%</u>	
Unrestricted and Designated		<u>\$ 6,415,864</u>	<u>\$ 6,320,080</u>	<u>\$ 95,785</u>	<u>1.52%</u>	
	Restricted	<u>\$ 3,393,888</u>	<u>\$ 3,205,700</u>	<u>\$ 188,189</u>	<u>5.87%</u>	





TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: June 12, 2023
SUBJECT: General Manager Report

Electric Department Update:

Call-Ins

- May 16: Grain truck hit telephone line on Taylor Street and damaged utility pole. Replaced pole on N Division Street. (Owen to assess/Crew replaced pole next day)
- May 21: Vertical splice failed on service riser at a home on Beverly Court. Installed new PED and service riser. (Chris and Chad)
- June 3: Car vs Pole in 500 block of Wilcox Street. Straightened pole and fixed service dead ends. (Ross)

Electric Crew Construction

- Completed re-conductor project on MM
- Installed riser pole for take-off at United Co-op
- Moved junction and transformer on Bayberry Lane for sidewalk
- Finalizing material for United Co-op
- Completed overhead backyard rebuild on Bly Street
- Prepping new riser pole for Veterans Memorial Field's new 3 phase electric service
- Potential transformer failure at Insight - eliminated PT's and changed service multiplier
- Ross worked his first on call weekend (June 2nd-5th)

Upcoming Work

- Change electric service at Well #1 from a 3 phase to single phase
- United Co-op rail crossings
- Backyard rebuild in the 400 block of W Lincoln Street/Pleasant Avenue
- New 3 phase 277/480 volt service for Veterans Memorial Field
- Street lighting for Bayberry Lane and Wilson/Shaler Drive
- Replace trip counters on Main #7 with solid blades

Oil Testing

- Annual oil testing complete for all major substation equipment. Test results trend fairly even for the samples, with no particular action indicated at this point.

General Manager Update:

MEUW Annual Conference

- Jeff Stanek and I attended the MEUW annual conference in Green Bay. We started with an open house at Kaukauna Utilities, also touring Badger Hydro Plant and Island Street Peaking Plant (natural gas). Island Street is owned by WPPI members and operated by Kaukauna Utilities staff. The generator peak capacity is 52 Megawatts.
- Presentations included an update from American Public Power Association (APPA) Vice President of Strategic Member Engagement and Education, Ursula Schryver. Schryver shared the focus areas of the APPA, including challenges and disruptions like evolving customer expectations and new competitors.
- Michael Nolan, President of MJN Consulting and Tyler Vorpapel, MEUW Director of Legislative and Regulatory Relations provided legislative updates on both national and state levels, addressing current happenings in Washington, D.C. and in the Wisconsin State Capitol. Vorpapel stressed the importance of keeping stakeholders informed to ensure the needs of public are top-of-mind.
- Solar power development and legal challenges were discussed, with Attorney Richard Heinemann from Boardman and Clark leading the discussion. Highlighting the increase in solar panel manufacturing as costs decrease, Heinemann noted the federal Inflation Reduction Act of 2022 and Infrastructure Bill are currently having a significant influence on solar landscape. With multiple solar cases currently under review, and six new solar dockets introduced in 2023, this will be an evolving topic to watch and ensure public power voices are heard.
- At the MEUW Board of Directors meeting, I was re-elected and agreed to serve an additional 2 year term on the Board.

Safety Award

- Waupun Utilities received the MEUW Safety Achievement Award “Gold Category” for 2022 in recognition of our commitment and dedication to establishing a strong safety culture and safe work practices. The award also acknowledges the commitment of utility management and the commission in providing an environment that supports safe operations. This includes equipping employees with needed equipment to do their jobs safely, and training to maintain or improve skills.

Safety Training Update

- Employees took part in refresher trainings focusing on: Emergency Response, Bloodborne Pathogens, Fire Extinguisher, Hearing Conservation, Lockout/Tagout and Flagger Certification
- Tornado drill conducted
- First Aid/CPR/AED training conducted
- New Employee (Ross) updated with essential training (Fork Truck and Flagger Certifications)
- Wastewater and Utility facilities have had a thorough safety inspection walkthrough

Employee Evaluations

- WU management team has started the employee evaluation process. Evaluations are to be completed before July.

Community Outreach

- Mayor Bishop extended an invite for Steve Schramm and myself to join him during his monthly visit to the Senior Center in May. While visiting, we had the opportunity to speak about the Water and Wastewater facilities, providing and update on the ABNR Upgrade Project and answer questions asked.

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



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

Water Treatment Facility:

There are no call-ins to report this month.

Volatile Organic Compounds (VOCs) testing is complete for 2023. 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, and degreasing products. Fuels are made up of organic chemicals as well.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Staff's focus has been tank maintenance. This maintenance will continue throughout the remainder of the summer. The length of the schedule is due to a combination of vacations and operational challenges with the ABNR construction project.

Water/Sewer Crew:

There are no call-ins to report this month.

Staff's focus will continue to be preventative maintenance of the distribution and collection system over the next month. These tedious tasks identified below:

- Valve exercising will continue over the next month. By regular surveying and valve exercising, we will have detailed records to ensure the operability of our distribution system. Surveying helps identify the condition and location of all our valves. Knowing the condition of the valves and having an updated GIS system helps eliminate: higher costs associated with water main breaks, lost time digging up buried valves, and congested traffic due to excavating roadways.

Water/Sewer Crew Continued:

- Jetting the entire sanitary sewer basin will continue throughout the summer. Jetting is the use of a high-pressure jet/vac truck to clean the sanitary sewer system. To clean sanitary sewers, high-pressure water is propelled through a jet nozzle at the end of a specialized hose through the sewer pipeline, breaking through obstructions and blockages. A flushing nozzle installed on the end of the jet truck's hose is lowered into the downstream manhole of the sewer section being cleaned.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: June 7, 2023
SUBJECT: Compliance Maintenance Annual Report

The Compliance Maintenance Annual Report (CMAR) has been an annual self-evaluation-reporting requirement for publicly and privately owned domestic wastewater treatment works since 1987.

The purpose of the eCMAR is to evaluate the wastewater treatment system for problems or deficiencies. Management, operation and maintenance activities are described. Owners identify proposed actions to prevent violations of Wisconsin Pollutant Discharge Elimination System (WPDES) permits and water quality degradation.

The eCMAR program also encourages actions that:

- Promote the owners' awareness and responsibility for wastewater collection and treatment needs.
- Maximize the useful life of wastewater treatment systems through improved operation & maintenance.
- Initiate formal planning, design and construction for system upgrades.

The eCMAR form is a tool for identifying needs for future planning. The eCMAR form:

- Describes the management and physical condition of the wastewater treatment works during the previous calendar year.
- Assesses system performance and wastewater maintenance activities.
- Evaluates compliance with WPDES permit requirements
- Provides an objective analysis to determine whether a more detailed evaluation of the wastewater facility is needed.
- Identifies proposed actions necessary to maintain regulatory compliance.

Please take the time to review, so we can discuss in-depth on Monday.

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Influent Flow and Loading

1. Monthly Average Flows and BOD Loadings

1.1 Verify the following monthly flows and BOD loadings to your facility.

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average BOD Concentration mg/L	x	8.34	=	Influent Monthly Average BOD Loading, lbs/day
January	0.9648	x	288	x	8.34	=	2,315
February	1.0136	x	296	x	8.34	=	2,503
March	1.8381	x	273	x	8.34	=	4,184
April	2.4990	x	217	x	8.34	=	4,516
May	1.7845	x	269	x	8.34	=	3,999
June	2.8537	x	195	x	8.34	=	4,643
July	1.6242	x	235	x	8.34	=	3,180
August	1.4274	x	338	x	8.34	=	4,028
September	1.5990	x	318	x	8.34	=	4,241
October	1.2152	x	322	x	8.34	=	3,265
November	1.5073	x	347	x	8.34	=	4,362
December	1.5429	x	326	x	8.34	=	4,191

2. Maximum Monthly Design Flow and Design BOD Loading

2.1 Verify the design flow and loading for your facility.

Design	Design Factor	x	%	=	% of Design
Max Month Design Flow, MGD	5.21	x	90	=	4.689
		x	100	=	5.21
Design BOD, lbs/day	4390	x	90	=	3951
		x	100	=	4390

2.2 Verify the number of times the flow and BOD exceeded 90% or 100% of design, points earned, and score:

	Months of Influent	Number of times flow was greater than 90% of	Number of times flow was greater than 100% of	Number of times BOD was greater than 90% of design	Number of times BOD was greater than 100% of design
January	1	0	0	0	0
February	1	0	0	0	0
March	1	0	0	1	0
April	1	0	0	1	1
May	1	0	0	1	0
June	1	0	0	1	1
July	1	0	0	0	0
August	1	0	0	1	0
September	1	0	0	1	0
October	1	0	0	0	0
November	1	0	0	1	0
December	1	0	0	1	0
Points per each		2	1	3	2
Exceedances		0	0	8	2
Points		0	0	24	4
Total Number of Points					28

28

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 2022

3. Flow Meter

3.1 Was the influent flow meter calibrated in the last year?
● Yes Enter last calibration date (MM/DD/YYYY)

2022-06-15

○ No

If No, please explain:

4. Sewer Use Ordinance

4.1 Did your community have a sewer use ordinance that limited or prohibited the discharge of excessive conventional pollutants ((C)BOD, SS, or pH) or toxic substances to the sewer from industries, commercial users, hauled waste, or residences?

● Yes

○ No

If No, please explain:

4.2 Was it necessary to enforce the ordinance?

○ Yes

● No

If Yes, please explain:

5. Septage Receiving

5.1 Did you have requests to receive septage at your facility?

Septic Tanks

Holding Tanks

Grease Traps

○ Yes

○ Yes

○ Yes

● No

● No

● No

5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.

Septic Tanks

○ Yes

gallons

● No

Holding Tanks

○ Yes

gallons

● No

Grease Traps

○ Yes

gallons

● No

5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.

6. Pretreatment

6.1 Did your facility experience operational problems, permit violations, biosolids quality concerns, or hazardous situations in the sewer system or treatment plant that were attributable to commercial or industrial discharges in the last year?

○ Yes

● No

If yes, describe the situation and your community's response.

6.2 Did your facility accept hauled industrial wastes, landfill leachate, etc.?

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

<p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the types of wastes received and any procedures or other restrictions that were in place to protect the facility from the discharge of hauled industrial wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
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Total Points Generated	28
Score (100 - Total Points Generated)	72
Section Grade	C

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Effluent Quality and Plant Performance (BOD/CBOD)

1. Effluent (C)BOD Results

1.1 Verify the following monthly average effluent values, exceedances, and points for BOD or CBOD

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit > 10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	14	12.6	2	1	0	0
February	14	12.6	1	1	0	0
March	14	12.6	2	1	0	0
April	14	12.6	0	1	0	0
May	10	10	0	1	0	0
June	10	10	2	1	0	0
July	10	10	2	1	0	0
August	10	10	2	1	0	0
September	8.1	8.1	1	1	0	0
October	10	10	1	1	0	0
November	14	12.6	2	1	0	0
December	14	12.6	1	1	0	0

* Equals limit if limit is <= 10

Months of discharge/yr	12		
Points per each exceedance with 12 months of discharge		7	3
Exceedances		0	0
Points		0	0
Total number of points			0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge. Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is 12/6 = 2.0

1.2 If any violations occurred, what action was taken to regain compliance?

2. Flow Meter Calibration

2.1 Was the effluent flow meter calibrated in the last year?

- Yes Enter last calibration date (MM/DD/YYYY)

2022-06-15

- No

If No, please explain:

3. Treatment Problems

3.1 What problems, if any, were experienced over the last year that threatened treatment?

None

4. Other Monitoring and Limits

4.1 At any time in the past year was there an exceedance of a permit limit for any other pollutants such as chlorides, pH, residual chlorine, fecal coliform, or metals?

- Yes

- No

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

<p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If Yes, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<p>4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> N/A</p> <p>Please explain unless not applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Effluent Quality and Plant Performance (Total Suspended Solids)

1. Effluent Total Suspended Solids Results

1.1 Verify the following monthly average effluent values, exceedances, and points for TSS:

Outfall No. 001	Monthly Average Limit (mg/L)	90% of Permit Limit >10 (mg/L)	Effluent Monthly Average (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance	90% Permit Limit Exceedance
January	14	12.6	0	1	0	0
February	14	12.6	1	1	0	0
March	14	12.6	0	1	0	0
April	14	12.6	0	1	0	0
May	10	10	0	1	0	0
June	10	10	0	1	0	0
July	10	10	0	1	0	0
August	10	10	1	1	0	0
September	10	10	0	1	0	0
October	10	10	1	1	0	0
November	14	12.6	0	1	0	0
December	14	12.6	0	1	0	0

* Equals limit if limit is <= 10

Months of Discharge/yr	12		
Points per each exceedance with 12 months of discharge:	7	3	
Exceedances	0	0	
Points	0	0	
Total Number of Points		0	

0

NOTE: For systems that discharge intermittently to state waters, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Effluent Quality and Plant Performance (Ammonia - NH3)

1. Effluent Ammonia Results

1.1 Verify the following monthly and weekly average effluent values, exceedances and points for ammonia

Outfall No. 001	Monthly Average NH3 Limit (mg/L)	Weekly Average NH3 Limit (mg/L)	Effluent Monthly Average NH3 (mg/L)	Monthly Permit Limit Exceedance	Effluent Weekly Average for Week 1	Effluent Weekly Average for Week 2	Effluent Weekly Average for Week 3	Effluent Weekly Average for Week 4	Weekly Permit Limit Exceedance
January	11		1.038	0					
February	12		.297	0					
March									
April									
May	9.9		.035	0					
June	5		.066	0					
July	3.2		.043	0					
August	2.7		.055	0					
September	3.5		.026	0					
October	9.6		.327	0					
November	14		.563	0					
December	12		.035	0					
Points per each exceedance of Monthly average:									10
Exceedances, Monthly:									0
Points:									0
Points per each exceedance of weekly average (when there is no monthly average):									2.5
Exceedances, Weekly:									0
Points:									0
Total Number of Points									0

0

NOTE: Limit exceedances are considered for monthly OR weekly averages but not both. When a monthly average limit exists it will be used to determine exceedances and generate points. This will be true even if a weekly limit also exists. When a weekly average limit exists and a monthly limit does not exist, the weekly limit will be used to determine exceedances and generate points.

1.2 If any violations occurred, what action was taken to regain compliance?

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Effluent Quality and Plant Performance (Phosphorus)

1. Effluent Phosphorus Results

1.1 Verify the following monthly average effluent values, exceedances, and points for Phosphorus

Outfall No. 001	Monthly Average phosphorus Limit (mg/L)	Effluent Monthly Average phosphorus (mg/L)	Months of Discharge with a Limit	Permit Limit Exceedance
January	1	0.633	1	0
February	1	1.008	1	1
March	1	0.567	1	0
April	1	0.425	1	0
May	1	0.367	1	0
June	1	0.500	1	0
July	1	0.492	1	0
August	1	0.633	1	0
September	1	0.417	1	0
October	1	0.417	1	0
November	1	0.383	1	0
December	1	0.292	1	0
Months of Discharge/yr			12	
Points per each exceedance with 12 months of discharge:				10
Exceedances				1
Total Number of Points				10

10

NOTE: For systems that discharge intermittently to waters of the state, the points per monthly exceedance for this section shall be based upon a multiplication factor of 12 months divided by the number of months of discharge.

Example: For a wastewater facility discharging only 6 months of the year, the multiplication factor is $12/6 = 2.0$

1.2 If any violations occurred, what action was taken to regain compliance?

Treatment facility under construction transition from ferrous chloride to ferric chloride.

Total Points Generated	10
Score (100 - Total Points Generated)	90
Section Grade	B

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Biosolids Quality and Management

1. Biosolids Use/Disposal

1.1 How did you use or dispose of your biosolids? (Check all that apply)

- Land applied under your permit
- Publicly Distributed Exceptional Quality Biosolids
- Hauled to another permitted facility
- Landfilled
- Incinerated
- Other

NOTE: If you did not remove biosolids from your system, please describe your system type such as lagoons, reed beds, recirculating sand filters, etc.

1.1.1 If you checked Other, please describe:

2. Land Application Site

2.1 Last Year's Approved and Active Land Application Sites

2.1.1 How many acres did you have?

1004.5 acres

2.1.2 How many acres did you use?

76 acres

2.2 If you did not have enough acres for your land application needs, what action was taken?

2.3 Did you overapply nitrogen on any of your approved land application sites you used last year?

Yes (30 points)

No

2.4 Have all the sites you used last year for land application been soil tested in the previous 4 years?

Yes

No (10 points)

N/A

3. Biosolids Metals

Number of biosolids outfalls in your WPDES permit:

3.1 For each outfall tested, verify the biosolids metal quality values for your facility during the last calendar year.

Outfall No. 004 - BIOSOLIDS

Parameter	80% of Limit	H.Q. Limit	Ceiling Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	80% Value	High Quality	Ceiling
Arsenic		41	75		9.6		5.1			<2.7				4.4			0	0
Cadmium		39	85		<.25		<.24			.39				<.22			0	0
Copper		1500	4300		628		430			309				864			0	0
Lead		300	840		32.4		41.4			10.8				15.5			0	0
Mercury		17	57		.26		.14			.21				.38			0	0
Molybdenum	60		75		16.4		10.1			9.9				13.1		0		0
Nickel	336		420		40.3		25.8			25.5				35.1		0		0
Selenium	80		100		13		7.2			3.7				10.6		0		0
Zinc		2800	7500		703		521			488				860			0	0

3.1.1 Number of times any of the metals exceeded the high quality limits OR 80% of the limit for molybdenum, nickel, or selenium = 0

Exceedence Points

0 (0 Points)

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

- 1-2 (10 Points)
 - > 2 (15 Points)
- 3.1.2 If you exceeded the high quality limits, did you cumulatively track the metals loading at each land application site? (check applicable box)
- Yes
 - No (10 points)
 - N/A - Did not exceed limits or no HQ limit applies (0 points)
 - N/A - Did not land apply biosolids until limit was met (0 points)
- 3.1.3 Number of times any of the metals exceeded the ceiling limits = 0
- Exceedence Points
- 0 (0 Points)
 - 1 (10 Points)
 - > 1 (15 Points)
- 3.1.4 Were biosolids land applied which exceeded the ceiling limit?
- Yes (20 Points)
 - No (0 Points)
- 3.1.5 If any metal limit (high quality or ceiling) was exceeded at any time, what action was taken? Has the source of the metals been identified?

0

4. Pathogen Control (per outfall):

4.1 Verify the following information. If any information is incorrect, use the Report Issue button under the Options header in the left-side menu.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 12/31/2022
Density:	1,140
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion TPAD Method.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2022 - 03/31/2022
Density:	1,140
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion TPAD Method.

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	04/01/2022 - 06/30/2022
Density:	321
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion TPAD Method.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	07/01/2022 - 09/30/2022
Density:	14,000
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion TPAD Method.

Outfall Number:	004
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	10/01/2022 - 12/31/2022
Density:	2,140
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anaerobic Digestion TPAD Method.

4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.

4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

5. Vector Attraction Reduction (per outfall):

5.1 Verify the following information. If any of the information is incorrect, use the Report Issue button under the Options header in the left-side menu.

0

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Outfall Number:	004
Method Date:	02/21/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	46.3

Outfall Number:	004
Method Date:	02/22/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>= 38
Results (if applicable):	46.3

Outfall Number:	004
Method Date:	04/25/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	68.1

Outfall Number:	004
Method Date:	07/26/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>= 38
Results (if applicable):	46.9

Outfall Number:	004
Method Date:	11/28/2022
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>= 38
Results (if applicable):	42.6

5.2 Was the limit exceeded or the process criteria not met at the time of land application?

Yes (40 Points)

No

If yes, what action was taken?

6. Biosolids Storage

0

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<p>6.1 How many days of actual, current biosolids storage capacity did your wastewater treatment facility have either on-site or off-site?</p> <ul style="list-style-type: none"><input checked="" type="radio"/> \geq 180 days (0 Points)<input type="radio"/> 150 - 179 days (10 Points)<input type="radio"/> 120 - 149 days (20 Points)<input type="radio"/> 90 - 119 days (30 Points)<input type="radio"/> $<$ 90 days (40 Points)<input type="radio"/> N/A (0 Points) <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0
<p>7. Issues</p> <p>7.1 Describe any outstanding biosolids issues with treatment, use or overall management:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Staffing and Preventative Maintenance (All Treatment Plants)

<p>1. Plant Staffing</p> <p>1.1 Was your wastewater treatment plant adequately staffed last year?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Could use more help/staff for:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>1.2 Did your wastewater staff have adequate time to properly operate and maintain the plant and fulfill all wastewater management tasks including recordkeeping?</p> <ul style="list-style-type: none">● Yes○ No <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
<p>2. Preventative Maintenance</p> <p>2.1 Did your plant have a documented AND implemented plan for preventative maintenance on major equipment items?</p> <ul style="list-style-type: none">● Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/>○ No (40 points) <input type="checkbox"/><input type="checkbox"/> <p>If No, please explain, then go to question 3:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 Did this preventative maintenance program depict frequency of intervals, types of lubrication, and other tasks necessary for each piece of equipment?</p> <ul style="list-style-type: none">● Yes○ No (10 points) <p>2.3 Were these preventative maintenance tasks, as well as major equipment repairs, recorded and filed so future maintenance problems can be assessed properly?</p> <ul style="list-style-type: none">● Yes<ul style="list-style-type: none">○ Paper file system● Computer system○ Both paper and computer system○ No (10 points)	0
<p>3. O&M Manual</p> <p>3.1 Does your plant have a detailed O&M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none">● Yes○ No	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none">○ Excellent● Very good○ Good○ Fair○ Poor <p>Describe your rating:</p>	

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Treatment facility maintenance is performed regularly. A computer generated maintenance program is used by facility personnel.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Operator Certification and Education

1. Operator-In-Charge

1.1 Did you have a designated operator-in-charge during the report year?

- Yes (0 points)
- No (20 points)

Name:

STEVEN R SCHRAMM

Certification No:

24150

0

2. Certification Requirements

2.1 In accordance with Chapter NR 114.56 and 114.57, Wisconsin Administrative Code, what level and subclass(es) were required for the operator-in-charge (OIC) to operate the wastewater treatment plant and what level and subclass(es) were held by the operator-in-charge?

Sub Class	SubClass Description	WWTP		OIC	
		Advanced	OIT	Basic	Advanced
A1	Suspended Growth Processes	X			X
A2	Attached Growth Processes	X			X
A3	Recirculating Media Filters				
A4	Ponds, Lagoons and Natural		X		
A5	Anaerobic Treatment Of Liquid				
B	Solids Separation	X			X
C	Biological Solids/Sludges	X			X
P	Total Phosphorus	X			X
N	Total Nitrogen				
D	Disinfection	X			X
L	Laboratory	X			X
U	Unique Treatment Systems				
SS	Sanitary Sewage Collection	X	NA	NA	NA

0

2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS is required 5 years after permit reissuance.)

- Yes (0 points)
- No (20 points)

3. Succession Planning

3.1 In the event of the loss of your designated operator-in-charge, did you have a contingency plan to ensure the continued proper operation and maintenance of the plant that includes one or more of the following options (check all that apply)?

- One or more additional certified operators on staff
- An arrangement with another certified operator
- An arrangement with another community with a certified operator
- An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year
- A consultant to serve as your certified operator
- None of the above (20 points)

If "None of the above" is selected, please explain:

0

4. Continuing Education Credits

4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates?

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OIT and Basic Certification: ○ Averaging 6 or more CECs per year. ○ Averaging less than 6 CECs per year. Advanced Certification: ● Averaging 8 or more CECs per year. ○ Averaging less than 8 CECs per year.	
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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 150px;" type="text" value="Jeff Stanek"/></p> <p>Telephone: <input style="width: 150px;" type="text" value="920-324-7920"/> (XXX) XXX-XXXX</p> <p>E-Mail Address (optional): <input style="width: 150px;" type="text"/></p>																	
<p>2. Treatment Works Operating Revenues</p> <p>2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?</p> <p>● Yes (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ No (40 points)</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 0-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A (private facility)</p> <p>2.3 Did you have a special account (e.g., CFWP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?</p> <p>● Yes (0 points)</p> <p>○ No (40 points)</p>	0																
<p>REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]</p>																	
<p>3. Equipment Replacement Funds</p> <p>3.1 When was the Equipment Replacement Fund last reviewed and/or revised?</p> <p>Year: <input style="width: 100px;" type="text" value="2022"/></p> <p>● 1-2 years ago (0 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ 3 or more years ago (20 points) <input type="checkbox"/><input type="checkbox"/></p> <p>○ N/A</p> <p>If N/A, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>																	
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">3.2.1 Ending Balance Reported on Last Year's CMAR</td> <td style="width: 5%;"></td> <td style="width: 5%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="1,971,691.00"/></td> </tr> <tr> <td>3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="22,921.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td></td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="1,994,612.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: center;">+</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> </table>	3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="1,971,691.00"/>	3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 150px;" type="text" value="22,921.00"/>	3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="1,994,612.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="0.00"/>	
3.2.1 Ending Balance Reported on Last Year's CMAR		\$	<input style="width: 150px;" type="text" value="1,971,691.00"/>														
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	+	\$	<input style="width: 150px;" type="text" value="22,921.00"/>														
3.2.3 Adjusted January 1st Beginning Balance		\$	<input style="width: 150px;" type="text" value="1,994,612.00"/>														
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	+	\$	<input style="width: 150px;" type="text" value="0.00"/>														

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3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) -

\$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 1,994,612.00

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

Adjustments for negative mark to market adjustment on investments. major repairs include Harris Lift Station.

3.3 What amount should be in your Replacement Fund?

\$ 1,175,181.00

0

Please note: If you had a CWFPP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
1	Design and construction of ABNR system, to comply with new TMDL future limits.	\$37,000,000	2021

5. Financial Management General Comments

Funded with low interest loans from USDA - \$27,807,000 USDA Grant - \$9,559,000

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations:

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	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	542	
February	455	
March	755	
April	925	
May	770	
June	1,104	
July	695	
August	609	
September	655	
October	571	
November	626	
December	643	
Total	8,350	0
Average	696	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

No

Yes

Year:

By Whom:

Describe and Comment:

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6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

None.

7. Treatment Facility

7.1 Energy Usage

7.1.1 Enter the monthly energy usage from the different energy sources:

TREATMENT PLANT: Total Power Consumed/Month

	Electricity Consumed (kWh)	Total Influent Flow (MG)	Electricity Consumed/Flow (kWh/MG)	Total Influent BOD (1000 lbs)	Electricity Consumed/Total Influent BOD (kWh/1000lbs)	Natural Gas Consumed (therms)
January	142,253	29.91	4,756	71.77	1,982	3,589
February	115,485	28.38	4,069	70.08	1,648	4,081
March	135,288	56.98	2,374	129.70	1,043	3,195
April	132,688	74.97	1,770	135.48	979	2,716
May	133,704	55.32	2,417	123.97	1,079	1,035
June	147,494	85.61	1,723	139.29	1,059	805
July	139,670	50.35	2,774	98.58	1,417	863
August	139,219	44.25	3,146	124.87	1,115	912
September	138,847	47.97	2,894	127.23	1,091	1,169
October	118,126	37.67	3,136	101.22	1,167	1,895
November	126,750	45.22	2,803	130.86	969	5,907
December	149,867	47.83	3,133	129.92	1,154	12,335
Total	1,619,391	604.46		1,382.97		38,502
Average	134,949	50.37	2,916	115.25	1,225	3,209

7.1.2 Comments:

7.2 Energy Related Processes and Equipment

7.2.1 Indicate equipment and practices utilized at your treatment facility (Check all that apply):

- Aerobic Digestion
- Anaerobic Digestion
- Biological Phosphorus Removal
- Coarse Bubble Diffusers
- Dissolved O2 Monitoring and Aeration Control
- Effluent Pumping
- Fine Bubble Diffusers
- Influent Pumping
- Mechanical Sludge Processing
- Nitrification
- SCADA System
- UV Disinfection
- Variable Speed Drives
- Other:

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7.2.2 Comments:

7.3 Future Energy Related Equipment

7.3.1 What energy efficient equipment or practices do you have planned for the future for your treatment facility?

8. Biogas Generation

8.1 Do you generate/produce biogas at your facility?

No

Yes

If Yes, how is the biogas used (Check all that apply):

Flared Off

Building Heat

Process Heat

Generate Electricity

Other:

9. Energy Efficiency Study

9.1 Has an Energy Study been performed for your treatment facility?

No

Yes

Entire facility

Year:

2010

By Whom:

Focus on Energy

Describe and Comment:

Focus performed study on the entire facility identifying areas of energy savings, with the aid of upgrades.

Part of the facility

Year:

By Whom:

Describe and Comment:

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Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

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Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

- Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Investigative, rehabilitative, operational, construction, budgetary, legal, and miscellaneous categories.

Did you accomplish them?

- Yes
- No

If No, explain:

- Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

- Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Local Ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2008-01-01

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
- New sewer and building sewer design, construction, installation, testing and inspection
- Rehabilitated sewer and lift station installation, testing and inspection
- Sewage flows satellite system and large private users are monitored and controlled, as necessary
- Fat, oil and grease control
- Enforcement procedures for sewer use non-compliance
- Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

- Equipment and replacement part inventories
- Up-to-date sewer system map

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- A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation
- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	<input style="width: 60px; text-align: center;" type="text" value="100"/>	% of system/year
Root removal	<input style="width: 60px; text-align: center;" type="text" value="30"/>	% of system/year
Flow monitoring	<input style="width: 60px; text-align: center;" type="text" value="0"/>	% of system/year
Smoke testing	<input style="width: 60px; text-align: center;" type="text" value="0"/>	% of system/year
Sewer line televising	<input style="width: 60px; text-align: center;" type="text" value="35"/>	% of system/year
Manhole inspections	<input style="width: 60px; text-align: center;" type="text" value="5"/>	% of system/year
Lift station O&M	<input style="width: 60px; text-align: center;" type="text" value="3"/>	# per L.S./year
Manhole rehabilitation	<input style="width: 60px; text-align: center;" type="text" value="5"/>	% of manholes rehabbed
Mainline rehabilitation	<input style="width: 60px; text-align: center;" type="text" value="2"/>	% of sewer lines rehabbed
Private sewer inspections	<input style="width: 60px; text-align: center;" type="text" value="0"/>	% of system/year

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Private sewer I/I removal % of private services
 River or water crossings % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="31.7"/>	Total actual amount of precipitation last year in inches
<input type="text" value="27"/>	Annual average precipitation (for your location)
<input type="text" value="48"/>	Miles of sanitary sewer
<input type="text" value="3"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text" value="1.7"/>	Average daily flow in MGD (if available)
<input type="text" value="0"/>	Peak monthly flow in MGD (if available)
<input type="text" value="0"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text" value="0.0"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes
- No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes

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<ul style="list-style-type: none">● No <p>If Yes, please describe:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
<div style="border: 1px solid black; padding: 2px;">None</div>
5.4 What is being done to address infiltration/inflow in your collection system?
<div style="border: 1px solid black; padding: 2px;">Main line CIP lining.</div>

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:
5/17/2023 **2022**

Grading Summary

WPDES No: 0022772

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	C	2	3	6
BOD/CBOD	A	4	10	40
TSS	A	4	5	20
Ammonia	A	4	5	20
Phosphorus	B	3	3	9
Biosolids	A	4	5	20
Staffing/PM	A	4	1	4
OpCert	A	4	1	4
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			37	139
GRADE POINT AVERAGE (GPA) = 3.76				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)

9. Assignments, Hours of Work and Attendance

A supervisor is in charge of each Department. The supervisor is accountable to the General Manager and responsible for the efficient operation of the Department. The Department supervisor has authority to assign work, recommend transfers or promotions, and to maintain order and discipline.

Regular full-time employees will normally be scheduled a forty (40) hour work week for the seven-day period beginning 12:01 am Sunday through midnight the following Saturday. Scheduled hours of work are set by the Department supervisor to meet the operational needs of each department. From time to time, employees may be required to work, attend meetings or perform other responsibilities outside of normal work hours. There may be times when it will be necessary for employees to work overtime. The supervisor should notify employees as early as possible regarding scheduling needs. There may be times when an employee would like to work overtime. However, prior authorization must be obtained from a supervisor before working overtime. The supervisor must initial the time card to indicate that overtime has been authorized. Employees who work unapproved overtime will be subject to discipline up to and including discharge.

The Utilities places great emphasis on good attendance. Absence or tardiness places an extra burden on co-workers and undermines the efficient operation of the Utilities. Regular attendance is expected of every employee. It is each employee's responsibility to be on the job, on time each day, and fully able and ready to work. Although there are justifiable reasons to take time off from work, an employee's employment assumes the availability for work. Employees are expected to arrive at work on time, return from scheduled rest breaks and lunch breaks on time and to work until the end of the employee's scheduled shift. When an employee's work takes them away from their work station or work area, then the employee must inform the employee's supervisor of the employee's absence and the anticipated duration.

An employee who anticipates being absent or tardy must call in to report the absence or tardiness as soon as possible before the shift. Absenteeism or tardiness may lead to discipline, including discharge and may also be taken into consideration when the Utilities reviews each employee for wage changes or promotion. The Utilities may require an employee to provide information from the employee's medical provider related to the request for time off. Three or more unexcused tardiness incidents constitute habitual tardiness or a pattern of tardiness and will be considered excessive and may result in disciplinary action up to and including termination. Three or more absences in consecutive days without reporting for duty or notifying a supervisor with an acceptable reason for the absence may be considered a voluntary resignation.

Absences due to the use of paid time off must be coordinated and approved by the employee's supervisor and department director. The department director will determine whether to allow the use of paid time off on the requested days or the department director may suggest alternative days. The Utilities reserves its right to schedule paid time off for employees.

Due to the service and safety needs provided by the Utility, the Utilities is always open for business, regardless of weather conditions or other emergency, unless otherwise determined by the General Manager. In order to serve the needs of our community during an emergency or inclement weather, employees must report, and make every effort to report, to work when assigned or

required during inclement weather or an emergency. When an emergency or severe weather conditions exist, it will be the responsibility of each employee to contact the Utilities before the start of his or her shift if he or she is unable to report to work on time.

Employees working a full day generally take one fifteen-minute rest break and one twenty minute lunch break each workday. Supervisors will determine appropriate lunch and break times.

The Utilities encourages employee involvement within our community, lending voluntary support to local organization and events. Serving the community represents our brand in a positive image and ensures we are living our mission and values through supporting programs that positively influence quality of life and strengthen our community. Employees are eligible to earn one (1) hour of vacation leave for each volunteer hour worked during non-business hours within the local community for participation in utility centered service organizations and events, not to exceed eight (8) hours in each calendar year. Additional earned vacation leave must be exhausted by the end of the calendar year in which it was earned or based on management's discretion. Interested employees should meet with their supervisor to discuss their volunteer choices, schedules and receipt of approval for qualified service. Documented Supervisor approval must be obtained prior to performing volunteer services and submitting/receiving additional vacation leave, subject to management's discretion. Volunteer time worked and vacation leave time earned will be tracked through the electronic timekeeping system. Utility highly encourages wearing of utility logo attire while volunteering in efforts to promote positive utility image within our community.