



## **AGENDA**

Utility Commission Meeting  
Waupun Utilities – 817 S Madison St.  
Waupun, WI P.O. Box 431  
Monday, June 10, 2019 AT 4:00 PM

There is a regular commission meeting scheduled for Monday, June 10, 2019, 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 13, 2019 Utility Commission Minutes

### **APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS**

2. 05-2019 Accounts Payable

### **GM REPORT / OPERATIONS REPORT**

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

### **FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS**

6. Finance Director Report
7. May 2019 Financial Report

### **APPEARANCE BY VISITORS**

## **AGENDA**

8. Review/Approve 2018 Compliance Maintenance Annual Report (CMAR)
9. Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

### **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 13, 2019**

The meeting was called to order by General Manager Posthuma at 4:00 p.m. Meeting held at 501 Fond du Lac Street, Waupun's Waste Water Treatment Facility.

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the April 8, 2019, regular meeting.

On motion by Kaczmariski, seconded by Gerritson and unanimously carried, bills for the month of April 2019 were approved as presented.

Reports by General Manager, Water and Wastewater Operations Supervisor, and Electric Supervisor were provided in written form, no discussion held.

On motion by Kaczmariski, seconded by Westphal, the year-to-date financial reports through April 2019 were approved as presented. Electric operating income was \$60,700 or \$154,400 below budget on lower margins and higher distribution expense. Water operating income was \$255,100 or \$51,100 above budget on higher revenues and lower distribution maintenance expenses. Sewer operating income was \$143,300 or \$69,800 above budget on higher revenues and lower maintenance expenses.

Election of officers was held. On nomination by Thurmer, seconded by Homan, and unanimously carried, Joe Heeringa was elected Commission President. On nomination by Thurmer, seconded by Mielke and unanimously carried, Gerritson was elected Vice-President. On motion by Thurmer, seconded by Gerritson and unanimously carried, General Manager Posthuma was elected Secretary, with the option to designate minute taker.

Dan La Haye, Baker Tilly, presented a report on the 2018 financial audit. The audit objective was to provide reasonable assurance that Waupun Utilities' financial statements are free from material misstatement. We received an unmodified opinion, which is the highest level of assurance that can be placed on financial statements. La Haye noted the overall financial health of the Utilities is good. Motion made by Thurmer to approve the 2018 Financial Audit Report. Motion seconded by Gerritson and unanimously approved.

Discussion held on Waupun Utilities donation and event participation guidelines. Motion made by Kaczmariski to approve the Waupun Utilities Donations and Event Participation Policy. Motion seconded by Thurmer and carried unanimously.

Discussion held on guidelines for compensation during extended emergency events. Motion made by Thurmer, to approve the Waupun Utilities Nonexempt Employee Compensation for Extended Emergencies. Motion seconded by Homan and carried unanimously.

An update on the ABNR (Advanced Biological Nutrient Recovery) continuous pilot testing was provided by Leo Kucek, Applied Technologies, and Jordan Lind, CLEARAS. The continuous pilot testing is performing as expected producing effluent results on average below the total maximum daily load phosphorus limit of 0.05 mg/L. A tour of the continuous pilot ABNR system was provided by Autumn Fisher, CLEARAS, providing an overview of the process and equipment and answering questions. The continuous pilot testing is planned to occur through the month of June to provide sufficient data and information for the full plant engineering design.

On motion by Westphal, seconded by Homan and unanimously carried, the meeting was adjourned at 5:50p.m.

Next commission meeting is scheduled on June 10, 2019, at 4:00 p.m.

Jared Oosterhouse  
Finance Director

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>ADVANCED DISPOSAL</b>							
720	E10001337978	SANITARY CHRGS/MAIN OFFC BLDG	04/30/2019	162.97	162.97	44755	05/15/2019
	E10001337978	SANITARY CHRGS/MAIN OFFC BLDG	04/30/2019	101.86	101.86	44755	05/15/2019
	E10001337978	SANITARY CHRGS/MAIN OFFC BLDG	04/30/2019	142.60	142.60	44755	05/15/2019
	E10001338564	SANITARY CHRGS FOR WWTP	04/30/2019	1,672.74	1,672.74	44755	05/15/2019
Total ADVANCED DISPOSAL:				2,080.17	2,080.17		
<b>AIRGAS USA INC</b>							
855	9981435675	ACETYLENE/OXYGEN/NITROGEN	04/30/2019	21.98	21.98	44756	05/15/2019
	9981435675	ACETYLENE/OXYGEN/NITROGEN	04/30/2019	21.98	21.98	44756	05/15/2019
	9981435675	ACETYLENE/OXYGEN/NITROGEN	04/30/2019	21.99	21.99	44756	05/15/2019
Total AIRGAS USA INC:				65.95	65.95		
<b>ALLIANT ENERGY</b>							
900	183035/MAY 2, 201	Gas Utility for Water Plant	05/02/2019	440.45	440.45	44757	05/15/2019
	4370/APR 30, 2019	GAS UTIL BILL FOR SWG PLNT	04/30/2019	578.37	578.37	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	15.71	15.71	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	12.56	12.56	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	12.56	12.56	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	84.81	84.81	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	84.81	84.81	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	84.81	84.81	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	6.28	6.28	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	6.28	6.28	44757	05/15/2019
	590516/APR 30, 20	Split Distribution - Main Bldg	04/30/2019	6.30	6.30	44757	05/15/2019
Total ALLIANT ENERGY:				1,332.94	1,332.94		
<b>ALTERNATIVE TECHNOLOGIES INC.</b>							
1000	46025	Samples - KF Moisture, Dissolved Gas Analysis	04/30/2019	1,380.00	1,380.00	44758	05/15/2019
Total ALTERNATIVE TECHNOLOGIES INC.:				1,380.00	1,380.00		
<b>AMARIL UNIFORM COMPANY</b>							
1010	IV147032	SAFETY CLOTHING	05/09/2019	864.95	864.95	44759	05/15/2019
Total AMARIL UNIFORM COMPANY:				864.95	864.95		
<b>BALLWEG IMPLEMENT CO INC.</b>							
2400	P61807	PARTS FOR UNIT #15	05/02/2019	97.14	97.14	44760	05/15/2019
	P61807	PARTS FOR UNIT #15	05/02/2019	97.14	97.14	44760	05/15/2019
	P61807	PARTS FOR UNIT #15	05/02/2019	97.16	97.16	44760	05/15/2019
Total BALLWEG IMPLEMENT CO INC.:				291.44	291.44		
<b>BORDER STATES ELECTRIC SUPPLY</b>							
3300	917668899	ALCU Sec Sleeves	05/08/2019	114.00	114.00	44761	05/15/2019
Total BORDER STATES ELECTRIC SUPPLY:				114.00	114.00		
<b>CHARTER COMMUNICATIONS</b>							
5830	0007846042619/78	INTERNET SERVICES	04/26/2019	44.84	44.84	44762	05/15/2019
	0007846042619/78	INTERNET SERVICES	04/26/2019	35.64	35.64	44762	05/15/2019
	0007846042619/78	INTERNET SERVICES	04/26/2019	34.50	34.50	44762	05/15/2019
	0007846042619/78	MONTHLY SERVICE EXPENSE	04/26/2019	46.60	46.60	44762	05/15/2019

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	0007846042619/78	MONTHLY SERVICE EXPENSE	04/26/2019	37.04	37.04	44762	05/15/2019
	0007846042619/78	MONTHLY SERVICE EXPENSE	04/26/2019	35.85	35.85	44762	05/15/2019
	0043654042819/43	Water Plant Spectrum Business Voice	04/28/2019	79.98	79.98	44762	05/15/2019
	0043662050119/436	WWTP Spectrum Business Voice	05/01/2019	79.98	79.98	44762	05/15/2019
	0066685050519/66	Main Bldg Spectrum Voice (2nd Line)	05/05/2019	86.98	86.98	44762	05/15/2019
	0066685050519/66	Main Bldg Spectrum Voice (2nd Line)	05/05/2019	69.14	69.14	44762	05/15/2019
	0066685050519/66	Main Bldg Spectrum Voice (2nd Line)	05/05/2019	66.91	66.91	44762	05/15/2019
Total CHARTER COMMUNICATIONS:				617.46	617.46		
<b>CT LABORATORIES</b>							
6610	144656	Sludge Testing	05/03/2019	419.50	419.50	44763	05/15/2019
Total CT LABORATORIES:				419.50	419.50		
<b>DIGGERS HOTLINE INC.</b>							
7300	190431801	MONTHLY LOCATE TICKET CHRGS	04/30/2019	282.42	282.42	44764	05/15/2019
Total DIGGERS HOTLINE INC.:				282.42	282.42		
<b>ENVIRONMENTAL PRODUCTS &amp; ACCESS LLC</b>							
8380	239461	PARTS & SERVICE FOR UNIT#20	04/30/2019	116.14	116.14	44765	05/15/2019
	239461	PARTS & SERVICE FOR UNIT #20	04/30/2019	116.14	116.14	44765	05/15/2019
	239461	PARTS & SERVICE FOR UNIT #20	04/30/2019	929.08	929.08	44765	05/15/2019
Total ENVIRONMENTAL PRODUCTS & ACCESS LLC:				1,161.36	1,161.36		
<b>FABICK RENTALS</b>							
9155	C145811	Parts for Unit# 33	05/07/2019	76.20	76.20	44766	05/15/2019
	C145811	Parts for Unit# 33	05/07/2019	76.20	76.20	44766	05/15/2019
Total FABICK RENTALS:				152.40	152.40		
<b>FARM &amp; HOME SUPPLY</b>							
9200	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	61.92	61.92	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	18.85	18.85	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	56.40	56.40	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	8.99	8.99	44767	05/15/2019
	475905 - APRIL 201	6" Workshop vise	05/01/2019	129.44	129.44	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	39.75	39.75	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	51.23	51.23	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	176.73	176.73	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	79.48	79.48	44767	05/15/2019
	475905 - APRIL 201	MISCELLANEOUS ITEMS	05/01/2019	298.33	298.33	44767	05/15/2019
Total FARM & HOME SUPPLY:				921.12	921.12		
<b>FERGUSON WATERWORKS #1476</b>							
9480	0271266	7 ft Minn Patt Curb Box	05/02/2019	340.00	340.00	44768	05/15/2019
	0271266	1-1/4 Repair Top with Plug	05/02/2019	450.00	450.00	44768	05/15/2019
Total FERGUSON WATERWORKS #1476:				790.00	790.00		
<b>GUELG WASTE REMOVAL</b>							
11690	46102	RENTAL OF 20yd DUMPSTER - ELEC DEPT	04/26/2019	465.00	465.00	44770	05/15/2019

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total GUELG WASTE REMOVAL:				465.00	465.00		
<b>GUENTHER SUPPLY INC</b>							
11700	300049	Spears PVC/EP Std Ball Valve	05/01/2019	107.75	107.75	44771	05/15/2019
	300297	PVC80 Blind Flange	05/03/2019	69.46	69.46	44771	05/15/2019
	827317	PVC Elbows, Cplgs, Clamps, Ball Vlvs	04/30/2019	347.85	347.85	44771	05/15/2019
Total GUENTHER SUPPLY INC:				525.06	525.06		
<b>HACH COMPANY</b>							
12050	11453128	TNT, total Phosphorus Test	05/03/2019	1,537.10	1,537.10	44772	05/15/2019
Total HACH COMPANY:				1,537.10	1,537.10		
<b>HYDROCORP INC.</b>							
13985	0052111	CROSS CONNECTION CONTROL PROG	04/30/2019	1,908.00	1,908.00	44773	05/15/2019
Total HYDROCORP INC.:				1,908.00	1,908.00		
<b>IRBY, STUART C</b>							
14890	S011306459.001	247L-20 LED E7 Street Light Fixtures	04/27/2019	1,391.40	1,391.40	44774	05/15/2019
Total IRBY, STUART C:				1,391.40	1,391.40		
<b>J &amp; H CONTROLS INC</b>							
16000	10000020816	BUILDING MAINTENANCE MTHLY CHR	04/18/2019	160.00	160.00	44775	05/15/2019
	10000020816	BUILDING MAINTENANCE MTHLY CHR	04/18/2019	100.00	100.00	44775	05/15/2019
	10000020816	BUILDING MAINT MTHLY CHR	04/18/2019	140.00	140.00	44775	05/15/2019
Total J & H CONTROLS INC:				400.00	400.00		
<b>LAMP RECYCLERS INC</b>							
18140	100683	Nat'l Rivet - Lamps & Expired Electronics	05/01/2019	960.71	960.71	44776	05/15/2019
	100683	Impact Fee & Pickup chrg	05/01/2019	59.46	59.46	44776	05/15/2019
	100683	Impact Fee & Pickup chrg	05/01/2019	47.26	47.26	44776	05/15/2019
	100683	Impact Fee & Pickup chrg	05/01/2019	45.74	45.74	44776	05/15/2019
	100774	INVOICED CUSTOMERS	05/08/2019	1,185.47	1,185.47	44776	05/15/2019
	100774	Lobby Collection	05/08/2019	101.57	101.57	44776	05/15/2019
	100774	Electric Dept - Street/Travel Bulbs	05/08/2019	124.53	124.53	44776	05/15/2019
	100774	Electric Dept - Street/Travel Bulbs	05/08/2019	15.39	15.39	44776	05/15/2019
	100774	Business Rewards	05/08/2019	50.85	50.85	44776	05/15/2019
	100774	Load & Impact Fees	05/08/2019	75.59	75.59	44776	05/15/2019
	100774	Load & Impact Fees	05/08/2019	60.08	60.08	44776	05/15/2019
	100774	Load & Impact Fees	05/08/2019	58.15	58.15	44776	05/15/2019
Total LAMP RECYCLERS INC:				2,784.80	2,784.80		
<b>LOCATORS &amp; SUPPLIES INC.</b>							
18825	0275334	vLoc3-Pro 5-Watt kit Includes Receiver	05/01/2019	2,173.00	2,173.00	44777	05/15/2019
	0275334	vLoc3-Pro 5-Watt kit Includes Receiver	05/01/2019	2,173.00	2,173.00	44777	05/15/2019
Total LOCATORS & SUPPLIES INC.:				4,346.00	4,346.00		
<b>MAYVILLE TIRE CO INC</b>							
20800	026146M	Tire disposal charge for unit#156	04/10/2019	80.00	80.00	44778	05/15/2019

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total MAYVILLE TIRE CO INC:				80.00	80.00		
<b>MEUW</b>							
23500	1606	Mgmt Training Prog - Session B - Brooks	05/03/2019	275.00	275.00	44779	05/15/2019
	1606	Mgmt Training Prog - Session B - C. Flegner	05/03/2019	275.00	275.00	44779	05/15/2019
Total MEUW:				550.00	550.00		
<b>MICHELS MATERIALS</b>							
24200	369781	3/4" Dense Base and Utility Stone	04/20/2019	1,084.60	1,084.60	44780	05/15/2019
	370184	3/4" DENSE BASE	04/30/2019	119.41	119.41	44780	05/15/2019
Total MICHELS MATERIALS:				1,204.01	1,204.01		
<b>MULCAHY SHAW WATER INC.</b>							
29200	321816	Vulcon Parts	04/30/2019	2,945.00	2,945.00	44781	05/15/2019
	321845	Pump Assembly, interface board, labor & mileage	05/13/2019	1,148.50	1,148.50	44781	05/15/2019
Total MULCAHY SHAW WATER INC.:				4,093.50	4,093.50		
<b>OFFICE DEPOT</b>							
38880	306800105001	USB Flash Drives	04/24/2019	9.37	9.37	44782	05/15/2019
	306800105001	USB Flash Drives	04/24/2019	7.45	7.45	44782	05/15/2019
	306800105001	USB Flash Drives	04/24/2019	7.20	7.20	44782	05/15/2019
	306800698001	OFFICE SUPPLIES	04/24/2019	4.52	4.52	44782	05/15/2019
	306800698001	OFFICE SUPPLIES	04/24/2019	3.60	3.60	44782	05/15/2019
	306800698001	OFFICE SUPPLIES	04/24/2019	3.48	3.48	44782	05/15/2019
	306800699001	OFFICE SUPPLIES	04/24/2019	13.65	13.65	44782	05/15/2019
	306800699001	OFFICE SUPPLIES	04/24/2019	10.85	10.85	44782	05/15/2019
	306800699001	OFFICE SUPPLIES	04/24/2019	10.49	10.49	44782	05/15/2019
	308993442001	OFFICE SUPPLIES	04/30/2019	33.67	33.67	44782	05/15/2019
	308993442001	OFFICE SUPPLIES	04/30/2019	26.77	26.77	44782	05/15/2019
	308993442001	OFFICE SUPPLIES	04/30/2019	25.90	25.90	44782	05/15/2019
Total OFFICE DEPOT:				156.95	156.95		
<b>O'REILLY AUTO PARTS</b>							
38970	2391-363973	Air Tank for the shop	05/14/2019	21.33	21.33	44783	05/15/2019
	2391-363973	Air Tank for the shop	05/14/2019	21.33	21.33	44783	05/15/2019
	2391-363973	Air Tank for the shop	05/14/2019	21.33	21.33	44783	05/15/2019
Total O'REILLY AUTO PARTS:				63.99	63.99		
<b>OSHKOSH OFFICE SYSTEMS</b>							
39000	AR37886	MTHLY CLICK COUNTS	05/01/2019	72.70	72.70	44784	05/15/2019
	AR37886	MTHLY CLICK COUNTS	05/01/2019	57.78	57.78	44784	05/15/2019
	AR37886	MTHLY CLICK COUNTS	05/01/2019	55.92	55.92	44784	05/15/2019
Total OSHKOSH OFFICE SYSTEMS:				186.40	186.40		
<b>PACE CORPORATION</b>							
40200	3704-19-F	ANNL FIRE SPRINKLER SYS INSPEC	04/11/2019	260.40	260.40	44785	05/15/2019
	3704-19-F	ANNL FIRE SPRINKLER SYS INSPEC	04/11/2019	162.75	162.75	44785	05/15/2019
	3704-19-F	ANNL FIRE SPRINKLER SYS INSPEC	04/11/2019	227.85	227.85	44785	05/15/2019

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total PACE CORPORATION:				651.00	651.00		
<b>PIGGLY WIGGLY</b>							
41200	1MAY2019	Coloring Contest Door Prizes	05/01/2019	109.90	109.90	44786	05/15/2019
	8MAY2019	SAFETY SCHOOL REFRESHMENTS	05/08/2019	16.00	16.00	44786	05/15/2019
Total PIGGLY WIGGLY:				125.90	125.90		
<b>POWER SYSTEM ENGINEERING INC</b>							
42800	9029992	GIS SUPPORT	05/06/2019	74.10	74.10	44787	05/15/2019
	9029992	GIS SUPPORT	05/06/2019	58.90	58.90	44787	05/15/2019
	9029992	GIS SUPPORT	05/06/2019	57.00	57.00	44787	05/15/2019
Total POWER SYSTEM ENGINEERING INC:				190.00	190.00		
<b>RESCO</b>							
46400	749821-00	Vinyl Electrical tape in varies colors	05/14/2019	517.60	517.60	44788	05/15/2019
Total RESCO:				517.60	517.60		
<b>SABEL MECHANICAL LLC</b>							
50300	19001	Flange Packs replacemt for Filter Tanks	04/29/2019	1,410.30	1,410.30	44789	05/15/2019
	19181	Remove & Install New Parts on Screen	04/29/2019	5,167.89	5,167.89	44789	05/15/2019
	19187	Remove & Install New Rubber to valves	05/02/2019	500.60	500.60	44789	05/15/2019
	3272	Shaler Lift Station Control Panel	04/22/2019	12,770.37	12,770.37	44789	05/15/2019
Total SABEL MECHANICAL LLC:				19,849.16	19,849.16		
<b>SEERA</b>							
51535	APRIL 2019 CTC	"WAUPUN" FOCUS PROGRAM FEE	05/02/2019	2,643.93	2,643.93	44790	05/15/2019
Total SEERA:				2,643.93	2,643.93		
<b>SPEE-DEE</b>							
52600	3760229	SERVICE CHRG for WATER SAMPLES	05/08/2019	54.60	54.60	44791	05/15/2019
Total SPEE-DEE:				54.60	54.60		
<b>TOTAL BUSINESS PRODUCTS INC.</b>							
57350	89026	OFFICE SUPPLIES	04/30/2019	197.77	197.77	44792	05/15/2019
	89026	OFFICE SUPPLIES	04/30/2019	157.20	157.20	44792	05/15/2019
	89026	OFFICE SUPPLIES	04/30/2019	152.14	152.14	44792	05/15/2019
	89026	Copy Paper -	04/30/2019	53.94	53.94	44792	05/15/2019
	89026	Copy Paper -	04/30/2019	55.74	55.74	44792	05/15/2019
	89026	Copy Paper -	04/30/2019	70.12	70.12	44792	05/15/2019
TOTAL BUSINESS PRODUCTS INC.:				686.91	686.91		
<b>VAN BUREN, JEROME and/or SANDRA</b>							
60800	MAYS 19 SOLAR R	SOLAR CREDIT	05/03/2019	290.78	290.78	44793	05/15/2019
Total VAN BUREN, JEROME and/or SANDRA:				290.78	290.78		
<b>WAUPUN CHAMBER OF COMMERCE</b>							
73200	2019 ANNL GOLF O	2019 Ann'l Golf Outing	05/14/2019	339.00	339.00	44794	05/15/2019
	2019 GOLF SPONS	2019 Ann'l Golf Outing Sponsorship	05/14/2019	100.00	100.00	44794	05/15/2019



Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total WAUPUN CHAMBER OF COMMERCE:				439.00	439.00		
<b>WAUPUN NAPA AUTO PARTS</b>							
73600	243830	AUTO SUPPLIES FOR INHOUSE SHOP	04/29/2019	2.74	2.74	44795	05/15/2019
	243830	AUTO SUPPLIES FOR INHOUSE SHOP	04/29/2019	2.74	2.74	44795	05/15/2019
	243830	AUTO SUPPLIES FOR INHOUSE SHOP	04/29/2019	2.75	2.75	44795	05/15/2019
	245317	Gauge for the Air Tank in the shop	05/14/2019	1.83	1.83	44795	05/15/2019
	245317	Gauge for the Air Tank in the shop	05/14/2019	1.83	1.83	44795	05/15/2019
	245317	Gauge for the Air Tank in the shop	05/14/2019	1.83	1.83	44795	05/15/2019
Total WAUPUN NAPA AUTO PARTS:				13.72	13.72		
<b>WAUPUN, CITY OF</b>							
74400	529/GREMMER INV	Gremmer Inv#2 - Madison Constr/Vehicle	05/14/2019	8,188.33	8,188.33	44796	05/15/2019
	529/GREMMER INV	Gremmer Inv#2 - Madison Constr/Vehicle	05/14/2019	8,188.33	8,188.33	44796	05/15/2019
	PROP TAX MAY 20	Property Tax Pilot - May 2019	05/01/2019	23,700.00	23,700.00	44796	05/15/2019
	PROP TAX MAY 20	Property Tax Pilot - May 2019	05/01/2019	31,100.00	31,100.00	44796	05/15/2019
	STORM WATER MA	Stormwater Receipts	05/02/2019	48,232.81	48,232.81	44796	05/15/2019
	TRSH/RECYCL MA	TRASH/RECYCLABLE CHARGES	05/02/2019	38,122.33	38,122.33	44796	05/15/2019
Total WAUPUN, CITY OF:				157,531.80	157,531.80		
<b>WISCONSIN DNR</b>							
85600	WU81543/OWNER	2019 WATER USE FEES, OWNER#3903	05/13/2019	125.00	125.00	44797	05/15/2019
Total WISCONSIN DNR:				125.00	125.00		
<b>WISCONSIN STATE LAB OF HYGIENE</b>							
88300	591326-1 / 7002096	Fluoride	04/30/2019	26.00	26.00	44798	05/15/2019
Total WISCONSIN STATE LAB OF HYGIENE:				26.00	26.00		
<b>FLYWAY MUTUAL INSURANCE</b>							
100016	2019 FOE INCENTI	Focus on Energy Incentive	05/10/2019	156.00	156.00	44769	05/15/2019
Total FLYWAY MUTUAL INSURANCE:				156.00	156.00		
Grand Totals:				213,467.32	213,467.32		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
<b>ALLIANT ENERGY</b>							
900	80105/MAY 20, 201	GAS UTILITY FOR WELLHOUSE #5	05/20/2019	19.90	19.90	44803	05/29/2019
	931084/MAY 13, 20	GAS UTIL @ WWTP GARAGE	05/13/2019	557.98	557.98	44803	05/29/2019
Total ALLIANT ENERGY:				577.88	577.88		
<b>AMARIL UNIFORM COMPANY</b>							
1010	147032	Safety Clothing - S.Brooks	05/09/2019	864.95	864.95	44804	05/29/2019
Total AMARIL UNIFORM COMPANY:				864.95	864.95		
<b>AUTO PLUS AUTO PARTS</b>							
1700	039850396	Wipall x60 Teri	05/24/2019	26.28	26.28	44805	05/29/2019
	039850397	Wypall x60 Teri	05/24/2019	87.60	87.60	44805	05/29/2019
Total AUTO PLUS AUTO PARTS:				113.88	113.88		
<b>BORDER STATES ELECTRIC SUPPLY</b>							
3300	917761267	ALCU Sec Sleeves	05/22/2019	123.00	123.00	44806	05/29/2019
Total BORDER STATES ELECTRIC SUPPLY:				123.00	123.00		
<b>CAPITAL NEWSPAPERS</b>							
5450	1637938	MTHLY COMMISSION MTG MINUTES	05/21/2019	26.65	26.65	44807	05/29/2019
	1637938	MTHLY COMMISSION MTG MINUTES	05/21/2019	21.19	21.19	44807	05/29/2019
	1637938	MTHLY COMMISSION MTG MINUTES	05/21/2019	20.50	20.50	44807	05/29/2019
Total CAPITAL NEWSPAPERS:				68.34	68.34		
<b>CAREW CONCRETE &amp; SUPPLY CO</b>							
5600	1127443	Sonotube - 20" Rainguard	05/09/2019	170.40	170.40	44808	05/29/2019
Total CAREW CONCRETE & SUPPLY CO:				170.40	170.40		
<b>CSWEA WISCONSIN SECTION</b>							
6550	2019 COLLECTN SY	Darren Sytsma's registr - Classic Collectn Sys Seminar	05/28/2019	40.00	40.00	44809	05/29/2019
Total CSWEA WISCONSIN SECTION:				40.00	40.00		
<b>EXXON MOBIL CREDIT CARD</b>							
8990	7187600000035136	MONTHLY FLEET FUEL CHARGES	05/17/2019	822.00	822.00	44810	05/29/2019
	7187600000035136	MONTHLY FLEET FUEL CHARGES	05/17/2019	421.54	421.54	44810	05/29/2019
	7187600000035136	MONTHLY FLEET FUEL CHARGES	05/17/2019	864.15	864.15	44810	05/29/2019
Total EXXON MOBIL CREDIT CARD:				2,107.69	2,107.69		
<b>FARMERS ELEVATOR CORP LTD</b>							
9300	98236	2-1/2 gals of MecAmine	05/15/2019	89.99	89.99	44811	05/29/2019
	98245	2-1/2 gals of Mad Dog	05/22/2019	47.00	47.00	44811	05/29/2019
Total FARMERS ELEVATOR CORP LTD:				136.99	136.99		
<b>FERGUSON WATERWORKS #1476</b>							
9480	0272252	8" x 6" Reducer - MJxMJ	05/14/2019	315.00	315.00	44812	05/29/2019
	0272252	8" Mega Lug - DI & PVC	05/14/2019	120.75	120.75	44812	05/29/2019
	0272252	6" Mega Lug - DI & PVC	05/14/2019	81.00	81.00	44812	05/29/2019
	0272252	8" MJ Gasket	05/14/2019	9.90	9.90	44812	05/29/2019

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	0272252	#32 Shot F/DI Pipe Cadweld	05/14/2019	30.00	30.00	44812	05/29/2019
	0272252	Freight	05/14/2019	74.25	74.25	44812	05/29/2019
	0272609	6" x 4" Reducer - MJxMJ	05/16/2019	126.00	126.00	44812	05/29/2019
	0272609	6" Mega Lug - DI & PVC	05/16/2019	81.00	81.00	44812	05/29/2019
	0272609	4" Mega Lug - DI & PVC	05/16/2019	67.50	67.50	44812	05/29/2019
	0272609	6" MJ Gasket	05/16/2019	8.25	8.25	44812	05/29/2019
	0272609	4" MJ Gasket	05/16/2019	7.50	7.50	44812	05/29/2019
	0272609	3/4x4 Core Blue MJ T-Bit & Nut	05/16/2019	75.00	75.00	44812	05/29/2019
Total FERGUSON WATERWORKS #1476:				996.15	996.15		
<b>FIRST SUPPLY LLC</b>							
9500	11680261-00	Brass & Copper Couplings & Elbows,	05/16/2019	41.31	41.31	44813	05/29/2019
	11680261-01	CXC Copper Coupling	05/17/2019	2.87	2.87	44813	05/29/2019
Total FIRST SUPPLY LLC:				44.18	44.18		
<b>GRAINGER</b>							
11400	9137002045	Dry Core Bit 2x5/8-11"	04/04/2019	89.48	89.48	44814	05/29/2019
	9137780822	Credit form Org Inv#9134200295 - Core Bit	04/05/2019	132.06	132.06	44814	05/29/2019
	9157626970	sleeve Coupling Insert	04/26/2019	16.96	16.96	44814	05/29/2019
	9169405603	Conduit, Couplings, Gang Box, Elbows	05/08/2019	84.06	84.06	44814	05/29/2019
Total GRAINGER:				58.44	58.44		
<b>INFOSEND INC</b>							
14490	153397	BILL PRINT & POSTAGE	04/30/2019	987.62	987.62	44815	05/29/2019
	153397	BILL PRINT & POSTAGE	04/30/2019	785.03	785.03	44815	05/29/2019
	153397	BILL PRINT & POSTAGE	04/30/2019	759.72	759.72	44815	05/29/2019
	153397	My Account Insert/Print fees	04/30/2019	175.40	175.40	44815	05/29/2019
	153397	My Account Insert/Print fees	04/30/2019	139.42	139.42	44815	05/29/2019
	153397	My Account Insert/Print fees	04/30/2019	134.93	134.93	44815	05/29/2019
Total INFOSEND INC:				2,982.12	2,982.12		
<b>INTEGRATED COMMUNICATIONS SERV</b>							
14650	190501451101	TELEPHONE ANSWERING SERV-AFT	05/20/2019	87.87	87.87	44816	05/29/2019
	190501451101	TELEPHONE ANSWERING SERV-AFT	05/20/2019	69.84	69.84	44816	05/29/2019
	190501451101	TELEPHONE ANSWERING SERV-AFT	05/20/2019	67.59	67.59	44816	05/29/2019
Total INTEGRATED COMMUNICATIONS SERV:				225.30	225.30		
<b>ITU ABSORB TECH INC.</b>							
14950	7248915	SHOP TOWELS FOR WWTP	05/24/2019	23.45	23.45	44817	05/29/2019
	7248918	SHOP TOWELS MTHLY RENTAL FEE	05/24/2019	12.68	12.68	44817	05/29/2019
	7248918	SHOP TOWELS MTHLY RENTAL FEE	05/24/2019	12.68	12.68	44817	05/29/2019
	7248918	SHOP TOWELS MTHLY RENTAL FEE	05/24/2019	12.69	12.69	44817	05/29/2019
Total ITU ABSORB TECH INC.:				61.50	61.50		
<b>LEON METAL WORK LLC</b>							
18500	5205	Repaired Transformer cover	05/17/2019	90.00	90.00	44818	05/29/2019
Total LEON METAL WORK LLC:				90.00	90.00		
<b>MARTELLE WATER TREATMENT INC.</b>							
20250	18356	Ferric Chloride, Degree 37%-42%	05/14/2019	2,066.00	2,066.00	44819	05/29/2019

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total MARTELLE WATER TREATMENT INC.:				2,066.00	2,066.00		
<b>MICHELS MATERIALS</b>							
24200	371225	3/4" DENSE BASE	05/18/2019	649.47	649.47	44820	05/29/2019
Total MICHELS MATERIALS:				649.47	649.47		
<b>MIDWEST OVERHEAD DOORS INC</b>							
24300	183040	SERV CALL FOR OVERHEAD DOORS	05/13/2019	640.00	640.00	44821	05/29/2019
	183040	SERV CALL FOR OVERHEAD DOORS	05/13/2019	400.00	400.00	44821	05/29/2019
	183040	SERV CALL FOR OVERHEAD DOORS	05/13/2019	560.00	560.00	44821	05/29/2019
Total MIDWEST OVERHEAD DOORS INC:				1,600.00	1,600.00		
<b>OFFICE DEPOT</b>							
38880	312829884001	OFFICE SUPPLIES	05/08/2019	42.18	42.18	44822	05/29/2019
	312829884001	OFFICE SUPPLIES	05/08/2019	33.53	33.53	44822	05/29/2019
	312829884001	OFFICE SUPPLIES	05/08/2019	32.45	32.45	44822	05/29/2019
	312833749001	OFFICE SUPPLIES	05/08/2019	10.70	10.70	44822	05/29/2019
	312833749001	OFFICE SUPPLIES	05/08/2019	8.51	8.51	44822	05/29/2019
	312833749001	OFFICE SUPPLIES	05/08/2019	8.23	8.23	44822	05/29/2019
Total OFFICE DEPOT:				135.60	135.60		
<b>O'REILLY AUTO PARTS</b>							
38970	2391-364850	Hi-Power Belt for Equip# 76	05/22/2019	14.10	14.10	44823	05/29/2019
Total O'REILLY AUTO PARTS:				14.10	14.10		
<b>PIGGLY WIGGLY</b>							
41200	21MAY2019	20# of ice	05/21/2019	27.48	27.48	44824	05/29/2019
	8MAY20198 (2)	SAFETY SCHOOL REFRESHMENTS	05/08/2019	16.00	16.00	44824	05/29/2019
Total PIGGLY WIGGLY:				43.48	43.48		
<b>PTASCHINSKI CONSTRUCTION INC</b>							
44000	PAYMENT# 2	Payment Request #2	05/15/2019	150,636.04	150,636.04	44825	05/29/2019
	PAYMENT# 2	Payment Request #2	05/15/2019	242,023.19	242,023.19	44825	05/29/2019
Total PTASCHINSKI CONSTRUCTION INC:				392,659.23	392,659.23		
<b>PUBLIC SERVICE COMMISSION OF W</b>							
44200	1904-I-06290	Depr Rates for Adv Mtring Infrastructure Mtrs	05/16/2019	227.20	227.20	44826	05/29/2019
Total PUBLIC SERVICE COMMISSION OF W:				227.20	227.20		
<b>RESCO</b>							
46400	744651-00	10/ea 50 kva Polemount Transf 120/240	05/24/2019	15,140.00	15,140.00	44827	05/29/2019
	744651-01	2/ea Padmount Transf 3PH 150kva 208/120	05/24/2019	19,808.00	19,808.00	44827	05/29/2019
Total RESCO:				34,948.00	34,948.00		
<b>SIGMA CONTROLS INC.</b>							
51895	027171	Sensor Level Rebuild	05/13/2019	437.79	437.79	44828	05/29/2019

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total SIGMA CONTROLS INC.:				437.79	437.79		
<b>SPEE-DEE</b>							
52600	3766344	SERVICE CHRГ for WATER SAMPLES	05/20/2019	48.26	48.26	44829	05/29/2019
Total SPEE-DEE:				48.26	48.26		
<b>STEINMETZ REAL ESTATE GROUP</b>							
53275	REFUND OVERPAY	REF O/P from 502 Morse St Waupun	05/29/2019	44.38	44.38	44830	05/29/2019
Total STEINMETZ REAL ESTATE GROUP:				44.38	44.38		
<b>TERMINATOR PEST CONTROL LLC</b>							
55950	178008	PEST CONTROL TO OFFC BLDG	05/17/2019	150.00	150.00	44831	05/29/2019
	178664	Pest Control to Water Plant	05/17/2019	125.00	125.00	44831	05/29/2019
	178666	Pest Control to Wastewater Plant	05/20/2019	350.00	350.00	44831	05/29/2019
Total TERMINATOR PEST CONTROL LLC:				625.00	625.00		
<b>TRUCLEANERS LLC</b>							
58700	5-2019	MONTHLY CLEANING SERVICE	05/29/2019	370.50	370.50	44832	05/29/2019
	5-2019	MONTHLY CLEANING SERVICE	05/29/2019	294.50	294.50	44832	05/29/2019
	5-2019	MONTHLY CLEANING SERVICE	05/29/2019	285.00	285.00	44832	05/29/2019
Total TRUCLEANERS LLC:				950.00	950.00		
<b>VANDERKIN PLUMBING INC.</b>							
61225	19521	Repair second RP Valve @ City Garage	05/21/2019	115.20	115.20	44833	05/29/2019
Total VANDERKIN PLUMBING INC.:				115.20	115.20		
<b>WAUPUN AREA SCHOOL DISTRICT</b>							
76150	1228	Lawn Rolling Shared Rental	05/15/2019	200.00	200.00	44834	05/29/2019
Total WAUPUN AREA SCHOOL DISTRICT:				200.00	200.00		
<b>WISCONSIN DNR</b>							
85600	420005630-2019-1	Lab Cert, NR 101Wastewater Fees, Grdwtr fees	05/23/2019	8,565.71	8,565.71	44839	05/29/2019
Total WISCONSIN DNR:				8,565.71	8,565.71		
<b>WAUPUN UTILITES (Refund acct)</b>							
100000	GEORGIANNA HER	Ref Overpaymt frm: 436 Neevel Ave	05/29/2019	84.66	84.66	44837	05/29/2019
	LILEH WENDLAND	Ref Overpaymt frm: 216 Young St	05/29/2019	2.88	2.88	44838	05/29/2019
	MICHAEL DITTMAN	Ref Overpaymt frm: 9 Lori Ct	05/29/2019	127.55	127.55	44836	05/29/2019
	PAUL BENZEL	Ref Overpaymt frm: 25 N. Watertown St	05/29/2019	132.64	132.64	44835	05/29/2019
Total WAUPUN UTILITES (Refund acct):				347.73	347.73		
Grand Totals:				452,337.97	452,337.97		





TO: Waupun Utilities Commissioners  
FROM: Randy Posthuma, General Manager  
DATE: June 6, 2019  
SUBJECT: General Manager Report

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Municipal Day at the Capitol on May 22: Jared and I attended this year's "Municipal Government and Utility Day" at the Wisconsin State Capitol on Wednesday, May 22. Similar to events held in 2017 and 2015, MEUW again partnering with the League of Wisconsin Municipalities, Wisconsin Rural Water Association (WRWA), the Transportation Development Association of Wisconsin, and Municipal Environmental Group (MEG) Water and Wastewater Divisions for a lobbying day to educate state legislators and staff and help to advocate for municipal needs.

The day started 9 a.m. at Madison's Monona Terrace Community and Convention Center, and included group breakout topical briefings followed by advocacy meetings at the Capitol.

Jared and I took the opportunity to meet with Senator Dan Feyen and Representative Michael Schraa's senior staff.

Discussion focused on:

- Concern over PSC authority over water utility decision making. Wisconsin is the only state that the PSC holds authority over water utilities. We are concerned that the PSC is interpreting this authority more broadly than it has in the past, and as a result, the PSC has been slower in issuing water utility decisions in rate cases and construction authorization. When finally issuing decisions, the PSC rulings contain more conditions, and its proposed rules have become more prescribed.
- The potential loss of local and state control for municipal utilities to negotiate pole attachment agreements and right-of-way usage for 5G technology. Municipal utilities welcome new technologies like 5G to our communities. But, we are opposed to the FCC setting pole attachment rates and regulations.
- Both Senator Feyen and Representative Schraa's senior staff were very interested in our concern about the potential loss of our State Correctional facilities in Waupun. We discussed our future wastewater facility upgrade currently being designed and pilot tested. We reiterated the potential financial burden that a closer of these facilities would present to our customers. We were assured that even though some of our current corrections facilities are old, there are no talks or desire to close the current facilities in Waupun.

Waupun Utilities Receives First Place Safety Award From American Public Power Association: American Public Power Association (APPA) was created in 1940 as a nonprofit, non-partisan organization to advance the public policy interests of its members and their consumers, and provide member services to ensure adequate, reliable electricity at a reasonable price with the proper protection of the environment.

APPA is a nationwide organization that provides many different services to its public utility members. One of the services it provides is nationally recognized safety rules for the electric industry. MEUW, along with Waupun Utilities, has adopted these rules and provides instruction of these rules and regulations to our electrical staff.

Every year APPA encourages its members to submit information to them regarding electric crew hours worked vs any recordable injuries or illnesses that may have occurred throughout the year.

There is a twofold reason for APPA wanting to gather this information;

- 1) To recognize utilities that have achieved no or low recordable accidents.
- 2) To track injury or illness trends in the electric industry so they can better train our workers to prevent future injuries.

Bill Cycle Change: Beginning in June 2019, Waupun Utilities will be changing billing dates for its customers. This billing date change is needed to allow us to better match electric sales with our electric purchases, which in turn will help minimize the changes in monthly power cost adjustment clause (PCAC) charges.

What is the PCAC?

The Power Cost Adjustment Clause (PCAC) allows electric utilities to make monthly adjustments to customer bills when costs for providing power are above or below the average cost authorized by the Public Service Commission (PSC). In essence, when power costs fluctuate, the PCAC allows bills to be adjusted accordingly.

Previous Billing Procedure

We received our electric purchase bill at the beginning of the month reflecting sales from the previous month's purchases. Customer meters were not read until on or about the middle of each month, bills were mailed out a couple of days after the meter reading and were due by the 10<sup>th</sup> of the next month. This time lag created more fluctuations in customers' bills because the PCAC was not fully being applied to the time it was incurred.

New Billing Procedure

In order to better align electric sales with our electric purchases we will be adjusting our billing period. Customer meters will be read at the end of each month, with bills mailed within 5 business days and due within 20 days, generally by the 25<sup>th</sup> of the same month. Going forward, all future bills will be based on a calendar month basis.

Benefits of the change – Customers' PCAC charge will have less volatility and monthly energy costs will be more accurately reflected on their bill.

Silgan Containers Cooperation Update: Silgan Containers announced that they will be closing their Waupun facility. Their final day of operation will be November 4, 2019. Silgan staff were told that they are starting two new production lines in other locations. More information along with anticipated revenue impact will be provided at our meeting on Monday.

This concludes my report for June 2019. Please contact me at 324-7920 or [rposthuma@wppienergy.org](mailto:rposthuma@wppienergy.org), with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Steve Schramm  
DATE: June 5, 2019  
SUBJECT: Monthly Operation Report

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### **Water Treatment Facility:**

There was call-in for a Filter 1 valve failure. This caused an uncontrolled shut down to the treatment facility. An operator trouble shot the valve, made repairs, and the system was restored to normal operation.

### **Wastewater Treatment Facility:**

There are no call-ins to report this month.

The main focus of staff has been tank maintenance. This maintenance will continue throughout the remainder of the summer and into the early fall. The length of the schedule is due to a combination of vacations, and the total number of tanks to be inspected. Currently the aerated grit tanks and two primary clarifiers have been completed.

The Rock River Intermediate School brought several fifth and sixth grade classes for tours. Students have been learning about the water cycle and water and wastewater resource management.

### **Water/Sewer Crew:**

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

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

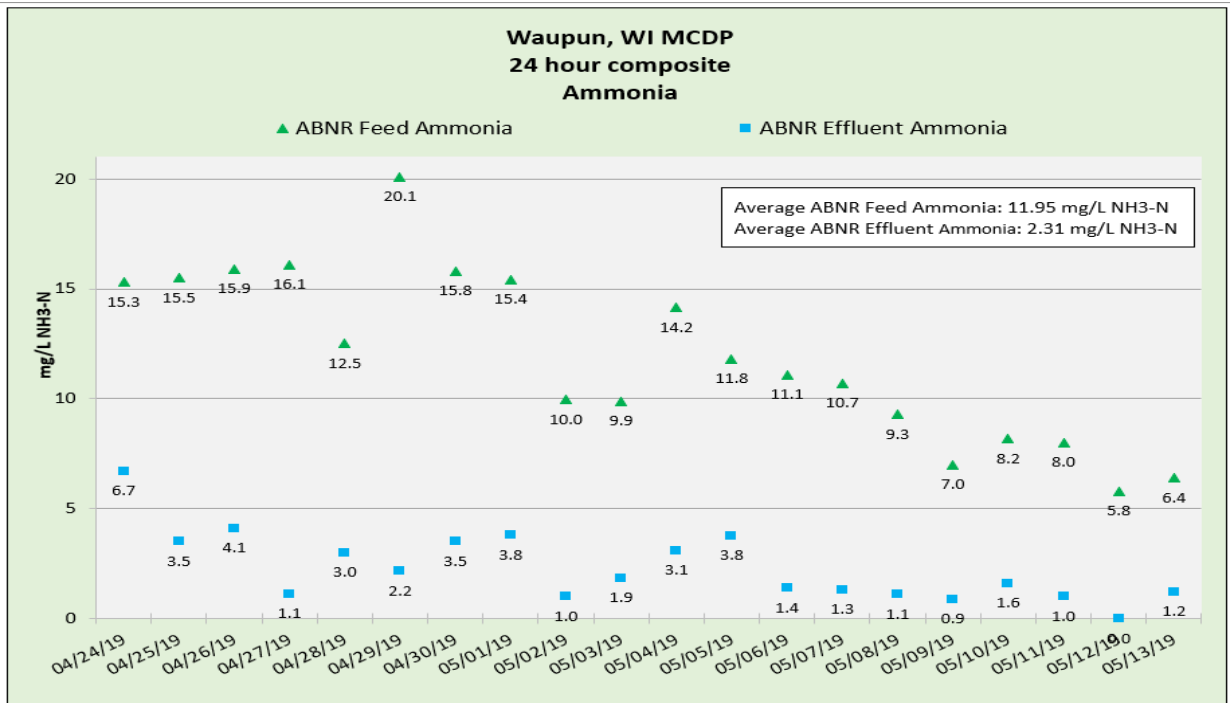
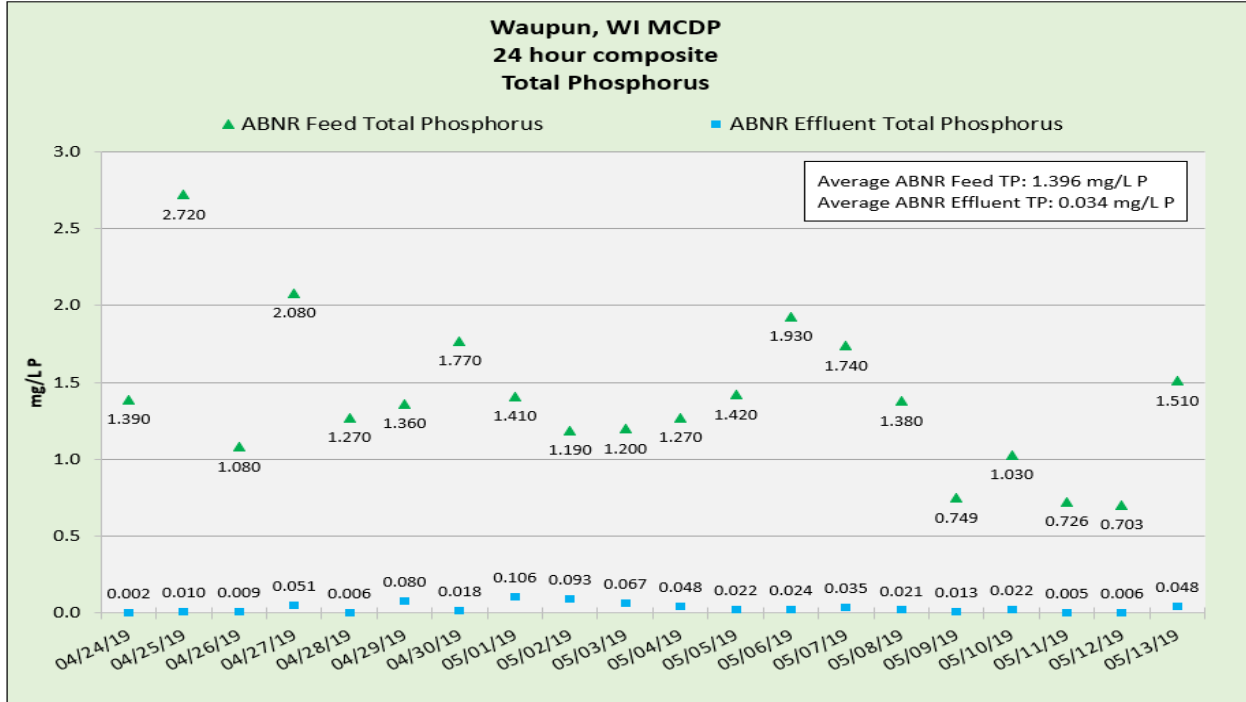
### **Madison Street Update:**

This week the contractor worked on installing sanitary main and sanitary services. All water main and water services are installed from the north project line to Main St. Next week, main focus will be storm sewer in the Main St. intersection.



**CLEARAS Update:**

Continuous treatment has continued with good success. ABNR feed concentration averages 1.4 mg/l TP and permeate concentration averages of .034 mg/l TP, which is below the future phosphorus limit of .075mg/l. The ABNR has been consistently removing 97 percent of the total phosphorus.



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



TO: Waupun Utilities Commissioners  
FROM: Steve Brooks Electric Operations Supervisor  
DATE: June 6, 2019  
SUBJECT: Electric Operations Report

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### **Electric Department Update:**

One call in to report for May. On Friday the 17<sup>th</sup>, at 5:00 p.m., a car struck a traffic light at the intersection of W. Main St. and Beaver Dam St. The electric department was called in to de-energize the pole and remove it from the intersection.

The electric crew has completed E. Franklin Street rebuild. Charter Communications is scheduled to transfer cable to the new poles the 2<sup>nd</sup> week in June. After transfers are complete the old poles will be removed

Voltage conversion work continues on the west side of town. Several pad mount transformers have been replaced on Feeder #1.

### Upcoming work

- Install new electric services to several new homes being constructed in town
- Voltage conversion work on Feeder 1 West sub (North West side of town)
- Install 3 new poles in back alley 1100 block of W. Main St. (Pole line North of Farm and Home)
- Install new Street lighting infrastructure on Madison Street
- New URD electric service for the traffic light controller on N. Madison Street
- ATC outage for transmission pole replacement

This concludes my report for June 2019. Please contact me at 324-7920 or sbrooks@wppienergy.org, with any questions or concerns.



TO: Waupun Utilities Commissioners  
FROM: Jared Oosterhouse, Finance Director  
DATE: June 6, 2019  
SUBJECT: May 2019 Financial Report

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## CONSTRUCTION AND PLANT ADDITIONS

The electric utility construction activity consisted primarily of rebuilding overhead line near Madison Street totaling \$12,600. The electric utility also purchased \$35,000 in transformers. The sewer and water utility incurred \$410,000 in project costs for Madison Street reconstruction.

For plant additions, the sewer utility replaced the Shaler Lift Station control panel at a cost of \$12,800. The water and sewer utility replaced a locating device that stopped working at a cost of \$4,300.

## MONTHLY METRICS – May 2019 YTD

### Sales

#### Electric

- kWh sales were 1.73% above budget and 1.07% above 2018 on higher residential, general service, and large industrial power sales

#### Water

- Sales units of 100 cubic feet were 0.80% below budget, and
- 1.70% below 2018 on lower sales in most classes

#### Sewer

- Sales units of 100 cubic feet were 3.24% above budget and 2.91% above 2018 on higher public authority treatment volume

## Income Statement

### Electric

- Operating revenues and purchased power expense were below budget \$325,400 and \$193,600 respectively, due to overall lower purchased power costs
- Gross margin was \$131,800 below budget. I expect this to improve during the summer months.
- Operating expenses were \$35,900 above budget on higher distribution expenses from the first 5 months of routine maintenance activity
- Operating income was \$80,900 or \$167,200 below budget on lower gross margins and higher expenses. Operating income is expected to improve during construction season as costs are capitalized.

### Water

- Operating revenues were \$9,700 above budget
- Operating expenses were \$45,500 below budget on lower water treatment, transmission and distribution expenses, and administrative and general expenses
- Operating income was \$322,400 or \$60,400 above budget
- Net income was \$255,900 or \$60,400 above budget

### Sewer

- Operating revenues were \$22,100 above budget on strong public authority treatment charges
- Operating expenses were \$53,100 below budget on lower operation and maintenance expenses
- Operating income was \$173,800 or \$75,100 above budget
- Net income was \$231,200 or \$137,700 above budget on lower expenses and higher operating revenues and investment income

## **Balance Sheets**

### Electric

- Balance sheet increased \$34,800 from April 2019
- Total unrestricted and restricted cash increased \$27,900

### Water

- Balance sheet increased \$67,300 from April 2019
- Total unrestricted cash increased \$204,400 from operating results and a reimbursement transfer from the restricted construction account for the previous month's project payments for Madison St reconstruction
- Restricted cash decreased \$329,500 from payments and transfers made for Madison Street reconstruction
- Plant increased \$204,900 on payments made for Madison Street reconstruction

### Sewer

- Balance sheet decreased \$334,900 from April 2019
- Unrestricted cash decreased \$102,700 from payments made for Madison Street reconstruction
- Restricted cash decreased \$341,403 on principal and interest payments made on the 2003 Revenue Bonds
- Interest accrued decreased \$24,900 and long-term debt decreased \$354,600 from payments made
- Net position increased \$42,900 from operating results

## **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.

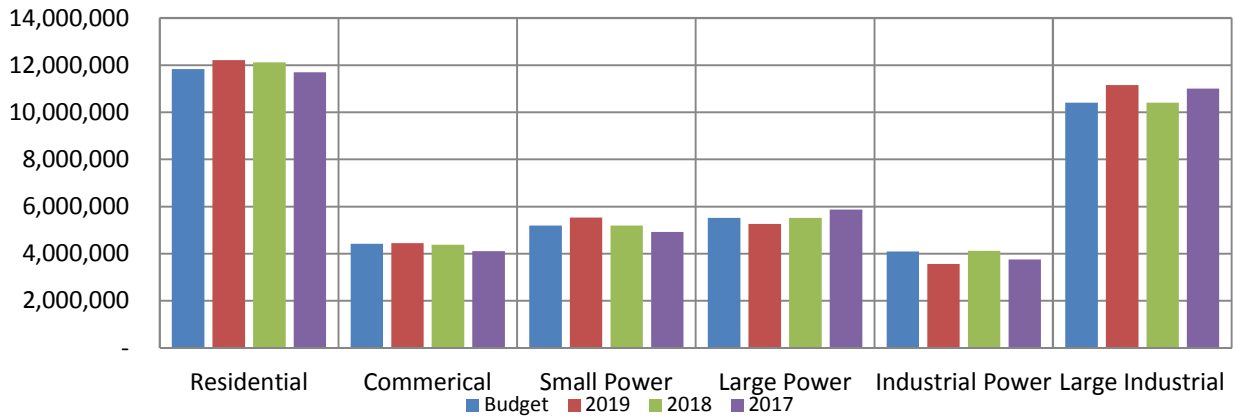
- Total cash and investments decreased \$541,300 from April 2019 from debt service and Madison Street construction payments
- Received interest and distributions of \$5,300 and recorded an unrealized positive market adjustment of \$12,500, along with \$600 in management fees, resulting in a net portfolio gain of \$17,200 for the month.
- Total interest and investment income earned on all accounts for the month was \$26,000 and \$117,300 year-to-date

This concludes my report. Please do not hesitate to contact me at 324-7923 or [joosterhouse@wppienergy.org](mailto:joosterhouse@wppienergy.org) with any questions or comments.

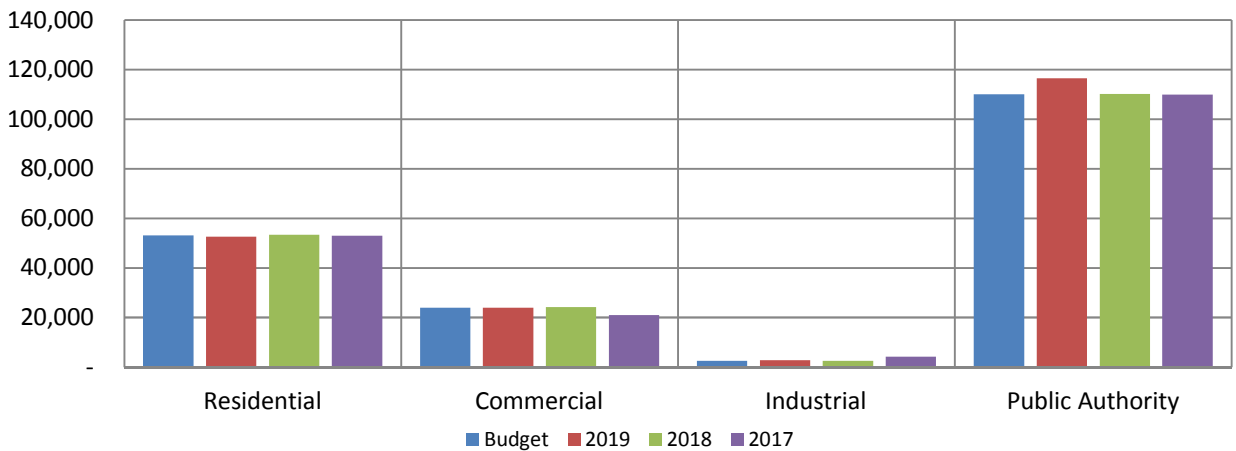
**Waupun Utilities**  
Construction and Plant Additions Summary  
May 2019

<b>CONSTRUCTION:</b>											
Description	Electric			Sewer			Water			Total	
	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
<b>Projects:</b>											
Poles, towers and fixtures	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Overhead and underground conductor and devices	2,942	5,038	10,000	-	-	-	-	-	-	5,038	10,000
Transformers	34,948	100,474	100,000	-	-	-	-	-	-	100,474	100,000
Overhead and Underground Services	2,037	9,179	15,000	-	-	-	-	-	-	9,179	15,000
Street lighting / Damaged Street Light Poles	228	19,336	50,000	-	-	-	-	-	-	19,336	50,000
Voltage conversion	244	855	60,000	-	-	-	-	-	-	855	60,000
Rebuild overhead line	12,642	20,357	175,000	-	-	-	-	-	-	20,357	175,000
Customer Contributed Extensions and Services	-	941	-	-	-	-	-	-	-	941	-
Newton/Rock Avenue Engineering	-	-	-	-	15,809	25,000	-	15,809	25,000	31,618	50,000
Meters	-	-	6,000	-	-	-	-	26,750	26,700	26,750	32,700
WWTP Phosphorus Upgrade Engineering	-	-	-	-	-	900,000	-	-	-	-	900,000
Madison St Engineering & Construction	-	-	-	158,824	199,332	1,148,100	251,167	439,275	1,442,500	638,607	2,590,600
Services / Laterals	-	-	-	-	-	-	-	-	-	-	-
Hydrants	-	-	-	-	-	-	-	167	25,000	167	25,000
<b>TOTAL CONSTRUCTION</b>	<b>\$ 53,041</b>	<b>\$ 156,180</b>	<b>\$ 426,000</b>	<b>\$ 158,824</b>	<b>\$ 215,141</b>	<b>\$ 2,073,100</b>	<b>\$ 251,167</b>	<b>\$ 482,001</b>	<b>\$ 1,519,200</b>	<b>\$ 853,321</b>	<b>\$ 4,018,300</b>
<b>PLANT ADDITIONS:</b>											
Description	Electric			Sewer			Water			Total	
	Month	YTD	Budget	Month	YTD	Budget	Month	YTD	Budget	YTD	Budget
Server Replacement	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	\$ -	\$ 3,600	\$ -	\$ 10,800
Pickup trucks and SUV	-	34,157	40,000	-	20,638	24,000	-	20,638	24,000	75,433	88,000
Portable meter test bench	-	10,165	11,000	-	-	-	-	-	-	10,165	11,000
Portable generator	-	-	-	-	21,699	23,000	-	-	-	21,699	23,000
Push camera with locator	-	-	-	-	12,370	13,500	-	-	-	12,370	13,500
Hydrant listener replacement	-	-	-	-	-	-	-	4,000	4,000	4,000	4,000
Well PLC hardware upgrade	-	-	-	-	-	-	-	-	24,400	-	24,400
Water treatment plant - equipment replacement	-	-	-	-	-	-	-	-	5,000	-	5,000
Shaler lift station - control panel	-	-	-	12,770	12,770	14,000	-	-	-	12,770	14,000
Digester building equipment replacement	-	-	-	-	6,964	6,900	-	-	-	6,964	6,900
Blower building equipment replacement	-	-	-	-	181,456	219,600	-	-	-	181,456	219,600
Filter building equipment replacement	-	-	-	-	-	80,000	-	-	-	-	80,000
Other equipment replacement	-	-	-	2,173	9,487	5,300	2,173	-	-	9,487	5,300
<b>TOTAL PLANT ADDITIONS</b>	<b>\$ -</b>	<b>\$ 44,322</b>	<b>\$ 54,600</b>	<b>\$ 14,943</b>	<b>\$ 265,384</b>	<b>\$ 389,900</b>	<b>\$ 2,173</b>	<b>\$ 24,638</b>	<b>\$ 61,000</b>	<b>\$ 334,344</b>	<b>\$ 505,500</b>

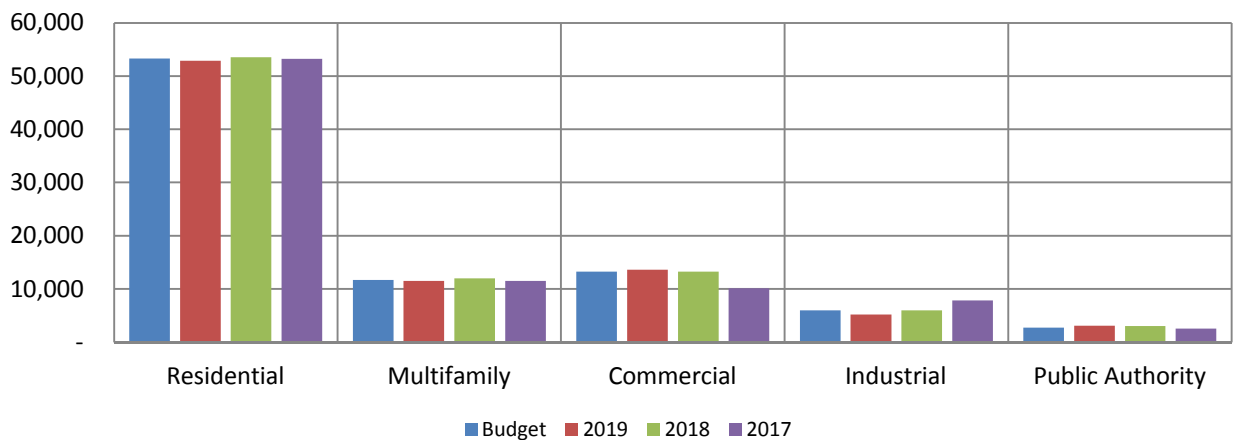
### YTD Electric Sales (kWh)



### YTD Sewer Sales (Ccf)



### YTD Water Sales (Ccf)



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

<b>ELECTRIC</b>	May 2017	May 2018	May 2019
Sales of Electricity	\$ 10,173,755	\$ 10,183,348	\$ 9,939,822
Purchased Power	8,178,273	8,177,714	7,854,836
<b>Gross Margin</b>	<b>1,995,482</b>	<b>2,005,634</b>	<b>2,084,986</b>
	<b>19.6%</b>	<b>19.7%</b>	<b>21.0%</b>
<b>Other Operating Revenues</b>	94,502	137,360	99,827
<b>Operating Expenses</b>			
Distribution expense	399,307	259,075	421,175
Customer accounts expense	113,373	109,680	118,584
Advertising expense	1,980	34	2,260
Administrative & general expense	414,468	399,492	382,043
<b>Total operating expenses</b>	<b>929,128</b>	<b>768,282</b>	<b>924,062</b>
<b>Other Operating Expenses</b>			
Depreciation expense	551,769	568,615	581,852
Taxes	319,755	345,372	343,287
<b>Total other operating expenses</b>	<b>871,524</b>	<b>913,987</b>	<b>925,139</b>
<b>Operating Income</b>	<b>289,331</b>	<b>460,725</b>	<b>335,613</b>
<b>Other Income (Expense)</b>			
Interest expense	(42,045)	(37,735)	(33,810)
Capital contributions	63,043	160,755	106,216
Other	(20,461)	32,046	(72,151)
<b>Total other income (expense)</b>	<b>537</b>	<b>155,065</b>	<b>255</b>
<b>Net Income</b>	<b>\$ 289,868</b>	<b>\$ 615,791</b>	<b>\$ 335,867</b>

<b>Regulatory Operating Income</b>	361,093	547,991	397,614
<b>Rate of Return</b>	4.30	6.52	4.64
<b>Authorized Rate of Return</b>	6.00	5.00	5.00
<b>Current Ratio</b>	2.4	2.9	3.7
<b>Months of Unrestricted Cash on Hand</b>	2.0	2.3	2.5
<b>Debt vs Equity</b>	0.82	0.84	0.86
<b>Asset Utilization</b>	0.48	0.48	0.50
<b>Combined E&amp;W Debt Coverage</b>	2.74	2.95	2.68
<b>Minimum Required Coverage</b>	1.25	1.25	1.25

**Note 1** - Electric rates were 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.

**Debt vs. Equity** - 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 May, 31 2019**

	Last 12 Months	YTD 2019	YTD Budget	Difference
<b>ELECTRIC</b>				
Operating Revenues	\$ 9,939,822	\$ 3,689,462	\$ 4,014,902	\$ (325,440)
Purchased Power	7,854,836	2,832,687	3,026,335	(193,648)
<b>Gross Margin</b>	<b>2,084,986</b>	<b>856,775</b>	<b>988,567</b>	<b>(131,792)</b>
	21.0%	23.2%	24.6%	
<b>Other Operating Revenues</b>	99,827	40,629	39,988	641
<b>Operating Expenses</b>				
Distribution expense	421,175	193,415	153,169	40,246
Customer accounts expense	118,584	50,178	51,020	(843)
Advertising expense	2,260	3,110	833	2,277
Administrative & general expense	382,043	179,654	185,436	(5,782)
<b>Total operating expenses</b>	<b>924,062</b>	<b>426,357</b>	<b>390,459</b>	<b>35,898</b>
<b>Other Operating Expenses</b>				
Depreciation expense	581,852	245,591	245,591	-
Taxes	343,287	144,572	144,375	197
<b>Total other operating expenses</b>	<b>925,139</b>	<b>390,163</b>	<b>389,966</b>	<b>197</b>
<b>Operating Income</b>	<b>335,613</b>	<b>80,885</b>	<b>248,131</b>	<b>(167,246)</b>
<b>Other Income (Expense)</b>				
Interest expense	(33,810)	(13,121)	(13,121)	(0)
Capital contributions	106,216	-	-	-
Other	(72,151)	18,410	3,260	15,150
	255	5,288	(9,861)	15,149
<b>Net Income</b>	<b>\$ 335,867</b>	<b>\$ 86,173</b>	<b>\$ 238,270</b>	<b>\$ (152,096)</b>

	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sept 2018	Aug 2018	July 2018	June 2018	May 2018
Operating Revenues	\$ 712,923	\$ 726,750	\$ 735,403	\$ 753,842	\$ 760,543	\$ 756,494	\$ 756,512	\$ 804,298	\$ 925,687	\$ 1,067,486	\$ 1,056,345	\$ 883,539	\$ 762,991
Purchased Power	556,360	560,654	571,584	575,344	568,745	582,164	593,232	604,710	731,023	882,407	893,266	735,346	619,185
<b>Gross Margin</b>	<b>156,562</b>	<b>166,096</b>	<b>163,820</b>	<b>178,499</b>	<b>191,798</b>	<b>174,330</b>	<b>163,280</b>	<b>199,587</b>	<b>194,664</b>	<b>185,078</b>	<b>163,078</b>	<b>148,193</b>	<b>143,807</b>
	22.0%	22.9%	22.3%	23.7%	25.2%	23.0%	21.6%	24.8%	21.0%	17.3%	15.4%	16.8%	18.8%
<b>Other Operating Revenues</b>	8,356	7,600	9,213	7,817	7,643	10,285	9,353	8,387	7,734	8,053	7,648	7,738	7,762
<b>Operating Expenses</b>													
Distribution expense	29,768	42,964	38,981	38,822	42,881	28,946	23,835	24,074	78,051	27,889	24,201	20,766	23,795
Customer accounts expense	10,142	9,568	10,067	9,234	11,167	6,532	8,963	9,492	8,898	13,232	12,915	8,375	9,594
Advertising expense	549	1,661	250	200	450	(304)	434	120	(3,350)	500	-	1,750	250
Administrative & general expense	28,260	34,802	39,953	32,734	43,907	42,930	27,937	28,872	22,801	28,403	23,492	27,954	25,940
<b>Total operating expenses</b>	<b>68,719</b>	<b>88,994</b>	<b>89,250</b>	<b>80,989</b>	<b>98,405</b>	<b>78,103</b>	<b>61,169</b>	<b>62,558</b>	<b>106,399</b>	<b>70,023</b>	<b>60,608</b>	<b>58,845</b>	<b>59,579</b>
<b>Other Operating Expenses</b>													
Depreciation expense	49,118	49,118	49,118	49,118	49,118	49,604	47,776	47,776	47,776	47,776	47,776	47,776	47,776
Taxes	26,862	33,403	27,206	27,569	29,531	27,304	26,672	38,604	26,088	27,222	26,479	26,346	26,264
<b>Total other operating expenses</b>	<b>75,980</b>	<b>82,521</b>	<b>76,324</b>	<b>76,687</b>	<b>78,649</b>	<b>76,907</b>	<b>74,448</b>	<b>86,381</b>	<b>73,864</b>	<b>74,998</b>	<b>74,255</b>	<b>74,122</b>	<b>74,041</b>
<b>Operating Income</b>	<b>20,219</b>	<b>2,180</b>	<b>7,458</b>	<b>28,640</b>	<b>22,388</b>	<b>29,604</b>	<b>37,016</b>	<b>59,036</b>	<b>22,134</b>	<b>48,110</b>	<b>35,864</b>	<b>22,964</b>	<b>17,949</b>
<b>Other Income (Expense)</b>													
Interest expense	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,956)	(2,956)	(2,956)	(2,956)	(2,956)	(2,956)	(2,956)	(2,956)
Capital contributions	-	-	-	-	-	44,072	49,776	(3,827)	-	4,743	5,762	5,690	-
Other	4,406	1,770	5,942	3,354	2,937	4,239	(98,899)	904	464	4,502	(396)	(1,375)	1,582
	1,782	(854)	3,318		313	45,355	(52,078)	(5,878)	(2,492)	6,290	2,410	1,359	(1,373)
<b>Net Income</b>	<b>\$ 22,001</b>	<b>\$ 1,327</b>	<b>\$ 10,776</b>	<b>\$ 24</b>	<b>\$ 22,701</b>	<b>\$ 74,959</b>	<b>\$ (15,062)</b>	<b>\$ 53,158</b>	<b>\$ 19,642</b>	<b>\$ 54,400</b>	<b>\$ 38,274</b>	<b>\$ 24,323</b>	<b>\$ 16,576</b>



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

<b>WATER</b>	May 2017	May 2018	May 2019
Operating Revenues	\$ 2,564,079	\$ 2,563,139	\$ 2,581,239
<b>Operating Expenses</b>			
Source of supply expenses	56,875	52,708	457
Pumping expenses	84,988	89,809	94,145
Water treatment expenses	288,507	180,220	188,984
Transmission & distribution expenses	211,097	315,696	308,700
Customer accounts expenses	97,399	106,055	112,404
Administrative & general expense	290,061	267,270	229,946
<b>Total operating expenses</b>	<b>1,028,927</b>	<b>1,011,758</b>	<b>934,637</b>
<b>Other Operating Expenses</b>			
Depreciation expense	545,332	554,990	539,014
Taxes	362,095	369,628	384,442
<b>Total other operating expenses</b>	<b>907,426</b>	<b>924,618</b>	<b>923,456</b>
<b>Operating Income</b>	<b>627,725</b>	<b>626,762</b>	<b>723,146</b>
<b>Other Income (Expense)</b>			
Interest expense	(160,442)	(142,324)	(127,513)
Capital contributions from customers and municipal	64,209	383,082	67,178
Other	(48,255)	(56,165)	(38,150)
<b>Total other income (expense)</b>	<b>(144,487)</b>	<b>184,593</b>	<b>(98,485)</b>
<b>Net Income</b>	<b>\$ 483,238</b>	<b>\$ 811,355</b>	<b>\$ 624,661</b>

<b>Regulatory Operating Income</b>	685,511	684,652	769,007
<b>Rate of Return</b>	5.25	5.09	5.53
<b>Authorized Rate of Return</b>	6.50	6.50	6.50
<b>Current Ratio</b>	14.21	25.69	32.08
<b>Months of Unrestricted Cash on Hand</b>	5.24	8.35	10.36
<b>Debt vs Equity</b>	0.61	0.65	0.65
<b>Asset Utilization</b>	0.33	0.33	0.34

**Note 1** - Water rates were 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.

**Debt vs. Equity** - 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 May, 31 2019**

	Last 12 Months	YTD 2019	YTD Budget	Difference
<b>WATER</b>				
Operating Revenues	\$ 2,581,239	\$ 1,058,336	\$ 1,048,588	\$ 9,748
<b>Operating Expenses</b>				
Source of supply expenses	457	127	1,250	(1,123)
Pumping expenses	94,145	38,389	38,873	(484)
Water treatment expenses	188,984	75,233	88,626	(13,393)
Transmission & distribution expenses	308,700	90,358	110,554	(20,197)
Customer accounts expenses	112,404	48,688	49,390	(702)
Administrative & general expense	229,946	97,363	107,010	(9,647)
<b>Total operating expenses</b>	<b>934,637</b>	<b>350,157</b>	<b>395,703</b>	<b>(45,546)</b>
<b>Other Operating Expenses</b>				
Depreciation expense	539,014	226,323	226,323	-
Taxes	384,442	159,479	164,625	(5,146)
<b>Total other operating expenses</b>	<b>923,456</b>	<b>385,802</b>	<b>390,948</b>	<b>(5,146)</b>
<b>Operating Income</b>	<b>723,146</b>	<b>322,377</b>	<b>261,937</b>	<b>60,440</b>
<b>Other Income (Expense)</b>				
Interest expense	(127,513)	(49,485)	(49,485)	0
Capital contributions	67,178	-	-	-
Other	(38,150)	(16,976)	(16,941)	(35)
	(98,485)	(66,461)	(66,427)	(35)
<b>Net Income</b>	<b>\$ 624,661</b>	<b>\$ 255,916</b>	<b>\$ 195,510</b>	<b>\$ 60,405</b>

	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sept 2018	Aug 2018	July 2018	June 2018	May 2018
<b>WATER</b>													
Operating Revenues	\$ 216,260	\$ 212,132	\$ 207,623	\$ 211,393	\$ 210,927	\$ 207,734	\$ 209,828	\$ 219,788	\$ 216,233	\$ 223,017	\$ 222,299	\$ 224,005	\$ 214,161
<b>Operating Expenses</b>													
Source of supply expenses	-	127	-	-	-	98	102	31	91	-	-	9	-
Pumping expenses	7,052	8,022	7,865	7,675	7,775	8,818	7,146	7,305	7,172	8,693	8,602	8,020	7,817
Water treatment expenses	10,553	15,749	11,824	16,442	20,665	12,950	11,857	14,912	20,731	21,031	14,563	17,706	16,033
Transmission & distribution expenses	28,626	25,611	12,992	14,020	9,108	62,216	27,955	17,349	17,983	46,402	11,943	34,494	20,895
Customer accounts expenses	9,593	9,313	9,843	8,729	11,209	5,722	8,488	8,944	8,356	12,517	11,532	8,157	9,053
Administrative & general expense	16,010	18,404	22,180	18,226	22,543	27,073	19,677	16,075	15,345	21,746	15,134	17,533	18,108
<b>Total operating expenses</b>	<b>71,835</b>	<b>77,226</b>	<b>64,704</b>	<b>65,092</b>	<b>71,300</b>	<b>116,876</b>	<b>75,225</b>	<b>64,617</b>	<b>69,679</b>	<b>110,390</b>	<b>61,774</b>	<b>85,920</b>	<b>71,905</b>
<b>Other Operating Expenses</b>													
Depreciation expense	45,265	45,265	45,265	45,265	45,265	39,736	45,493	45,493	45,493	45,493	45,493	45,493	45,493
Taxes	31,893	32,214	31,665	31,590	32,117	30,698	31,960	34,191	31,664	32,809	31,713	31,927	31,879
<b>Total operating expenses</b>	<b>77,158</b>	<b>77,479</b>	<b>76,929</b>	<b>76,855</b>	<b>77,381</b>	<b>70,434</b>	<b>77,453</b>	<b>79,683</b>	<b>77,156</b>	<b>78,302</b>	<b>77,206</b>	<b>77,420</b>	<b>77,372</b>
<b>Operating Income</b>	<b>67,267</b>	<b>57,427</b>	<b>65,990</b>	<b>69,446</b>	<b>62,246</b>	<b>20,424</b>	<b>57,151</b>	<b>75,487</b>	<b>69,398</b>	<b>34,325</b>	<b>83,319</b>	<b>60,665</b>	<b>64,884</b>
<b>Other Income (Expense)</b>													
Interest expense	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(11,147)	(11,147)	(11,147)	(11,147)	(11,147)	(11,147)	(11,147)	(11,147)
Capital contributions	-	-	-	-	-	67,178	-	-	-	-	-	-	-
Other	(775)	(401)	(10,905)	(2,455)	(2,440)	(2,544)	(2,884)	(3,042)	(3,288)	(2,730)	(3,273)	(3,413)	(3,109)
	(10,672)	(10,298)	(20,802)	(12,352)	(12,337)	53,487	(14,031)	(14,189)	(14,435)	(13,877)	(14,420)	(14,560)	(14,256)
<b>Net Income</b>	<b>\$ 56,595</b>	<b>\$ 47,129</b>	<b>\$ 45,188</b>	<b>26</b>	<b>\$ 49,909</b>	<b>\$ 73,912</b>	<b>\$ 43,120</b>	<b>\$ 61,298</b>	<b>\$ 54,964</b>	<b>\$ 20,448</b>	<b>\$ 68,899</b>	<b>\$ 46,105</b>	<b>\$ 50,629</b>

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

<b>SEWER</b>	May 2017	May 2018	May 2019
Operating Revenues	\$ 2,165,729	\$ 2,319,747	\$ 2,395,924
<b>Operating Expenses</b>			
WWTP operation expenses	346,514	365,197	360,942
Laboratory expenses	52,240	56,640	70,049
Maintenance expenses	425,705	439,858	398,692
Customer accounts expenses	147,646	142,486	152,417
Administrative & general expenses	389,437	410,857	390,552
<b>Total operating expenses</b>	<b>1,361,542</b>	<b>1,415,038</b>	<b>1,372,652</b>
<b>Other Operating Expenses</b>			
Depreciation expense	712,988	679,192	670,313
<b>Total other operating expenses</b>	<b>712,988</b>	<b>679,192</b>	<b>670,313</b>
<b>Operating Income</b>	<b>91,199</b>	<b>225,516</b>	<b>352,959</b>
<b>Other Income (Expense)</b>			
Interest expense	(94,709)	(78,789)	(62,304)
Capital contributions	35,608	349,606	63,390
Other	29,996	30,141	142,480
<b>Total other income (expense)</b>	<b>(29,105)</b>	<b>300,959</b>	<b>143,566</b>
<b>Net Income</b>	<b>\$ 62,094</b>	<b>\$ 526,476</b>	<b>\$ 496,526</b>

<b>Operating Income (excluding GASB 68 &amp; 75)</b>	120,466	256,636	372,705
<b>Rate of Return</b>	0.83	1.94	2.75
<b>Current Ratio</b>	104.64	184.40	191.01
<b>Months of Unrestricted Cash on Hand</b>	21.53	22.38	23.19
<b>Debt vs Equity</b>	0.82	0.85	0.89
<b>Asset Utilization</b>	0.48	0.47	0.49

**Note 1** - Sewer rates were increased January 2019.

**Definitions**

**Rate of Return** - Return on investment in capital infrastructure.

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

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

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

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

**WAUPUN UTILITIES**  
**Detailed Income Statement and YTD Budget Comparison**  
**Sewer Utility**  
**For the Period Ended May, 31 2019**

	Last 12 Months	YTD 2019	YTD Budget	Difference
<b>SEWER</b>				
Operating Revenues	\$ 2,395,924	\$ 963,762	\$ 941,713	\$ 22,050
<b>Operating Expenses</b>				
WWTP operation expenses	360,942	141,395	152,618	(11,223)
Laboratory expenses	70,049	32,252	25,809	6,443
Maintenance expenses	398,692	111,720	157,204	(45,484)
Customer accounts expenses	152,417	64,052	66,405	(2,353)
Administrative & general expenses	390,552	158,538	158,984	(446)
<b>Total operating expenses</b>	<b>1,372,652</b>	<b>507,957</b>	<b>561,020</b>	<b>(53,063)</b>
<b>Other Operating Expenses</b>				
Depreciation expense	670,313	282,031	282,031	-
<b>Total other operating expenses</b>	<b>670,313</b>	<b>282,031</b>	<b>282,031</b>	<b>-</b>
<b>Operating Income</b>	<b>352,959</b>	<b>173,774</b>	<b>98,662</b>	<b>75,113</b>
<b>Other Income (Expense)</b>				
Interest Expense	(62,304)	(21,871)	(21,870)	(0)
Capital contributions	63,390	-	-	-
Other	142,480	79,262	16,667	62,595
	143,566	57,391	(5,204)	62,595
<b>Net Income</b>	<b>\$ 496,526</b>	<b>\$ 231,166</b>	<b>\$ 93,458</b>	<b>\$ 137,708</b>

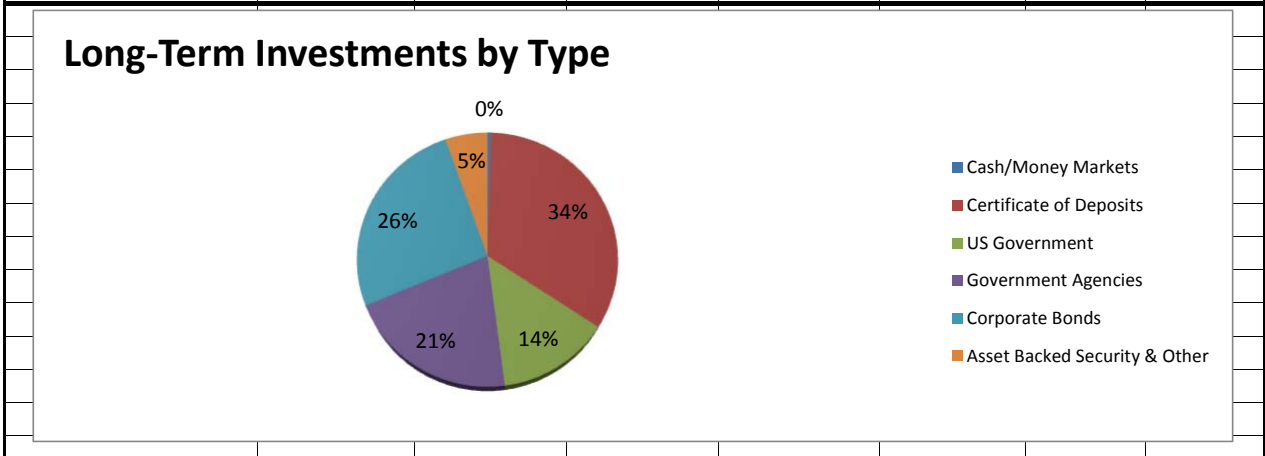
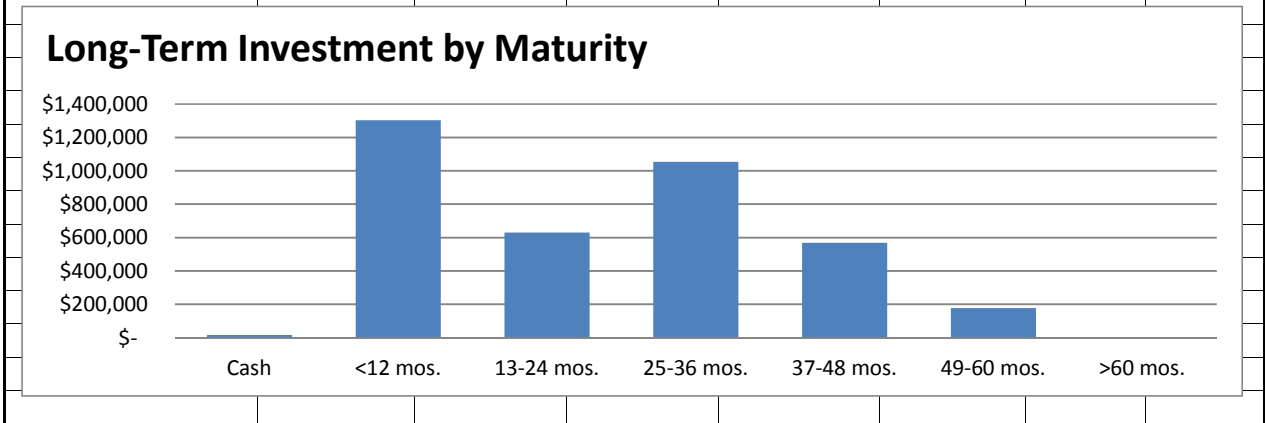
	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018	Nov 2018	Oct 2018	Sept 2018	Aug 2018	July 2018	June 2018	May 2018
<b>SEWER</b>													
Operating Revenues	\$ 190,316	\$ 194,363	\$ 198,544	\$ 187,540	\$ 193,000	\$ 189,816	\$ 189,849	\$ 209,172	\$ 204,337	\$ 216,110	\$ 215,884	\$ 206,994	\$ 208,826
<b>Operating Expenses</b>													
WWTP operation expenses	24,886	24,079	36,034	28,205	28,191	23,092	35,443	22,703	25,942	40,802	36,127	35,439	35,657
Laboratory expenses	7,206	7,724	6,218	3,583	7,521	4,541	7,998	4,678	5,577	5,584	4,117	5,303	4,075
Maintenance expenses	28,165	19,867	23,558	20,149	19,981	113,299	17,196	24,597	27,961	31,307	26,546	46,066	21,866
Customer accounts expenses	12,809	12,382	12,915	12,087	13,859	9,679	12,293	12,323	11,709	16,170	14,734	11,456	12,253
Administrative & general expense	30,354	24,840	33,074	30,130	40,140	43,750	26,952	27,931	30,129	32,344	40,448	30,461	43,537
<b>Total operating expenses</b>	<b>103,420</b>	<b>88,892</b>	<b>111,799</b>	<b>94,154</b>	<b>109,692</b>	<b>194,360</b>	<b>99,882</b>	<b>92,232</b>	<b>101,318</b>	<b>126,207</b>	<b>121,972</b>	<b>128,724</b>	<b>117,388</b>
<b>Other Operating Expenses</b>													
Depreciation expense	56,406	56,406	56,406	56,406	56,406	54,248	55,672	55,672	55,672	55,672	55,672	55,672	55,672
<b>Total other operating expenses</b>	<b>56,406</b>	<b>56,406</b>	<b>56,406</b>	<b>56,406</b>	<b>56,406</b>	<b>54,248</b>	<b>55,672</b>	<b>55,672</b>	<b>55,672</b>	<b>55,672</b>	<b>55,672</b>	<b>55,672</b>	<b>55,672</b>
<b>Operating Income</b>	<b>30,489</b>	<b>49,065</b>	<b>30,339</b>	<b>36,980</b>	<b>26,902</b>	<b>(58,792)</b>	<b>34,294</b>	<b>61,268</b>	<b>47,346</b>	<b>34,231</b>	<b>38,240</b>	<b>22,597</b>	<b>35,766</b>
<b>Other Income (Expense)</b>													
Interest expense	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(5,776)	(5,776)	(5,776)	(5,776)	(5,776)	(5,776)	(5,776)	(5,776)
Capital contributions	-	-	-	-	-	63,390	-	-	-	-	-	-	-
Other	16,775	9,704	24,439	15,252	13,093	21,702	11,479	5,989	4,897	19,308	1,402	(1,559)	13,795
	12,401	5,330	20,065	10,877	8,719	79,316	5,703	213	(879)	13,532	(4,374)	(7,335)	8,019
<b>Net Income</b>	<b>\$ 42,890</b>	<b>\$ 54,394</b>	<b>\$ 50,429</b>	<b>\$ 47,857</b>	<b>\$ 35,621</b>	<b>\$ 20,524</b>	<b>\$ 39,997</b>	<b>\$ 61,480</b>	<b>\$ 46,467</b>	<b>\$ 47,763</b>	<b>\$ 33,866</b>	<b>\$ 15,263</b>	<b>\$ 43,784</b>

**WAUPUN UTILITES**  
**Balance Sheets**  
**Electric, Water, and Sewer**

<b>ELECTRIC</b>	<b>May 2017</b>	<b>May 2018</b>	<b>May 2019</b>	<b>April 2019</b>	<b>Change</b>
Cash and investments - unrestricted	\$ 1,575,637	\$ 1,811,593	\$ 1,862,838	\$ 1,851,503	\$ 11,336
Cash and investments - restricted	137,505	138,110	139,263	122,712	16,551
Receivables	782,891	770,564	731,497	723,046	8,450
Materials and Supplies	207,370	203,059	223,037	223,037	-
Other assets	484,634	393,717	597,362	606,033	(8,671)
Plant - net of accumulated depreciation	8,981,414	9,203,027	9,185,734	9,178,631	7,103
<b>Total Assets</b>	<b>12,169,452</b>	<b>12,520,071</b>	<b>12,739,731</b>	<b>12,704,962</b>	<b>34,769</b>
Accounts payable	701,369	694,392	575,258	568,013	7,245
Payable to sewer utility	264,547	176,365	114,365	114,365	-
Interest accrued	9,309	8,324	7,318	4,694	2,624
Accrued benefits	279,767	304,183	88,249	88,249	-
Deferred Credits	203,982	171,187	712,554	709,655	2,899
Long-term debt	1,593,410	1,432,760	1,268,540	1,268,540	-
Net Position	9,117,069	9,732,859	9,973,448	9,951,447	22,001
<b>Total Liabilities &amp; Net Position</b>	<b>\$ 12,169,452</b>	<b>\$ 12,520,071</b>	<b>\$ 12,739,731</b>	<b>\$ 12,704,962</b>	<b>\$ 34,769</b>
<b>WATER</b>	<b>May 2017</b>	<b>May 2018</b>	<b>May 2019</b>	<b>April 2019</b>	<b>Change</b>
Cash and investments - unrestricted / designated	\$ 607,321	\$ 961,538	\$ 1,139,343	\$ 934,981	\$ 204,363
Cash and investments - restricted	338,833	301,403	630,796	960,280	(329,484)
Receivables	175,399	180,513	188,430	182,046	6,384
Materials and Supplies	58,341	70,762	58,251	63,300	(5,049)
Other assets	574,488	474,106	502,159	515,897	(13,738)
Plant - net of accumulated depreciation	15,468,885	15,437,770	15,719,927	15,515,072	204,855
<b>Total Assets</b>	<b>17,223,268</b>	<b>17,426,093</b>	<b>18,238,906</b>	<b>18,171,575</b>	<b>67,331</b>
Accounts payable	19,987	13,052	13,792	12,953	839
Interest accrued	35,102	31,396	27,600	17,703	9,897
Accrued benefits	142,975	151,447	46,840	46,840	-
Deferred Credits	105,797	87,854	353,723	353,723	-
Long-term debt	6,009,464	5,403,652	5,484,188	5,484,188	-
Net Position	10,909,942	11,738,691	12,312,763	12,256,168	56,595
<b>Total Liabilities &amp; Net Position</b>	<b>\$ 17,223,268</b>	<b>\$ 17,426,093</b>	<b>\$ 18,238,906</b>	<b>\$ 18,171,575</b>	<b>\$ 67,331</b>
<b>SEWER</b>	<b>May 2017</b>	<b>May 2018</b>	<b>May 2019</b>	<b>April 2019</b>	<b>Change</b>
Cash and investments - unrestricted	\$ 2,442,442	\$ 2,638,884	\$ 2,653,085	\$ 2,755,790	\$ (102,705)
Cash and investments - restricted	2,038,664	2,035,924	1,935,399	2,276,803	(341,403)
Receivables	179,355	202,348	185,224	189,024	(3,800)
Receivable from electric utility	262,203	176,365	114,365	114,365	-
Materials and Supplies	11,241	9,489	9,053	9,112	(59)
Advances to other funds	428,440	428,440	428,440	428,440	-
Other assets	285,337	225,267	338,214	344,384	(6,170)
Plant - net of accumulated depreciation	13,646,768	13,614,317	13,829,985	13,710,709	119,276
<b>Total Assets</b>	<b>19,294,451</b>	<b>19,331,034</b>	<b>19,493,766</b>	<b>19,828,626</b>	<b>(334,860)</b>
Accounts payable	19,524	12,053	13,762	11,953	1,810
Interest accrued	5,530	3,356	1,097	26,015	(24,918)
Accrued benefits	136,624	148,478	61,691	61,691	-
Deferred Credits	139,395	116,026	459,328	459,328	-
Long-term debt	2,490,705	2,019,629	1,532,153	1,886,794	(354,641)
Net Position	16,502,674	17,031,493	17,425,735	17,382,845	42,890
<b>Total Liabilities &amp; Net Position</b>	<b>\$ 19,294,451</b>	<b>\$ 19,331,034</b>	<b>\$ 19,493,766</b>	<b>\$ 19,828,626</b>	<b>\$ (334,860)</b>

<b>Monthly Dashboard - Cash &amp; Investments</b>	<b>May 2019</b>
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Account	Restrictions	May 2019	April 2019	\$ Inc/(Dec)	% Inc/(Dec)
Checking - E	Unrestricted	\$ 285,551	\$ 279,901	\$ 5,650	2.02%
Checking - W	Unrestricted	118,916	159,663	(40,747)	-25.52%
Checking - S	Unrestricted	246,681	322,917	(76,236)	-23.61%
Reserves - E	Unrestricted	1,577,287	1,571,602	5,686	0.36%
Reserves - W	Unrestricted	611,932	367,691	244,241	66.43%
Reserves - S	Unrestricted	2,406,404	2,432,873	(26,469)	-1.09%
P&I Redemption - E	Restricted	49,655	33,104	16,551	50.00%
P&I Redemption - W	Restricted	214,590	143,046	71,544	50.01%
P&I Redemption - S	Restricted	34,514	384,694	(350,180)	-91.03%
Construction - W	Restricted	301,046	702,074	(401,028)	-57.12%
Depreciation - E	Restricted	89,608	89,608	-	0.00%
Depreciation - W	Restricted	115,160	115,160	-	0.00%
ERF - Water Plant	Designated	408,495	407,626	869	0.21%
ERF - WWTP	Restricted	1,900,885	1,892,109	8,776	0.46%
		<u>\$ 8,360,725</u>	<u>\$ 8,902,067</u>	<u>\$ (541,342)</u>	-6.08%
	Unrestricted and Designated	<u>\$ 5,655,267</u>	<u>\$ 5,542,273</u>	<u>\$ 112,994</u>	2.04%
	Restricted	<u>\$ 2,705,458</u>	<u>\$ 3,359,794</u>	<u>\$ (654,336)</u>	-19.48%



# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
6/5/2019 2018

<p>3. Flow Meter</p> <p>3.1 Was the influent flow meter calibrated in the last year?</p> <p><input checked="" type="radio"/> Yes      Enter last calibration date (MM/DD/YYYY) 2018-05-15</p> <p><input type="radio"/> No</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>										
<p>4. Sewer Use Ordinance</p> <p>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?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If No, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>4.2 Was it necessary to enforce the ordinance?</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>5. Septage Receiving</p> <p>5.1 Did you have requests to receive septage at your facility?</p> <table border="0"><tr><td>Septic Tanks</td><td>Holding Tanks</td><td>Grease Traps</td></tr><tr><td><input type="radio"/> Yes</td><td><input type="radio"/> Yes</td><td><input type="radio"/> Yes</td></tr><tr><td><input checked="" type="radio"/> No</td><td><input checked="" type="radio"/> No</td><td><input checked="" type="radio"/> No</td></tr></table>	Septic Tanks	Holding Tanks	Grease Traps	<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<p>5.2 Did you receive septage at your facility? If yes, indicate volume in gallons.</p> <p>Septic Tanks</p> <p><input type="radio"/> Yes      <input type="text"/> gallons</p> <p><input checked="" type="radio"/> No</p> <p>Holding Tanks</p> <p><input type="radio"/> Yes      <input type="text"/> gallons</p> <p><input checked="" type="radio"/> No</p> <p>Grease Traps</p> <p><input type="radio"/> Yes      <input type="text"/> gallons</p> <p><input checked="" type="radio"/> No</p> <p>5.2.1 If yes to any of the above, please explain if plant performance is affected when receiving any of these wastes.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
Septic Tanks	Holding Tanks	Grease Traps								
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Yes								
<input checked="" type="radio"/> No	<input checked="" type="radio"/> No	<input checked="" type="radio"/> No								
<p>6. Pretreatment</p> <p>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?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <p>If yes, describe the situation and your community's response.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>6.2 Did your facility accept hauled industrial waste, landfill leachate, etc.?</p>									



# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
6/5/2019 **2018**

## Influent Flow and Loading

### 1. Monthly Average Flows and (C)BOD Loadings

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

Influent No. 701	Influent Monthly Average Flow, MGD	x	Influent Monthly Average (C)BOD Concentration mg/L	x	8.34	=	Influent Monthly Average (C)BOD Loading, lbs/day
January	1.3397	x	549	x	8.34	=	6,136
February	1.4411	x	628	x	8.34	=	7,546
March	1.5597	x	573	x	8.34	=	7,450
April	2.5417	x	535	x	8.34	=	11,349
May	3.5741	x	429	x	8.34	=	12,776
June	1.6250	x	673	x	8.34	=	9,116
July	1.4594	x	636	x	8.34	=	7,736
August	1.8894	x	477	x	8.34	=	7,523
September	2.3973	x	385	x	8.34	=	7,689
October	3.2674	x	380	x	8.34	=	10,357
November	1.8533	x	483	x	8.34	=	7,460
December	1.6823	x	425	x	8.34	=	5,969

### 2. Maximum Monthly Design Flow and Design (C)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 (C)BOD, lbs/day	4390	x	90	=	3951
		x	100	=	4390

2.2 Verify the number of times the flow and (C)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 (C)BOD was greater than 90% of design	Number of times (C)BOD was greater than 100% of design
January	1	0	0	1	1
February	1	0	0	1	1
March	1	0	0	1	1
April	1	0	0	1	1
May	1	0	0	1	1
June	1	0	0	1	1
July	1	0	0	1	1
August	1	0	0	1	1
September	1	0	0	1	1
October	1	0	0	1	1
November	1	0	0	1	1
December	1	0	0	1	1
Points per each		2	1	3	2
Exceedances		0	0	12	12
Points		0	0	36	24
<b>Total Number of Points</b>					<b>60</b>

60



# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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<p><input checked="" type="radio"/> Yes <input 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> <p>Waste types vary from dairy waste to food byproducts.</p>	
--	--

<b>Total Points Generated</b>	60
<b>Score (100 - Total Points Generated)</b>	40
<b>Section Grade</b>	<b>F</b>

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
6/5/2019 **2018**

## 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	4	1	0	0
March	14	12.6	5	1	0	0
April	14	12.6	4	1	0	0
May	10	10	9	1	0	0
June	10	10	4	1	0	0
July	10	10	3	1	0	0
August	10	10	5	1	0	0
September	8.1	8.1	2	1	0	0
October	10	10	3	1	0	0
November	14	12.6	5	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
<b>Total number of points</b>			<b>0</b>

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)  

2018-05-16

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

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If Yes, please explain:

4.2 At any time in the past year was there a failure of an effluent acute or chronic whole effluent toxicity (WET) test?  
 Yes  
 No

If Yes, please explain:

4.3 If the biomonitoring (WET) test did not pass, were steps taken to identify and/or reduce source(s) of toxicity?  
 Yes  
 No  
 N/A

Please explain unless not applicable:

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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## 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	1	1	0	0
February	14	12.6	1	1	0	0
March	14	12.6	3	1	0	0
April	14	12.6	1	1	0	0
May	10	10	2	1	0	0
June	10	10	1	1	0	0
July	10	10	3	1	0	0
August	10	10	3	1	0	0
September	10	10	2	1	0	0
October	10	10	2	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		
<b>Points per each exceedance with 12 months of discharge:</b>	<b>7</b>	<b>3</b>	
Exceedances	0	0	
Points	0	0	
<b>Total Number of Points</b>		<b>0</b>	

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?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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## 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		1.586428571	0					
February	12		2.764166667	0					
March									
April									
May	9.9		2.7	0					
June	5		1.3025	0					
July	3.2		2.066666667	0					
August	2.7		1.216666667	0					
September	3.5		0.584615388	0					
October	9.6		1.533333333	0					
November	14		2.416666667	0					
December	12		2.46428571	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
<b>Total Number of Points</b>									<b>0</b>

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?

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>



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Waupun Wastewater Treatment Facility

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## 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	0.557	1	0
February	1	1.208	1	1
March	1	0.558	1	0
April	1	0.329	1	0
May	1	0.385	1	0
June	1	0.492	1	0
July	1	0.660	1	0
August	1	0.800	1	0
September	1	0.485	1	0
October	1	0.885	1	0
November	1	0.733	1	0
December	1	0.800	1	0
Months of Discharge/yr			12	
<b>Points per each exceedance with 12 months of discharge:</b>				<b>10</b>
Exceedances				1
<b>Total Number of Points</b>				<b>10</b>

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?

Corrective actions were taken to increase dosing rate, but due to LD/LOQ blanking issues in the lab, rates were not increased sufficiently. Following the corrective action in the lab, all processes became compliant.

<b>Total Points Generated</b>	10
<b>Score (100 - Total Points Generated)</b>	90
<b>Section Grade</b>	<b>B</b>

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

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## 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?

974 acres

2.1.2 How many acres did you use?

135.5 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			<4.2	4.2				5.4		6.5				0	0
Cadmium		39	85			<.3	<.3				<.26		<.3				0	0
Copper		1500	4300			586	546				511		761				0	0
Lead		300	840			12.5	21.5				17.6		20.2				0	0
Mercury		17	57			.16	.32				.52		.13				0	0
Molybdenum	60		75			19.1	14.6				15.3		12			0		0
Nickel	336		420			61.1	88.4				49.1		66.2			0		0
Selenium	80		100			<10	<10				12.7		<11			0		0
Zinc		2800	7500			932	992				889		977				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)

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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:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2018 - 12/31/2018
Density:	39
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	Yes
Process:	Anaerobic Digestion
Process Description:	Anerobic Digestion TPAD Method

Outfall Number:	<b>004</b>
Biosolids Class:	B
Bacteria Type and Limit:	Fecal Coliform
Sample Dates:	01/01/2018 - 03/31/2018
Density:	39
Sample Concentration Amount:	MPN/G TS
Requirement Met:	Yes
Land Applied:	No
Process:	Anaerobic Digestion
Process Description:	Anerobic Digestion TPAD Method



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Outfall Number:	004	
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	04/01/2018 - 06/30/2018	
Density:	36	
Sample Concentration Amount:	MPN/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:	Anaerobic Digestion	
Process Description:	Anerobic Digestion TPAD Method	
Outfall Number:	004	0
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	07/01/2018 - 09/30/2018	
Density:	33	
Sample Concentration Amount:	MPN/G TS	
Requirement Met:	Yes	
Land Applied:	No	
Process:	Anaerobic Digestion	
Process Description:	Anerobic Digestion TPAD Method	
Outfall Number:	004	
Biosolids Class:	B	
Bacteria Type and Limit:	Fecal Coliform	
Sample Dates:	10/01/2018 - 12/31/2018	
Density:	76	
Sample Concentration Amount:	MPN/G TS	
Requirement Met:	Yes	
Land Applied:	Yes	
Process:	Anaerobic Digestion	
Process Description:	Anerobic Digestion TPAD Method	
<p>4.2 If exceeded Class B limit or did not meet the process criteria at the time of land application.</p> <p>4.2.1 Was the limit exceeded or the process criteria not met at the time of land application?</p> <p><input type="radio"/> Yes (40 Points)</p> <p><input checked="" type="radio"/> No</p> <p>If yes, what action was taken?</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
<p>5. Vector Attraction Reduction (per outfall):</p> <p>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.</p>		

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Waupun Wastewater Treatment Facility

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Outfall Number:	<b>004</b>
Method Date:	03/22/2018
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	68

Outfall Number:	<b>004</b>
Method Date:	03/22/2018
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>=38
Results (if applicable):	68

Outfall Number:	<b>004</b>
Method Date:	06/01/2018
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	63

Outfall Number:	<b>004</b>
Method Date:	08/02/2018
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	No
Limit (if applicable):	>=38
Results (if applicable):	49

Outfall Number:	<b>004</b>
Method Date:	11/06/2019
Option Used To Satisfy Requirement:	Volatile Solids Reduction
Requirement Met:	Yes
Land Applied:	Yes
Limit (if applicable):	>=38
Results (if applicable):	69

0

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?

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Waupun Wastewater Treatment Facility

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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"> <li><input checked="" type="radio"/> <math>\geq</math> 180 days (0 Points)</li> <li><input type="radio"/> 150 - 179 days (10 Points)</li> <li><input type="radio"/> 120 - 149 days (20 Points)</li> <li><input type="radio"/> 90 - 119 days (30 Points)</li> <li><input type="radio"/> <math>&lt;</math> 90 days (40 Points)</li> <li><input type="radio"/> N/A (0 Points)</li> </ul> <p>6.2 If you checked N/A above, explain why.</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<b>0</b>
<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>	

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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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"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <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"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <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"> <li><input checked="" type="radio"/> Yes (Continue with question 2) <input type="checkbox"/><input type="checkbox"/></li> <li><input type="radio"/> No (40 points) <input type="checkbox"/><input type="checkbox"/></li> </ul> <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"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No (10 points)</li> </ul> <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"> <li><input checked="" type="radio"/> Yes             <ul style="list-style-type: none"> <li><input type="radio"/> Paper file system</li> <li><input type="radio"/> Computer system</li> <li><input checked="" type="radio"/> Both paper and computer system</li> </ul> </li> <li><input type="radio"/> No (10 points)</li> </ul>	0
<p>3. O&amp;M Manual</p> <p>3.1 Does your plant have a detailed O&amp;M and Manufacturer Equipment Manuals that can be used as a reference when needed?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul>	
<p>4. Overall Maintenance /Repairs</p> <p>4.1 Rate the overall maintenance of your wastewater plant.</p> <ul style="list-style-type: none"> <li><input type="radio"/> Excellent</li> <li><input checked="" type="radio"/> Very good</li> <li><input type="radio"/> Good</li> <li><input type="radio"/> Fair</li> <li><input type="radio"/> Poor</li> </ul> <p>Describe your rating:</p>	

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Plant maintenance is performed regularly. A computer generated maintenance program is used by treatment facility personnel.
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<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>



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Waupun Wastewater Treatment Facility

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## Operator Certification and Education

<p>1. Operator-In-Charge</p> <p>1.1 Did you have a designated operator-in-charge during the report year?</p> <ul style="list-style-type: none"> <li>● Yes (0 points)</li> <li>○ No (20 points)</li> </ul> <p>Name: <input style="width: 250px;" type="text" value="STEVEN R SCHRAMM"/></p> <p>Certification No: <input style="width: 100px;" type="text" value="24150"/></p>	0																																																																																																						
<p>2. Certification Requirements</p> <p>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?</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2">Sub Class</th> <th rowspan="2">SubClass Description</th> <th colspan="2">WWTP</th> <th colspan="2">OIC</th> </tr> <tr> <th>Advanced</th> <th></th> <th>OIT</th> <th>Basic</th> <th>Advanced</th> </tr> </thead> <tbody> <tr><td>A1</td><td>Suspended Growth Processes</td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>A2</td><td>Attached Growth Processes</td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>A3</td><td>Recirculating Media Filters</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>A4</td><td>Ponds, Lagoons and Natural</td><td></td><td></td><td>X</td><td></td><td></td></tr> <tr><td>A5</td><td>Anaerobic Treatment Of Liquid</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>B</td><td>Solids Separation</td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>C</td><td>Biological Solids/Sludges</td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>P</td><td>Total Phosphorus</td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>N</td><td>Total Nitrogen</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>D</td><td>Disinfection</td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>L</td><td>Laboratory</td><td>X</td><td></td><td></td><td></td><td>X</td></tr> <tr><td>U</td><td>Unique Treatment Systems</td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>SS</td><td>Sanitary Sewage Collection</td><td>X</td><td></td><td>NA</td><td>NA</td><td>NA</td></tr> </tbody> </table> <p>2.2 Was the operator-in-charge certified at the appropriate level and subclass(es) to operate this plant? (Note: Certification in subclass SS, N and A5 not required in 2018; subclass SS is basic level only.)</p> <ul style="list-style-type: none"> <li>● Yes (0 points)</li> <li>○ No (20 points)</li> </ul>	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
Sub Class			SubClass Description	WWTP		OIC																																																																																																	
	Advanced			OIT	Basic	Advanced																																																																																																	
A1	Suspended Growth Processes	X				X																																																																																																	
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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																																																																																																	
<p>3. Succession Planning</p> <p>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)?</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> One or more additional certified operators on staff</li> <li><input type="checkbox"/> An arrangement with another certified operator</li> <li><input type="checkbox"/> An arrangement with another community with a certified operator</li> <li><input type="checkbox"/> An operator on staff who has an operator-in-training certificate for your plant and is expected to be certified within one year</li> <li><input type="checkbox"/> A consultant to serve as your certified operator</li> <li><input type="checkbox"/> None of the above (20 points)</li> </ul> <p>If "None of the above" is selected, please explain:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	0																																																																																																						
<p>4. Continuing Education Credits</p>																																																																																																							

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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4.1 If you had a designated operator-in-charge, was the operator-in-charge earning Continuing Education Credits at the following rates? OIT and Basic Certification: <input type="radio"/> Averaging 6 or more CECs per year. <input type="radio"/> Averaging less than 6 CECs per year. Advanced Certification: <input checked="" type="radio"/> Averaging 8 or more CECs per year. <input type="radio"/> Averaging less than 8 CECs per year.	
---	--

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>



# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
6/5/2019 2018

## Financial Management

<p>1. Provider of Financial Information</p> <p>Name: <input style="width: 300px;" type="text" value="Jared Oosterhouse"/></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&amp;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: <input style="width: 750px; height: 20px;" type="text"/></p> <p>2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised? Year: <input style="width: 150px;" type="text" value="2018"/></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., CWFP 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? Year: <input style="width: 150px;" type="text" value="2018"/></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: <input style="width: 750px; height: 20px;" type="text"/></p>													
<p>3.2 Equipment Replacement Fund Activity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;"><b>3.2.1 Ending Balance Reported on Last Year's CMAR</b></td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;"><input style="width: 150px;" type="text" value="2,003,719.00"/></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: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="0.00"/></td> </tr> <tr> <td>3.2.3 Adjusted January 1st Beginning Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="2,003,719.00"/></td> </tr> <tr> <td>3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;"><input style="width: 150px;" type="text" value="23,555.00"/></td> </tr> </table>	<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input style="width: 150px;" type="text" value="2,003,719.00"/>	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="0.00"/>	3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="2,003,719.00"/>	3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="23,555.00"/>	
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3.2.3 Adjusted January 1st Beginning Balance	\$	<input style="width: 150px;" type="text" value="2,003,719.00"/>											
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input style="width: 150px;" type="text" value="23,555.00"/>											

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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<p>3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*) - \$ 0.00</p> <p>3.2.6 Ending Balance as of December 31st for CMAR Reporting Year \$ 2,027,274.00</p> <p>All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.</p> <p>3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.  <input style="width: 100%; height: 20px;" type="text"/></p> <p>3.3 What amount should be in your Replacement Fund? \$ 1,210,975.00</p> <p>Please note: If you had a CWFPL 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.</p> <p>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)?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes</li> <li><input type="radio"/> No</li> </ul> <p>If No, please explain.  <input style="width: 100%; height: 20px;" type="text"/></p>	0								
<p>4. Future Planning</p> <p>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?</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Yes - If Yes, please provide major project information, if not already listed below. <input type="checkbox"/> <input type="checkbox"/></li> <li><input type="radio"/> No</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Project #</th> <th style="width: 60%;">Project Description</th> <th style="width: 15%;">Estimated Cost</th> <th style="width: 15%;">Approximate Construction Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Design and construct modification needed to comply with the TMDL future limits.</td> <td style="text-align: center;">30,000,000</td> <td style="text-align: center;">2021</td> </tr> </tbody> </table>		Project #	Project Description	Estimated Cost	Approximate Construction Year	1	Design and construct modification needed to comply with the TMDL future limits.	30,000,000	2021
Project #	Project Description	Estimated Cost	Approximate Construction Year						
1	Design and construct modification needed to comply with the TMDL future limits.	30,000,000	2021						
<p>5. Financial Management General Comments  <input style="width: 100%; height: 20px;" type="text"/></p>									
<p>ENERGY EFFICIENCY AND USE</p>									
<p>6. Collection System</p> <p>6.1 Energy Usage</p> <p>6.1.1 Enter the monthly energy usage from the different energy sources:</p> <p><b>COLLECTION SYSTEM PUMPAGE: Total Power Consumed</b></p> <p>Number of Municipally Owned Pump/Lift Stations: <input style="width: 50px; text-align: center;" type="text" value="3"/></p>									

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
6/5/2019 **2018**

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	1,029	
February	815	
March	736	
April	778	
May	820	
June	427	
July	446	
August	757	
September	921	
October	812	
November	618	
December	1,007	
<b>Total</b>	<b>9,166</b>	<b>0</b>
<b>Average</b>	<b>764</b>	<b>0</b>

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:

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

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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	1,141,142	41.53	27,478	190.22	5,999	8,066
February	131,006	40.35	3,247	211.29	620	5,193
March	137,045	48.35	2,834	230.95	593	5,604
April	146,301	76.25	1,919	340.47	430	5,218
May	151,151	110.80	1,364	396.06	382	3,322
June	133,171	48.75	2,732	273.48	487	1,513
July	127,744	45.24	2,824	239.82	533	1,106
August	128,101	58.57	2,187	233.21	549	1,208
September	134,608	71.92	1,872	230.67	584	542
October	145,854	101.29	1,440	321.07	454	804
November	142,857	55.60	2,569	223.80	638	2,636
December	149,085	52.15	2,859	185.04	806	4,410
<b>Total</b>	<b>2,668,065</b>	<b>750.80</b>		<b>3,076.08</b>		<b>39,622</b>
<b>Average</b>	<b>222,339</b>	<b>62.57</b>	<b>4,444</b>	<b>256.34</b>	<b>1,006</b>	<b>3,302</b>

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 an entire facility study identifying areas of energy savings, with the aid of upgrades.

Part of the facility

Year:

By Whom:

Describe and Comment:

# Compliance Maintenance Annual Report

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<b>Total Points Generated</b>	<b>0</b>
<b>Score (100 - Total Points Generated)</b>	<b>100</b>
<b>Section Grade</b>	<b>A</b>



# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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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



# Compliance Maintenance Annual Report

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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	100	% of system/year
Root removal	25	% of system/year
Flow monitoring	0	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	50	% of system/year
Manhole inspections	2	% of system/year
Lift station O&M	3	# per L.S./year
Manhole rehabilitation	2	% of manholes rehabbed
Mainline rehabilitation	1	% of sewer lines rehabbed
Private sewer inspections	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="51.35"/>	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="1"/>	Number of complaints
<input type="text" value="1.9"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	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="0.02"/>	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) OFERFLOWS REPORTED \*\*

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

<b>Total Points Generated</b>	0
<b>Score (100 - Total Points Generated)</b>	100
<b>Section Grade</b>	<b>A</b>

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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## Grading Summary

WPDES No: 0022772

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Influent	F	0	3	0
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
<b>TOTALS</b>			<b>37</b>	<b>133</b>
<b>GRADE POINT AVERAGE (GPA) = 3.59</b>				

### 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)

# Compliance Maintenance Annual Report

Waupun Wastewater Treatment Facility

Last Updated: Reporting For:  
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## Resolution or Owner's Statement

Name of Governing Body or Owner:	<input type="text"/>
Date of Resolution or Action Taken:	<input type="text"/>
Resolution Number:	<input type="text"/>
Date of Submittal:	<input type="text"/>
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):</b>	
Influent Flow and Loadings: Grade = F	<input type="text"/>
Effluent Quality: BOD: Grade = A	<input type="text"/>
Effluent Quality: TSS: Grade = A	<input type="text"/>
Effluent Quality: Ammonia: Grade = A	<input type="text"/>
Effluent Quality: Phosphorus: Grade = B	<input type="text"/>
Biosolids Quality and Management: Grade = A	<input type="text"/>
Staffing: Grade = A	<input type="text"/>
Operator Certification: Grade = A	<input type="text"/>
Financial Management: Grade = A	<input type="text"/>
Collection Systems: Grade = A (Regardless of grade, response required for Collection Systems if SSOs were reported)	<input type="text"/>
<b>ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS</b> (Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00) <b>G.P.A. = 3.59</b>	
<input type="text"/>	



RESOLUTION DECLARING OFFICIAL INTENT  
TO REIMBURSE EXPENDITURES  
FROM PROCEEDS OF BORROWING

**WHEREAS**, the City of Waupun, Dodge and Fond du Lac Counties, Wisconsin (the "Issuer") plans to undertake sewerage system projects, including a wastewater treatment plant project (the "Project");

**WHEREAS**, the Issuer expects to finance the Project, first, with construction financing which will be refunded by tax-exempt bonds (collectively, the "Bonds") to USDA-Rural Development;

**WHEREAS**, because the Bonds will not be issued prior to commencement of the Project, the Issuer must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

**WHEREAS**, the Common Council (the "Governing Body") of the Issuer deems it to be necessary, desirable, and in the best interests of the Issuer to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Issuer that:

**Section 1. Expenditure of Funds.** The Issuer shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

**Section 2. Declaration of Official Intent.** The Issuer hereby officially declares its intent under Treas. Reg. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$22,807,000.

**Section 3. Unavailability of Long-Term Funds.** No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the Issuer pursuant to its budget or financial policies.

**Section 4. Public Availability of Official Intent Resolution.** The Resolution shall be made available for public inspection at the office of the Issuer's Clerk within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.



**Section 5. Effective Date.** This Resolution shall be effective upon its adoption and approval.

Adopted and recorded June 11, 2019

Approved June 11, 2019

\_\_\_\_\_  
Julie Nickel, Mayor

ATTEST:

(SEAL)

\_\_\_\_\_  
Angie Hull, City Clerk

QB57757931.1