



AGENDA

Utility Commission Meeting
Waupun Utilities – 817 S Madison St.
Waupun, WI P.O. Box 431
Monday, March 08, 2021 AT 4:00 PM

There is a regular commission meeting scheduled for Monday, March 8, 2021, at 4:00 p.m. at the Waupun Utilities Administrative Building, with the option to attend virtually via Zoom. The public may access the meeting online or by phone.

To join the meeting by video or teleconference, follow the instructions provided below:

1. Join Zoom Meeting
<https://us02web.zoom.us/j/81264478088> Meeting ID: 812 6447 8088 Passcode: 639989
2. By phone
+1 312 626 6799 Meeting ID: 812 6447 8088 Passcode: 639989

CALL TO ORDER

ROLL CALL OF COMMISSIONERS

APPROVAL OF PREVIOUS MEETING MINUTES

1. February 8, 2021 Minutes

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

2. 02-2021 Accounts Payable

FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS

3. Finance Director Report

GM REPORT / OPERATIONS REPORT

4. General Manager Report
5. Water and Wastewater Report

APPEARANCE BY VISITORS

AGENDA

6. Review / Approve COVID-19 Plan and Employment Policies Updated 3-01-2021
7. Wastewater Treatment Facility ABNR Project Update

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, February 8, 2021**

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

Commissioners Gerritson and Homan were present in-person. Commissioners Heeringa, Kaczmariski, Mielke, and Westphal were present via Zoom. Thurmer was absent with notice.

Motion made by Kaczmariski, seconded by Homan and unanimously carried, to approve minutes from the January 11, 2021 meeting.

On motion by Gerritson, seconded by Homan and unanimously carried, bills for month of January 2021 were approved as presented.

On motion by Gerritson, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through December 2020 were approved as presented. Electric operating income was \$409,200 or \$213,700 above budget from lower power costs and the reduction in distribution expenses. Water operating income was \$719,600 or \$48,200 above budget due to fewer project and material requirements during the COVID-19 period. Sewer operating income was \$274,400 or \$49,500 below budget on higher operating expenses.

General Manager Brooks reported on an outage that occurred due to a contractor digging into the electric service while installing a sump pump line at a premise. A new transformer was delivered in replacement of the spare that was put into service end of December. A monitoring device was put on new transformer installed in December for the purpose of figuring out what caused previous failure. A tragic accident occurred involving two lineworkers in January where there was one fatality and one injured with burns. This accident is a reminder of the dangers lineworkers' face on a daily basis and the importance of having a strong safety program, ongoing training and proper equipment to perform work safely.

Treatment Facilities and Operations Superintendent Schramm reported level 2 bleeders were turned on at designated locations to maintain water flow in service lines and prevent service lines from freezing. Frost levels will be monitored to determine if and when remaining level 3 & 4 bleeder locations will be turned on. Crane Engineering has completed concrete restorations and moisture barrier system installation for the influent dry well. Water/sewer crew continue to focus on televising the sanitary sewers.

Treatment Facilities and Operations Superintendent Schramm gave an update on the Wastewater Treatment Facility ABNR project. The project has gone out for bid. A walk through for prospective contractors is planned for Thursday, February 11th. Tentative bid award will take place mid-March. Notice to proceed is planned for early April.

A valued employee announced his plan of retirement after 24 years of service with Waupun Utilities. On motion by Gerritson, seconded by Homan and unanimously carried, approval of the Resolution Recognizing the Retirement of Dan Hopp for his years of service to Waupun Utilities.

Discussion was held regarding staffing changes spurred with recent events of upcoming retirement. Upon advertisement of job opening, a current employee expressed interest in the position. Based on the employee's qualifications and experience, the job opening was filled from within. Due to transfer of roles between current employee and departments, a new job opening was advertised, interview held and position filled.

On motion by Westphal, seconded by Homan and unanimously carried, meeting was adjourned at 5:04 p.m.

The next commission meeting is scheduled on March 8, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
AGNESIAN WORK & WELLNESS SAH							
825	32268	DOT Drug Screening - Smith	02/01/2021	57.50	57.50	46690	02/12/2021
	32931	Annual Random Consortium	02/04/2021	39.00	39.00	46690	02/12/2021
	32931	Annual Random Consortium	02/04/2021	31.00	31.00	46690	02/12/2021
	32931	Annual Random Consortium	02/04/2021	30.00	30.00	46690	02/12/2021
Total AGNESIAN WORK & WELLNESS SAH:				157.50	157.50		
AIRGAS USA INC							
855	9976951645	ACETYLENE/OXYGEN/NITROGEN	01/31/2021	23.97	23.97	46691	02/12/2021
	9976951645	ACETYLENE/OXYGEN/NITROGEN	01/31/2021	23.97	23.97	46691	02/12/2021
	9976951645	ACETYLENE/OXYGEN/NITROGEN	01/31/2021	23.98	23.98	46691	02/12/2021
Total AIRGAS USA INC:				71.92	71.92		
ALLIANT ENERGY							
900	183035-020221	Gas Utility for Water Plant	02/02/2021	735.84	735.84	46692	02/12/2021
	4370000-012921	GAS UTIL BILL FOR SWG PLNT	01/29/2021	1,528.79	1,528.79	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	38.38	38.38	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	30.70	30.70	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	30.70	30.70	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	207.25	207.25	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	207.25	207.25	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	207.25	207.25	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	15.35	15.35	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	15.35	15.35	46692	02/12/2021
	590516-012921	Split Distribution - Main Bldg	01/29/2021	15.38	15.38	46692	02/12/2021
	801050-02172021	GAS UTILITY FOR WELLHOUSE #5	02/17/2021	75.64	75.64	46741	02/26/2021
	931084-012921	GAS UTIL @ WWTP GARAGE	01/29/2021	1,481.42	1,481.42	46692	02/12/2021
Total ALLIANT ENERGY:				4,589.30	4,589.30		
AMAZON CAPITAL SERVICES							
1015	1H4K-63KY-H3F4	Monitor -Schramm	02/01/2021	62.49	62.49	46693	02/12/2021
	1H4K-63KY-H3F4	Monitor -Schramm	02/01/2021	62.50	62.50	46693	02/12/2021
	1XCC-4777-1F9R	Water Equipment Supplies	02/05/2021	26.99	26.99	46693	02/12/2021
Total AMAZON CAPITAL SERVICES:				151.98	151.98		
AMERICAN WATER WORKS ASSOC.							
1200	2021 MEMBERSHI	MEMBERSHIP RENEWAL	02/25/2021	90.00	90.00	46742	02/26/2021
Total AMERICAN WATER WORKS ASSOC.:				90.00	90.00		
APPLIED TECHNOLOGIES							
1340	35120	ABNR Upgrades	02/04/2021	71,840.98	71,840.98	46694	02/12/2021
Total APPLIED TECHNOLOGIES:				71,840.98	71,840.98		
BENTZ AUTOMOTIVE INC							
2800	16293	Unit #56 Tire	01/07/2021	130.00	130.00	46695	02/12/2021
	16330	Unit #18 Tires & Balance	01/11/2021	939.32	939.32	46695	02/12/2021
Total BENTZ AUTOMOTIVE INC:				1,069.32	1,069.32		
BL VREE PLUMBING LLC							
3100	1558	Well#5 Back Flow, Sate Registration Fee, Labor	01/20/2021	115.00	115.00	46696	02/12/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	1558	Water Plnt Back Flow, Sate Registration Fee, Labor	01/20/2021	115.00	115.00	46696	02/12/2021
Total BL VREE PLUMBING LLC:				230.00	230.00		
BORDER STATES ELECTRIC SUPPLY							
3300	921513816	URD TERMINATORS - 4/0 - 500	02/08/2021	340.25	340.25	46697	02/12/2021
	921513816	URD TERMINATORS - 4/0 - 500	02/08/2021	68.06	68.06	46697	02/12/2021
	921586866	(3) SMU Fuses	02/22/2021	822.19	822.19	46743	02/26/2021
Total BORDER STATES ELECTRIC SUPPLY:				1,230.50	1,230.50		
BROOKS SHOES & REPAIR							
3550	36178	SAFETY BOOTS for Chad Veleke	01/20/2021	175.00	175.00	46698	02/12/2021
Total BROOKS SHOES & REPAIR:				175.00	175.00		
CAPITAL NEWSPAPERS							
5450	35484	190-60005855-MONTHLY MINS	01/23/2021	31.46	31.46	46744	02/26/2021
	35484	190-60005855-MONTHLY MINS	01/23/2021	25.01	25.01	46744	02/26/2021
	35484	190-60005855-MONTHLY MINS	01/23/2021	24.20	24.20	46744	02/26/2021
Total CAPITAL NEWSPAPERS:				80.67	80.67		
CORE & MAIN LP							
6310	N649870	(15) 3/4 Meters & Install Supplies	02/02/2021	2,695.96	2,695.96	46699	02/12/2021
	N649870	(3) 1 1/2 Meter Install Supplies	02/02/2021	168.00	168.00	46699	02/12/2021
	N739929	(3) 1 1/2 Meters	02/16/2021	3,509.96	3,509.96	46745	02/26/2021
	N753154	(10) 5/8 Meters & Cable	02/18/2021	1,288.44	1,288.44	46745	02/26/2021
Total CORE & MAIN LP:				7,662.36	7,662.36		
CRESCENT ELECTRIC SUPPLY CO							
6500	S508790853.001	4 SOLID COPPER WIRE BARE	02/10/2021	480.00	480.00	46746	02/26/2021
Total CRESCENT ELECTRIC SUPPLY CO:				480.00	480.00		
CT LABORATORIES							
6610	160090	Sludge Testing	02/08/2021	474.00	474.00	46700	02/12/2021
	160267	Nitrogen, Nitrogen KJE T, No2+NO3 Totals	02/04/2021	41.00	41.00	46700	02/12/2021
Total CT LABORATORIES:				515.00	515.00		
DIGGERS HOTLINE INC.							
7300	210 1 31801	MONTHLY LOCATE TICKET CHRGS	01/31/2021	189.71	189.71	46701	02/12/2021
Total DIGGERS HOTLINE INC.:				189.71	189.71		
ELLISON ELECTRIC SUPPLY INC							
8200	1139725	(5) VFDs Building #80	01/28/2021	6,284.33	6,284.33	46702	02/12/2021
	1141022	(5) VFDs Building #80-Startupl & 3 YR Warranty	02/19/2021	2,555.35	2,555.35	46747	02/26/2021
Total ELLISON ELECTRIC SUPPLY INC:				8,839.68	8,839.68		
EVOQUA WATER TECHNOLOGIES LLC							
8955	904783746	LAB TESTINGS	02/04/2021	303.03	303.03	46703	02/12/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total EVOQUA WATER TECHNOLOGIES LLC:				303.03	303.03		
FABICK RENTALS							
9155	PIMS0092259	Plow Parts	02/17/2021	42.15	42.15	46748	02/26/2021
	PIMS0092259	Plow Parts	02/17/2021	45.15	45.15	46748	02/26/2021
	PIMS0092259	Plow Parts	02/17/2021	45.16	45.16	46748	02/26/2021
	PIMS0092260	Plow Parts	02/17/2021	56.85	56.85	46748	02/26/2021
	PIMS0092260	Plow Parts	02/17/2021	56.85	56.85	46748	02/26/2021
	PIMS0092260	Plow Parts	02/17/2021	56.84	56.84	46748	02/26/2021
Total FABICK RENTALS:				303.00	303.00		
FARM & HOME SUPPLY							
9200	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	38.57	38.57	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	36.42	36.42	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	36.42	36.42	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	7.08	7.08	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	6.99	6.99	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	7.00	7.00	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	239.07	239.07	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	64.94	64.94	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	3.96	3.96	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	3.14	3.14	46704	02/12/2021
	475905-JAN 2021	MISCELLANEOUS ITEMS	01/31/2021	3.07	3.07	46704	02/12/2021
Total FARM & HOME SUPPLY:				446.66	446.66		
FARMERS ELEVATOR CORP LTD							
9300	116070	Salt	02/04/2021	288.12	288.12	46705	02/12/2021
	116070	Salt	02/04/2021	216.09	216.09	46705	02/12/2021
	116070	Salt	02/04/2021	216.09	216.09	46705	02/12/2021
Total FARMERS ELEVATOR CORP LTD:				720.30	720.30		
FERGUSON WATERWORKS #1476							
9480	322889	Hydrant Repair Kit - TRAFFIC WB67	02/10/2021	239.50	239.50	46749	02/26/2021
	322889	Shipping for Hydrant Repair Kit	02/10/2021	13.51	13.51	46749	02/26/2021
Total FERGUSON WATERWORKS #1476:				253.01	253.01		
GFL ENVIRONMENTAL							
11300	U90000008973	DUMPSTER - OFFICE BLDG	01/31/2021	184.77	184.77	46750	02/26/2021
	U90000008973	DUMPSTER - OFFICE BLDG	01/31/2021	138.58	138.58	46750	02/26/2021
	U90000008973	DUMPSTER - OFFICE BLDG	01/31/2021	138.57	138.57	46750	02/26/2021
	U90000009404	WWTP Dumpster	01/31/2021	1,914.81	1,914.81	46750	02/26/2021
Total GFL ENVIRONMENTAL:				2,376.73	2,376.73		
H & R SAFETY SOLUTIONS LLC							
12020	5714	RESTOCK FIRST AID CABINET @ WWTP	01/27/2021	7.90	7.90	46706	02/12/2021
	5715	RESTOCK FIRST AID CABINET	01/27/2021	7.45	7.45	46706	02/12/2021
	5715	RESTOCK FIRST AID CABINET	01/27/2021	7.45	7.45	46706	02/12/2021
	5715	RESTOCK FIRST AID CABINET	01/27/2021	7.45	7.45	46706	02/12/2021
	5783	Safety Supplies-WWTP	02/23/2021	86.50	86.50	46751	02/26/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total H & R SAFETY SOLUTIONS LLC:				116.75	116.75		
HACH COMPANY							
12050	12296047	WWTP Lab Supplies	01/26/2021	104.44	104.44	46707	02/12/2021
Total HACH COMPANY:				104.44	104.44		
HYDROCORP INC.							
13985	60669-IN	CROSS CONNECTION CONTROL PROG	01/31/2021	2,252.00	2,252.00	46708	02/12/2021
Total HYDROCORP INC.:				2,252.00	2,252.00		
HYDROTEX							
13990	445242	WWTP Oil	02/11/2021	2,832.59	2,832.59	46752	02/26/2021
Total HYDROTEX:				2,832.59	2,832.59		
INFOSEND INC							
14490	185490	WPPI Flier	01/23/2021	112.00	112.00	46753	02/26/2021
	185490	BILL PRINT & POSTAGE	01/23/2021	781.62	781.62	46753	02/26/2021
	185490	BILL PRINT & POSTAGE	01/23/2021	621.29	621.29	46753	02/26/2021
	185490	BILL PRINT & POSTAGE	01/23/2021	601.25	601.25	46753	02/26/2021
	186122	BILL PRINT & POSTAGE	01/31/2021	126.60	126.60	46753	02/26/2021
	186122	BILL PRINT & POSTAGE	01/31/2021	100.63	100.63	46753	02/26/2021
	186122	BILL PRINT & POSTAGE	01/31/2021	97.39	97.39	46753	02/26/2021
Total INFOSEND INC:				2,440.78	2,440.78		
INTEGRATED COMMUNICATIONS SERV							
14650	210101451101	TELEPHONE ANSWERING SERV-AFT	01/25/2021	112.69	112.69	46709	02/12/2021
	210101451101	TELEPHONE ANSWERING SERV-AFT	01/25/2021	89.57	89.57	46709	02/12/2021
	210101451101	TELEPHONE ANSWERING SERV-AFT	01/25/2021	86.68	86.68	46709	02/12/2021
Total INTEGRATED COMMUNICATIONS SERV:				288.94	288.94		
INTELLICOM OF WISCONSIN INC							
14690	67539	Telephone Setting Repair	02/01/2021	60.94	60.94	46710	02/12/2021
	67539	Telephone Setting Repair	02/01/2021	51.10	51.10	46710	02/12/2021
	67539	Telephone Setting Repair	02/01/2021	44.21	44.21	46710	02/12/2021
Total INTELLICOM OF WISCONSIN INC:				156.25	156.25		
IRBY, STUART C							
14890	S012118505.003	900 AMP CUTOUT	02/01/2021	917.40	917.40	46754	02/26/2021
	S012209922.001	Lawn Mats	01/26/2021	1,321.49	1,321.49	46711	02/12/2021
	S012209922.001	Lawn Mats	01/26/2021	1,050.42	1,050.42	46711	02/12/2021
	S012209922.001	Lawn Mats	01/26/2021	1,016.53	1,016.53	46711	02/12/2021
	S012209922.002	Stripping Tool	02/02/2021	96.23	96.23	46754	02/26/2021
	S012284134.001	100 AMP CUTOUT	02/04/2021	2,068.50	2,068.50	46754	02/26/2021
Total IRBY, STUART C:				6,470.57	6,470.57		
ITU ABSORB TECH INC.							
14950	7635892	SHOP TOWELS FOR WWTP	02/05/2021	23.89	23.89	46712	02/12/2021
	7635895	SHOP TOWELS MTHLY RENTAL FEE	02/05/2021	13.02	13.02	46712	02/12/2021
	7635895	SHOP TOWELS MTHLY RENTAL FEE	02/05/2021	13.02	13.02	46712	02/12/2021

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	7635895	SHOP TOWELS MTHLY RENTAL FEE	02/05/2021	13.03	13.03	46712	02/12/2021
Total ITU ABSORB TECH INC.:				62.96	62.96		
J & H CONTROLS INC							
16000	10000022562	BUILDING MAINT MTHLY CHR	01/18/2021	181.60	181.60	46713	02/12/2021
	10000022562	BUILDING MAINT MTHLY CHR	01/18/2021	136.20	136.20	46713	02/12/2021
	10000022562	BUILDING MAINT MTHLY CHR	01/18/2021	136.20	136.20	46713	02/12/2021
	10000022563	BUILDING MAINT MTHLY CHR	01/18/2021	167.00	167.00	46713	02/12/2021
Total J & H CONTROLS INC:				621.00	621.00		
JET VAC ENVIRONMENTAL							
16500	3553	WACHS DW Guillotine Pipe Saw Unit #133	01/29/2021	8,393.60	8,393.60	46714	02/12/2021
Total JET VAC ENVIRONMENTAL:				8,393.60	8,393.60		
JON'S CRANE & RIGGING LLC							
16625	5263	Unload Transformer	01/18/2021	555.00	555.00	46755	02/26/2021
Total JON'S CRANE & RIGGING LLC:				555.00	555.00		
KAESER COMPRESSOR INC							
17350	914295171	Preventative Maint Sewer	01/28/2021	5,030.89	5,030.89	46715	02/12/2021
Total KAESER COMPRESSOR INC:				5,030.89	5,030.89		
KEMIRA WATER SOLUTIONS INC.							
17513	9017701984	FERROUS CHLORIDE	02/04/2021	3,253.58	3,253.58	46716	02/12/2021
Total KEMIRA WATER SOLUTIONS INC.:				3,253.58	3,253.58		
LAPPEN SECURITY PRODUCTS INC.							
18180	LSPQ44543	Front Door Card Reader Replacement	02/03/2021	156.46	156.46	46717	02/12/2021
	LSPQ44543	Front Door Card Reader Replacement	02/03/2021	117.35	117.35	46717	02/12/2021
	LSPQ44543	Front Door Card Reader Replacement	02/03/2021	117.35	117.35	46717	02/12/2021
Total LAPPEN SECURITY PRODUCTS INC.:				391.16	391.16		
MEUW							
23500	21021-52	Electric Safety Program - (part 1 of 2)	02/10/2021	2,500.00	2,500.00	46756	02/26/2021
	2165	Managment Training - C Flegner	02/10/2021	295.00	295.00	46718	02/12/2021
	2165	Managment Training - Vande Kolk	02/10/2021	295.00	295.00	46718	02/12/2021
Total MEUW:				3,090.00	3,090.00		
MILTON PROPANE INC							
25000	T462426	PROPANE DELIVERED	02/17/2021	15.79	15.79	46757	02/26/2021
	T462426	PROPANE DELIVERED	02/17/2021	15.79	15.79	46757	02/26/2021
	T462426	PROPANE DELIVERED	02/17/2021	15.80	15.80	46757	02/26/2021
Total MILTON PROPANE INC:				47.38	47.38		
SECURIAN FINANCIAL GROUP INC							
25200	26418-1027-MAR 2	BASIC GROUP LIFE INS PREMIUM	02/01/2021	264.70	264.70	46728	02/12/2021
	26418-1027-MAR 2	EMPLOYER CONTRIBUTION 20%	02/01/2021	12.33	12.33	46728	02/12/2021
	26418-1027-MAR 2	EMPLOYER CONTRIBUTION 20%	02/01/2021	9.80	9.80	46728	02/12/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	26418-1027-MAR 2	EMPLOYER CONTRIBUTION 20%	02/01/2021	9.50	9.50	46728	02/12/2021
Total SECURIAN FINANCIAL GROUP INC:				296.33	296.33		
MONROE TRUCK EQUIPMENT							
27100	5449411	Cutting Edges for Plow Unit 149A	01/29/2021	86.99	86.99	46719	02/12/2021
	5449411	Cutting Edges for Plow Unit 149A	01/29/2021	87.00	87.00	46719	02/12/2021
	5449411	Cutting Edges for Plow Unit 149A	01/29/2021	87.00	87.00	46719	02/12/2021
Total MONROE TRUCK EQUIPMENT:				260.99	260.99		
MSA PROFESSIONAL SERVICES INC							
28200	R00019010.00-25	Design/Bidding Phase - Newton/Rock Ave	02/01/2021	5,157.50	5,157.50	46720	02/12/2021
	R00019010.00-25	Design/Bidding Phase - Newton/Rock Ave	02/01/2021	5,157.50	5,157.50	46720	02/12/2021
Total MSA PROFESSIONAL SERVICES INC:				10,315.00	10,315.00		
MULCAHY SHAW WATER INC.							
29200	323086	Mechanical Seal WWTP	01/28/2021	506.13	506.13	46721	02/12/2021
Total MULCAHY SHAW WATER INC.:				506.13	506.13		
MUNICIPAL ENVIRONMENTAL GROUP							
29400	2021 WATER MEM	ANNUAL MEMBERSHIP DUES- WATER DIVISION	02/08/2021	1,098.00	.00	46758	02/26/2021
	2021 WATER MEM	ANNUAL MEMBERSHIP DUES- WATER DIVISION	02/08/2021	1,098.00-			
	2021 WTR MEMBE	ANNUAL MEMBERSHIP DUES- WATER DIVISION	02/08/2021	1,098.00	1,098.00	46772	02/26/2021
Total MUNICIPAL ENVIRONMENTAL GROUP:				1,098.00	1,098.00		
NAPA AUTO PARTS							
30900	301127	Equipment Supplies	02/02/2021	2.69	2.69	46722	02/12/2021
	301256	Grease Gun	02/03/2021	11.66	11.66	46722	02/12/2021
	301256	Grease Gun	02/03/2021	11.66	11.66	46722	02/12/2021
	301256	Grease Gun	02/03/2021	11.67	11.67	46722	02/12/2021
Total NAPA AUTO PARTS:				37.68	37.68		
NORTH SHORE ANALYTICAL INC.							
38500	13410	Effluent & Influent	01/28/2021	270.00	270.00	46723	02/12/2021
Total NORTH SHORE ANALYTICAL INC.:				270.00	270.00		
OFFICE DEPOT							
38880	153935934001	OFFICE SUPPLIES	02/02/2021	20.00	20.00	46759	02/26/2021
	153935934001	OFFICE SUPPLIES	02/02/2021	15.89	15.89	46759	02/26/2021
	153935934001	OFFICE SUPPLIES	02/02/2021	15.38	15.38	46759	02/26/2021
	156195296001	OFFICE SUPPLIES	02/15/2021	17.37	17.37	46759	02/26/2021
	156195296001	OFFICE SUPPLIES	02/15/2021	13.81	13.81	46759	02/26/2021
	156195296001	OFFICE SUPPLIES	02/15/2021	13.36	13.36	46759	02/26/2021
Total OFFICE DEPOT:				95.81	95.81		
O'REILLY AUTO PARTS							
38970	2391-423984	Air Plug	02/12/2021	1.78	1.78	46760	02/26/2021
Total O'REILLY AUTO PARTS:				1.78	1.78		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
OSHKOSH OFFICE SYSTEMS							
39000	AR59569	MTHLY CLICK COUNTS	02/01/2021	37.34	37.34	46724	02/12/2021
	AR59569	MTHLY CLICK COUNTS	02/01/2021	29.68	29.68	46724	02/12/2021
	AR59569	MTHLY CLICK COUNTS	02/01/2021	28.72	28.72	46724	02/12/2021
Total OSHKOSH OFFICE SYSTEMS:				95.74	95.74		
PACE ANALYTICAL SERVICES LLC							
40100	2160126030	Toxicity Samples	02/16/2021	3,666.00	3,666.00	46761	02/26/2021
Total PACE ANALYTICAL SERVICES LLC:				3,666.00	3,666.00		
PIGGLY WIGGLY							
41200	S0023-9177	Ice	01/29/2021	18.45	18.45	46725	02/12/2021
Total PIGGLY WIGGLY:				18.45	18.45		
POWER SYSTEM ENGINEERING INC							
42800	9036269	GIS SUPPORT	02/07/2021	439.53	439.53	46726	02/12/2021
	9036269	GIS SUPPORT	02/07/2021	349.37	349.37	46726	02/12/2021
	9036269	GIS SUPPORT	02/07/2021	338.10	338.10	46726	02/12/2021
Total POWER SYSTEM ENGINEERING INC:				1,127.00	1,127.00		
RESCO							
46400	812800-00	Bibs- Jahn	02/03/2021	214.83	214.83	46727	02/12/2021
	812802-00	Bibs- Jahn Payment	02/04/2021	2.59-	2.59-	46727	02/12/2021
Total RESCO:				212.24	212.24		
SEERA							
51535	WAUPUN/JAN 2021	"WAUPUN" FOCUS PROGRAM FEE	01/31/2021	2,712.07	2,712.07	46729	02/12/2021
Total SEERA:				2,712.07	2,712.07		
SPECTRUM BUSINESS							
52500	0033381021321	Internet Services	02/13/2021	82.84	82.84	46762	02/26/2021
	0033381021321	Internet Services	02/13/2021	65.84	65.84	46762	02/26/2021
	0033381021321	Internet Services	02/13/2021	63.72	63.72	46762	02/26/2021
	0033381021321	Monthly Service Exp 1st & 2nd	02/13/2021	107.22	107.22	46762	02/26/2021
	0033381021321	Mthly Service Exp 1st & 2nd Ln	02/13/2021	85.23	85.23	46762	02/26/2021
	0033381021321	Mthly Service Exp 1st&2nd Line	02/13/2021	82.48	82.48	46762	02/26/2021
	0033381021321	Water Plant Voice Serv	02/13/2021	99.98	99.98	46762	02/26/2021
	0033381021321	WasteWater Voice Serv	02/13/2021	99.98	99.98	46762	02/26/2021
Total SPECTRUM BUSINESS:				687.29	687.29		
SPEE-DEE							
52600	4164167	SERVICE CHRГ for WATER SAMPLES	01/25/2021	54.18	54.18	46730	02/12/2021
	4176885	SERVICE CHRГ for WATER SAMPLES	02/08/2021	70.59	70.59	46763	02/26/2021
Total SPEE-DEE:				124.77	124.77		
SUPERIOR CHEMICAL CORP							
54200	292008	CLEANING SUPPLIES	02/04/2021	785.44	785.44	46731	02/12/2021
	293086	WWTP Lubricant	02/15/2021	128.98	128.98	46764	02/26/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total SUPERIOR CHEMICAL CORP:				914.42	914.42		
USA BLUE BOOK							
59600	482154	WWTP Belt Press Fittings	01/25/2021	350.49	350.49	46732	02/12/2021
	492466	WWTP Lab Supplies	02/03/2021	305.46	305.46	46732	02/12/2021
	495229	WWTP Lab Supplies	02/05/2021	69.39	69.39	46765	02/26/2021
Total USA BLUE BOOK:				725.34	725.34		
VAN BUREN, DAWN							
60790	2021-HOPP RETIR	Cupcakes for Retirement	02/26/2021	18.00	18.00	46766	02/26/2021
	2021-HOPP RETIR	Cupcakes for Retirement	02/26/2021	18.00	18.00	46766	02/26/2021
Total VAN BUREN, DAWN:				36.00	36.00		
VAN BUREN, JEROME and/or SANDRA							
60800	JAN SOLAR CREDI	SOLAR CREDIT	02/04/2021	31.03	31.03	46733	02/12/2021
Total VAN BUREN, JEROME and/or SANDRA:				31.03	31.03		
VERIZON WIRELESS							
62900	9871760343	CELLPHONE MTHLY EXPENSES	01/21/2021	139.24	139.24	46734	02/12/2021
	9871760343	CELPHONE MTHLY EXPENSES	01/21/2021	110.68	110.68	46734	02/12/2021
	9871760343	CELLPHONE MTHLY EXPENSES	01/21/2021	107.11	107.11	46734	02/12/2021
	9871760343	DPW'S MTHLY/DATA TABLET CHRGS	01/21/2021	60.08	60.08	46734	02/12/2021
Total VERIZON WIRELESS:				417.11	417.11		
VIKING ELECTRIC SUPPLY							
63300	S004387369.001	Timer Switches - Shop	02/01/2021	1.46	1.46	46735	02/12/2021
	S004387369.001	Timer Switches - Shop	02/01/2021	1.09	1.09	46735	02/12/2021
	S004387369.001	Timer Switches - Shop	02/01/2021	1.10	1.10	46735	02/12/2021
	S004387369.002	Timer Switches - Shop	02/01/2021	31.49	31.49	46735	02/12/2021
	S004387369.002	Timer Switches - Shop	02/01/2021	31.49	31.49	46735	02/12/2021
	S004387369.002	Timer Switches - Shop	02/01/2021	41.98	41.98	46735	02/12/2021
	S004387369.003	Timer Switches - Shop	02/22/2021	24.32-	24.32-	46767	02/26/2021
	S004387369.003	Timer Switches - Shop	02/22/2021	24.32-	24.32-	46767	02/26/2021
	S004387369.003	Timer Switches - Shop	02/22/2021	32.42-	32.42-	46767	02/26/2021
	S004401432.001	Timer Switches - Shop	02/09/2021	84.42	84.42	46735	02/12/2021
	S004401432.001	Timer Switches - Shop	02/09/2021	63.31	63.31	46735	02/12/2021
	S004401432.001	Timer Switches - Shop	02/09/2021	63.31	63.31	46735	02/12/2021
	S004423523.001	Electric Hand Tools	02/12/2021	51.09	51.09	46767	02/26/2021
	S004423523.002	LED Lamps -Office Bldg	02/15/2021	15.66	15.66	46767	02/26/2021
	S004423523.002	LED Lamps -Office Bldg	02/15/2021	15.66	15.66	46767	02/26/2021
	S004423523.002	LED Lamps -Office Bldg	02/15/2021	20.88	20.88	46767	02/26/2021
Total VIKING ELECTRIC SUPPLY:				341.88	341.88		
WAUPUN AREA ANIMAL SHELTER							
73000	2021 FOE-LED	Focus on Energy LED Rebate	02/01/2021	132.00	132.00	46736	02/12/2021
Total WAUPUN AREA ANIMAL SHELTER:				132.00	132.00		
WAUPUN, CITY OF							
74400	802	GIS License	02/03/2021	1,733.34	1,733.34	46737	02/12/2021
	802	GIS License	02/03/2021	1,283.34	1,283.34	46737	02/12/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	802	GIS License	02/03/2021	1,283.32	1,283.32	46737	02/12/2021
	JAN 2021 TRASH	Trash/Recycling Collection	01/31/2021	38,574.64	38,574.64	46737	02/12/2021
	JAN 2021-SWATER	Stormwater Receipts	01/31/2021	48,810.65	48,810.65	46737	02/12/2021
	PILOT-FEB 2021	Property Tax Pilot - Electric	02/01/2021	24,930.00	24,930.00	46737	02/12/2021
	PILOT-FEB 2021	Property Tax Pilot - Water	02/01/2021	30,064.00	30,064.00	46737	02/12/2021
Total WAUPUN, CITY OF:				146,679.29	146,679.29		
WAUPUN EQUIPMENT INC							
74800	W12659	2018 New Holland B95C Backhoe-Unit #27	02/23/2021	83,500.00	83,500.00	46768	02/26/2021
Total WAUPUN EQUIPMENT INC:				83,500.00	83,500.00		
WAUPUN GIRLS SOFTBALL ASSOCIATION							
75500	2021 SPONSORSH	Donation Sponsor for the 2021 year	02/01/2021	200.00	200.00	46769	02/26/2021
Total WAUPUN GIRLS SOFTBALL ASSOCIATION:				200.00	200.00		
WAUPUN LITTLE LEAGUE							
75800	2021 SPONSORSH	OUTFIELD SIGN RENEWAL	02/01/2021	200.00	200.00	46770	02/26/2021
Total WAUPUN LITTLE LEAGUE:				200.00	200.00		
WAUPUN UTILITIES							
76800	2/26/2021	Window Clings	02/26/2021	4.44	4.44	46771	02/26/2021
	2/26/2021	Window Clings	02/26/2021	4.57	4.57	46771	02/26/2021
	2/26/2021	Window Clings	02/26/2021	5.75	5.75	46771	02/26/2021
Total WAUPUN UTILITIES:				14.76	14.76		
WISCONSIN EMERGENCY MANAGEMENT							
86200	223372	Tier II Fee - Hazard Chemicals Water Plant	02/08/2021	205.00	205.00	46738	02/12/2021
	223375	Tier II Fee - Hazard Chemicals WWTP	02/08/2021	205.00	205.00	46738	02/12/2021
Total WISCONSIN EMERGENCY MANAGEMENT:				410.00	410.00		
Grand Totals:				393,011.65	393,011.65		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CD						
1						
02/10/2021	1	Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	184.73	
		Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	79.65	
		Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	1,279.64	
		Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH		1,544.02-
2						
					.00*	
02/04/2021	2	Transfer from Wells Fargo - Redemption Funding	1-1128-1290-00	SURPLUS FUND - LGIP	49,000.00	
		Transfer from Wells Fargo - Redemption Funding	2-1128-1290-00	SURPLUS FUND - LGIP	135,000.00	
		Transfer from Wells Fargo - Redemption Funding	9-1131-0000-00	COMBINED CASH		184,000.00-
3						
					.00*	
02/10/2021	3	Record Monthly ACH Vehicle Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	680.04	
		Record Monthly ACH Vehicle Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	153.71	
		Record Monthly ACH Vehicle Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	206.14	
		Record Monthly ACH Vehicle Payment	9-1131-0000-00	COMBINED CASH		1,039.89-
99002						
					.00*	
02/28/2021	99002	Record January's Wholesale Power Bill ACH Paym	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	549,448.57	
		Record January's Wholesale Power Bill ACH Paym	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	1,200.17	
		Record January's Wholesale Power Bill ACH Paym	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	1,039.69	
		Record January's Wholesale Power Bill ACH Paym	9-1131-0000-00	COMBINED CASH		551,688.43-
99003						
					.00*	
02/07/2021	99003	Record Monthly ONLINE Inv Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	7.55	
		Record Monthly ONLINE Inv Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	6.00	
		Record Monthly ONLINE Inv Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	5.80	
		Record Monthly ONLINE Inv Payment	9-1131-0000-00	COMBINED CASH		19.35-
99004						
					.00*	
02/14/2021	99004	Record January's Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	7,267.04	
		Record January's Sales & Use Tax	9-1131-0000-00	COMBINED CASH		7,267.04-
99005						
					.00*	
02/17/2021	99005	Record Sales Tax for YE Other AR	1-2241-2416-00	TAX COLL PAY - SALES TAX	3,658.25	
		Record Sales Tax for YE Other AR	1-5930-0000-00	MISC GENERAL EXPENSE	36.18	
		Record Sales Tax for YE Other AR	9-1131-0000-00	COMBINED CASH		3,694.43-
99006						
					.00*	
02/11/2021	99006	Record WF Monthly Fees	1-5921-0000-20	OFFICE SUPPLIES AND EXPEN	184.63	
		Record WF Monthly Fees	2-5921-0000-20	OFFICE SUPPLIES & EXPENSE	51.13	
		Record WF Monthly Fees	3-5851-0000-20	OFFICE SUPPLIES & EXPENSE	48.28	
		Record WF Monthly Fees	9-1131-0000-00	COMBINED CASH		284.04-
99007						
					.00*	
02/04/2021	99007	Record PSN Fees	1-5921-1010-20	OFC SUP & EXP CREDIT CARD	1,827.45	
		Record PSN Fees	2-5921-1010-20	OFC SUP & EXP CREDIT CARD	506.06	
		Record PSN Fees	3-5851-1010-20	OFC SUP & EXP-CREDIT CARD	477.95	
		Record PSN Fees	9-1131-0000-00	COMBINED CASH		2,811.46-
Documents: 9 Transactions: 32						
Total CD:					752,348.66	752,348.66-

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
Grand Totals:					<u>752,348.66</u>	<u>752,348.66-</u>



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: March 8, 2021
SUBJECT: January 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

The electric utility purchased a large, three-phase transformer as a back-up for the unit replaced in December 2020 at a large customer. The administrative building security system was replaced as the hardware and software was outdated and no longer upgradable. The cost was split between the three utilities.

MONTHLY OPERATING RESULTS – January 2021 Monthly and Year-To-Date (YTD)

Sales

Electric

- Monthly kWh sales were **2.5% below** budget & **1.4% lower** than December 2020 sales on lower power sales across all customer classes except residential.

Water

- Monthly sales units of 100 cubic feet were **2.3% below** budget & **2.2% lower** than December 2020 sales; usage decreases in commercial, industrial and public authority customer classes.

Sewer

- Monthly sales units of 100 cubic feet were **15.7% below** budget & **20.0% lower** than December 2020 sales due to lower public authority volume. Sales to public authority customers continue to trend downward beginning in the spring of 2020 with the onset of COVID.

Income Statement

Electric

- Operating revenues and purchased power expense were **below** budget \$22,700 and \$13,900 respectively, due to lower than budgeted demand and overall lower associated purchased power costs.
- Gross margin was \$8,800 **below** budget
- Operating expenses were \$7,700 **above** budget primarily due to higher A&G expenses associated with the utility's annual partial funding of employee HSA contributions at the beginning of the year.
- Operating income was \$17,400 or \$20,000 **below** budget from lower than budgeted revenues and higher A&G operating expenses.
- Net income was \$14,100 or \$19,800 **below** budget primarily from revenues coming in under budget for the month.

Water

- Operating revenues were \$800 *below* budget due to overall slightly lower consumption
- Operating expenses were \$18,900 *below* budget due to fewer maintenance-related costs associated with the distribution system.
- Operating income was \$65,100 or \$15,800 *above* budget from lower than budgeted operating expenses
- Net income was \$53,300 or \$19,200 *above* budget

Sewer

- Operating revenues were \$28,500 *below* budget on a continued trend of a decrease in public authority sales from 2020.
- Operating expenses were \$21,200 *below* budget on lower than budgeted maintenance expenses
- Operating income (loss) was (\$900) or \$10,800 *below* budget
- Net income (loss) was (\$10,100) or \$14,900 *below* budget due to the decrease in public authority usage

Balance Sheets

Electric

- Balance sheet *decreased* \$77,800 from December 2020
- Unrestricted cash *increased* \$48,200
- Accounts receivable *decreased* \$125,200 from lower sales for the month
- Accounts payable *decreased* \$93,400 on lower purchased power expense outstanding for the month
- A principal and interest payment on the 2019 Refunding Revenue bonds is due on March 1, 2021 which will require a \$181,000 cash payment. Funds are segregated monthly to fund this payment.

Water

- Balance sheet *increased* \$50,500 from December 2020
- Total unrestricted and restricted cash *increased* \$94,500 as a result of an increase in collections and lower operating costs for the month
- Accounts receivable *decreased* \$20,000
- Net position *increased* by \$53,300
- Principal and interest payments on the 2019 Refunding Revenue bonds and 2019 revenue bonds are due on March 1, 2021 which will require a total of \$482,900 in cash outlays. Funds are segregated monthly to fund this payment.

Sewer

- Balance sheet *decreased* \$43,700 from December 2020
- Unrestricted cash *decreased* \$36,900 primarily from a \$16,800 *decrease* in accounts receivable and \$40,900 *decrease* in accounts payable

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 *increased* \$162,200, or 1.8% from December 2020 primarily from decreases in accounts payable / operating expenses between the three utilities.
- Received interest and distributions of \$3,200 and recorded an unrealized *negative* market adjustment of \$3,900, along with \$600 in management fees, resulting in a net portfolio *loss* of (\$1,300) for the month.
- Total interest and investment income earned on all accounts for the month was \$400.

OTHER FINANCIAL MATTERS

Re-Establishment of Customer Disconnections

Beginning April 1, 2021, the Utilities will reinstate our disconnection policy in accordance with our current PSCW rate orders and regulations. Previously the utilities had suspended disconnections to comply with PSCW guidelines surrounding COVID-19 and the winter moratorium. As of this report date the PSC has not extended the disconnection suspension through formal legislative processes.

Completion of Financial Audit Fieldwork

Audit fieldwork was conducted virtually by Baker Tilly the first week in February 2021. Preliminary communications indicate no audit journal entries and no new control-related findings. The Utilities are preparing the financial statements in 2020 so save on external consultant costs. We anticipate a final audit presentation at the April 2021 Commission meeting.

Fourth USDA Loan Application – WWTP Upgrade

The Utilities will begin the application process for the fourth and final construction loan through the USDA upon the acceptance of a final construction bid. The bid meeting was held on March 3rd, 2021 with management and Applied Technologies weighing bid results. A final construction total price is required to secure the final loan and will be completed during the first quarter of 2021.

Street Construction Projects

The City of Waupun is currently conducting the bidding / evaluation process for its two partial street reconstruction projects budgeted for the spring / summer of 2021. The utility has included these projects in its 2021 water and sewer construction budgets and anticipates financing the projects with internal cash reserves. Construction for both the South Madison and Rock / Newton street projects is scheduled to commence in the second quarter of 2021.

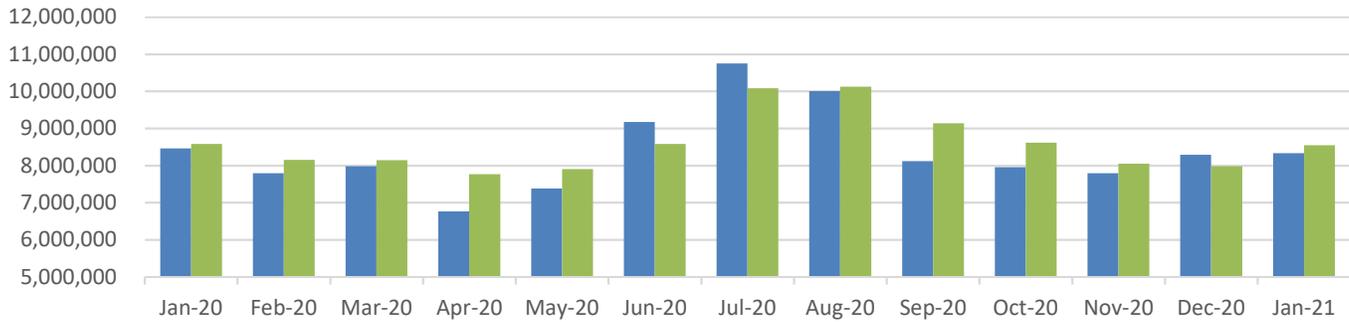
This concludes my report. Please do not hesitate to contact me at 324-7920 or jstanek@waupunutilities.org with any questions or comments.

Sales and Revenues Dashboard - Jan 2021

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	8,335,063	↓ -2.5%	↓ -2.5%	Power Costs	\$ 546,712	↓ -2.5%	↓ -2.5%
Revenues	\$ 720,635	↓ -3.1%	↓ -3.1%	Gross Margin	\$ 173,923	↓ -4.8%	↓ -4.8%

kWhs Sold

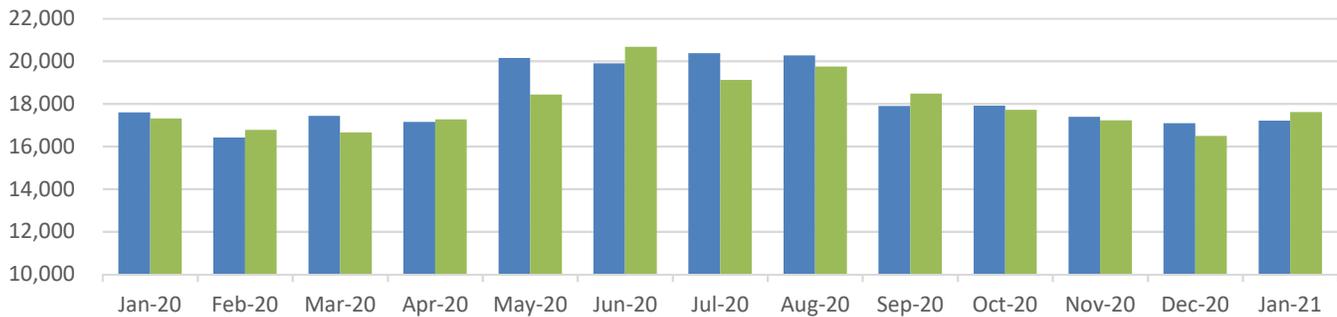
■ Actual ■ Budgeted



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	17,213	↓ -2.3%	↓ -2.3%	Revenues	\$ 139,290	↓ -1.0%	↓ -1.0%

Water Cubic Feet (100's) Sold

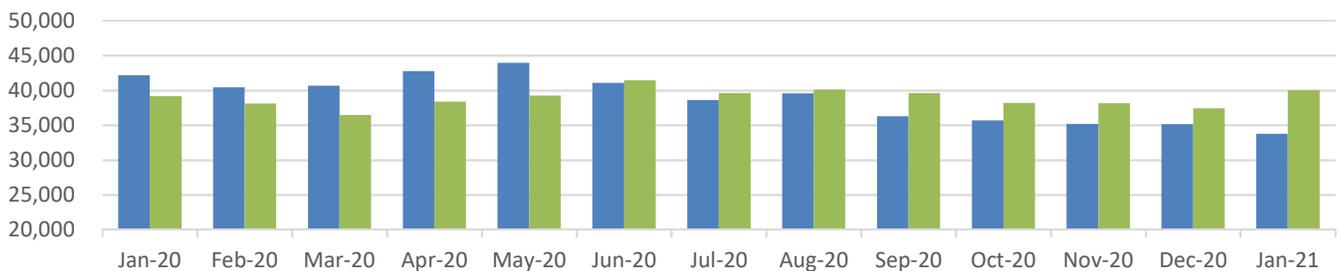
■ Actual ■ Budgeted



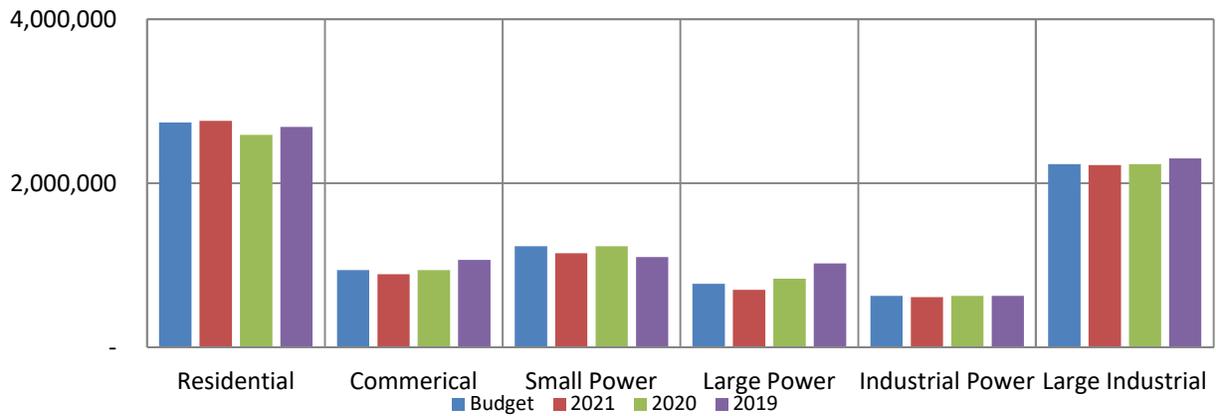
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	33,757	↓ -15.7%	↓ -15.7%	Revenues	\$ 144,674	↓ -18.2%	↓ -18.2%

Sewer Cubic Feet (100's) Treated

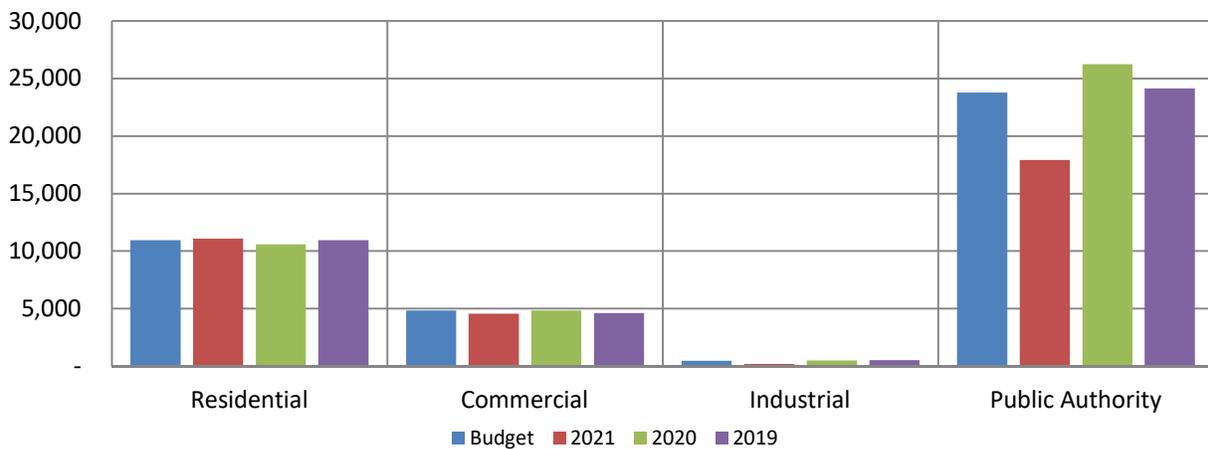
■ Actual ■ Budgeted



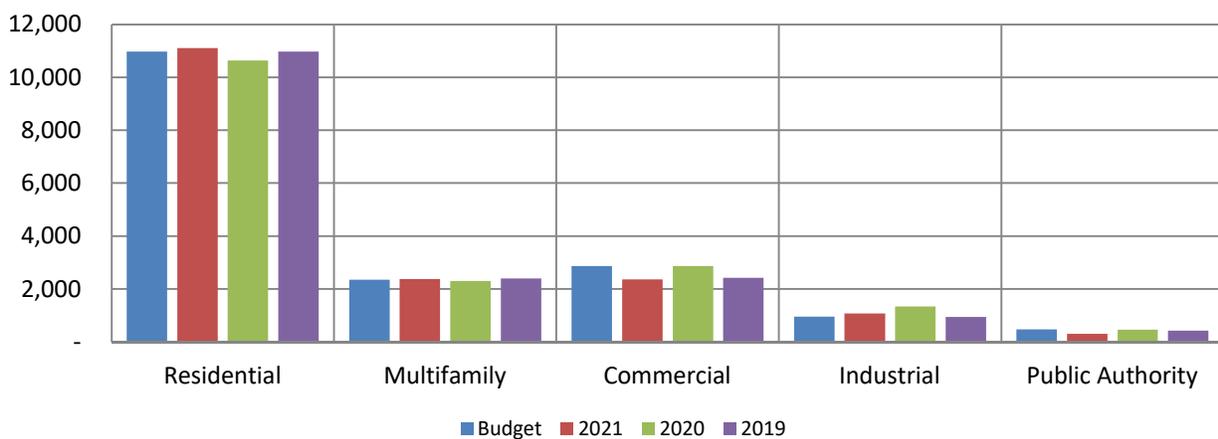
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	Jan 2019	Jan 2020	Jan 2021
Sales of Electricity	\$ 9,997,967	\$ 9,666,860	\$ 9,437,634
Purchased Power	7,919,075	7,643,848	7,366,467
Gross Margin	2,078,892	2,023,012	2,071,167
	20.8%	20.9%	21.9%
Other Operating Revenues	96,544	102,009	95,367
Operating Expenses			
Distribution expense	391,845	352,768	303,753
Customer accounts expense	117,775	129,166	116,643
Advertising expense	364	1,259	975
Administrative & general expense	375,389	467,477	375,167
Total operating expenses	885,373	950,670	796,538
Other Operating Expenses			
Depreciation expense	576,484	591,931	613,857
Taxes	337,561	345,909	332,172
Total other operating expenses	914,045	937,840	946,030
Operating Income	376,018	236,511	423,967
Other Income (Expense)			
Capital contributions	111,557	6,814	49,195
Interest expense	(35,135)	(33,871)	(37,315)
Amortization of debt-related costs	(18,118)	(37,380)	(7,996)
Other	(23,645)	112,865	110,377
Total other income (expense)	34,658	48,427	114,262
Net Income	\$ 410,676	\$ 284,938	\$ 538,228

Regulatory Operating Income	439,947	340,106	487,451
Rate of Return	5.04	3.89	5.61
Authorized Rate of Return	6.00	5.00	5.00
Current Ratio	3.6	4.7	5.6
Months of Unrestricted Cash on Hand	2.3	2.5	3.3
Equity vs Debt	0.86	0.88	0.90
Asset Utilization	0.48	0.50	0.51
Combined E&W Debt Coverage	3.06	3.04	4.15
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates increased September 2016.

Definitions

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

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Electric Utility
For the Period Ended Jan, 31 2021

	Last 12 Months	YTD 2021	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 9,437,634	\$ 720,635	\$ 743,315	\$ (22,680)
Purchased Power	7,366,467	546,712	560,594	(13,882)
Gross Margin	2,071,167	173,923	182,721	(8,798)
	21.9%	24.1%	24.6%	
Other Operating Revenues	95,367	7,732	7,033	699
Operating Expenses				
Distribution expense	303,753	27,066	27,549	(483)
Customer accounts expense	116,643	7,779	9,626	(1,847)
Advertising expense	975	699	133	566
Administrative & general expense	375,167	43,349	33,895	9,454
Total operating expenses	796,538	78,893	71,203	7,690
Other Operating Expenses				
Depreciation expense	613,857	57,252	51,044	6,208
Taxes	332,172	28,102	30,096	(1,994)
Total other operating expenses	946,030	85,354	81,140	4,214
Operating Income	423,967	17,408	37,411	(20,003)
Other Income (Expense)				
Capital contributions	49,195	-	-	-
Interest expense	(37,315)	(2,675)	(2,469)	(206)
Amortization of debt-related costs	(7,996)	(558)	(1,896)	1,338
Other	110,377	(66)	833	(899)
Total other income (expense)	114,262	(3,299)	(3,532)	233
Net Income	\$ 538,228	\$ 14,108	\$ 33,879	\$ (19,771)

	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020	March 2020	Feb 2020	Jan 2020
Operating Revenues	\$ 720,635	\$ 769,791	\$ 702,128	\$ 717,547	\$ 828,989	\$ 980,998	\$ 1,043,420	\$ 899,648	\$ 742,398	\$ 624,264	\$ 706,940	\$ 700,877	\$ 736,820
Purchased Power	546,712	587,379	533,487	550,064	669,840	800,564	849,687	720,390	579,587	460,334	540,853	527,569	560,387
Gross Margin	173,923	182,412	168,640	167,483	159,149	180,433	193,733	179,258	162,810	163,930	166,087	173,309	176,433
	24.1%	23.7%	24.0%	23.3%	19.2%	18.4%	18.6%	19.9%	21.9%	26.3%	23.5%	24.7%	23.9%
Other Operating Revenues	7,732	9,772	12,164	9,411	6,923	6,973	6,969	6,891	6,857	6,813	6,900	7,962	7,577
Operating Expenses													
Distribution expense	27,066	(9,499)	19,004	11,729	17,173	39,927	39,928	28,198	25,191	22,349	44,574	38,112	38,570
Customer accounts expense	7,779	10,281	8,053	11,420	8,806	8,935	11,298	9,758	9,856	8,203	9,875	12,379	12,155
Advertising expense	699	641	190	(7,946)	8,339	453	(12,176)	2,934	6,392	-	1,000	450	700
Administrative & general expense	43,349	39,900	30,046	31,936	27,380	25,179	30,267	23,325	24,632	29,646	43,151	26,356	49,201
Total operating expenses	78,893	41,323	57,292	47,140	61,698	74,495	69,317	64,214	66,071	60,198	98,601	77,297	100,626
Other Operating Expenses													
Depreciation expense	57,252	54,575	50,203	50,203	50,203	50,203	50,203	50,203	50,203	50,203	50,203	50,203	50,203
Taxes	28,102	4,346	27,577	43,441	27,161	27,655	28,911	27,739	27,111	34,223	28,229	27,678	30,534
Total other operating expenses	85,354	58,921	77,780	93,644	77,364	77,858	79,114	77,942	77,314	84,426	78,432	77,881	80,737
Operating Income	17,408	91,939	45,732	36,110	27,011	35,053	52,271	43,993	26,284	26,120	(4,046)	26,093	2,647
Other Income (Expense)													
Capital contributions	-	16,233	17,128	-	-	-	-	-	-	-	-	15,835	-
Interest expense	(2,675)	(2,675)	(2,675)	(2,675)	(8,246)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)
Amortization of debt-related costs	(558)	(676)	(676)	(676)	(676)	(676)	(676)	(676)	(676)	(676)	(676)	(676)	(676)
Other	(66)	(2,287)	733	(1,115)	(68)	945	425	20,900	3,417	5,011	(58,566)	8,909	3,143
Total other income (expense)	(3,299)	10,594	14,509	(4,466)	(8,989)	(2,356)	(2,875)	17,600	116	1,710	(61,866)	21,444	(157)
Net Income	\$ 14,108	\$ 102,533	\$ 60,241	\$ 31,644	\$ 18,022	\$ 32,698	\$ 49,396	\$ 61,593	\$ 26,400	\$ 27,830	\$ (65,912)	\$ 47,536	\$ 2,490

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

WATER	Jan 2019	Jan 2020	Jan 2021
Operating Revenues	\$ 2,572,215	\$ 2,618,254	\$ 2,598,605
Operating Expenses			
Source of supply expenses	45,715	540	44,666
Pumping expenses	95,171	88,348	78,872
Water treatment expenses	191,689	167,753	172,792
Transmission & distribution expenses	296,368	271,165	246,927
Customer accounts expenses	111,715	115,639	105,100
Administrative & general expense	236,775	283,242	260,352
Total operating expenses	977,433	926,687	908,708
Other Operating Expenses			
Depreciation expense	539,926	540,006	579,087
Taxes	384,673	380,079	378,172
Total other operating expenses	924,599	920,085	957,259
Operating Income	670,184	771,482	732,637
Other Income (Expense)			
Capital contributions from customers and municipal	67,178	-	180,432
Interest expense	(132,513)	(142,899)	(146,301)
Amortization of debt-related costs	(52,536)	(136,627)	(20,897)
Other	23,169	27,387	1,958
Total other income (expense)	(94,702)	(252,139)	15,192
Net Income	\$ 575,482	\$ 519,343	\$ 747,829

Regulatory Operating Income	716,045	831,793	768,326
Rate of Return	5.09	6.02	5.50
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	16.71	10.77	29.85
Months of Unrestricted Cash on Hand	8.83	8.37	15.58
Equity vs Debt	0.69	0.71	0.73
Asset Utilization	0.33	0.36	0.36

Note 1 - Water rates increased May 2012.

Definitions

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Water Utility
For the Period Ended Jan 31, 2021

	Last 12 Months	YTD 2021	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,598,605	\$ 212,495	\$ 213,315	\$ (820)
Operating Expenses				
Source of supply expenses	44,666	-	283	(283)
Pumping expenses	78,872	6,591	7,332	(741)
Water treatment expenses	172,792	16,121	17,179	(1,058)
Transmission & distribution expenses	246,927	11,595	26,795	(15,200)
Customer accounts expenses	105,100	7,011	9,743	(2,732)
Administrative & general expense	260,352	25,249	24,132	1,117
Total operating expenses	908,708	66,566	85,464	(18,898)
Other Operating Expenses				
Depreciation expense	579,087	49,882	47,144	2,738
Taxes	378,172	30,945	31,370	(425)
Total other operating expenses	957,259	80,827	78,514	2,313
Operating Income	732,637	65,101	49,337	15,764
Other Income (Expense)				
Capital contributions	180,432	-	-	-
Interest expense	(146,301)	(10,487)	(9,977)	(510)
Amortization of debt-related costs	(20,897)	(1,429)	(5,687)	4,258
Other	1,958	113	417	(304)
Total other income (expense)	15,192	(11,803)	(15,247)	3,444
Net Income	\$ 747,829	\$ 53,298	\$ 34,090	\$ 19,208

	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020	March 2020	Feb 2020	Jan 2020
WATER													
Operating Revenues	\$ 212,495	\$ 212,776	\$ 213,324	\$ 214,389	\$ 217,636	\$ 225,251	\$ 226,155	\$ 223,349	\$ 225,189	\$ 210,519	\$ 211,212	\$ 206,309	\$ 212,343
Operating Expenses													
Source of supply expenses	-	-	-	-	-	18	-	-	-	1,015	35,148	8,485	-
Pumping expenses	6,591	6,325	5,830	6,002	6,030	6,553	6,518	6,253	6,884	7,057	7,354	7,474	7,505
Water treatment expenses	16,121	10,745	11,722	14,529	15,935	15,409	12,854	13,244	14,199	16,195	18,171	13,668	13,435
Transmission & distribution expenses	11,595	19,677	43,516	16,016	20,121	28,996	38,911	21,203	16,105	9,097	11,692	9,998	14,706
Customer accounts expenses	7,011	8,607	7,078	10,414	7,796	7,944	10,349	8,742	8,597	7,417	8,946	12,199	12,194
Administrative & general expense	25,249	23,251	18,017	25,094	21,803	18,507	24,048	18,685	18,032	21,364	27,156	19,148	31,386
Total operating expenses	66,566	68,605	86,163	72,055	71,686	77,428	92,681	68,127	63,818	62,144	108,466	70,971	79,225
Other Operating Expenses													
Depreciation expense	49,882	37,193	49,201	49,201	49,201	49,201	49,201	49,201	49,201	49,201	49,201	49,201	49,201
Taxes	30,945	29,738	31,208	34,672	31,419	31,430	32,100	31,646	31,093	31,140	31,053	31,729	31,903
Total operating expenses	80,827	66,931	80,409	83,873	80,620	80,631	81,301	80,847	80,294	80,342	80,254	80,930	81,104
Operating Income	65,101	77,241	46,752	58,461	65,331	67,192	52,173	74,375	81,077	68,033	22,493	54,408	52,014
Other Income (Expense)													
Capital contributions	-	180,432	-	-	-	-	-	-	-	-	-	-	-
Interest expense	(10,487)	(10,488)	(10,488)	(10,488)	(35,071)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)
Amortization of debt-related costs	(1,429)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)
Other	113	(2,882)	123	122	124	140	169	231	395	919	1,238	1,265	1,350
Total other income (expense)	(11,803)	165,292	(12,134)	(12,136)	(36,716)	(11,527)	(11,498)	(11,436)	(11,271)	(10,748)	(10,429)	(10,402)	(10,317)
Net Income	\$ 53,298	\$ 242,533	\$ 34,617	\$ 46,325	\$ 28,615	\$ 55,665	\$ 40,675	\$ 62,939	\$ 69,806	\$ 57,286	\$ 12,064	\$ 44,006	\$ 41,697

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

SEWER	Jan 2019	Jan 2020	Jan 2021
Operating Revenues	\$ 2,406,117	\$ 2,450,604	\$ 2,372,648
Operating Expenses			
WWTP operation expenses	370,146	381,270	369,162
Laboratory expenses	67,445	76,393	77,201
Maintenance expenses	439,262	393,892	422,331
Customer accounts expenses	151,858	159,098	143,579
Administrative & general expenses	415,175	418,019	435,432
Total operating expenses	1,443,887	1,428,673	1,447,705
Other Operating Expenses			
Depreciation expense	667,378	672,348	703,001
Total other operating expenses	667,378	672,348	703,001
Operating Income	294,852	349,584	221,943
Other Income (Expense)			
Interest expense	(67,912)	(52,489)	(51,404)
Capital contributions	63,390	-	134,100
Other	108,443	144,851	(108,037)
Total other income (expense)	103,921	92,362	(25,342)
Net Income	\$ 398,773	\$ 441,946	\$ 196,601

Operating Income (excluding GASB 68 & 75)	314,598	387,787	226,486
Rate of Return	2.04	2.89	1.67
Current Ratio	85.69	35.10	81.18
Months of Unrestricted Cash on Hand	23.09	13.37	20.66
Equity vs Debt	0.85	0.90	0.81
Asset Utilization	0.48	0.50	0.50

Note 1 - Sewer rates increased January 2019.

Definitions

Rate of Return - Return on investment in capital infrastructure.

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Sewer Utility
For the Period Ended Jan 31, 2021

	Last 12 Months	YTD 2021	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,372,648	\$ 174,024	\$ 202,547	\$ (28,523)
Operating Expenses				
WWTP operation expenses	369,162	31,846	31,626	220
Laboratory expenses	77,201	5,214	6,936	(1,722)
Maintenance expenses	422,331	26,680	45,481	(18,801)
Customer accounts expenses	143,579	10,253	13,104	(2,851)
Administrative & general expenses	435,432	38,450	36,469	1,981
Total operating expenses	1,447,705	112,443	133,616	(21,173)
Other Operating Expenses				
Depreciation expense	703,001	62,457	58,977	3,480
Total other operating expenses	703,001	62,457	58,977	3,480
Operating Income	221,943	(876)	9,954	(10,830)
Non-operating Income (Expense)				
Interest Expense	(51,404)	(8,828)	(6,874)	(1,954)
Capital contributions	134,100	-	-	-
Other	(108,037)	(429)	1,667	(2,096)
Total other income (expense)	(25,342)	(9,257)	(5,207)	(4,050)
Net Income	\$ 196,601	\$ (10,133)	\$ 4,747	\$ (14,880)

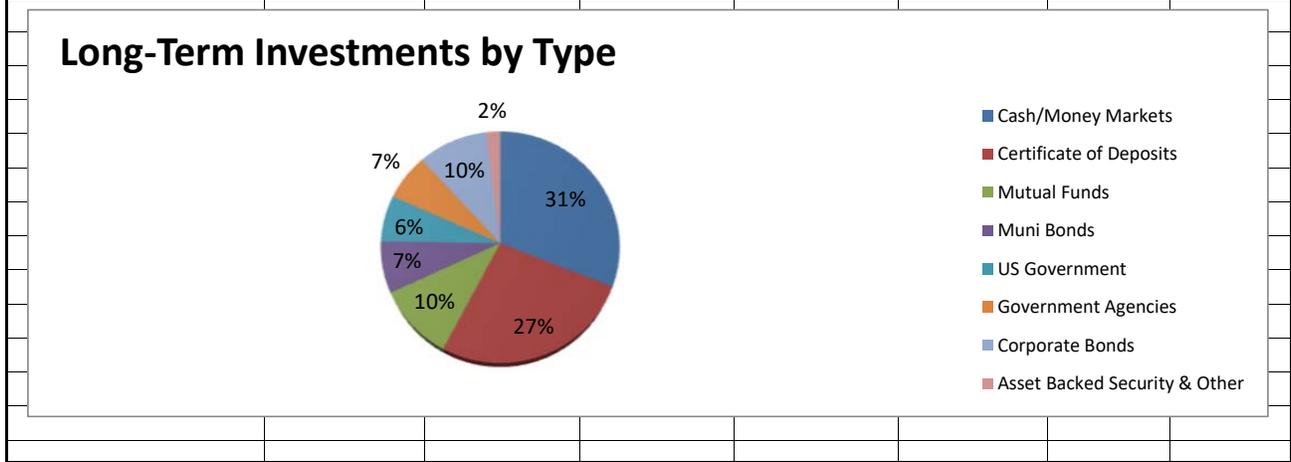
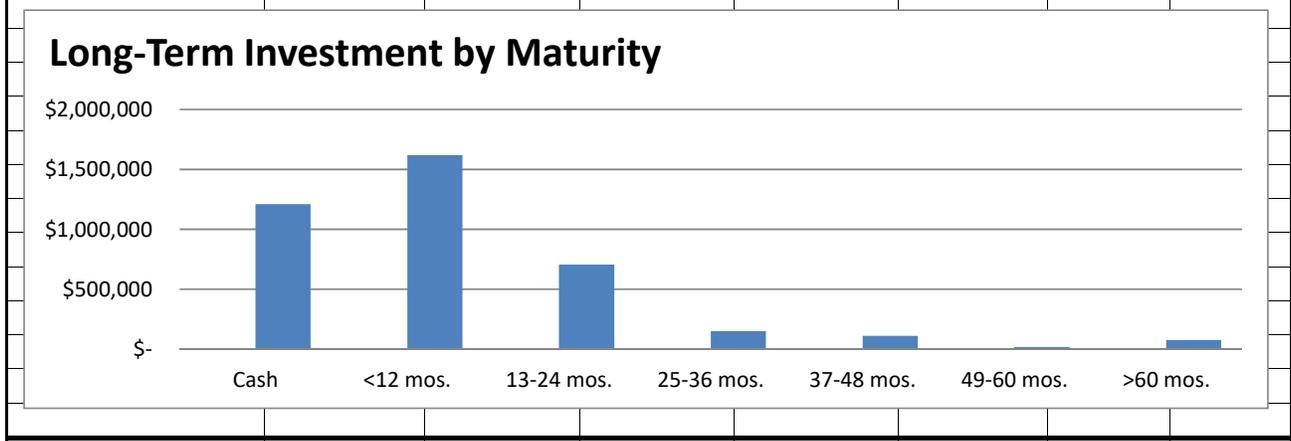
	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020	March 2020	Feb 2020	Jan 2020
SEWER													
Operating Revenues	\$ 174,024	\$ 182,929	\$ 177,162	\$ 185,810	\$ 185,610	\$ 207,307	\$ 197,710	\$ 209,481	\$ 229,858	\$ 222,270	\$ 209,064	\$ 191,422	\$ 206,234
Operating Expenses													
WWTP operation expenses	31,846	38,550	20,637	29,125	37,862	38,061	32,575	22,600	41,685	24,650	27,175	24,398	19,754
Laboratory expenses	5,214	6,175	7,825	6,568	9,748	4,405	6,091	6,590	8,964	5,222	5,172	5,227	7,973
Maintenance expenses	26,680	24,797	69,607	28,630	37,003	23,423	42,314	18,055	43,042	18,255	48,256	42,270	14,380
Customer accounts expenses	10,253	14,889	10,402	13,737	11,163	11,244	(6,593)	15,439	15,291	14,142	15,560	18,054	17,658
Administrative & general expense	38,450	60,757	31,118	40,914	35,317	30,921	41,003	24,291	34,270	30,720	38,614	29,055	39,585
Total operating expenses	112,443	145,169	139,589	118,973	131,094	108,053	115,390	86,976	143,251	92,989	134,776	119,003	99,350
Other Operating Expenses													
Depreciation expense	62,457	39,440	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110
Total other operating expenses	62,457	39,440	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110
Operating Income	(876)	(1,679)	(22,537)	6,726	(5,594)	39,144	22,210	62,395	26,496	69,171	14,178	12,308	46,773
Other Income (Expense)													
Interest expense	(8,828)	(4,939)	(4,939)	2,295	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)
Capital contributions	-	134,100	-	-	-	-	-	-	-	-	-	-	-
Other	(429)	(615)	3,707	(5,331)	(37,702)	3,205	1,435	7,414	10,921	14,976	7,332	19,190	8,823
Total other income (expense)	(9,257)	128,546	(1,233)	(3,035)	(42,076)	(1,169)	(2,939)	3,040	6,547	10,602	2,958	14,816	4,449
Net Income	\$ (10,133)	\$ 126,866	\$ (23,769)	\$ 3,691	\$ (47,671)	\$ 37,975	\$ 19,271	\$ 65,435	\$ 33,043	\$ 79,773	\$ 17,135	\$ 27,124	\$ 51,223

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	Jan 2019	Jan 2020	Jan 2021	Dec 2020	Change
Cash and investments - unrestricted	\$ 1,769,278	\$ 1,881,997	\$ 2,342,428	\$ 2,294,257	\$ 48,172
Cash and investments - restricted	253,318	261,355	164,651	148,226	16,425
Receivables	818,064	910,847	902,503	1,027,673	(125,170)
Materials and supplies	207,990	174,134	187,253	186,714	539
Other assets	119,006	132,945	100,707	89,342	11,365
Plant - net of accumulated depreciation	9,220,345	9,098,445	9,102,458	9,131,555	(29,098)
Deferred outflows of resources	482,730	408,536	491,728	491,728	-
Total Assets	12,870,731	12,868,258	13,291,728	13,369,494	(77,767)
Accounts payable	581,697	573,661	561,961	655,395	(93,435)
Payable to sewer utility	114,365	-	-	-	-
Interest accrued	14,230	15,280	13,375	10,700	2,675
Accrued benefits	88,249	95,703	73,861	77,750	(3,889)
Deferred inflows of resources	721,736	743,191	831,670	828,896	2,774
Long-term debt	1,432,760	1,237,790	1,070,000	1,070,000	-
Net Position	9,917,696	10,202,634	10,740,862	10,726,754	14,108
Total Liabilities & Net Position	\$ 12,870,731	\$ 12,868,258	\$ 13,291,728	\$ 13,369,494	\$ (77,767)
WATER	Jan 2019	Jan 2020	Jan 2021	Dec 2020	Change
Cash and investments - unrestricted / designated	\$ 1,002,130	\$ 911,351	\$ 1,670,412	\$ 1,621,374	\$ 49,038
Cash and investments - restricted	736,030	852,325	437,508	392,020	45,488
Receivables	191,360	239,405	246,663	266,661	(19,998)
Materials and supplies	59,711	51,907	57,843	57,843	-
Other assets	300,986	253,921	207,532	179,903	27,629
Plant - net of accumulated depreciation	15,448,808	16,189,642	15,836,431	15,888,042	(51,610)
Deferred outflows of resources	243,359	204,803	245,971	245,971	-
Total Assets	17,982,385	18,703,353	18,702,360	18,651,813	50,547
Accounts payable	17,747	43,410	11,783	20,857	(9,074)
Interest accrued	53,667	63,420	52,439	41,952	10,487
Accrued benefits	46,840	48,658	47,721	49,756	(2,035)
Deferred inflows of resources	353,723	483,596	501,489	503,618	(2,129)
Long-term debt	5,403,652	5,438,171	4,715,000	4,715,000	-
Net Position	12,106,756	12,626,099	13,373,928	13,320,630	53,298
Total Liabilities & Net Position	\$ 17,982,385	\$ 18,703,353	\$ 18,702,360	\$ 18,651,813	\$ 50,547
SEWER	Jan 2019	Jan 2020	Jan 2021	Dec 2020	Change
Cash and investments - unrestricted	\$ 2,778,704	\$ 1,591,637	\$ 2,492,723	\$ 2,529,614	\$ (36,891)
Cash and investments - restricted	2,314,622	2,224,075	2,309,127	2,269,141	39,986
Receivables	191,862	202,561	200,071	216,833	(16,762)
Receivable from electric utility	113,887	-	-	-	-
Materials and supplies	9,112	8,454	7,789	7,789	-
Advances to other funds	428,440	428,440	328,440	328,440	-
Other assets	25,281	37,723	30,364	-	30,364
Plant - net of accumulated depreciation	13,616,899	14,998,893	15,841,564	15,901,946	(60,382)
Deferred outflows of resources	329,543	278,275	338,279	338,279	-
Total Assets	19,808,349	19,770,058	21,548,357	21,592,042	(43,685)
Accounts payable	15,795	38,813	14,463	55,325	(40,861)
Interest accrued	18,871	12,303	18,707	9,879	8,828
Accrued benefits	61,691	65,067	65,816	67,335	(1,519)
Deferred inflows of resources	459,328	446,263	510,810	510,810	-
Long-term debt	2,019,629	1,532,153	3,066,500	3,066,500	-
Net Position	17,233,036	17,675,459	17,872,060	17,882,193	(10,133)
Total Liabilities & Net Position	\$ 19,808,349	\$ 19,770,058	\$ 21,548,357	\$ 21,592,042	\$ (43,685)

Monthly Dashboard - Cash & Investments						January 2021
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Account	Restrictions	Jan 2021	Dec 2020	\$ Inc/(Dec)	% Inc/(Dec)
Checking - E	Unrestricted	\$ 871,244	\$ 806,539	\$ 64,705	8.02%
Checking - W	Unrestricted	1,042,488	948,075	94,413	9.96%
Checking - S	Unrestricted	159,383	155,334	4,049	2.61%
Reserves - E	Unrestricted	1,471,185	1,487,718	(16,533)	-1.11%
Reserves - W	Unrestricted	161,334	206,768	(45,434)	-21.97%
Reserves - S	Unrestricted	2,333,340	2,374,280	(40,940)	-1.72%
P&I Redemption - E	Restricted	164,651	148,226	16,425	11.08%
P&I Redemption - W	Restricted	437,508	392,020	45,488	11.60%
P&I Redemption - S	Restricted	335,124	294,600	40,524	13.76%
Depreciation - E	Restricted	-	-	-	#DIV/0!
Depreciation - W	Restricted	-	-	-	#DIV/0!
ERF - Water Plant	Designated	466,590	466,530	59	0.01%
ERF - WWTP	Restricted	<u>1,974,003</u>	<u>1,974,541</u>	<u>(538)</u>	-0.03%
		<u>\$ 9,416,849</u>	<u>\$ 9,254,631</u>	<u>\$ 162,218</u>	1.75%
	Unrestricted and Designated	<u>\$ 6,505,563</u>	<u>\$ 6,445,244</u>	<u>\$ 60,319</u>	0.94%
	Restricted	<u>\$ 2,911,286</u>	<u>\$ 2,809,387</u>	<u>\$ 101,899</u>	3.63%





TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: March 8, 2021
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On March 2nd at 6:15 pm a customer reported arcing on the power line at Brandon and Beekman St. The responding crew found a damaged cutout. The cutout was isolated affecting power to 57 customers in the area. The cutout was replaced and power restored. Total outage time was approximately 10 minutes.
- On March 3rd at 7:50 am we received a call of a power outage at 1211 Moorman Dr. The crew replaced the overcurrent protection and re-energized the electric service. Power was restored at 8:15 am.

Line Clearance

- The electric crew continues line clearance maintenance work. Work will be complete in the next few weeks.

New Electric Services

- Temporary electric services will be installed for 3 new homes on Tanager St. Once frost is out of the ground, services will be permanently installed.

Equipment Update

- The electric department took delivery of a new backhoe. Waupun Equipment provided competitive pricing and was awarded the bid.
- The 1997 backhoe will be placed on the Wisconsin Surplus online auction site.

General Manager Update:

Staff Update

- Dan Hopp completed his last day with Waupun Utilities on March 1st. We wish Dan the best in his retirement.

- Craig Ruis has transitioned to his new role on the water and wastewater crew. Ryan Hoffman joined our team and is currently training and performing duties at the waste water and water treatment facilities.

Training

- Chad Flegner and Owen Vande Kolk attended Session A of the MEUW Management Training Program. MEUW's Management Training Program consists of six sessions (A-F) focusing on educating municipal electric utility employees about the fundamentals of management. Session A focused on topics related to Communication, Time and Project Management.

APPA - Best Practices in Public Power Governance

- Waupun Utilities was awarded a scholarship from WPPI to attend the APPA Best Practices in Public Power Governance webinar on March 11th from 11:00 am – 2:30 pm. The webinar will focus on exploring best practices in public power governance – including understanding and communicating the value of public power, strategies for successful board operations, the duties and legal obligations of governing officials, and techniques for board development and communications.
- Recommended attendees are utility managers, commissioners, council members and elected or appointed policymakers. Please let me know if you would like to take part in the webinar. The webinar will take place in the commission room.

PSC Disconnection Plan

- Staff submitted the disconnection plan to the Public Service Commission. Information included in the disconnection plan consisted of: the dollar threshold that will trigger a disconnection notice, number of customers that meet that threshold, customer communications and outreach, addressing vulnerable customers and deferred payment agreement requirements.

This concludes my report for March 2021. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: March 4, 2021
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

The water treatment facility is performing well and water quality continues to be consistent barring the varying weather temperature swings.

Wastewater Treatment Facility:

There are no call-ins to report this month.

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

Staff completed replacement of (10) 8" plug valves that were forty-one years old. The new valves will allow for safe isolation of various tanks and pumps during maintenance.

Sabel Mechanical replaced a final clarifier drain valve that was inoperable and required confined space entry.

Distribution and Collection System Crew:

There was a total of four water main breaks this past month. Details are as follows:

- The first break was located on Taylor Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 5 hours, totaling 62,900 gallons.
- The second break was located on West Jefferson Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 6 hours, totaling 75,490 gallons.

- The third break was located on Doty Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 8 hours, totaling 100,000 gallons.
- The fourth break was located on Taylor Street. This was an 8 inch main, and the break was a radial crack. The break was leaking approximately 210 gallons per minute, for 5 hours, totaling 62,900 gallons.

There was one service break located on Watertown Street. This leak was estimated at 5 gallons per minute and totaling 7,142 gallons.

There were (3) residential meter freeze-ups that required replacement. These freeze ups were due to home owners not properly heating meter area.

Crew's focus remains to be preventative maintenance on the collection system. They will continue televising the sanitary sewers over the course of the next several months.

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

Waupun Utilities
COVID-19 Plan and Employment Policies
Adopted: September 23, 2020 and Updated March 1, 2021

1. The following COVID-19 response employment policy is effective under State of Wisconsin Executive Orders #72, #82, #86, #90, #95 #104, and #105 declaring a health emergency in Wisconsin. This policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Utilities and the Waupun Utilities Commission.

2. **Purpose.** The purpose of this plan is to state the guidelines under which Waupun Utilities will operate in responding to the rapidly evolving coronavirus disease 2019 (COVID-19) public health emergency. This Plan will be included as an agenda item and reviewed periodically by the Waupun Utilities Commission until the Public Health Emergency is declared concluded. The Plan includes protocols and procedures that must be followed by the Utility and its employees to best safeguard its workplaces and its citizens. The Utilities reserve the right to revise, supplement, rescind, or deviate from any of these policies or portion of this Policy from time to time as it deems appropriate, in its sole and absolute discretion, and with or without advance written notice. Failure to follow safety protocols in the workplace or to come into or remain in the workplace while having COVID-19 symptoms or diagnosis may result in discipline up to and including termination.

3. **Communication Plan**

The City's Director of Emergency Management or Utility Manager or their designee shall serve as the liaison between department heads and the Public Health Officer.

At the department level, department heads may continue to provide information to their employees concerning the manner in which services will be provided to the public in light of COVID-19.

The Utility Manager or their designee will periodically post information on Facebook and the Waupun Utilities website concerning COVID-19. Utility departments that have Facebook sites are encouraged to post links to the Waupun Utilities Facebook page.

4. **About COVID-19 and Its Spread**

4.01 On March 11, 2020, the World Health Organization declared that the new coronavirus outbreak, now identified as COVID-19 is a pandemic. This signaled the recognition that the health emergency from COVID-19 spread is at the highest level across the world.

4.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is critical for Waupun Utilities employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread:

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- A. Between people who are in close contact with one another (within about 6 feet);
- B. Through respiratory droplets produced when an infected person coughs or sneezes;
- C. By symptomatic and asymptomatic people;
- D. By an individual who has touched a surface or object that has the virus on it and then touched their own mouth, nose, or eyes.

Because of this transmission, Waupun Utilities has put policies in place to minimize risk of contagion for employees and citizens. The following practices are to be followed by all employees.

- 5. Limiting Risk/Non-Pharmaceutical Interventions.** To slow the spread of COVID-19 Waupun Utilities will require employees to immediately do the following:
- 5.01 Stay home when sick, which will be subject to other Utility rules;
 - 5.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
 - 5.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
 - 5.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
 - 5.05 Avoid touching your eyes, nose, and mouth;
 - 5.06 Greet others without shaking their hands;
 - 5.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
 - 5.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
 - 5.09 Comply with COVID-19 Travel Restrictions as outlined in this policy;
 - 5.10 Avoid non-essential large gatherings in accordance with Fond du Lac County Public Health Phased Reopening Plan guidelines ([found here](#)); and
 - 5.11 Avoid non-essential visits to long-term care facilities.

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6. Social Distancing

Social distancing must be practiced to limit contact with others. This should be done in three ways:

Limiting face-to-face meetings: To the greatest extent possible, limit face-to-face meetings, including by using email, phone conferences, or videoconferencing. All non-essential meetings within departments or within the community, should be cancelled, rescheduled to a time later this year, or conducted remotely with the use of technology.

Modifying work schedules: Department Heads should immediately determine ways to modify work schedules to reduce overlap of staff in our non-24/7 operations.

Working remotely: Department Heads should consider whether and how staff may be able to work remotely. Not all departments and functions will be able to accommodate this, as many utility services require direct customer interaction. Limitations on technology and equipment may restrict the ability to implement this option. The Department Head and Utility Manager or their designee must approve proposals for remote work.

7. Employee Screening

All employees reporting to work will be screened for respiratory symptoms and have their body temperature taken daily as a precautionary measure to reduce the spread of COVID-19. This will be done through a self-screen process, which includes each employee taking his or her temperature, when reporting to work. A touchless forehead thermometer is available at each work site. The employee's temperature is recorded along with answers to respiratory symptom questions. The record will be maintained confidential. Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

8. Face-Covering Requirements

All Waupun Utility staff are required to comply with a mandate to wear a face covering when indoors or in an enclosed space; and when another person or persons who are not members of an employee's household or living unit are present in the same room or enclosed space. Exceptions that permit removal of a face covering under this emergency order include but are not limited to:

- a. When an employee is isolated in an individual office while at work.
- b. When communicating with an individual who is deaf or hard of hearing and communication cannot be achieved through other means.
- c. When engaging in work where wearing a face covering would create a risk to the individual, as determined by government safety guidelines.
- d. When federal or state law or regulations prohibit wearing a face covering.

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- e. Individuals who have trouble breathing.

Employees who have trouble breathing or with medical or mental health conditions or other sensory sensitivities that prevent the individual from wearing face coverings are exempt from this section of the policy. Employees seeking exemption may be required to provide medical documentation supporting the need for exemption.

Definition:

A face covering includes but is not limited to a piece of cloth or other material that is worn to cover the nose and mouth completely. A "face covering" includes but is not limited to a bandana, a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering. A "face covering" does not include face shields, mesh masks, masks with holes or openings, or masks with vents.

A confined space includes space open to the public where individuals congregate, including but not limited to outdoor bars, outdoor restaurants, taxis, public transit, ride-share vehicles, and outdoor park structures.

9. When to Stay Home from Work

Anticipating the spread of COVID-19 to Waupun Utilities, we will have staff who will need to stay home, either because they are ill, have been exposed, are caring for an ill family member, or are watching children due to school or daycare closures.

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19. As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

To help manage the distribution of staffing resources utility-wide and plan for more significant interventions, we will be implementing a protocol so that we can centrally track which staff are out due to flu-like symptoms or potential COVID-19 exposure. Upon daily arrival at work, all employees will take their temperature utilizing hand-held thermometers located within each departmental work area. Temperature and symptoms will be logged by individual employee daily in Survey 123 for ArcGIS or alternative paper forms. Survey will be completed on smartphone app, iPad or computer. Proper sanitation of shared thermometer, device and workstation is required to minimize the spread of germs and COVID-19. Employees are required to document temperature and symptoms until further notice. In the event you communicate to your normal department contact that you are sick or concerned about coming to work, you will be asked to report the following types of information:

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- A. Are you staying home because you are sick, or because you are caring for someone else who is sick?
- B. Does the illness present flu-like symptoms (fever, cough, sore throat, headache/body aches), or something else?
- C. If it is flu-like symptoms, do you have any reason to believe you may have contracted COVID-19?
- D. Have you or a member of a party you have been traveling with come into contact with someone contagious with COVID-19?

If you are experiencing flu-like symptoms, please call and consult your medical provider. If you are exhibiting some symptoms but are not sure whether you should stay home, please stay home and consult your physician via telephone for guidance. If you live with someone who has been confirmed with COVID-19, you must stay home and consult with your medical provider or public health officials for guidance.

Given the potential seriousness and magnitude of the situation, our goal is to remove as many barriers as possible for staff to be able to stay home if they are exhibiting symptoms or otherwise have reason to believe they may have been infected, or exposed to the virus. In addition, a Department Head, in consultation with the Utility Manager or their designee, may send an employee home who reports to work exhibiting signs of illness as described below. Immediate notification and proper documentation must be on file with the utility's human resource department to claim paid leave benefits per the terms of this policy.

An employee who has been diagnosed with COVID-19 will be required to follow isolation protocol and will not be able to return to work until the employee meets the following criteria:

- A. Non-Hospitalized Employees: An employee must isolate for a period of 10 days from date of positive test, and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines;
- B. Hospitalized employees: An employee must isolate for a period of 10 days from date of positive test, be released from the hospital and have gone 24 hours without a fever (100.4° or greater) without the use of fever-reducing or other symptom-altering medicines, and must have a physician's release to return to work.

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This will be determined on a case-by-case basis as evaluated by the Utility Manager or their designee. Employees who have been on leave for any of the above reasons may be required to provide verification of need for leave and in order to return. Verification includes documentation from the employee's health-care practitioner subject to applicable HIPPA limitations.

An employee who has had close contact with someone who has been diagnosed with COVID-19 must quarantine, following the protocol outlines below. Close contact is defined as contact with someone confirmed with COVID-19, even if masks were worn and no symptoms are present, if one or more of the following conditions are met:

- A. Employee was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more over the course of a day;
- B. Employee provides care at home to someone who is sick with COVID-19;
- C. Employee had direct physical contact with the person infected (kissing or hugging)
- D. Employee shared eating or drinking utensils.
- E. The infected person sneezed, coughed, or somehow spread respiratory droplets.

Employees previously confirmed with COVID-19 in the three months prior to exposure are exempt from this requirement, however, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

Employees who have been fully vaccinated are no longer required to quarantine if exposed per CDC guidelines if it has been at least two weeks since receiving the second dose of a two-dose vaccine or one dose of a single-dose vaccine. However, if at any time these individuals present symptoms consistent with COVID-19, they must isolate until well for at least 24 hours, or if an alternative diagnosis is made and until they can return to work according to that diagnosis.

For all other employees with close contact exposure, a quarantine period of 14 days after the time of exposure remains the safest strategy for preventing asymptomatic transmission of COVID-19. As such, employees who are able to work from home are required to quarantine for the full 14 days unless authorized by the Utility Manager or their designee to follow the alternative protocol outlined below. Additionally, if an employee has a confirmed household contact with COVID-19, and they are unable to completely separate from the positive case, they are required to quarantine for the full amount of time that the positive case is in isolation and an additional 7-14 days from the positive case's last day of isolation.

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All employees subject to quarantine are required to conduct daily symptom monitoring through the duration of their quarantine period. If symptoms develop at any time, employees should follow CDC guidelines that require self-isolation and testing.

10-Day Quarantine: Quarantine can end after DAY 10 without testing and if no symptoms have been reported during daily monitoring.

7-10 Day Quarantine: Quarantine can end after DAY 7 with a negative rapid-antigen or PCR test result and if no symptoms were reported during daily monitoring. The employee can be tested no sooner than DAY 6 of their quarantine and must remain in quarantine until a result comes back. If the test is negative and no symptoms have been reported during daily monitoring, the employee's last quarantine may be as early as DAY 7.

11. Paid Leave Provision

The Utility desires to provide and maintain a safe and healthy workplace and is equally committed to complying with all applicable laws. Accordingly, the Utility will provide paid sick leave benefits ("COVID-19 Leave") to eligible employees retroactive to January 1, 2021 and until March 31, 2021, or until other legally required paid leave becomes available and is required by law or utility management reasonably decides otherwise. This Policy is intended to provide employees with information regarding rights and responsibilities related to this leave. Should you have any questions about this Policy, please contact Human Resources.

11.01 Employee Eligibility

Eligible employees may receive emergency paid sick leave benefits, regardless of their length of employment with the Utility, provided that a qualifying reason for leave exists and is adequately communicated to the Utility as soon as practical. Paid Sick Leave under this Policy is available for immediate use for any of the qualifying reasons identified in this Policy. **Note, however, that if an employee has failed to obtain a COVID-19 vaccination that has been made available to the employee, the employee will be required to follow the Utility's quarantine or isolation rules, but is not eligible for paid sick leave under this policy.** Exceptions will be made for individuals who do not obtain the vaccination due to disability-related medical reasons or sincerely held religious beliefs.

11.02 Qualifying Reasons for Paid Sick Leave

Employees may use emergency paid sick leave under this Policy **if the employee is unable to work (or telework)** due to any of the following reasons:

1. The employee is subject to a Federal, State, or local health department quarantine or isolation order related to COVID-19;

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2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19;
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis; or
4. The employee is caring for an individual who is subject to an order and has been advised by a health care provider or ordered by a Federal, State or local health department to self-quarantine.

Leave available under this Policy may only be used for reasons permitted by this Policy unless otherwise required by law or by the review and determination of the Utility Manager or their designee on a case by case basis.

11.03 Application Process

Employees may make an initial request leave under this Policy either orally or in writing, including email. Requests for leave should not be conveyed via voicemail unless circumstances prevent the other forms of communication. Requests for paid sick leave must be directed to Human Resources or the Utility Manager or their designee. An employee seeking such leave should notify the Utility of the need for leave as soon as practical after the employee becomes aware of the need for paid sick leave but no later than the first workday (or portion of such workday) that the employee has need for the Leave. Please note that leave will not be automatically granted because you make a request. Your request will be evaluated and you will be notified whether or not your leave is granted.

The notice to the Utility and request for leave must identify the qualifying reason for leave as identified in above. An employee may be required to provide Human Resources or the Utility Manager or their designee with documentation supporting the reason for leave. The Utility may follow up with an employee requesting such leave to obtain additional information and to advise the employee of other benefits available to the employee including FMLA.

11.04 Duration and Use of Paid Sick Leave

Eligible full-time employees are entitled to a **combined total** of 40 hours of emergency paid sick leave under this Policy and the 2020 federal FPSLA. Eligible part-time employees are entitled to a number of hours equal to the number of hours that they work, on average, over a 1-week period. If the employee's hours of work are variable, the average bi-weekly hours the employee worked over the previous 6 months will be used. Unused paid sick leave under this policy is not paid to an employee upon the employee's separation from employment.

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Unless an employee is demonstrably teleworking, paid sick leave for qualifying reasons related to COVID-19 must be taken in full-day increments. It **cannot** be taken intermittently.

Unless an employee is teleworking, once the employee begins taking paid sick leave for one or more of these qualifying reasons, the employee must continue to take paid sick leave each day until they either: (1) use the full amount of paid sick leave or (2) no longer have a qualifying reason for taking paid sick leave. This limit is imposed because if an employee is sick or possibly sick with COVID-19, or caring for an individual who is sick or possibly sick with COVID-19, such paid sick leave is necessary to keep the employee from spreading the virus to coworkers.

If an employee who would otherwise qualify for leave under this policy has previously scheduled non-FMLA benefit hours (i.e. vacation, comp time and holidays), the employee will be required to use that previously scheduled benefit during their qualifying COVID-19 related absence.

Once these hours have been exhausted and if the employee is still unable to return to work, the employee may use their own paid time under current Utility policies. Employees who are eligible to work from home will be required to work from home if medically possible. These work from home hours will be paid as regular hours and will not be counted toward this paid sick leave.

This policy provision remains in effect until a vaccine is made widely available to employees or until such time as federal legislation is enacted that governs leave for COVID-19, in which case this policy will sunset. The determination of any sunset provision of this policy will be made by the sole discretion of the Utility Manager or their designee and be based on Fond du Lac and Dodge County Public Health Department notification of vaccine access to individual employee groups.

11.05 Compensation During Leave

When taking paid sick leave under this policy, employees are entitled to receive their regular rate of pay as compensation during a period of absence.

11.06 Effect on Existing Policies

This Policy is not intended to replace any existing leave or paid time off policies maintained by the Utility. Paid sick leave provided under this Policy is made available to eligible employees in addition to any leave or paid time off benefits provided under any of the Utility's existing policies.

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11.07 Nondiscrimination and No Retaliation

The Utility strictly prohibits any form of discrimination or retaliation in the administration of this Policy. The requesting or taking of leave under this Policy will not be used against any employee in any employment decision, including in the determination of raises, employment opportunities, or discipline. Similarly, paid sick leave under any section of this Policy will not serve as a negative factor or count against any employee for purposes of meeting the Utility's attendance requirements.

12. Travel Restrictions

- A. The CDC currently shows most areas, domestic and international, with sustained community transmission as outlined on the following CDC map ([view here](#)). Areas with sustained community transmission are considered high-risk. It is strongly recommended that employees postpone or cancel domestic and international personal travel. Employees who choose to travel are required to self-report travel plans to their supervisor prior to departure including their planned activities, contacts, modes of travel and lodging, and are advised to follow CDC travel guidelines as issued by the CDC ([view here](#)). The Utility Manager or their designee must sign, review and approve the travel request prior to departure, and documentation of such must be filed with Human Resources or the Utility Manager. If employee is traveling via means of mass transit or will potentially be exposed to other high risk transmission situations, employee is required to wear a mask and social distance when able.

Effective January 26, 2021, the CDC issued an order ([view here](#)), requiring all air passengers arriving to the US from a foreign country to test for COVID-19 infection no more than 3 days before their flight departs and to provide proof of a negative result from COVID-19 to the airline before boarding their flight to the United States. If an employee chooses to travel internationally, they should be advised that federal policy requiring a negative test result prior to reentry to the United States may result in their delayed return if they test positive while on their trip. Additionally, any legislation that may be enacted regarding domestic travel while this policy remains in force may have similar effects on return to work plans.

- B. An employee returning to work after travel will be subject to the following requirements:
- i. Normal return to work following travel:
 - a. If upon return from travel (other than as outlined under Travel Restrictions(B)(2)), employee or any person traveling in an employee's group has no known exposure to COVID-19 and, no symptoms exist, the employee may return to work provided that they self-monitor daily and immediately report any symptoms and

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leave the workplace if symptoms present until further instruction. While at the workplace, the employee shall practice social distancing at all times and may be subject to wearing a mask for the 14-days following return from travel based on the location, method of travel and experience with elevated-risk exposure during travel period.

- ii. Self-Quarantine will be required under the following circumstances:
 - a. If the employee or a member of the employee's traveling party have come into contact with someone who has contracted COVID-19, or if the employee otherwise has reason to believe someone in their party may have contracted COVID-19, the employee will not be allowed to return to work and will be asked to self-quarantine per the protocols listed in this policy. Whenever remote work is possible, the utility will permit remote work during a period of self-quarantine under the utility's work from home policy.

Each travel case will be evaluated for individual circumstances and level of risk to determine return to work protocols based on the details of employee travel, contacts and trip details on a case by case basis. Perceived violations of these policies will be treated as outlined in Section: *Discipline Policy*. In this circumstance, self-quarantine means remaining away from work and other public areas, typically in one's home, for 14 calendar days.

- C. Travel for work shall be limited to essential purposes to conduct Utility business or operations. It is the discretion of the Utility Manager or their designee on a case by case basis.

13. Temporary Vacation Carry Over:

The utility recognizes that COVID-19 has and may place strain on an employee's ability to utilize vacation, specifically restricting travel and causing potential workforce capacity constraints that require the employee to report to work to ensure continuity of operations. As such, prior to December 31, 2020, all non-represented employees may request up to five (5) days of vacation carryover from vacation earned but not used as of December 31, 2020. This vacation carry-over provision is a temporary adjustment to current vacation policy as outlined in the Waupun Utilities Employee Handbook. Carry-over time must be taken in full day increments and must be utilized by March 15, 2021. The request is subject to approval by the Utility Manager or their designee. Unused vacation carry over will be forfeited after March 15, 2021 or at the Utility Manager's discretion.

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14. Office Closures and Personnel Rotations:

Waupun Utilities facilities are open to varying degrees as outlined in the Safe Reopening COVID-19 Facility Plan presented to Common Council on June 9, 2020. Utility Manager and their designees will continue to monitor county metrics related to COVID-19 per websites listed subsequent to this paragraph and recommend modifications to facility opening plans to respond to changing conditions. This strategy is designed to allow for loosening or tightening of facility and operating policies and procedures over the duration of the pandemic to maintain public health and to maintain continuity of operation. As such, facilities may close periodically in response to changing local conditions.

- A. In the event of limited staff (See Section: *COVID-19 Employee Confirmed Case*), front lobby will close and drive through will remain open to customers. Signs will be placed on outer door of building notifying customer of protective measures, along with posting on utility website and Facebook page. Rotation of office staff and operations crews will be enabled in the event of closure. Utility does have the ability to forward phone calls to alternate phone in the event of full office closure.
- i. Office Staff: Office staff will rotate one (1) employee working on location every two (2) weeks to minimize spread of COVID-19 and employee exposure. Functions such as daily bank deposits are modified from daily to once a week.
 - ii. Electric Department: Crews will rotate in two (2) person crews working bi-weekly to minimize COVID-19 spread and employee exposure.
 - iii. Water/Sewer Department: Crew will rotate in one (1) and two (2) person crews working bi-weekly to minimize spread of COVID-19 and employee exposure.
 - iv. Water/Wastewater Treatment Facility Department: Treatment Facilities staff will start at staggered times to minimize spread of COVID-19 and employee exposure. Employees will not intermingle between each other.
- B. Work from home is based on position and accommodations available to employees while working at home. Laptop or desktop computer may be required to take home based upon availability. Normal daily tasks will be completed when able from home or online training or courses will be assigned when applicable. Employees will be required to remain productive working from home to the best of available resources. Refer to Waupun Utilities COVID-19 Telecommuting Request & Agreement for additional information and requirements.
- C. Personnel Back-up for continuity of operations include the following:
- i. Office Staff:
 - a) Billing & Collection personnel: Customer Service Rep,

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- Customer Billing Rep, Office and Customer Service Lead,
Accounting Coordinator, Finance Director
 - b) Accounts Payable: Accounting Coordinator, Customer
Service Rep, Customer Billing Rep, Finance Director
 - c) Payroll: Accounting Coordinator, Finance Director, Office and
Customer Service Lead
 - d) Banking and miscellaneous tasks: Finance Director,
Accounting Coordinator, Office and Customer Service Lead
 - ii. Electric Operations:
 - e) Supervisory: Utility Manager, Electric Foreman, Tenured
Journeyman / MEWU Emergency Assistance.
 - f) Crews: Crew #1, Crew #2, Electric Foreman, Utility
Manager, MEWU Emergency Assistance
 - iii. Water & Wastewater Operations:
 - g) Supervisory: Treatment Facilities and Operations
Superintendent, Utility Manager, Treatment Facilities
Foreman, Foreman
- Crews: Crew #1, Crew #2, Operators, Treatment Facilities and Operations Superintendent,
Utility Manager, Mutual Aid Agreements

15. Public Health Emergency Declaration: Based upon the public health emergency, all department heads shall immediately begin tracking and recording eligible expenses relating to COVID-19 planning and preparedness until further notice.

16. COVID-19 Employee Confirmed Case

In the event there is a confirmed employee COVID-19 positive transmission at the Utility or in certain circumstances, City of Waupun, the Utility Manager or their designee will notify all employees of the transmission and the employee will be sent home at which point Section: *Social Distancing* guidelines shall apply. Notification may be made verbally, through email or text message. The Utility Manager or their designee will determine how utility departments will proceed with utility operations. Rotational schedules may be put in place as stated in Section: *Office Closures and Personnel Rotations*.

- A. Office, Electric, Water/Sewer, and Water/Wastewater Treatment Facility Departments has in place a backup plan for coverage in the event an employee contacts COVID-19 to ensure essential utility operations can continue during the time of recovery and quarantine.
- B. MEUW and other neighboring utilities may be contacted for emergency assistance during time of need in accordance with established protocol and/or agreements.

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17. Discipline Policy

If an employee is found non-compliant with the Waupun Utilities COVID-19 Plan, depending on severity of offense, they will be handled in accordance with current workforce policies maintained by Waupun Utilities as outlined in the Employment Handbook. A verbal or written warning will initially be issued. If employee disregards warning and continues to act in non-compliance, the employee will be subject to utility policies and disciplinary measures.

Joe Heeringa
Commission President

Date

David Gerritson
Commission Vice-President

Date



Waupun Utilities
COVID-19 Employee Travel Request Form

Employee Travel Request

The Waupun Utilities COVID-19 Plan was implemented to include employee protocols and procedures to best safeguard its workplaces and its citizens. It is highly suggested to avoid travel to areas within the United States and abroad having verified COVID-19 infections.

Employee Name _____ Employee Department _____

Employees who choose to travel are required to self-report travel plans to utility manager or their designee prior to departure including their planned activities, contacts, modes of travel and lodging, and are advised to follow CDC travel guidelines as issued by the CDC.

Form fields for travel details: Dates of Travel, Location(s) of Travel, Planned Activities, Contacts, Modes of Travel, Modes of Lodging. Includes 'From:' and 'To:' fields.

Return from Travel Protocol

An employee returning to work after travel will be subject to the following requirements:

No Known Exposures:

If employee or any person traveling in an employee's group has no known exposure to COVID-19 and, no symptoms exist, the employee may return to work provided that they self-monitor daily and immediately report any symptoms and leave the workplace if symptoms present until further instruction. While at the workplace, the employee shall practice social distancing at all times and wear a mask for the 14-days following return from travel.

Known Exposure - Self-Quarantine will be required:

If the employee or a member of the employee's traveling party have come into contact with someone who has contracted COVID-19, or if the employee otherwise has reason to believe someone in their party may have contracted COVID-19, the employee will not be allowed to return to work and will be asked to self-quarantine per the protocols listed in the Waupun Utilities COVID-19 Policy. Whenever remote work is possible, the utility will permit remote work during a period of self-quarantine under the utility's work from home policy.

Employee Acknowledgement

I have read and understand the Waupun Utilities COVID-19 Policy, which outlines travel guidelines. I understand my responsibility to follow safety protocols and what actions to take if I come into contact with COVID-19, have symptoms or am diagnosed during my travel or any time following my return to work date.

Employee Signature _____ Date _____

Authorization/Approval of Travel

The Utility Manager or their designee and Human Resources must review and approve the travel request prior to departure, and documentation of such must be filed with Human Resources.

Utility Manager or Designee Signature of Approval _____ Date _____

Human Resources Signature of Approval _____ Date _____