



A G E N D A
WAUPUN UTILITY COMMISSION MEETING
817 S. Madison Street
Monday, February 10, 2025 at 4:00 PM

There is a regular commission meeting scheduled for Monday, February 10, 2025 at 4:00 p.m. at the Waupun Utilities Administrative Building, with option to join via virtual and teleconference. Instructions to join the meeting are provided below:

Join Zoom Meeting

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

By Phone: 1 312 626 6799

Meeting ID: 898 1952 0743

Passcode: 061341

CALL TO ORDER

ROLL CALL OF COMMISSIONERS

APPROVAL OF PREVIOUS MEETING MINUTES

1. January 13, 2025 Minutes

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

2. January 2025 Accounts Payable

FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS

3. Finance Director Report

GM REPORT / OPERATIONS REPORT

4. General Manager Report
5. Electric Operations Report
6. Treatment Facilities and Operations Water and Wastewater Report

APPEARANCE BY VISITORS

AGENDA

7. Review 2024 Residential Customer Feedback Survey - Eric Kostecki, WPPI Senior Energy Services Manager-Team Lead

ADJOURN TO CLOSED SESSION

8. The Waupun Utilities Commission will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to discuss personnel updates.

(c) Consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

RECONVENE TO OPEN SESSION

The Waupun Utilities Commission will reconvene in open session under Section 19.85 (2) of the WI Statutes.

ACTION FROM CLOSED SESSION

ADJOURNMENT

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

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 13, 2025**

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

Present: Commissioner Daane, Commissioner Heeringa, Commissioner Homan, Commissioner Kunz, Commissioner Siebers, Commissioner Thurmer and Mayor Bishop.

Absent with notice: Commissioner Ledesma

Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve minutes from November 11, 2024 meeting.

Motion by Kunz, seconded by Daane and unanimously carried, bills for month of November and December 2024 approved as presented.

On motion by Thurmer, seconded by Siebers and unanimously carried, year-to-date financial reports through November 2024 approved as presented by Finance Director Stanek. Electric operating income was \$481,300. Water operating income was \$494,198. Sewer operating income was \$309,222.

General Manager Brooks provided updates from the GM and electric operations reports. Two employees are enrolled in WPPI's Joint Action Leadership Program. Waupun Utilities is working with area schools and CESA to develop a youth apprenticeship program for the Wastewater Treatment Plant. The electric crew worked with directional drilling contractor to install conduit in the Claggett Avenue area. Also, completed wood street light pole replacements and nine overhead rebuilds in 2024.

Treatment Facilities and Operations Superintendent Schramm presented the treatment facilities and operations water and wastewater report. Water tower levels were lowered for winter operations. Level 1 bleeders have been turned on, will continue to monitor the weather and may turn Level 2 bleeders on in February. Major and minor preventative maintenance on the west centrifuge is complete. Distribution and Collection crew completed sanitary sewer flushing in November and have begun the large water meter verification process.

President Heeringa welcomed visitors Jason Whitford and Jaedon Buchholz, present via Zoom.

Finance Director Stanek presented the Test Year 2025 Wastewater Rate Analysis. The WDNR and USDA require municipal wastewater systems to conduct a rate analysis at least every two years as a condition of receiving regulatory funding. The last full wastewater rate analysis was conducted in 2019 using a 2023 test year. Based upon the results of the rate study, management recommends a sewer rate increase of 25.6% to be implemented in the first quarter of 2025 to address debt coverage and cash flow shortfalls identified in the study. Management will present the study to the council at the February city council meeting.

Motion made by Thurmer, seconded by Homan to approve the Wastewater Rate Analysis as presented. On roll call vote, motion passed 5-0. Homan, Daane, Siebers, Thurmer, and Kunz voting yay.

On motion by Kunz, seconded by Siebers and unanimously carried, meeting adjourned at 5:35 p.m.

The next regular commission meeting will be held on February 10, 2025 at 4:00 p.m.

Madi DeBoer
Customer Billing Representative

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
AIR PRODUCTS AND CHEMICALS INC							
840	430263496	CARBON DIOXIDE	01/09/2025	4,580.20	4,580.20	300	01/09/2025
	430452845	CARBON DIOXIDE - ABNR	01/31/2025	2,019.94	2,019.94	317	01/31/2025
Total AIR PRODUCTS AND CHEMICALS INC:				6,600.14	6,600.14		
AIRGAS USA INC							
855	5513127169	ACETYLENE/OXYGEN/NITROGEN-E	01/09/2025	43.21	43.21	50410	01/09/2025
	5513127169	ACETYLENE/OXYGEN/NITROGEN-W	01/09/2025	43.21	43.21	50410	01/09/2025
	5513127169	ACETYLENE/OXYGEN/NITROGEN-S	01/09/2025	43.21	43.21	50410	01/09/2025
Total AIRGAS USA INC:				129.63	129.63		
ALLIANT ENERGY							
900	183035.12312024	GAS UTILITY - WATER PLANT	01/09/2025	1,012.67	1,012.67	10920251	01/09/2025
	3261389217.01.02.	WWTF- PROCESS BLD, GREEN HOUSE AND PUMP BLD	01/09/2025	3,975.67	3,975.67	10920251	01/09/2025
	437000.01.02.2025	GAS UTIL BILL @ N2721 FDL ST - ADMIN/DIGESTER BLD	01/09/2025	2,774.62	2,774.62	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 2% E	01/09/2025	21.21	21.21	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 2% W	01/09/2025	21.21	21.21	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 2% S	01/09/2025	21.21	21.21	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 27% E	01/09/2025	286.34	286.34	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 27% W	01/09/2025	286.34	286.34	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 27% S	01/09/2025	286.34	286.34	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 4% S	01/09/2025	42.42	42.42	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 4% W	01/09/2025	42.42	42.42	10920251	01/09/2025
	590516.12312024	SPLIT DISTRIBUTION- MAIN BLD - 5% E	01/09/2025	53.03	53.03	10920251	01/09/2025
	801050.12312024	GAS UTILITY FOR WELLHOUSE #5	01/09/2025	51.06	51.06	10920251	01/09/2025
	931084.12312024	GAS UTIL @ N2721 FDL ST - FILTER & DEWATERING BLD	01/09/2025	359.25	359.25	10920251	01/09/2025
Total ALLIANT ENERGY:				9,233.79	9,233.79		
AMAZON CAPITAL SERVICES							
1015	1FQG-MFL9-1NPY	ELECTRIC TOOLS RETURN	01/09/2025	193.05-	193.05-	318	01/31/2025
	1PDF-M7JX-RV6	HDMI BOX - WWTP	01/09/2025	28.98	28.98	318	01/31/2025
	1PW7-CT3P-FD3D	CHAINS	01/31/2025	470.83	470.83	318	01/31/2025
	1Q3M-WXGV-6V37	HOLIDAY WREATH BOWS	01/31/2025	14.03	14.03	318	01/31/2025
	1Q3M-WXGV-6V37	HOLIDAY WREATH BOWS	01/31/2025	11.16	11.16	318	01/31/2025
	1Q3M-WXGV-6V37	HOLIDAY WREATH BOWS	01/31/2025	10.79	10.79	318	01/31/2025
	1VJF-X946-MG1Y	BLDG 65 HANGERS	01/31/2025	115.96	115.96	318	01/31/2025
	1WX9-R3NK-WNDP	URINAL CAKES	01/09/2025	10.43	10.43	318	01/31/2025
	1WX9-R3NK-WNDP	URINAL CAKES	01/09/2025	8.29	8.29	318	01/31/2025
	1WX9-R3NK-WNDP	URINAL CAKES	01/09/2025	8.03	8.03	318	01/31/2025
Total AMAZON CAPITAL SERVICES:				485.45	485.45		
APPLIED TECHNOLOGIES							
1340	37429	WQT PLAN	01/31/2024	3,624.42	3,624.42	50431	01/31/2025
Total APPLIED TECHNOLOGIES:				3,624.42	3,624.42		
BAKER TILLY ADVISORY GROUP LP							
2331	BT3021943	SEWER RATE STUDY CONSULTING	01/09/2025	781.00	781.00	301	01/09/2025
Total BAKER TILLY ADVISORY GROUP LP:				781.00	781.00		
BALLWEG IMPLEMENT CO INC.							
2400	P07205	UNIT #153 GATOR TIRES	01/09/2025	571.34	571.34	50411	01/09/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total BALLWEG IMPLEMENT CO INC.:				571.34	571.34		
BENTZ AUTOMOTIVE INC							
2800	32430-2025	UNIT #156 OIL CHANGE AND BRAKE PADS	01/31/2025	526.56	526.56	319	01/31/2025
Total BENTZ AUTOMOTIVE INC:				526.56	526.56		
BOARDMAN & CLARK LLP							
3200	295689	EMPLOYMENT MATTERS	01/31/2025	34.50	34.50	320	01/31/2025
	295689	EMPLOYMENT MATTERS	01/31/2025	34.50	34.50	320	01/31/2025
Total BOARDMAN & CLARK LLP:				69.00	69.00		
BUTTERS-FETTING CO. INC.							
3800	J095903	DIGESTER BLDG BOILER REBUILD	01/31/2025	12,017.50	12,017.50	321	01/31/2025
	J095904	WWTP BOILER INSPECTION & REPAIRS	01/31/2025	5,720.01	5,720.01	321	01/31/2025
	j095905	DIGESTER BLDG HOT WATER LOOP PUMP-TOP	01/31/2025	2,300.00	2,300.00	321	01/31/2025
	j095905	DIGESTER BLDG HOT WATER LOOP PUMP-BOTTOM	01/31/2025	1,018.90	1,018.90	321	01/31/2025
Total BUTTERS-FETTING CO. INC.:				21,056.41	21,056.41		
CAREW CONCRETE & SUPPLY CO							
5600	1310573	N FOREST MAIN BREAK	01/09/2025	226.60	226.60	302	01/09/2025
	1311221	AG- 3/4" CRUSHER	01/31/2025	112.23	112.23	322	01/31/2025
Total CAREW CONCRETE & SUPPLY CO:				338.83	338.83		
US CELLULAR							
5700	0698288101	ACT #851360664	01/09/2025	200.82	200.82	50424	01/09/2025
	704361481	ACT #851360664	01/31/2025	201.50	201.50	50449	01/31/2025
Total US CELLULAR:				402.32	402.32		
CHAD NAVIS CONSTRUCTION LLC							
5800	2024 CONCRETE	CURB & GUTTER, SIDEWALK REPAIR	01/31/2025	5,916.66	5,916.66	50432	01/31/2025
	2024 CONCRETE	CURB & GUTTER, SIDEWALK REPAIR	01/31/2025	8,875.00	8,875.00	50432	01/31/2025
	2024 CONCRETE	CURB & GUTTER, SIDEWALK REPAIR	01/31/2025	2,958.34	2,958.34	50432	01/31/2025
Total CHAD NAVIS CONSTRUCTION LLC:				17,750.00	17,750.00		
CITIES and VILLAGES MUTUAL INS							
5890	2025 BOILER & MA	BOILER & MACHINERY INS PREM	01/31/2025	721.52	721.52	50433	01/31/2025
	2025 BOILER & MA	BOILER & MACHINERY INS PREM	01/31/2025	1,443.03	1,443.03	50433	01/31/2025
	2025 BOILER & MA	BOILER & MACHINERY INS PREM	01/31/2025	2,645.58	2,645.58	50433	01/31/2025
Total CITIES and VILLAGES MUTUAL INS:				4,810.13	4,810.13		
CIVIC SYSTEMS LLC							
5944	INV-02127	SEMI-ANNUAL SUPPORT FEES - E	01/31/2025	3,741.66	3,741.66	50434	01/31/2025
	INV-02127	SEMI-ANNUAL SUPPORT FEES - W	01/31/2025	2,974.14	2,974.14	50434	01/31/2025
	INV-02127	SEMI-ANNUAL SUPPORT FEES - S	01/31/2025	2,878.20	2,878.20	50434	01/31/2025
Total CIVIC SYSTEMS LLC:				9,594.00	9,594.00		
COLUMN SOFTWARE PBC							
6115	A1CF33FA-0006	MNTHLY MEETING MINS-E	01/31/2025	40.01	40.01	324	01/31/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	A1CF33FA-0006	MNTHLY MEETING MINS-W	01/31/2025	31.80	31.80	324	01/31/2025
	A1CF33FA-0006	MNTHLY MEETING MINS-S	01/31/2025	30.80	30.80	324	01/31/2025
Total COLUMN SOFTWARE PBC:				102.61	102.61		
CRESCENT ELECTRIC SUPPLY CO							
6500	S512877913.001	2" PETROFLEX CONDUIT	01/09/2025	7,461.00	7,461.00	50412	01/09/2025
Total CRESCENT ELECTRIC SUPPLY CO:				7,461.00	7,461.00		
CUMMINS SALES AND SERVICE							
6630	F6-241285167	MAIN BLDG 150KW GENERATOR SERVICE-E	01/31/2025	579.61	579.61	50435	01/31/2025
	F6-241285167	MAIN BLDG 150KW GENERATOR SERVICE MAINT-W	01/31/2025	434.71	434.71	50435	01/31/2025
	F6-241285167	MAIN BLDG 150KW GENERATOR SERVICE MAIN-S	01/31/2025	434.72	434.72	50435	01/31/2025
	F6-250186305	150KW GENERATOR OFFICE MAINT.	01/31/2025	700.75	700.75	50435	01/31/2025
	F6-250186305	150KW GENERATOR OFFICE MAINT.	01/31/2025	525.56	525.56	50435	01/31/2025
	F6-250186305	150KW GENERATOR OFFICE MAINT.	01/31/2025	525.57	525.57	50435	01/31/2025
Total CUMMINS SALES AND SERVICE:				3,200.92	3,200.92		
DEPT OF ADMINISTRATION							
7070	505-0000098124	PB FEES - LOW INCOME ENERGY AS	01/31/2025	8,300.36	8,300.36	50436	01/31/2025
Total DEPT OF ADMINISTRATION:				8,300.36	8,300.36		
DIGGERS HOTLINE INC.							
7300	240 8 31801	MONTHLY LOCATE TICKET CHRGS	01/09/2025	149.64	149.64	50413	01/09/2025
	240 9 31801	MONTHLY LOCATE TICKET CHRGS	01/09/2025	118.32	118.32	50413	01/09/2025
	241 0 31801	MONTHLY LOCATE TICKET CHRGS	01/09/2025	172.26	172.26	50413	01/09/2025
	241 1 31801	MONTHLY LOCATE TICKET CHRGS	01/09/2025	95.70	95.70	50413	01/09/2025
	241 2 31801	MONTHLY LOCATE TICKET CHRGS	01/09/2025	53.94	53.94	50413	01/09/2025
Total DIGGERS HOTLINE INC.:				589.86	589.86		
DORNER COMPANY							
7700	513903	SEAL KIT WWTP	01/31/2025	372.06	372.06	325	01/31/2025
Total DORNER COMPANY:				372.06	372.06		
ENVIRONMENTAL CONSULTING AND TESTING							
8365	7859	ACUTE AND CHRONIC WET	01/31/2025	2,050.00	2,050.00	326	01/31/2025
Total ENVIRONMENTAL CONSULTING AND TESTING:				2,050.00	2,050.00		
ENVISION GREATER FOND DU LAC							
8520	1239170	BUSINESS MEMBERSHIP-E	01/09/2025	175.50	175.50	50414	01/09/2025
	1239170	BUSINESS MEMBERSHIP-W	01/09/2025	139.50	139.50	50414	01/09/2025
	1239170	BUSINESS MEMBERSHIP-S	01/09/2025	135.00	135.00	50414	01/09/2025
Total ENVISION GREATER FOND DU LAC:				450.00	450.00		
FABICK RENTAL							
9155	PIMS0388243	UNIT 5 FILTERS	01/31/2025	52.25	52.25	50437	01/31/2025
	PIMS0388243	UNIT 5 FILTERS	01/31/2025	52.26	52.26	50437	01/31/2025
Total FABICK RENTAL:				104.51	104.51		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
MARTENS ACE HARDWARE							
9200	241339	LOADING DOCK CHAIN	01/09/2025	13.18	13.18	50415	01/09/2025
	241339	LOADING DOCK CHAIN	01/09/2025	9.89	9.89	50415	01/09/2025
	241339	LOADING DOCK CHAIN	01/09/2025	9.90	9.90	50415	01/09/2025
	241399	WWTP SHOP SUPPLIES	01/09/2025	61.95	61.95	50415	01/09/2025
	241547	WIRE FOR METERS	01/09/2025	3.99	3.99	50415	01/09/2025
	241685	TOOLS - WATER/SEWER	01/31/2025	41.23	41.23	50442	01/31/2025
	241685	TOOLS - WATER/SEWER	01/31/2025	41.23	41.23	50442	01/31/2025
	241787	WWTP SHOP SUPPLIES	01/31/2025	51.14	51.14	50442	01/31/2025
	INV241574	KEY - WWTP	01/31/2025	5.77	5.77	50442	01/31/2025
Total MARTENS ACE HARDWARE:				238.28	238.28		
FERGUSON WATERWORKS #1476							
9480	432954-2	6" HYMAX REP COUP 6.24 -7.68	01/09/2025	478.91	478.91	303	01/09/2025
Total FERGUSON WATERWORKS #1476:				478.91	478.91		
FLOTTWEG SEPARATION TECHNOLOGY							
9860	75513	CENTRIFUGE MAINTENANCE - ABNR - ROUTINE	01/31/2025	9,308.63	9,308.63	327	01/31/2025
Total FLOTTWEG SEPARATION TECHNOLOGY:				9,308.63	9,308.63		
GFL ENVIRONMENTAL							
11300	U900000227046	DUMPSTER - WWTP	01/31/2025	3,415.72	3,415.72	328	01/31/2025
	U90000222305	DUMPSTER - OFFICE BLDG-E 40%	01/09/2025	281.66	281.66	304	01/09/2025
	U90000222305	DUMPSTER - OFFICE BLDG-S 30%	01/09/2025	211.25	211.25	304	01/09/2025
	U90000222305	DUMPSTER - OFFICE BLDG-W 30%	01/09/2025	211.25	211.25	304	01/09/2025
	U9000022612	DUMPSTER - WWTP	01/09/2025	3,407.54	3,407.54	304	01/09/2025
	U90000226765	DUMPSTER - OFFICE BLDG-E 40%	01/31/2025	282.33	282.33	328	01/31/2025
	U90000226765	DUMPSTER - OFFICE BLDG-S 30%	01/31/2025	211.75	211.75	328	01/31/2025
	U90000226765	DUMPSTER - OFFICE BLDG-W 30%	01/31/2025	211.75	211.75	328	01/31/2025
Total GFL ENVIRONMENTAL:				8,233.25	8,233.25		
GORDON FLESCH COMPANY INC							
11325	IN14991175	MTHLY CLICK COUNTS -E	01/31/2025	8.36	8.36	329	01/31/2025
	IN14991175	MTHLY CLICK COUNTS -S	01/31/2025	6.43	6.43	329	01/31/2025
	IN14991175	MTHLY CLICK COUNTS -W	01/31/2025	6.65	6.65	329	01/31/2025
Total GORDON FLESCH COMPANY INC:				21.44	21.44		
GRAINGER							
11400	9382857259	REDUCING BUSHING - WWTP	01/31/2025	25.87	25.87	330	01/31/2025
Total GRAINGER:				25.87	25.87		
GS PLANTOPTICS LLC							
11615	INV27345	SCADA SOFTWARE LICENSE-ELECTRIC	01/31/2025	4,990.00	4,990.00	50438	01/31/2025
	INV27345	SCADA SOFTWARE LICENSE-WATER	01/31/2025	5,930.00	5,930.00	50438	01/31/2025
	INV27345	SCADA SOFTWARE LICENSE-SEWER	01/31/2025	13,050.00	13,050.00	50438	01/31/2025
Total GS PLANTOPTICS LLC:				23,970.00	23,970.00		
HYDRITE CHEMICAL CO							
13980	2024000084769	AMMONIUM HYDROXIDE - ABNR	01/31/2025	11,921.90	11,921.90	50439	01/31/2025
	2025600000065.Cre	AMMONIUM HYDROXIDE - ABNR CREDIT	01/31/2025	999.60-	999.60-	50439	01/31/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total HYDRITE CHEMICAL CO:				10,922.30	10,922.30		
HYDROCORP INC.							
13985	CI-03747	CROSS CNNCTN CONTROL PROG & INSP/REP SERV	01/09/2025	2,306.00	2,306.00	305	01/09/2025
Total HYDROCORP INC.:				2,306.00	2,306.00		
ICS MEDICAL ANSWERING SERVICE LLC							
14120	232600101101	ANSWERING SERVICE - E	01/09/2025	96.13	96.13	306	01/09/2025
	232600101101	ANSWERING SERVICE - W	01/09/2025	76.41	76.41	306	01/09/2025
	232600101101	ANSWERING SERVICE - S	01/09/2025	73.95	73.95	306	01/09/2025
	250100101101	ANSWERING SERVICE - E	01/31/2025	129.03	129.03	331	01/31/2025
	250100101101	ANSWERING SERVICE - S	01/31/2025	99.26	99.26	331	01/31/2025
	250100101101	ANSWERING SERVICE - W	01/31/2025	102.56	102.56	331	01/31/2025
Total ICS MEDICAL ANSWERING SERVICE LLC:				577.34	577.34		
INFOSEND INC							
14490	278614	INLINE INSERT: ENERGY ASSISTANCE EVENT	01/09/2025	255.42	255.42	307	01/09/2025
	278614	BILL PRINT & POSTAGE-E	01/09/2025	999.40	999.40	307	01/09/2025
	278614	BILL PRINT & POSTAGE-S	01/09/2025	768.77	768.77	307	01/09/2025
	278614	BILL PRINT & POSTAGE-W	01/09/2025	794.39	794.39	307	01/09/2025
Total INFOSEND INC:				2,817.98	2,817.98		
STUART IRBY CO LLC							
14890	SO14152333.001	TENSION SLEEVE	01/31/2025	169.90	169.90	341	01/31/2025
Total STUART IRBY CO LLC:				169.90	169.90		
ITU ABSORB TECH INC.							
14950	8466038	SHOP TOWELS MTHLY RENTAL FEE-E	01/31/2025	14.09	14.09	332	01/31/2025
	8466038	SHOP TOWELS MTHLY RENTAL FEE-S	01/31/2025	14.08	14.08	332	01/31/2025
	8466038	SHOP TOWELS MTHLY RENTAL FEE-W	01/31/2025	14.09	14.09	332	01/31/2025
	8466039	SHOP TOWELS FOR WWTP	01/31/2025	25.12	25.12	332	01/31/2025
Total ITU ABSORB TECH INC.:				67.38	67.38		
J & H CONTROLS INC							
16000	10000026508	BUILDING MAINT MTHLY CHRГ-WWTF	01/09/2025	463.00	463.00	308	01/09/2025
	10000026511	HVAC RPLCMT - ADMIN BLDG (FRONT OFFICE/LOBBY UN	01/09/2025	7,674.00	7,674.00	308	01/09/2025
	10000026511	HVAC RPLCMT - ADMIN BLDG (FRONT OFFICE/LOBBY UN	01/09/2025	7,674.00	7,674.00	308	01/09/2025
	10000026511	HVAC RPLCMT - ADMIN BLDG (FRONT OFFICE/LOBBY UN	01/09/2025	10,232.00	10,232.00	308	01/09/2025
	1000026506	BUILDING MAINT MTHLY CHRГ-WTP	01/09/2025	201.00	201.00	308	01/09/2025
	1000026507	BUILDING MAINT MTHLY CHRГ-E	01/09/2025	199.60	199.60	308	01/09/2025
	1000026507	BUILDING MAINT MTHLY CHRГ-W	01/09/2025	149.70	149.70	308	01/09/2025
	1000026507	BUILDING MAINT MTHLY CHRГ-S	01/09/2025	149.70	149.70	308	01/09/2025
	1000026536	WWTP GAS VALVE ASSEMBLY	01/09/2025	411.19	411.19	308	01/09/2025
Total J & H CONTROLS INC:				27,154.19	27,154.19		
KEMIRA WATER SOLUTIONS INC.							
17513	9017874403	FERROUS CHLORIDE	01/31/2025	11,341.59	11,341.59	333	01/31/2025
Total KEMIRA WATER SOLUTIONS INC.:				11,341.59	11,341.59		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
MANOWSKE WELDING CORP							
19600	156425	PATCH HOLE FOR DIGESTER #2	01/31/2025	250.00	250.00	50440	01/31/2025
Total MANOWSKE WELDING CORP:				250.00	250.00		
MARSHALL-BOND PUMPS INC.							
20035	40861.0	URETHANE CHECK VALVE BALLS	01/09/2025	1,136.91	1,136.91	50441	01/31/2025
Total MARSHALL-BOND PUMPS INC.:				1,136.91	1,136.91		
MEUW							
23500	010125-75	MEMBERSHIP DUES	01/09/2025	9,488.00	9,488.00	309	01/09/2025
	4733	REGULATION,COMPLIANCE & SAFETY TRAINING - VAND	01/31/2025	295.00	295.00	334	01/31/2025
	4733	REGULATION,COMPLIANCE & SAFETY TRAINING - BENS	01/31/2025	115.05	115.05	334	01/31/2025
	4733	REGULATION,COMPLIANCE & SAFETY TRAINING - BENS	01/31/2025	91.45	91.45	334	01/31/2025
	4733	REGULATION,COMPLIANCE & SAFETY TRAINING - BENS	01/31/2025	88.50	88.50	334	01/31/2025
Total MEUW:				10,078.00	10,078.00		
MIDNIGHT RUN REPAIR LLC							
24250	2703	UNIT #12 TIRES	01/09/2025	124.44	124.44	310	01/09/2025
Total MIDNIGHT RUN REPAIR LLC:				124.44	124.44		
MIDWEST OVERHEAD DOORS INC							
24300	196385	SERV CALL FOR OVERHEAD DOORS AT OFFICE - BROKE	01/31/2025	310.06	310.06	50443	01/31/2025
	196385	SERV CALL FOR OVERHEAD DOORS AT OFFICE - BROKE	01/31/2025	232.54	232.54	50443	01/31/2025
	196385	SERV CALL FOR OVERHEAD DOORS AT OFFICE - BROKE	01/31/2025	232.54	232.54	50443	01/31/2025
Total MIDWEST OVERHEAD DOORS INC:				775.14	775.14		
SECURIAN FINANCIAL GROUP INC							
25200	2832L-1027 FEB 20	EMPLOYER CONTRIBUTION 20%-E	01/09/2025	15.97	15.97	50421	01/09/2025
	2832L-1027 FEB 20	EMPLOYER CONTRIBUTION 20%-W	01/09/2025	12.69	12.69	50421	01/09/2025
	2832L-1027 FEB 20	EMPLOYER CONTRIBUTION 20%-S	01/09/2025	12.29	12.29	50421	01/09/2025
	2832L-1027 FEB 20	BASIC GROUP LIFE INS PREMIUM	01/09/2025	273.52	273.52	50421	01/09/2025
Total SECURIAN FINANCIAL GROUP INC:				314.47	314.47		
MUNICIPAL PROPERTY INSURANCE CO							
29450	2025 INSURANCE	PROPERTY INSURANCE PREMIUM-E	01/09/2025	7,871.41	7,871.41	50416	01/09/2025
	2025 INSURANCE	PROPERTY INSURANCE PREMIUM-W	01/09/2025	14,647.66	14,647.66	50416	01/09/2025
	2025 INSURANCE	PROPERTY INSURANCE PREMIUM-S	01/09/2025	45,927.93	45,927.93	50416	01/09/2025
Total MUNICIPAL PROPERTY INSURANCE CO:				68,447.00	68,447.00		
NAPA AUTO PARTS							
30900	430181	UNIT #48 SPARK PLUG	01/09/2025	11.07	11.07	311	01/09/2025
	430207	UNIT #49 SPARK PLUG	01/09/2025	9.98	9.98	311	01/09/2025
	430207	UNIT #53 SPARK PLUG	01/09/2025	9.98	9.98	311	01/09/2025
	430303	UNIT #114 FILTER	01/31/2025	48.98	48.98	335	01/31/2025
	430303	UNIT #19 FILTER	01/31/2025	4.33	4.33	335	01/31/2025
	430303	UNIT #19 FILTER	01/31/2025	4.33	4.33	335	01/31/2025
	430303	UNIT #19 FILTER	01/31/2025	4.33	4.33	335	01/31/2025
	430303	UNIT #15 FILTER	01/31/2025	6.50	6.50	335	01/31/2025
	430303	UNIT #15 FILTER	01/31/2025	6.50	6.50	335	01/31/2025
	430303	UNIT #15 FILTER	01/31/2025	6.49	6.49	335	01/31/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	430303	UNIT #30 FILTER	01/31/2025	25.98	25.98	335	01/31/2025
	430303	UNIT #97 FILTER	01/31/2025	25.98	25.98	335	01/31/2025
	430304	DIESEL ADDITIVE	01/31/2025	39.96	39.96	335	01/31/2025
	430304	DIESEL ADDITIVE	01/31/2025	39.96	39.96	335	01/31/2025
	430304	DIESEL ADDITIVE	01/31/2025	39.96	39.96	335	01/31/2025
	430305	UNIT #45 FILTER	01/31/2025	7.74	7.74	335	01/31/2025
	430305	UNIT #45 FILTER	01/31/2025	7.75	7.75	335	01/31/2025
	430305	UNIT #102 FILTER	01/31/2025	24.49	24.49	335	01/31/2025
	430305	UNIT #102 FILTER	01/31/2025	24.50	24.50	335	01/31/2025
	430379	FUNNELS	01/31/2025	2.16	2.16	335	01/31/2025
	430379	FUNNELS	01/31/2025	2.16	2.16	335	01/31/2025
	430379	FUNNELS	01/31/2025	2.17	2.17	335	01/31/2025
	430531	UNIT #98 SPARK PLUG	01/31/2025	4.99	4.99	335	01/31/2025
	430531	UNIT #98 SPARK PLUG	01/31/2025	4.99	4.99	335	01/31/2025
	430590	UNIT #150 OIL FILTER	01/31/2025	108.99	108.99	335	01/31/2025
	430634	ANTI-SEIZE	01/31/2025	32.78	32.78	335	01/31/2025
	430722	UNIT #4 OIL FILTER	01/31/2025	113.99	113.99	335	01/31/2025
	430847	UNIT #106 FILTERS	01/31/2025	59.99	59.99	335	01/31/2025
	430847	UNIT #106 FILTERS	01/31/2025	59.98	59.98	335	01/31/2025
	431110	UNIT #22 FILTER	01/31/2025	43.98	43.98	335	01/31/2025
	431110	UNIT #22 SPARK PLUG	01/31/2025	19.96	19.96	335	01/31/2025
	431144	UNIT #14 FILTER	01/31/2025	13.99	13.99	335	01/31/2025
	431144	UNIT #14 OIL	01/31/2025	47.98	47.98	335	01/31/2025
	431433	UNIT #48 OIL FILTER	01/31/2025	46.47	46.47	335	01/31/2025
	431484	UNIT #14 FILTER	01/31/2025	13.99	13.99	335	01/31/2025
	431484	UNIT #48 OIL FILTER	01/31/2025	15.49	15.49	335	01/31/2025
	431709	UNIT 16 OIL AND FILTER	01/31/2025	32.65	32.65	335	01/31/2025
	431709	UNIT 16 OIL AND FILTER	01/31/2025	32.65	32.65	335	01/31/2025
	431709	UNIT 16 OIL AND FILTER	01/31/2025	32.66	32.66	335	01/31/2025
Total NAPA AUTO PARTS:				1,040.83	1,040.83		
NATIONAL FLAGPOLE FDL LLC							
31625	12274	OFFICE SUPPLIES - E	01/31/2025	99.84	99.84	336	01/31/2025
	12274	OFFICE SUPPLIES - S	01/31/2025	76.80	76.80	336	01/31/2025
	12274	OFFICE SUPPLIES - W	01/31/2025	79.36	79.36	336	01/31/2025
Total NATIONAL FLAGPOLE FDL LLC:				256.00	256.00		
NCL OF WISCONSIN INC							
33000	513379	LAB SUPPLIES- WWTP	01/09/2025	1,191.05	1,191.05	50417	01/09/2025
	513564	LAB SUPPLIES- WWTP	01/09/2025	730.52	730.52	50417	01/09/2025
	513819	LAB SUPPLIES- WWTP	01/31/2025	80.82	80.82	50444	01/31/2025
	514476	LAB SUPPLIES- WWTP	01/31/2025	2,058.04	2,058.04	50444	01/31/2025
Total NCL OF WISCONSIN INC:				4,060.43	4,060.43		
NILE EXPEDITE SOLUTIONS OF WI							
36600	1789	SHIPPING ON WWTP SAMPLES	01/31/2025	1,155.00	1,155.00	337	01/31/2025
Total NILE EXPEDITE SOLUTIONS OF WI:				1,155.00	1,155.00		
NORTHERN SAFETY CO INC							
38800	906625253	SAFETY GLASSES	01/09/2025	46.32	46.32	50418	01/09/2025
	906625253	SAFETY GLASSES	01/09/2025	46.32	46.32	50418	01/09/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total NORTHERN SAFETY CO INC:				92.64	92.64		
ODP BUSINESS SOLUTIONS LLC							
38877	403178361.001	TRASH BAGS - MAIN OFFICE	01/31/2025	9.53	9.53	338	01/31/2025
	403178361.001	TRASH BAGS - MAIN OFFICE	01/31/2025	7.57	7.57	338	01/31/2025
	403178361.001	TRASH BAGS - MAIN OFFICE	01/31/2025	7.33	7.33	338	01/31/2025
	403195782.001	CALENDAR FOR OFFICE	01/31/2025	15.67	15.67	338	01/31/2025
	403195782.001	CALENDAR FOR OFFICE	01/31/2025	12.46	12.46	338	01/31/2025
	403195782.001	CALENDAR FOR OFFICE	01/31/2025	12.06	12.06	338	01/31/2025
	404681611.001	DISH WAND SOAP - CREW	01/31/2025	1.70	1.70	338	01/31/2025
	404681611.001	DISH WAND SOAP - CREW	01/31/2025	1.35	1.35	338	01/31/2025
	404681611.001	DISH WAND SOAP - CREW	01/31/2025	1.30	1.30	338	01/31/2025
	404747542.001	MAIN OFFICE SUPPLIES-E	01/31/2025	22.68	22.68	338	01/31/2025
	404747542.001	MAIN OFFICE SUPPLIES-S	01/31/2025	17.45	17.45	338	01/31/2025
	404747542.001	MAIN OFFICE SUPPLIES-W	01/31/2025	18.02	18.02	338	01/31/2025
	404747543001	TONER - MATT	01/31/2025	30.26	30.26	338	01/31/2025
	404747543001	TONER - MATT	01/31/2025	30.27	30.27	338	01/31/2025
	407451846001	MAIN OFFICE SUPPLIES-E	01/31/2025	27.11	27.11	338	01/31/2025
	407451846001	MAIN OFFICE SUPPLIES-S	01/31/2025	20.85	20.85	338	01/31/2025
	407451846001	MAIN OFFICE SUPPLIES-W	01/31/2025	21.54	21.54	338	01/31/2025
Total ODP BUSINESS SOLUTIONS LLC:				257.15	257.15		
ONLINE INFORMATION SERVICES							
38940	1306380	ONLINE UTILITY EXCHANGE-E	01/09/2025	12.43	12.43	10920252	01/09/2025
	1306380	ONLINE UTILITY EXCHANGE-W	01/09/2025	9.88	9.88	10920252	01/09/2025
	1306380	ONLINE UTILITY EXCHANGE-S	01/09/2025	9.57	9.57	10920252	01/09/2025
Total ONLINE INFORMATION SERVICES:				31.88	31.88		
O'REILLY AUTO PARTS							
38970	2391-169357	UNIT 7 BATTERY	01/09/2025	164.92	164.92	312	01/09/2025
	2391-171140	OIL FOR AIR COMPRESSOR	01/31/2025	18.66	18.66	339	01/31/2025
	2391-171140	OIL FOR AIR COMPRESSOR	01/31/2025	18.66	18.66	339	01/31/2025
	2391-171140	OIL FOR AIR COMPRESSOR	01/31/2025	18.66	18.66	339	01/31/2025
Total O'REILLY AUTO PARTS:				220.90	220.90		
PAYMENT SERVICE NETWORK							
40285	304666	RT17076-CREDIT CARD FEES-E	01/09/2025	565.82	565.82	10920253	01/09/2025
	304666	RT17076-CREDIT CARD FEES-W	01/09/2025	156.69	156.69	10920253	01/09/2025
	304666	RT17076-CREDIT CARD FEES-S	01/09/2025	147.99	147.99	10920253	01/09/2025
	305451	RT28446-CREDIT CARD FEES-E	01/09/2025	.68	.68	10920253	01/09/2025
	305451	RT28446-CREDIT CARD FEES-W	01/09/2025	.54	.54	10920253	01/09/2025
	305451	RT28446-CREDIT CARD FEES-S	01/09/2025	.53	.53	10920253	01/09/2025
Total PAYMENT SERVICE NETWORK:				872.25	872.25		
PRIMUS MARKETING GROUP INC							
43375	PM240156	(4) 9S ELECTRIC METER	12/31/2024	1,672.00	1,672.00	50445	01/31/2025
Total PRIMUS MARKETING GROUP INC:				1,672.00	1,672.00		
REACH WAUPUN							
45400	2025 BOWLING	BOWLING FUNDRAISER	01/09/2025	250.00	250.00	50419	01/09/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total REACH WAUPUN:				250.00	250.00		
RESCO							
46400	3059052	ELECTRICAL TAPE	01/31/2025	455.10	455.10	340	01/31/2025
	3059123	ELECTRICAL TAPE	01/31/2025	180.30	180.30	340	01/31/2025
	3060020	VANDEKOLK PAYMENT CREDIT	01/31/2025	29.88-	29.88-	340	01/31/2025
	3060071	VANDEKOLK SAFETY CLOTHING	01/31/2025	186.12	186.12	340	01/31/2025
Total RESCO:				791.64	791.64		
RETZLAFF MILK TRANSPORT							
46500	2024	DEPOSIT REF DEPOSIT REFUND	01/31/2025	6,271.01	6,271.01	50446	01/31/2025
Total RETZLAFF MILK TRANSPORT:				6,271.01	6,271.01		
RUEKERT-MIELKE							
49300	154990	SEWER ABNR SCADA SERVICE WORK	01/09/2025	695.50	695.50	313	01/09/2025
Total RUEKERT-MIELKE:				695.50	695.50		
SABEL MECHANICAL LLC							
50300	241059	PM LIFT STATIONS	01/09/2025	1,066.10	1,066.10	50420	01/09/2025
Total SABEL MECHANICAL LLC:				1,066.10	1,066.10		
SEERA							
51535	WAUPUN/DEC 202	"WAUPUN" FOCUS PROGRAM FEE	01/09/2025	2,793.76	2,793.76	314	01/09/2025
Total SEERA:				2,793.76	2,793.76		
SIGNARAMA							
51900	IN-F-51153	WAUPUN FLAGS	01/09/2025	149.18	149.18	50422	01/09/2025
	IN-F-51153	WAUPUN FLAGS	01/09/2025	118.58	118.58	50422	01/09/2025
	IN-F-51153	WAUPUN FLAGS	01/09/2025	114.74	114.74	50422	01/09/2025
Total SIGNARAMA:				382.50	382.50		
CHARTER COMMUNICATIONS							
52500	171156801010725	INTERNET SERVICES-E	01/31/2025	103.63	103.63	323	01/31/2025
	171156801010725	INTERNET SERVICES-S	01/31/2025	79.72	79.72	323	01/31/2025
	171156801010725	INTERNET SERVICES-W	01/31/2025	82.37	82.37	323	01/31/2025
	171156801010725	MONTHLY SERVICE EXP 1ST & 2ND-E	01/31/2025	108.01	108.01	323	01/31/2025
	171156801010725	MONTHLY SERVICE EXP 1ST & 2ND-S	01/31/2025	83.09	83.09	323	01/31/2025
	171156801010725	MONTHLY SERVICE EXP 1ST & 2ND-W	01/31/2025	85.85	85.85	323	01/31/2025
	171156801010725	WASTEWATER VOICE SERV	01/31/2025	79.98	79.98	323	01/31/2025
	171156801010725	WATER PLANT VOICE SERV	01/31/2025	79.98	79.98	323	01/31/2025
Total CHARTER COMMUNICATIONS:				702.63	702.63		
SPEE-DEE							
52600	1160246	SERVICE CHRG FOR WATER SAMPLES	01/09/2025	51.32	51.32	50423	01/09/2025
	1176443	SERVICE CHRG FOR WATER SAMPLES	01/31/2025	80.76	80.76	50447	01/31/2025
	24306	SERVICE CHRG FOR WATER SAMPLES	01/31/2025	79.28	79.28	50447	01/31/2025
Total SPEE-DEE:				211.36	211.36		

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TRUCLEANERS LLC							
58700	DECEMBER 2024	MONTHLY CLEANING SERVICE - E	01/09/2025	390.00	390.00	315	01/09/2025
	DECEMBER 2024	MONTHLY CLEANING SERVICE - W	01/09/2025	310.00	310.00	315	01/09/2025
	DECEMBER 2024	MONTHLY CLEANING SERVICE - S	01/09/2025	300.00	300.00	315	01/09/2025
Total TRUCLEANERS LLC:				1,000.00	1,000.00		
UNITED COOPERATIVE							
59090	CREDIT 3231	2024 EMBEDDED COST CREDITS	01/31/2025	96,841.00	96,841.00	50448	01/31/2025
Total UNITED COOPERATIVE:				96,841.00	96,841.00		
UTILITY SALES and SERVICE							
59775	0078008-IN	ANN'L AERIAL INSPECTION/TEST UNIT#156	01/31/2025	2,903.46	2,903.46	50450	01/31/2025
	77957-IN	UNIT #4 ANNUAL INSPECTION AND REPAIRS	01/09/2025	1,412.24	1,412.24	50425	01/09/2025
	77958-IN	UNIT #150 ANNUAL INSPECTION & REPAIRS	01/09/2025	1,136.88	1,136.88	50425	01/09/2025
	77959-IN	UNIT #151 ANNUAL INSPECTION AND REPAIRS	01/09/2025	1,304.03	1,304.03	50425	01/09/2025
	77960-IN	UNIT #156 ANNUAL INSPECTION AND REPAIRS	01/09/2025	1,090.00	1,090.00	50425	01/09/2025
Total UTILITY SALES and SERVICE:				7,846.61	7,846.61		
UTILITY SERVICE CO. INC.							
59800	618084	ANNUAL PRISON TANK MAINTENANCE PER CONTRACT	01/31/2025	22,678.45	22,678.45	50451	01/31/2025
Total UTILITY SERVICE CO. INC.:				22,678.45	22,678.45		
VAN BUREN, JEROME and/or SANDRA							
60800	DEC SOLAR CRDT	SOLAR CREDIT	01/09/2025	83.89	83.89	50426	01/09/2025
Total VAN BUREN, JEROME and/or SANDRA:				83.89	83.89		
VERIZON WIRELESS							
62900	6101730110	CELLPHONE MTHLY EXPENSES - E	01/09/2025	134.02	134.02	316	01/09/2025
	6101730110	CELLPHONE MTHLY EXPENSES - S	01/09/2025	101.32	101.32	316	01/09/2025
	6101730110	CELLPHONE MTHLY EXPENSES - S ABNR	01/09/2025	10.05	10.05	316	01/09/2025
	6101730110	CELLPHONE MTHLY EXPENSES - W	01/09/2025	100.81	100.81	316	01/09/2025
	6101730110	DPW'S MTHLY/DATA TABLET CHRGS	01/09/2025	68.19	68.19	316	01/09/2025
	6104169107	CELLPHONE MTHLY EXPENSES - E	01/31/2025	127.62	127.62	342	01/31/2025
	6104169107	CELLPHONE MTHLY EXPENSES - W	01/31/2025	95.72	95.72	342	01/31/2025
	6104169107	CELLPHONE MTHLY EXPENSES - S	01/31/2025	96.40	96.40	342	01/31/2025
	6104169107	CELLPHONE MTHLY EXPENSES - S ABNR	01/31/2025	10.05	10.05	342	01/31/2025
	6104169107	DPW'S MTHLY/DATA TABLET CHRGS	01/31/2025	68.19	68.19	342	01/31/2025
Total VERIZON WIRELESS:				812.37	812.37		
WAUPUN, CITY OF							
74400	1476	SMARSH AGREEMENT	01/09/2025	109.78	109.78	50427	01/09/2025
	1476	SMARSH AGREEMENT	01/09/2025	87.26	87.26	50427	01/09/2025
	1476	SMARSH AGREEMENT	01/09/2025	84.46	84.46	50427	01/09/2025
	1497	EMPLOYEE CLINIC-E	01/09/2025	698.04	698.04	50427	01/09/2025
	1497	EMPLOYEE CLINIC-S	01/09/2025	679.67	679.67	50427	01/09/2025
	1497	EMPLOYEE CLINIC-W	01/09/2025	459.24	459.24	50427	01/09/2025
	PILOT JAN 2025	PILOT-ELECTRIC	01/09/2025	20,232.00	20,232.00	50427	01/09/2025
	PILOT JAN 2025	PILOT-WATER	01/09/2025	26,031.00	26,031.00	50427	01/09/2025
	STORM WATER DE	STORMWATER RECEIPTS	01/09/2025	50,719.67	50,719.67	50427	01/09/2025
	TRASH DEC 2024	TRASH/RECYCLING COLLECTION	01/09/2025	48,514.07	48,514.07	50427	01/09/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total WAUPUN, CITY OF:				147,615.19	147,615.19		
WERNER ELECTRIC SUPPLY CO							
78900	S7564706.001	SOFTWARE RENEWAL	01/31/2025	408.77	408.77	343	01/31/2025
Total WERNER ELECTRIC SUPPLY CO:				408.77	408.77		
WEX BANK							
79930	101916684	FUEL VEHICLE EXPENSE - E	01/09/2025	809.85	809.85	10920254	01/09/2025
	101916684	FUEL VEHICLE EXPENSE - W	01/09/2025	226.39	226.39	10920254	01/09/2025
	101916684	FUEL VEHICLE EXPENSE - S	01/09/2025	453.74	453.74	10920254	01/09/2025
Total WEX BANK:				1,489.98	1,489.98		
WISCONSIN CORRECTIONAL CENTER							
84300	19710	INMATE LABOR 12/15/2024-12/28/2024	01/31/2025	114.00	114.00	50454	01/31/2025
Total WISCONSIN CORRECTIONAL CENTER:				114.00	114.00		
WISCONSIN EMERGENCY MANAGEMENT							
86200	247292	WQT TIER II FEE - HAZARD CHEMICALS WATER PLANT	01/31/2025	275.00	275.00	50455	01/31/2025
	247327	TIER II FEE - HAZARD CHEMICALS WWTP	01/31/2025	275.00	275.00	50455	01/31/2025
Total WISCONSIN EMERGENCY MANAGEMENT:				550.00	550.00		
WISCONSIN STATE LAB OF HYGIENE							
88300	796840	FLUORIDE	01/09/2025	29.00	29.00	50428	01/09/2025
Total WISCONSIN STATE LAB OF HYGIENE:				29.00	29.00		
WVOA							
88900	02.11.25 SEMINAR	WIAWWA SEMINAR	01/31/2025	105.00	105.00	50456	01/31/2025
Total WVOA:				105.00	105.00		
WPPI ENERGY							
89600	27-122024	METER DATA COLLECTION-E	01/31/2025	858.08	858.08	13120251	01/31/2025
	27-122024	METER DATA COLLECTION-W	01/31/2025	682.07	682.07	13120251	01/31/2025
	27-122024	METER DATA COLLECTION-S	01/31/2025	660.06	660.06	13120251	01/31/2025
	27-122024	HOSTED BILLING CIS-E	01/31/2025	738.20	738.20	13120251	01/31/2025
	27-122024	HOSTED BILLING CIS-W	01/31/2025	586.77	586.77	13120251	01/31/2025
	27-122024	HOSTED BILLING CIS-S	01/31/2025	567.85	567.85	13120251	01/31/2025
	27-122024	GIS SUPPORT -E	01/31/2025	541.32	541.32	13120251	01/31/2025
	27-122024	GIS SUPPORT -W	01/31/2025	430.28	430.28	13120251	01/31/2025
	27-122024	GIS SUPPORT -S	01/31/2025	416.40	416.40	13120251	01/31/2025
	27-122024	SHARED METER TECH SERVICE-E	01/31/2025	136.25	136.25	13120251	01/31/2025
	27-122024	SHARED METER TECH SERVICE-W	01/31/2025	136.25	136.25	13120251	01/31/2025
	27-122024	CYBER SECURITY-E	01/31/2025	217.82	217.82	13120251	01/31/2025
	27-122024	CYBER SECURITY-W	01/31/2025	178.22	178.22	13120251	01/31/2025
	27-122024	CYBER SECURITY-S	01/31/2025	264.02	264.02	13120251	01/31/2025
	27-122024	MEMEBER NETWORK ASSESMT & MONITOR-E	01/31/2025	40.63	40.63	13120251	01/31/2025
	27-122024	MEMEBER NETWORK ASSESMT & MONITOR-W	01/31/2025	32.29	32.29	13120251	01/31/2025
	27-122024	MEMEBER NETWORK ASSESMT & MONITOR-S	01/31/2025	31.25	31.25	13120251	01/31/2025
	27-122024	IT TICKETS -E	01/31/2025	36.86	36.86	13120251	01/31/2025
	27-122024	IT TICKETS -W	01/31/2025	29.30	29.30	13120251	01/31/2025
	27-122024	IT TICKETS -S	01/31/2025	28.34	28.34	13120251	01/31/2025

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	27-122024	WPPI WAN-E	01/31/2025	64.35	64.35	13120251	01/31/2025
	27-122024	WPPI WAN-W	01/31/2025	51.15	51.15	13120251	01/31/2025
	27-122024	WPPI WAN-S	01/31/2025	49.50	49.50	13120251	01/31/2025
	27-122024	VERIZON WIRELESS CHRGS-E	01/31/2025	5.00	5.00	13120251	01/31/2025
	27-122024	VERIZON WIRELESS CHRGS-W	01/31/2025	5.00	5.00	13120251	01/31/2025
	27-122024	WHOLE SALE POWER BILL	01/31/2025	613,514.40	613,514.40	13120251	01/31/2025
Total WPPI ENERGY:				620,301.66	620,301.66		
WAUPUN UTILITIES (Refund Acct)							
100000	17057999.20	REF OVERPAYMT FRM: 100 S HARRIS APT 209	01/31/2025	125.76	125.76	50452	01/31/2025
	17058011.30	REF OVERPAYMT FRM: 100 S HARRIS AVE APT 103	01/31/2025	27.10	27.10	50452	01/31/2025
	17058033.28	REF OVERPAYMT FRM: 100 S HARRIS AVE APT 204	01/31/2025	220.64	220.64	50452	01/31/2025
	20083468-41	REF OVERPAYMT FRM: 6 PLUIM DR #5	01/31/2025	52.57	52.57	50453	01/31/2025
Total WAUPUN UTILITIES (Refund Acct):				426.07	426.07		
Grand Totals:				1,200,488.93	1,200,488.93		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CASH DISBURSEMENTS (CD)						
1						
01/10/2025	1	Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTRI	994.63	
		Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	178.74	
		Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTEWA	244.64	
		Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH	.00	1,418.01-
Total 1:					<u>1,418.01</u>	<u>1,418.01-</u>
CASH DISBURSEMENTS (CD)						
2						
01/08/2025	2	Record Dec Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	9,842.79	
		Record Dec Sales & Use Tax	9-1131-0000-00	COMBINED CASH	.00	9,842.79-
Total 2:					<u>9,842.79</u>	<u>9,842.79-</u>
Total CASH DISBURSEMENTS (CD):					<u>11,260.80</u>	<u>11,260.80-</u>
References: 2 Transactions: 6						
Grand Totals:					<u>11,260.80</u>	<u>11,260.80-</u>



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: February 10, 2025
SUBJECT: December 2024 Financial Report

This month's report contains the December YTD 2024 financial report. A majority of the year-end closing process is complete as of the date of this report with the exception of a few final adjustments necessary to close the books for 2024. The final adjustments will be made prior to the Utilities audit fieldwork scheduled for February 12 – 14th. The December YTD 2024 financial report follows.

FINANCIAL HIGHLIGHTS – 2024

Electric Utility

Construction and Plant Additions:

The electric crews performed substantial customer work during the year including continued work at the United Co-op site, completion of street-lighting additions along Wilson / Shaler, upgrading the service to the readiness center and a primary extension for the new community center. Customer work totaled \$473,500 without the inclusion of embedded cost credits required by our PSC rate tariff. Crews also completed multiple line re-builds replacing infrastructure past its useful life totaling \$266,200. Plant additions for the year included \$270,800 in transformer purchases and \$32,435 for building upgrades and equipment replacements. The total construction budget was **over** budget by \$132,600 largely due to back-ordered transformers being received from prior year's budgets offset by a delay in the replacement of the large bucket truck due to be received in 2025.

Sales & Revenues:

New electric rates were effective beginning April 2024 which included a new General Service 3 rate category. The new rates shuffled customers between our revenue reporting customer classes. Overall consumption **increased** 1.1% from the prior year despite serving a new large customer. The new customer was optimizing their operating processes during the year and anticipates larger loads in 2025. Total revenues were comparable to 2023 despite the rate increase as Residential consumption was relatively flat and our largest customer had 6.3% lower usage than the prior year. Revenues were below budget largely due to decreases in Power Cost Adjustment Clause (PCAC) revenues which are pass-through from lower purchased power costs.

Operating Margins & Metrics:

Regulatory Operating Income *increased* \$86,300 resulting in a Rate of Return *increase* from 6.17 to 7.17. The primary contributor to the increase were reductions in purchased power costs from lower market gas prices. Operating expenses *increased* \$206,700 as a result of unexpected storm maintenance repairs and an increase in line clearance activity as a preventative maintenance measure. Underground line faults were also repaired that contributed to the increase. Cash and investments *increased* \$383,200 and 5.6 months of operating cash were on-hand at year-end, an increase from the 2023 mark of 5.1 months. The utility closed \$1.45 million in plant work orders from current and prior year's projects which contributed to a Net Position increase of \$1,067,400.

Water Utility

Construction and Plant Additions:

There was minimal construction activity in the water utility as no major water main reconstruction projects took place. The utility replaced both reverse osmosis (R/O) membranes at the water treatment facility totaling \$195,100. The R/O membranes are a routine maintenance project every five to seven years and were funded with internal cash reserves set aside for this specific purpose. Plant additions consisted of the replacement of a tractor/backhoe for \$88,000 (1/2 cost split with the sewer utility) past its useful life and the water utility's portion of admin building replacements budgeted for the year totaling \$24,400.

Sales & Revenues:

Revenues were \$42,100 *above* budget on strong sales to Industrial customers. Total consumption remained relatively unchanged from 2023 and has been stable over the past few years.

Operating Margins & Metrics:

Regulatory Operating Income *decreased* \$300,700 resulting in a decrease in the Rate of Return from 6.03 to 3.90. The change was the result of the R/O membrane replacements which increased maintenance expenses for the year. Cash and investments *increased* \$534,000 and long-term debt *decreased* \$180,500. The refinancing of the utility's debt in 2019 decreased the annual cash flow requirements and extended the pay-off terms which resulted more available cash to apply towards capital infrastructure in the future.

Sewer Utility

Construction and Plant Additions:

Construction of the new ABNR facilities is largely complete as staff continue to optimize and stabilize the new processes. Construction costs totaled \$1,695,100 in 2024 and were entirely funded with USDA grant revenues. Projects costs, life-to-date, totaled \$35,974,600 and were closed to completed construction not classified for future unitization. The project is anticipated to be closed and unitized in 2025. Plant additions totaled \$251,600 consisting of routine wastewater treatment facility replacements and shared costs of the tractor/backhoe replacement and admin building improvements.

Sales & Revenues:

Overall customer consumption *increased* 0.5% compared to 2023 which led to a *decrease* in revenues of \$19,000. The decrease in revenues was the result of a decrease in high strength user charges from Public Authority customers. Trucked in waste revenues also *decreased* from \$362,100 in 2023 to \$205,100 in 2024. The reduction is the result of taking in less high strength waste from non-utility customers to minimize the impact on the biological process while stabilizing the new ABNR facilities. No biomass revenues were realized during the year as budgeted, masses are not to production levels as of the end of the year.

Operating Margins & Metrics:

Regulatory Operating Income *decreased* \$535,100 resulting in a Rate of Return of Return *decrease* from 5.95 to 1.45. The change was the result of a combination of the decrease in operating revenues and an increase in operating expenses. Operating expense increases included mitigation/maintenance costs associated with floods that took place in the summer of 2024 at the WWTP and additional ABNR expenses experienced optimizing the system (chemicals, utilities, insurance, etc.). Cash and investments *increased* \$453,500 (includes \$191,400 in restricted debt funding) and long-term debt was reduced by \$589,100. The utilities debt coverage was 1.64 for the year.

OTHER FINANCIAL MATTERS

- Total interest income on bank deposits and investments was \$454,400 for 2024 compared to \$313,600 in 2023. The *increase* was the result of greater returns from higher yielding investments on average from year to year.
- Total cash and investments (included restricted debt-related funding) *increased* \$1,374,100 from operating margins, contributions received for grants and customer work during the year.
- The electric & water debt coverage ratio was 4.35 vs a minimum requirement of 1.25.
- WRS Pension Expense
 - The pension liability related to the WRS pension plan lags by one year. The entry recorded this year is based on the 12/31/2023 actuary report for the entire WRS pension plan. The 2023 plan year was a strong year which resulted in a higher-than-expected reduction in total liability and lower expense for plan participants.
 - Recorded (\$20,800) in noncash pension expense (reduction). Actual pension contributions for 2019 totaled \$127,751.

WWTP Upgrade – Construction Update and Progress

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

Total Project Budget (As of 4/14/2023):	\$ 37,508,000
Total Project Costs to Date (Thru 12/3/2024):	\$ 35,974,600
Loan Draws – Project to Date (Thru 12/3/2024):	\$ 27,807,000
Grants Provided (Thru 12/3/2024):	\$ 8,022,706
Disburse Request #36 Requested (10/28/24):	\$ 206,096
Disburse Request #36 – Paid (11/14/24):	\$ 206,096

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

Waupun Utilities

Construction and Plant Additions Summary

December 2024

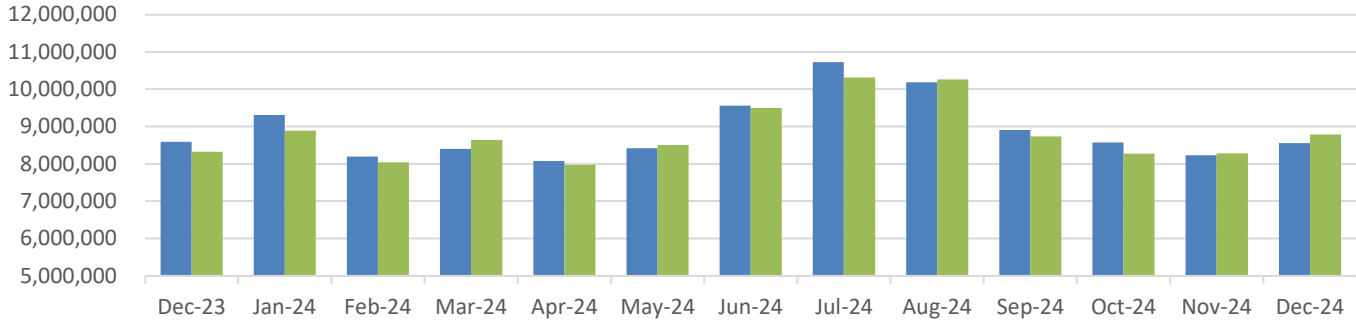
CONSTRUCTION:											
Description	Electric			Sewer			Water			Total	
	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
Projects:											
Substation upgrades	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Transformers	-	270,823	50,000	-	-	-	-	-	-	270,823	50,000
Overhead and Underground Services	180	7,176	10,000	-	-	-	-	-	-	7,176	10,000
LED street lighting	(1,622)	14,668	10,000	-	-	-	-	-	-	14,668	10,000
Rebuild overhead and underground line	44,763	266,189	167,200	-	-	-	-	-	-	266,189	167,200
Service extensions / upgrades	(1,016)	147,829	-	-	-	-	3,695	16,886	-	164,715	-
Work Invoiced to Customer / Others - CIAC	4,797	19,670	-	-	-	-	-	5,544	-	25,214	-
Meters & Modules	778	8,142	12,000	-	-	-	7,767	38,560	8,000	46,702	20,000
Storm Events	(1,538)	29,565	-	-	15,082	-	-	-	-	44,647	-
Sewer CIPP & manhole lining	-	-	-	-	-	86,000	-	-	-	-	86,000
Miscellaneous Work Orders	2,247	3,916	-	148	148	-	-	5,840	-	9,904	-
TOTAL CONSTRUCTION	\$ 48,588	\$ 767,978	\$ 309,200	\$ 148	\$ 15,230	\$ 86,000	\$ 11,462	\$ 66,831	\$ 8,000	\$ 850,039	\$ 403,200
CARRYOVER PROJECTS:											
United Co-op primary extention	\$ 434	\$ 519,702	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 519,702	\$ -
Wilson / Shaler / Bayberry Extension & Street Lights	-	161,709	-	-	-	-	-	-	-	161,709	-
Senior Center primary extention	-	34,705	-	-	-	-	-	-	-	34,705	-
Wilson Street Substation	6,478	64,040	-	-	-	-	-	-	-	64,040	-
Carryover Customer Projects	-	18,741	-	-	-	-	-	-	-	18,741	-
WWTF Phosphorus Upgrade Engineering	-	-	-	-	3,841,593	3,804,000	-	-	-	3,841,593	3,804,000
WWTF Construction Upgrade - ABNR	-	-	-	51	32,123,662	33,704,000	-	-	-	32,123,662	33,704,000
TOTAL CARRYOVER CONSTRUCTION	\$ 6,912	\$ 798,896	\$ -	\$ 51	\$ 35,965,255	\$ 37,508,000	\$ -	\$ -	\$ -	\$ 36,764,151	\$ 37,508,000
PLANT ADDITIONS:											
Description	Electric			Sewer			Water			Total	
	Current Month	YTD	Budget	Current Month	YTD	Budget	Current Month	YTD	Budget	YTD	Budget
Large Bucket Truck - 60 foot	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,000
Admin Building Structures & Equipment	10,232	32,435	32,600	7,674	24,364	24,450	7,674	24,415	24,450	81,215	81,500
Cat Tractor Backhoe Replacement	-	-	-	-	88,000	87,500	-	88,000	87,500	176,000	175,000
Membrane Replacement - RO1	-	-	-	-	-	-	-	-	101,000	-	101,000
Chemical Feed Systems Equipment	-	-	-	-	-	-	-	54,950	56,000	54,950	56,000
WWTF Equipment Replacements	-	-	-	-	60,269	88,000	-	-	-	60,269	88,000
Primary Clarifiers Euro Drives	-	-	-	-	45,128	50,000	-	-	-	45,128	50,000
Fork & Scissor Lifts (ABNR)	-	-	-	-	-	85,000	-	-	-	-	85,000
Other equipment replacement	-	4,030	10,000	14,816	33,821	-	-	2,580	-	40,430	10,000
TOTAL PLANT ADDITIONS	\$ 10,232	\$ 36,465	\$ 362,600	\$ 22,490	\$ 251,582	\$ 334,950	\$ 7,674	\$ 169,945	\$ 268,950	\$ 457,992	\$ 966,500

Sales and Revenues Dashboard - Dec 2024

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	8,553,137	↓ -2.6%	↑ 0.9%	Power Costs	\$ 613,514	↓ -10.4%	↓ -10.2%
Revenues	\$ 828,506	↓ -4.4%	↓ -6.2%	Gross Margin	\$ 214,992	↑ 18.7%	↑ 10.7%

kWhs Sold

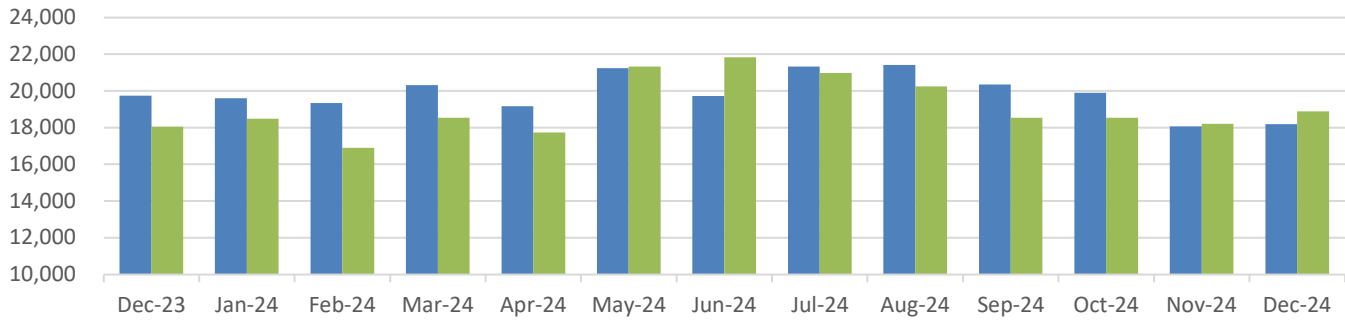
■ Actual ■ Budgeted



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	18,184	↓ -3.7%	↑ 3.7%	Revenues	\$ 144,796	↓ -2.0%	↑ 1.9%

Water Cubic Feet (100's) Sold

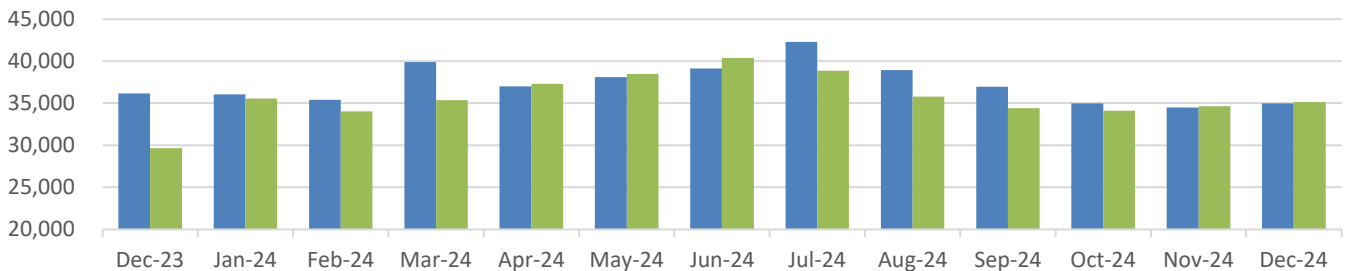
■ Actual ■ Budgeted



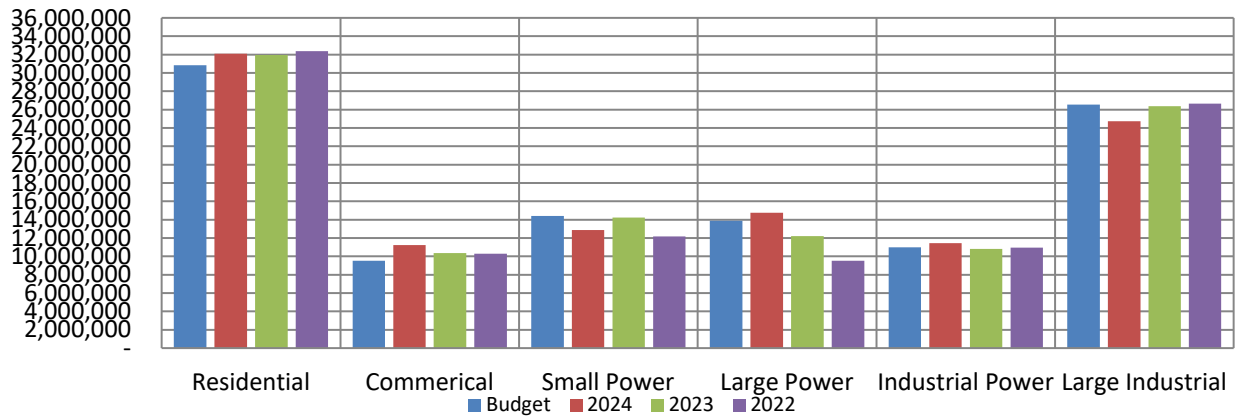
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	34,966	↓ -0.4%	↑ 3.3%	Revenues	\$ 225,205	↓ -7.0%	↑ 0.6%

Sewer Cubic Feet (100's) Treated

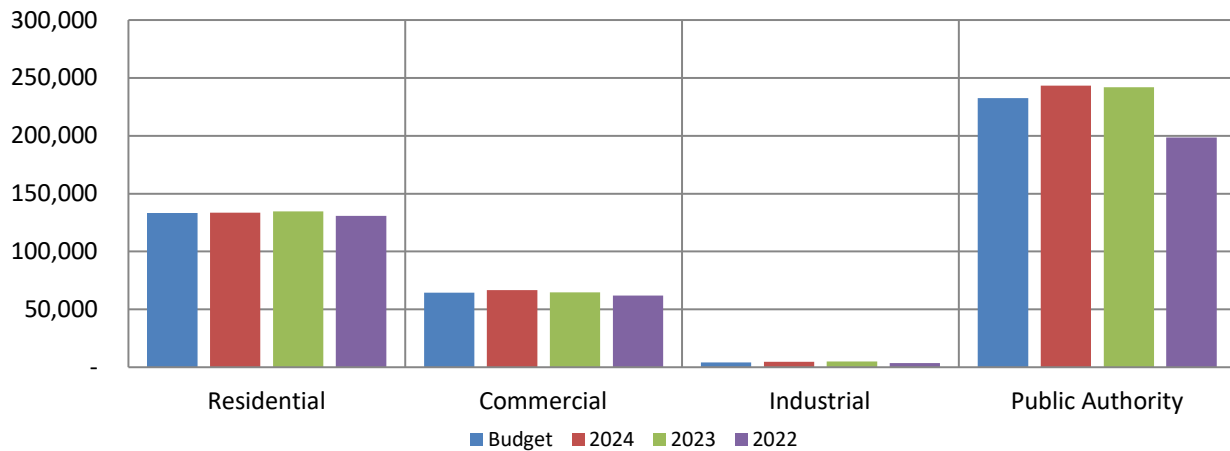
■ Actual ■ Budgeted



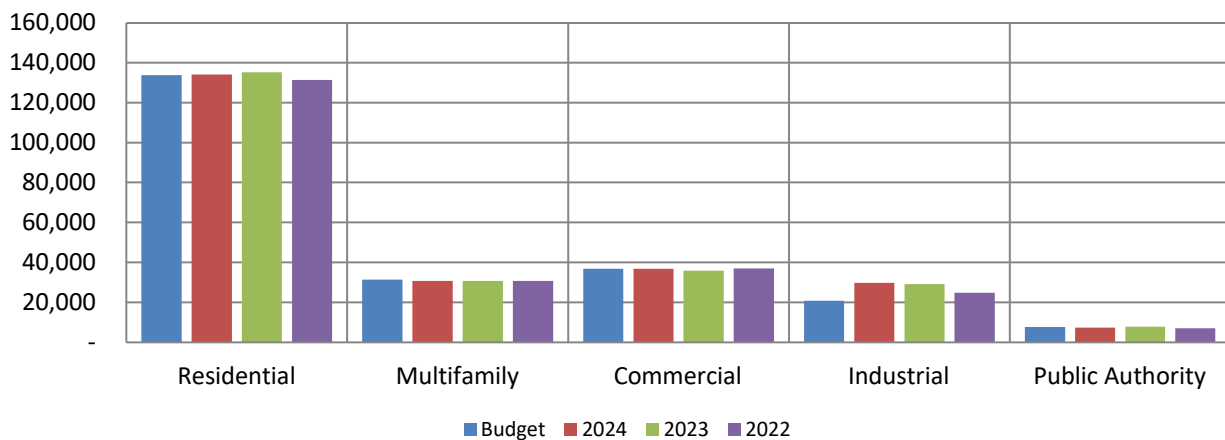
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	Dec 2022	Dec 2023	Dec 2024
Sales of Electricity	\$ 11,049,734	\$ 10,613,512	\$ 10,609,864
Purchased Power	8,938,573	8,514,648	8,201,269
Gross Margin	2,111,161	2,098,865	2,408,594
	19.1%	19.8%	22.7%
Other Operating Revenues	113,875	136,041	125,801
Operating Expenses			
Distribution expense	309,002	230,112	417,993
Customer accounts expense	116,537	123,837	146,683
Advertising expense	787	856	801
Administrative & general expense	350,444	491,697	487,752
Total operating expenses	776,769	846,502	1,053,229
Other Operating Expenses			
Depreciation expense	631,951	652,660	667,084
Taxes	305,206	300,655	319,285
Total other operating expenses	937,157	953,315	986,369
Operating Income	511,109	435,088	494,798
Other Income (Expense)			
Capital contributions	146,681	528,126	409,573
Interest expense	(22,900)	(17,675)	(12,300)
Amortization of debt-related costs	(6,599)	(6,390)	(6,191)
Other	(820)	131,313	182,067
Total other income (expense)	116,361	635,373	573,148
Net Income	\$ 627,470	\$ 1,070,462	\$ 1,067,945

Regulatory Operating Income	522,222	526,339	612,593
Rate of Return	6.15	6.17	7.17
Authorized Rate of Return	5.00	5.00	6.30
Current Ratio	5.6	7.0	6.8
Months of Unrestricted Cash on Hand	3.9	5.1	5.6
Equity vs Debt	0.94	0.96	0.98
Asset Utilization	0.55	0.56	0.58
Combined E&W Debt Coverage	4.20	4.41	4.35
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates increased April 2024.

Definitions

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

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Electric Utility
For the Period Ended Dec, 31 2024

	Last 12 Months	YTD 2024	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 10,609,864	\$ 10,609,864	\$ 11,307,668	\$ (697,804)
Purchased Power	8,201,269	8,201,269	9,132,856	(931,587)
Gross Margin	2,408,594	2,408,594	2,174,812	233,782
	22.7%	22.7%	19.2%	
Other Operating Revenues	125,801	125,801	104,400	21,401
Operating Expenses				
Distribution expense	417,993	417,993	399,529	18,464
Customer accounts expense	146,683	146,683	124,392	22,291
Advertising expense	801	801	1,152	(351)
Administrative & general expense	487,752	487,752	525,201	(37,449)
Total operating expenses	1,053,229	1,053,229	1,050,274	2,955
Other Operating Expenses				
Depreciation expense	667,084	667,084	658,572	8,512
Taxes	319,285	319,285	345,924	(26,639)
Total other operating expenses	986,369	986,369	1,004,496	(18,127)
Operating Income	494,798	494,798	224,442	270,356
Other Income (Expense)				
Capital contributions	409,573	409,573	-	409,573
Interest expense	(12,300)	(12,300)	(14,100)	1,800
Amortization of debt-related costs	(6,191)	(6,191)	(14,880)	8,689
Other	182,067	182,067	(44,996)	227,063
Total other income (expense)	573,148	573,148	(73,976)	647,124
Net Income	\$ 1,067,945	\$ 1,067,945	\$ 150,466	\$ 917,479

	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023
Operating Revenues	\$ 828,506	\$ 818,767	\$ 799,700	\$ 983,725	\$ 1,188,929	\$ 1,137,636	\$ 1,001,488	\$ 809,534	\$ 736,959	\$ 753,292	\$ 781,166	\$ 770,161	\$ 792,651
Purchased Power	613,514	613,656	597,811	776,558	963,018	909,989	788,592	619,253	543,195	565,731	612,679	597,272	622,580
Gross Margin	214,992	205,112	201,889	207,166	225,912	227,647	212,896	190,281	193,763	187,561	168,487	172,890	170,072
	25.9%	25.1%	25.2%	21.1%	19.0%	20.0%	21.3%	23.5%	26.3%	24.9%	21.6%	22.4%	21.5%
Other Operating Revenues	(57,900)	9,070	10,631	10,386	12,366	10,238	9,909	9,301	10,924	8,697	10,007	82,173	(45,000)
Operating Expenses													
Distribution expense	(20,933)	45,293	27,995	23,769	43,106	34,152	30,580	33,019	46,747	70,854	54,480	28,931	(77,702)
Customer accounts expense	18,010	11,655	12,000	11,328	12,984	11,116	11,140	14,600	10,640	13,911	10,924	8,375	8,539
Advertising expense	(5,855)	1,942	2,739	1,936	(1,471)	48	250	39	-	23	400	750	(6,624)
Administrative & general expense	90,040	29,458	25,876	25,160	33,433	42,683	28,323	24,543	33,773	59,116	43,689	51,658	65,120
Total operating expenses	81,262	88,349	68,610	62,193	88,052	87,999	70,293	72,200	91,160	143,904	109,493	89,714	(10,666)
Other Operating Expenses													
Depreciation expense	63,396	54,881	54,881	54,881	54,881	54,881	54,881	54,881	54,881	54,881	54,881	54,881	75,226
Taxes	(1,079)	26,805	47,132	25,925	27,810	26,376	26,124	26,000	30,572	74,688	4,344	4,589	12,154
Total other operating expenses	62,317	81,685	102,013	80,806	82,691	81,256	81,004	80,881	85,452	129,568	59,224	59,469	87,381
Operating Income	13,512	44,147	41,897	74,554	67,535	68,629	71,507	46,501	28,075	(77,214)	9,776	105,879	48,357
Other Income (Expense)													
Capital contributions	48,938	753	-	-	-	195,793	11,379	-	-	150,398	-	2,311	515,101
Interest expense	1,075	(1,175)	(1,175)	(1,175)	(1,175)	(1,175)	(1,175)	(1,175)	(1,175)	(1,175)	(1,625)	(1,175)	131
Amortization of debt-related costs	(516)	(516)	(516)	(516)	(516)	(516)	(516)	(516)	(516)	(516)	(516)	(516)	(533)
Other	(2,062)	16,426	10,709	16,846	32,207	21,044	15,516	15,743	16,244	13,871	11,395	14,126	14,594
Total other income (expense)	47,436	15,489	9,018	15,155	30,517	215,146	25,204	14,052	14,553	162,579	9,254	14,746	529,294
Net Income	\$ 60,948	\$ 59,636	\$ 50,915	\$ 89,708	\$ 98,051	\$ 283,775	\$ 96,711	\$ 60,553	\$ 42,628	\$ 85,364	\$ 19,030	\$ 120,625	\$ 577,651

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

WATER	Dec 2022	Dec 2023	Dec 2024
Operating Revenues	\$ 2,660,584	\$ 2,706,887	\$ 2,709,002
Operating Expenses			
Source of supply expenses	31,998	1,983	5,370
Pumping expenses	91,742	85,751	91,425
Water treatment expenses	180,562	203,346	435,796
Transmission & distribution expenses	249,371	241,404	229,059
Customer accounts expenses	108,287	108,077	126,310
Administrative & general expense	310,989	362,698	359,051
Total operating expenses	972,949	1,003,258	1,247,010
Other Operating Expenses			
Depreciation expense	580,387	614,362	594,770
Taxes	347,557	336,766	333,593
Total other operating expenses	927,943	951,128	928,363
Operating Income	759,692	752,501	533,629
Other Income (Expense)			
Capital contributions from customers and municipal	-	1,189,564	10,900
Interest expense	(103,200)	(90,289)	(76,579)
Amortization of debt-related costs	(16,406)	(15,268)	(14,124)
Other	4,454	98,277	162,080
Total other income (expense)	(115,152)	1,182,284	82,278
Net Income	\$ 644,541	\$ 1,934,785	\$ 615,907

Regulatory Operating Income	800,322	841,104	540,447
Rate of Return	5.69	6.03	3.90
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	31.21	27.20	29.57
Months of Unrestricted Cash on Hand	17.15	25.45	25.58
Equity vs Debt	0.78	0.82	0.84
Asset Utilization	0.39	0.40	0.42

Note 1 - Water rates increased May 2012.

Definitions

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Water Utility
For the Period Ended Dec 31, 2024

	Last 12 Months	YTD 2024	YTD Budget	Difference
WATER				
Operating Revenues	\$ 2,709,002	\$ 2,709,002	\$ 2,666,896	\$ 42,106
Operating Expenses				
Source of supply expenses	5,370	5,370	5,508	(138)
Pumping expenses	91,425	91,425	90,576	849
Water treatment expenses	435,796	435,796	211,152	224,644
Transmission & distribution expenses	229,059	229,059	272,753	(43,694)
Customer accounts expenses	126,310	126,310	111,492	14,818
Administrative & general expense	359,051	359,051	371,993	(12,942)
Total operating expenses	1,247,010	1,247,010	1,063,474	183,536
Other Operating Expenses				
Depreciation expense	594,770	594,770	585,240	9,530
Taxes	333,593	333,593	362,520	(28,927)
Total other operating expenses	928,363	928,363	947,760	(19,397)
Operating Income	533,629	533,629	655,662	(122,033)
Other Income (Expense)				
Capital contributions	10,900	10,900	-	10,900
Interest expense	(76,579)	(76,579)	(81,192)	4,613
Amortization of debt-related costs	(14,124)	(14,124)	(46,956)	32,832
Other	162,080	162,080	5,004	157,076
Total other income (expense)	82,278	82,278	(123,144)	205,422
Net Income	\$ 615,907	\$ 615,907	\$ 532,518	\$ 83,389

	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023
WATER													
Operating Revenues	\$ 217,877	\$ 217,863	\$ 226,201	\$ 228,451	\$ 232,863	\$ 233,869	\$ 225,576	\$ 231,943	\$ 222,563	\$ 226,517	\$ 221,141	\$ 224,138	\$ 223,770
Operating Expenses													
Source of supply expenses	1,740	-	-	77	-	381	2,735	-	351	86	-	-	-
Pumping expenses	7,949	6,921	6,622	8,350	12,139	8,389	7,042	6,419	6,625	8,411	7,092	5,466	7,244
Water treatment expenses	17,890	22,627	19,191	46,506	112,077	14,661	20,109	14,939	121,728	20,126	14,245	11,698	19,439
Transmission & distribution expenses	27,116	16,136	23,437	25,634	24,637	17,528	20,348	19,759	13,107	15,852	14,659	10,847	24,858
Customer accounts expenses	11,131	10,396	10,558	10,075	11,910	9,975	9,816	12,519	9,399	12,810	10,210	7,511	5,870
Administrative & general expense	14,251	39,113	26,937	26,167	27,742	41,109	27,745	19,461	22,652	36,980	29,148	47,746	65,577
Total operating expenses	80,077	95,193	86,745	116,810	188,505	92,043	87,794	73,097	173,861	94,264	75,354	83,267	122,988
Other Operating Expenses													
Depreciation expense	90,609	45,833	45,833	45,833	45,833	45,833	45,833	45,833	45,833	45,833	45,833	45,833	107,382
Taxes	7,760	29,568	29,979	29,772	30,969	29,487	29,334	29,304	29,016	85,770	1,356	1,279	8,003
Total operating expenses	98,368	75,401	75,812	75,605	76,802	75,320	75,167	75,136	74,849	131,603	47,188	47,111	115,384
Operating Income	39,432	47,270	63,644	36,037	(32,444)	66,506	62,616	83,709	(26,148)	650	98,599	93,760	(14,602)
Other Income (Expense)													
Capital contributions	10,900	-	-	-	-	-	-	-	-	-	-	-	1,189,564
Interest expense	(6,037)	(6,766)	(6,766)	(6,766)	(6,766)	(6,766)	(6,766)	(6,766)	(6,766)	(6,766)	(2,878)	(6,766)	(3,551)
Amortization of debt-related costs	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,177)	(1,272)
Other	2,800	13,255	8,294	13,508	14,835	15,182	32,525	14,519	13,229	11,300	9,617	13,015	13,529
Total other income (expense)	6,486	5,312	351	5,565	6,891	7,239	24,582	6,576	5,286	3,357	5,561	5,072	1,198,269
Net Income	\$ 45,918	\$ 52,582	\$ 63,996	\$ 41,602	\$ (25,552)	\$ 73,744	\$ 87,197	\$ 90,285	\$ (20,862)	\$ 4,007	\$ 104,160	\$ 98,831	\$ 1,183,667

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

SEWER	Dec 2022	Dec 2023	Dec 2024
Operating Revenues	\$ 2,627,668	\$ 3,390,774	\$ 3,219,240
Operating Expenses			
WWTP operation expenses	464,391	620,862	559,021
Laboratory expenses	71,617	92,904	119,201
Maintenance expenses	447,668	494,768	570,520
Customer accounts expenses	143,946	145,604	157,016
Administrative & general expenses	409,902	515,840	499,596
Total operating expenses	1,537,524	1,869,978	1,905,354
Other Operating Expenses			
Depreciation expense	700,497	715,815	1,044,000
Total other operating expenses	700,497	715,815	1,044,000
Operating Income	389,647	804,981	269,885
Other Income (Expense)			
Interest expense	(290,154)	(316,840)	(306,750)
Capital contributions	4,185,000	3,289,615	821,946
Other	(19,305)	132,998	172,039
Total other income (expense)	3,875,542	3,105,773	687,235
Net Income (loss)	\$ 4,265,188	\$ 3,910,754	\$ 957,120

Operating Income (excluding GASB 68 & 75)	358,028	830,914	201,690
Rate of Return	2.13	5.95	1.45
Current Ratio	0.56	2.04	3.03
Months of Unrestricted Cash on Hand	6.04	7.66	9.17
Equity vs Debt	0.42	0.45	0.47
Asset Utilization	0.51	0.51	0.53
Debt Coverage	0.85	1.84	1.64
Minimum Required Coverage	1.20	1.20	1.20

Note 1 - Sewer rates increased April 2023.

Definitions

Rate of Return - Return on investment in capital infrastructure.

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Sewer Utility
For the Period Ended Dec 31, 2024

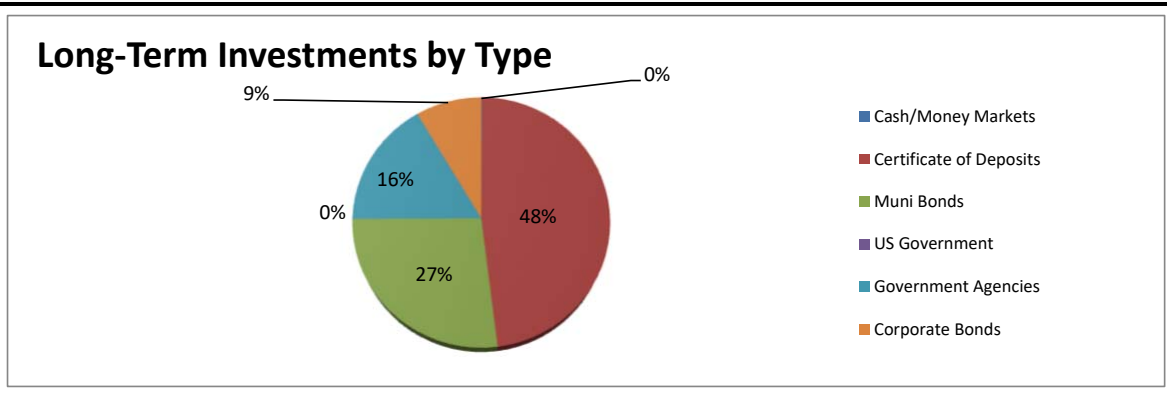
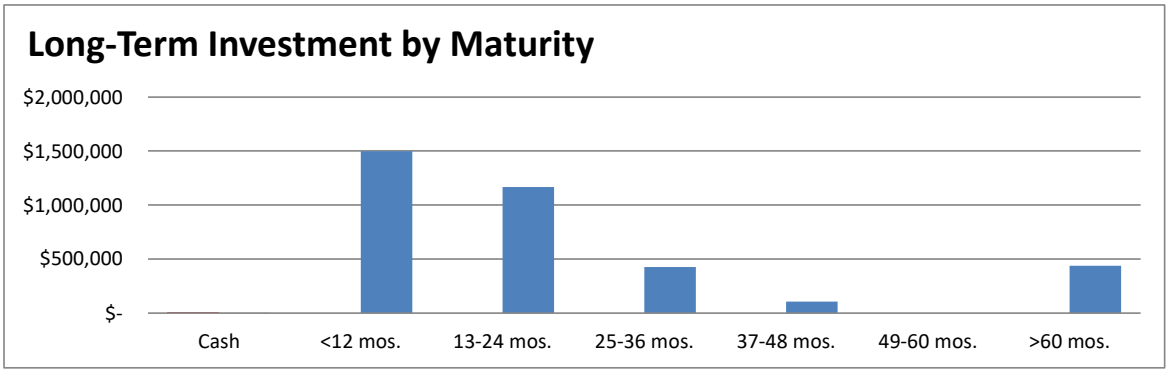
	Last 12 Months	YTD 2024	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 3,219,240	\$ 3,219,240	\$ 3,998,062	\$ (778,822)
Operating Expenses				
WWTP operation expenses	559,021	559,021	971,710	(412,689)
Laboratory expenses	119,201	119,201	93,888	25,313
Maintenance expenses	570,520	570,520	580,692	(10,172)
Customer accounts expenses	157,016	157,016	149,172	7,844
Administrative & general expenses	499,596	499,596	582,222	(82,626)
Total operating expenses	1,905,354	1,905,354	2,377,684	(472,330)
Other Operating Expenses				
Depreciation expense	1,044,000	1,044,000	981,684	62,316
Total other operating expenses	1,044,000	1,044,000	981,684	62,316
Operating Income (Loss)	269,885	269,885	638,694	(368,809)
Non-operating Income (Expense)				
Interest Expense	(306,750)	(306,750)	(307,872)	1,122
Capital contributions	821,946	821,946	2,047,800	(1,225,854)
Other	172,039	172,039	20,004	152,035
Total other income (expense)	687,235	687,235	1,759,932	(1,072,697)
Net Income (Loss)	\$ 957,120	\$ 957,120	\$ 2,398,626	\$ (1,441,506)

	Dec 2024	Nov 2024	Oct 2024	Sept 2024	Aug 2024	July 2024	June 2024	May 2024	April 2024	March 2024	Feb 2024	Jan 2024	Dec 2023
SEWER													
Operating Revenues	\$ 242,979	\$ 243,823	\$ 253,280	\$ 263,246	\$ 266,905	\$ 287,558	\$ 276,569	\$ 288,315	\$ 268,968	\$ 283,253	\$ 261,981	\$ 282,362	\$ 372,805
Operating Expenses													
WWTP operation expenses	63,861	35,979	60,287	(110,285)	54,281	65,550	58,650	54,516	87,661	78,409	70,952	39,161	63,106
Laboratory expenses	8,697	7,581	8,740	10,032	13,324	11,155	9,356	8,780	10,556	12,933	9,724	8,323	5,025
Maintenance expenses	99,206	44,509	34,482	70,399	48,038	37,837	68,178	39,321	33,447	42,613	31,698	20,793	64,656
Customer accounts expenses	11,786	13,002	13,312	12,782	14,762	12,464	12,700	15,327	12,310	15,607	12,632	10,334	11,434
Administrative & general expense	(13,046)	32,693	36,502	48,489	55,859	52,777	40,111	45,070	42,208	63,418	42,122	53,391	60,545
Total operating expenses	170,504	133,764	153,323	31,417	186,264	179,783	188,994	163,014	186,183	212,979	167,128	132,001	204,766
Other Operating Expenses													
Depreciation expense	111,812	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	53,545
Total other operating expenses	111,812	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	84,744	53,545
Operating Income (Loss)	(39,337)	25,315	15,213	147,084	(4,104)	23,031	2,830	40,556	(1,959)	(14,470)	10,109	65,616	114,495
Other Income (Expense)													
Interest expense	(24,531)	(25,656)	(25,656)	(25,656)	(25,656)	(25,656)	(25,656)	(25,656)	(25,656)	(25,656)	(25,656)	(25,656)	(23,037)
Capital contributions	6,850	206,096	-	209,250	-	77,500	-	-	322,000	-	-	250	989,415
Other	10,847	16,880	(1,507)	16,003	18,475	19,467	27,410	17,223	15,597	9,984	6,998	14,661	15,910
Total other income (expense)	(6,833)	197,319	(27,164)	199,597	(7,182)	71,311	1,754	(8,433)	311,941	(15,673)	(18,658)	(10,745)	982,289
Net Income (Loss)	\$ (46,171)	\$ 222,634	\$ (11,950)	\$ 346,681	\$ (11,285)	\$ 94,342	\$ 4,584	\$ 32,123	\$ 309,983	\$ (30,143)	\$ (8,549)	\$ 54,871	\$ 1,096,784

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	Dec 2022	Dec 2023	Dec 2024	Nov 2024	Change
Cash and investments - unrestricted	\$ 3,291,440	\$ 4,081,125	\$ 4,460,672	\$ 4,487,261	\$ (26,589)
Cash and investments - restricted	194,894	199,585	203,216	187,156	16,060
Receivables	1,031,288	926,122	1,126,752	965,395	161,357
Materials and supplies	296,634	416,202	445,383	441,241	4,142
Other assets	67,630	58,125	30,230	62,281	(32,050)
Plant - net of accumulated depreciation	8,954,862	9,497,628	9,788,177	9,761,569	26,608
Deferred outflows of resources	1,004,815	803,475	559,453	803,475	(244,022)
Total Assets	14,841,563	15,982,262	16,613,883	16,708,378	(94,495)
Accounts payable	767,152	713,693	813,751	630,227	183,524
Payable to sewer utility	-	-	-	-	-
Interest accrued	7,350	5,600	3,800	4,875	(1,075)
Accrued benefits	84,947	75,082	84,277	97,542	(13,265)
Deferred inflows of resources	1,266,216	1,576,528	1,213,323	1,537,378	(324,055)
Long-term debt	735,000	560,000	380,000	380,000	-
Net Position	11,980,898	13,051,359	14,118,732	14,058,357	60,375
Total Liabilities & Net Position	\$ 14,841,563	\$ 15,982,262	\$ 16,613,883	\$ 16,708,378	\$ (94,495)
WATER	Dec 2022	Dec 2023	Dec 2024	Nov 2024	Change
Cash and investments - unrestricted / designated	\$ 1,887,433	\$ 2,841,540	\$ 3,369,591	\$ 3,314,698	\$ 54,893
Cash and investments - restricted	559,034	579,647	589,051	544,322	44,729
Receivables	262,930	257,954	257,786	241,064	16,722
Materials and supplies	70,055	79,572	110,884	83,449	27,434
Other assets	98,171	64,099	32,159	46,412	(14,253)
Plant - net of accumulated depreciation	16,015,659	16,633,676	16,209,626	16,307,438	(97,812)
Deferred outflows of resources	577,351	451,080	328,826	451,080	(122,254)
Total Assets	19,470,634	20,907,569	20,897,923	20,988,462	(90,539)
Accounts payable	35,186	84,559	97,922	70,143	27,778
Interest accrued	33,708	29,374	24,757	18,719	6,037
Accrued benefits	53,851	49,863	56,035	64,116	(8,082)
Deferred inflows of resources	757,113	658,212	477,743	639,933	(162,191)
Long-term debt	3,870,000	3,430,000	2,970,000	2,970,000	-
Net Position	14,720,776	16,655,561	17,271,468	17,225,550	45,918
Total Liabilities & Net Position	\$ 19,470,634	\$ 20,907,569	\$ 20,897,923	\$ 20,988,462	\$ (90,539)
SEWER	Dec 2022	Dec 2023	Dec 2024	Nov 2024	Change
Cash and investments - unrestricted	\$ 774,087	\$ 1,194,356	\$ 1,456,391	\$ 1,458,789	\$ (2,398)
Cash and investments - restricted	2,586,676	2,532,584	2,724,016	2,636,251	87,765
Receivables	302,988	875,671	254,377	256,118	(1,742)
Receivable from electric utility	-	-	-	-	-
Materials and supplies	7,294	8,645	8,841	8,425	416
Advances to other funds	210,452	-	-	-	-
Other assets	-	1,188	645	45,345	(44,700)
Plant - net of accumulated depreciation	48,286,682	49,643,005	49,668,373	49,351,704	316,669
Deferred outflows of resources	797,752	729,543	501,909	729,543	(227,634)
Total Assets	52,965,930	54,984,992	54,614,551	54,486,174	128,377
Accounts payable	1,873,633	965,178	514,607	56,228	458,380
Interest accrued	54,669	51,876	50,750	26,219	24,531
Accrued benefits	78,162	74,943	84,341	96,874	(12,534)
Deferred inflows of resources	895,466	853,523	557,361	853,190	(295,829)
Long-term debt	28,057,782	27,122,500	26,533,400	26,533,400	-
Net Position	22,006,218	25,916,972	26,874,092	26,920,263	(46,171)
Total Liabilities & Net Position	\$ 52,965,930	\$ 54,984,992	\$ 54,614,551	\$ 54,486,174	\$ 128,377

Monthly Dashboard - Cash & Investments						December 2024
		12/31/2024	11/30/2024			
		202412	202411			
Account	Restrictions	Dec 2024	Nov 2024	\$ Inc/(Dec)	% Inc/(Dec)	
Checking - E	Unrestricted	\$ 893,207	\$ 917,783	\$ (24,576)	-2.68%	
Checking - W	Unrestricted	957,010	868,348	88,662	10.21%	
Checking - S	Unrestricted	838,966	764,446	74,521	9.75%	
Reserves - E	Unrestricted	3,567,465	3,569,479	(2,014)	-0.06%	
Reserves - W	Unrestricted	1,950,683	1,986,336	(35,653)	-1.79%	
Reserves - S	Unrestricted	617,425	694,343	(76,919)	-11.08%	
P&I Redemption - E	Restricted	158,567	142,635	15,932	11.17%	
P&I Redemption - W	Restricted	418,005	373,765	44,240	11.84%	
P&I Redemption - S	Restricted	449,691	376,142	73,549	19.55%	
Bond Reserve - S	Restricted	384,130	375,552	8,579	2.28%	
Construction - S	Restricted	39	39	-	0.00%	
Depreciation - E	Restricted	44,649	44,521	128	0.29%	
Depreciation - W	Restricted	171,046	170,556	490	0.29%	
ERF - Water Plant	Designated	461,899	460,014	1,885	0.41%	
ERF - WWTP	Restricted	1,890,155	1,884,518	5,637	0.30%	
		<u>\$ 12,802,938</u>	<u>\$ 12,628,477</u>	<u>\$ 174,460</u>	<u>1.38%</u>	
Unrestricted and Designated		<u>\$ 9,286,654</u>	<u>\$ 9,260,748</u>	<u>\$ 25,906</u>	<u>0.28%</u>	
	Restricted	<u>\$ 3,516,284</u>	<u>\$ 3,367,729</u>	<u>\$ 148,555</u>	<u>4.41%</u>	





TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: February 10, 2025
SUBJECT: General Manager Report

MEUW Electric Operations Conference 2025

- Staff from Waupun Utilities attended the MEUW Electric Operations Conference and Expo January 15-17th in Wisconsin Dells. This event brings together municipal and electric cooperative employees from across the state. The conference and expo featured a large-group of general sessions as well as a number of breakout sessions.
- Marcus Hawkins, Commissioner from the Public Service Commission (PSC) of Wisconsin, shared his thoughts on current legislative and industry topics of interest to municipal utilities. Other presentations included information on grid reliability, cybersecurity, ATC, and workforce of the future.

2025 Department Goals

- The WU leadership team worked with their departments to update the 2025 workplan and goals.

Public Project Meetings

- On Thursday, January 20th, a public meeting was held to discuss the Newton and Rock Ave reconstruction project. The scope of the project includes new sanitary sewer, storm sewer, water main, and complete road reconstruction. The project is scheduled to be completed in 2025.
- On Tuesday, February 4th, a public involvement meeting was held to discuss the Alley Reconstruction Project. The scope of the project includes replacing sanitary sewer mains, water mains, and storm sewer, as well as converting the current overhead electric and telecom infrastructure to underground in the 300 and 400 blocks of East Main Street North alleys.

Day at the Capitol

- MEUW organized a day at the state capitol to share the public power story and build awareness with Wisconsin's legislative leaders and staff. Mayor Bishop joined Jen Benson, me, and several other public power utility leaders from around the state.
- We had the opportunity to meet with Senator John Jagler, Representative Mark Born, Representative Alex Dallman, and Senator Dan Feyen. We were also able to connect with the chair of the Utility Committee, Senator Julian Bradley.

Staff Update

- Waupun Utilities is accepting applications for the Accounting Coordinator position until February 21st. Evaluation of applicants will take place from February 24-28th. Interviews will be conducted in early March, with an employment offer extended by mid-March and training beginning shortly thereafter.

This concludes my report for February 2025. Please contact me at 324-7920 or sbrooks@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Owen Vande Kolk, Assistant Electric Operations Supervisor
DATE: February 10, 2025
SUBJECT: Electric Operations Report

Electric Department Update:

Call-Ins

- On January 12th, at approximately 5:20 PM, WU experienced an electrical equipment failure at the corner of Wilcox and S. Watertown, which caused an outage affecting approximately 65 customers. The on-call lineman responded to the area, and due to the nature of the outage, a short interruption was necessary for an additional 50 customers to repair the failure. Power was restored at approximately 6:20 PM.

2025 Line Clearance Tree Trimming

- WU electric department has started annual line clearance trimming. The continued goal of line clearance tree trimming is to provide safe and reliable service to all customers of WU.

PSC System Inspections

- WU electric crew has completed PSC system inspections for 2024-25. Electrical distribution systems are required to be inspected and reported to the PSC every 2 years.
 - Circuits inspected for 2024-25 (Substation-Circuit #):
 - Main #6, Main #7, Comtech #2, West #3, Prison #2, and South #1&2

Development Planning

- WU electric department has been working on coordinating, design, and material procurement for the following projects:
 - 56-Unit Housing Complex
 - Complex requires a primary extension to serve four 800-amp services.
 - 300 KVA transformer currently in stock.
 - Manufacturing Facility
 - Requires a primary extension to serve two 2000-amp 277/480v services.
 - One service for the new construction, and an additional service setup for future additions.
 - 750 KVA transformer currently in stock.
 - Retail Building
 - Requires a primary extension to serve one 600-amp 3 phase service.
 - WU will take the opportunity to extend single phase underground power to adjacent lot line to eliminate a portion of overhead primary.
 - 112.5 KVA transformer currently in stock.
 - United Soy Facility
 - Requires two 3000-amp 277/480v services.
 - One 1000 KVA and one 1500 KVA currently in stock.
 - Kwik Trip East
 - Current Stop-N-Go will be demolished, and a new Kwik Trip building will be constructed.
 - 225 KVA currently in use on the system will be swapped for smaller unit to provide new service to Kwik trip.

WPPI GIS Shared Services

- Assistant Electric Operations Supervisor continues to work with WPPI GIS Service. Recent improvements include:
 - Map/App showing the age, by decade, of every wood pole on WU system.
 - Map/App to record and track required PSC System Inspections.
 - Map/app to record and track annual line clearance tree trimming.

United Cooperative

- Soy facility is projected to have two 3000-amp services. Dual concrete transformer pads are poured at Soy facility. WU electric crew will continue on service and feeder loop installation when digging conditions permit in spring of 2025.

This concludes my report for February 2025 WU Commission Meeting. Please contact me at 324-7920 or ovandekolk@waupunutilities.org with any questions or concerns.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 6, 2025
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Water quality remains stable, despite the fluctuating temperatures. The team is effectively managing the various challenges that arise. Keeping things stable over time is key to ensuring clean water is consistently delivered to the community, while also meeting regulatory requirements.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Training for the new wastewater treatment facility operator is progressing. The role of a wastewater treatment facility operator involves various responsibilities, including understanding chemical processes, maintaining equipment, and ensuring compliance with regulations. Below are some additional focus areas that his training has covered.

1. Overview of the Treatment Process

2. Introduction to Treatment Stages: Teaching key stages of wastewater treatment, which typically include:

- a. **Preliminary Treatment:** Screening and removal of large debris.
- b. **Primary Treatment:** Sedimentation of solids and removal of grease/oils.
- c. **Secondary Treatment:** Biological treatment to remove dissolved organic matter (e.g., activated sludge, trickling filters).
- d. **Tertiary Treatment:** Advanced processes like filtration, disinfection (e.g., chlorination, UV treatment), and nutrient removal (nitrogen, phosphorus).
- e. **Sludge Management:** Teach them the processes for managing biosolids, including thickening, digestion, dewatering, and disposal or reuse.

3. Flow and Capacity Monitoring: Make sure he understands how wastewater enters the facility, how flow is measured, and how to adjust treatment processes based on incoming flow volume and quality.

4. Familiarization with Equipment and Tools: Walking through the major equipment used in each treatment stage, such as:

- a. **Pumps, mixers, and aerators:** Used for fluid movement and oxygenation in biological treatment.
- b. **Clarifiers and Settling Tanks:** For separating solids from liquids.
- c. **Chemical Dosing Systems:** Used for disinfection or nutrient removal.
- d. **Sludge Dewatering and Drying Systems:** Equipment that handles the byproducts of the treatment process.

5. Chemical Handling and Control

- a. **Chemical Use in Treatment:** Educating him on the chemicals commonly used in wastewater treatment, such as coagulants, flocculants, disinfectants (e.g., chlorine), and pH adjusters.
- b. **Safety and Handling:** Emphasize the importance of safely handling, storing, and disposing of chemicals. Review the Material Safety Data Sheets (MSDS) for each chemical.

6. Monitoring and Laboratory Analysis

- a. **Sampling Procedures:** Train him on how to collect samples for analysis at different stages of treatment. This includes proper techniques for collecting representative samples and preserving them for testing.
- b. **Common Tests:** Teach to perform or oversee tests for key water quality indicators.
- c. **Biochemical Oxygen Demand (BOD):** Measure of the organic matter in the wastewater.
- d. **Total Suspended Solids (TSS):** Indicates the level of solid waste in water.
- e. **pH:** Indicates acidity or alkalinity.
- f. **Turbidity:** Measures the cloudiness or clarity of water.
- g. **Ammonia, Nitrogen, and Phosphorus Levels:** For nutrient removal in the secondary and tertiary treatment stages.

7. Troubleshooting and Problem-Solving

- a. **Common Treatment Issues:** Ensure familiarity with common issues that arise in wastewater treatment and how to troubleshoot them.
- b. **High Solids Levels:** Can cause problems in clarifiers or settling tanks.
- c. **Foaming:** Often related to high organic load or chemical imbalances.
- d. **Odor Issues:** Typically linked to biological treatment processes or sludge handling.
- e. **Process Upsets:** Due to changes in influent quality or sudden fluctuations in flow.

8. Data Logging and Analysis

- a. **SCADA System:** The facility uses a SCADA (Supervisory Control and Data Acquisition) system, make sure the operator is familiar with it. This system will help them monitor real-time data such as flow rates, water quality parameters, and equipment status.
- b. **Data Interpretation:** Train to understand and act upon data trends. For example, if effluent quality is trending outside acceptable limits, they should know how to adjust processes immediately.

9. Routine Maintenance and Preventive Tasks

- a. **Daily and Weekly Checks:** Instruction of the daily and weekly checks required to ensure the smooth operation of the treatment plant. This may involve checking the functionality of pumps, aerators, or alarms, and ensuring the tanks and filters are clear.
- b. **Preventive Maintenance:** Teaching the importance of scheduled preventive maintenance tasks (e.g., cleaning, lubrication, and minor repairs) to prevent system failures and prolong the lifespan of equipment.

By covering these areas, we can ensure that the new operator becomes proficient and confident in their role. Effective training in wastewater treatment facilities is a balance between theoretical knowledge, hands-on experience, and critical thinking. Providing ongoing support and opportunities for learning will help them succeed and grow in their career.

Water/Sewer Crew:

There are no call-ins to report this month.

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

- The first break was located on McKinley St. and was “blow hole” on a 6-inch main. It was leaking approximately 52 gallons per minute for 2.0 hours, totaling 6,240 gallons.
- The second break was located on South Madison St. and was “radial crack” on an 8-inch main. It was leaking approximately 279 gallons per minute for 2 hours, totaling 33,480 gallons.
- The third break was located on South Madison St. and was “radial crack” on a 6-inch main. It was leaking approximately 209 gallons per minute for 1.5 hours, totaling 189,810 gallons.

The team continues televising the pipes in sanitary basins A, B, and C. They are able to get a clear, real-time look at the internal condition of the pipes, identifying issues such as cracks, joint misalignments, or blockages. The camera’s ability to measure the exact distance within the pipe is crucial for pinpointing the precise locations of any problems.

Once the footage is analyzed, the team assigns a priority grade to each pipe segment based on several factors:

1. **Critical Location:** Areas that are more essential to the functioning of the sewer system or are more difficult to access may need more immediate attention.
2. **Physical Attributes:** This could include the age of the pipe, material type, and diameter, all of which influence the pipe’s vulnerability.

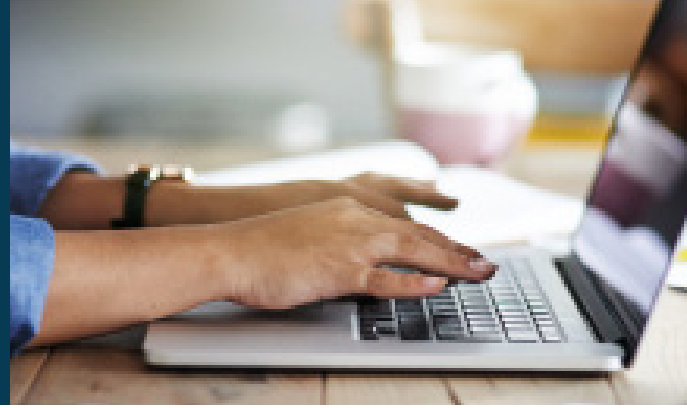
3. **Structural Integrity:** Assessing cracks, collapses, or other structural issues that could lead to failures.
4. **Operation and Maintenance Needs:** Looking at the long-term needs for repair or maintenance to keep the system functioning optimally.

By using these grades, the staff can prioritize repairs and maintenance based on urgency and potential risk, ensuring that the most critical parts of the sewer system are addressed first. This proactive approach helps in minimizing disruptions or failures in the system, which is crucial for effective sanitation and wastewater management.

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

RESIDENTIAL FEEDBACK SURVEY

AGGREGATE RESULTS SUMMARY



In 2024, WPPI Energy conducted a residential customer feedback survey on behalf of its member utilities. This flyer provides an overview of the aggregated survey findings and highlights key areas for enhancing customer satisfaction within member communities. For detailed results and specific recommendations, please refer to your individual report.

SURVEY OVERVIEW:

**Conducted By:**

Sunseed Research, Inc.

**Method:**

Online survey (email & postcard)

**Total Responses:**

8,252

KEY FINDINGS:

Overall Satisfaction:

84% of customers are mostly or completely satisfied with their local utility.

Value for Services:

83% believe the value they receive relative to the price they pay is good, very good, or excellent.

Net Promoter Score (NPS):

NPS is 40, up from 37 in 2021.

GAP ANALYSIS

A gap analysis enables utilities to assess how effectively they're meeting customer expectations by comparing the importance of certain attributes to customer satisfaction with the utility's performance in those areas. The 2024 survey once again included a comprehensive gap analysis across several key attributes.

WHAT MATTERS MOST TO CUSTOMERS

Customers value these the most from their utility:

- Reliable energy
- Efforts to keep costs affordable
- Trustworthiness
- Clear communication during energy emergencies

CUSTOMER SATISFACTION

Customers are most satisfied when utilities:

- Provide reliable energy
- Maintain trustworthiness

However, they're less satisfied when it comes to:

- Keeping energy costs affordable

PERFORMANCE GAPS

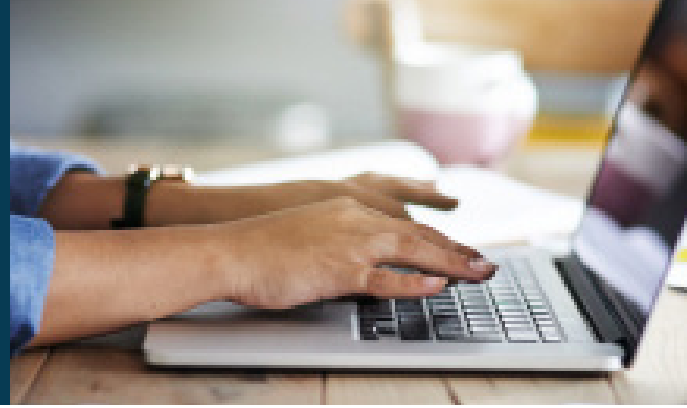
The biggest gaps between importance and satisfaction are in:

- Keeping energy costs affordable
- Communicating effectively during energy emergencies
- Delivering helpful customer service
- Proactively sharing information

RESIDENTIAL FEEDBACK SURVEY

AGGREGATE RESULTS SUMMARY

(CONTINUED)



AREAS FOR IMPROVEMENT:

Strengthen Affordability Initiatives:

Highlight the utility's commitment to reducing costs and share the specific strategies to keep utility expenses manageable for customers.

Enhance Emergency Communication:

Improve approach to communicating during emergencies to ensure timely, clear, and effective updates.

Expand Resources for Energy Cost Management:

Provide additional tools and programs to help customers better manage energy costs.

Engage Younger Customers (under age 45):

Develop ways to connect with younger customers to increase satisfaction and meet their expectations, specifically with seamless digital customer service interactions.

Optimize Communication:

Tailor outreach by leveraging customer preferences, sending critical and satisfaction-driving information via email and text for a more effective and engaging experience with your local utility.

ADDITIONAL INSIGHTS:

Satisfaction by Age:

Across all community sizes served by member utilities, overall satisfaction increases as the age of the customer increases.

Younger Customers (under age 45):

Overall satisfaction for younger customers is driven largely by affordability, being trustworthy, and helpful customer services.

Preferred Communication:

Email (72%) and text message (40%) regardless of age or community size.

FOR FULL REPORT:

Contact Kelly Davis
kdavis@wppienergy.org

EXPLORE YOUR INDIVIDUAL REPORT TO UNDERSTAND YOUR UTILITY'S PERFORMANCE AND IDENTIFY AREAS FOR IMPROVEMENT!



1425 Corporate Center Drive · Sun Prairie, WI 53590
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RESIDENTIAL FEEDBACK SURVEY

UNDERSTANDING YOUR INDIVIDUAL REPORT

Margin of Error

Located directly under your utility name, shows the margin of error, which is the degree of sampling error in your survey results.

In the top right corner, find details about the surveys conducted in your community:

Testville Utilities — n=XXX

(the number of surveys completed in your community)

Community Size Category — n=XXX

Member utilities were categorized into three segments based on the size of the community they serve: under 2,000, between 2,000 and 5,000, and over 5,000 residents. This section indicates your community's size category and the total number of customers contacted in your area to participate in the survey.

All Participating WPPI Utilities – n = 8,252

Total number of surveys collected from customers across WPPI membership.

Satisfaction Results

Explore your utility's results in Overall Satisfaction, Value of Services, and Net Promoter Score (Likelihood to Recommend).

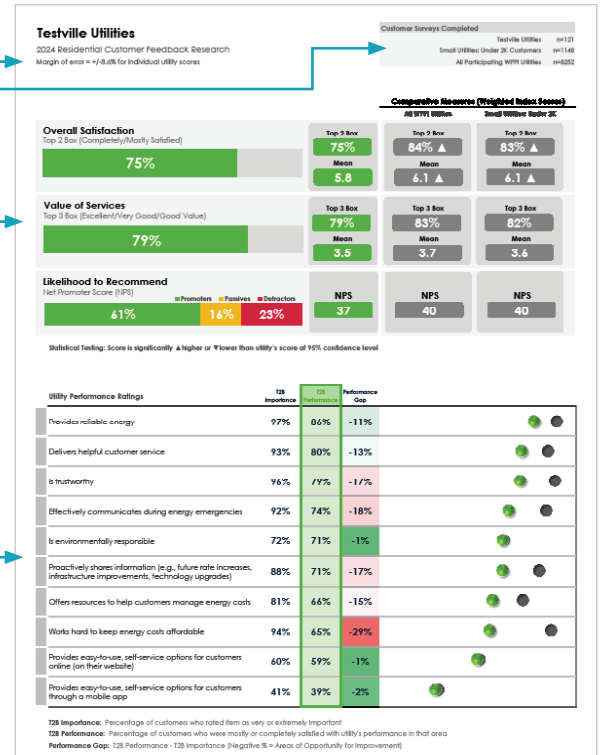
Compare your scores against all WPPI member utilities and others in your community size category.

Utility Performance Ratings

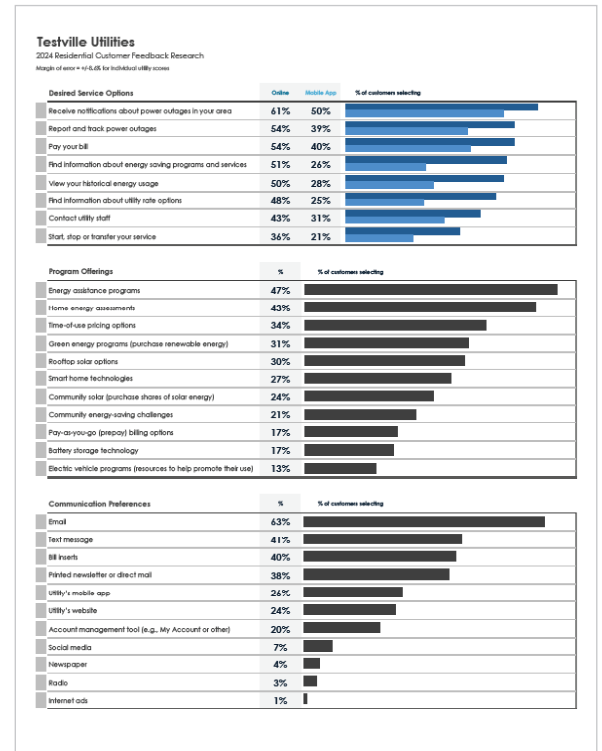
This is the results from the Gap Analysis conducted in your utility's survey. See how your customers value certain attributes and their satisfaction with your utility's performance.

The Performance Gap is the difference between importance and satisfaction, with larger gaps highlighted in red.

FRONT



BACK



The back of your individual report includes additional insights such as Desired Service Options, Program Offerings, and Communication Preferences.

APPENDIX & RESEARCH TERMINOLOGY

Margin of Error: Degree of sampling error in survey results.

- A lower margin of error indicates higher confidence in the results.
- More responses lead to a lower margin of error.

Rating Scales

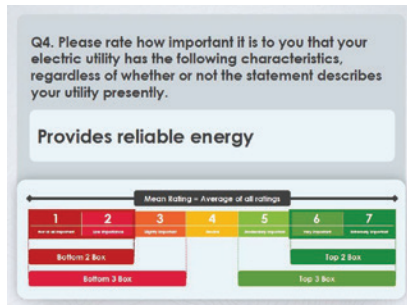
- Throughout the survey, respondents were asked to rate the level of importance and satisfaction with their utility using 7-point labeled Likert scales.
- Value was assessed using a 5-point Likert scale.
- Loyalty was measured using the traditional 0-10 Net Promoter Scale.

Top 2 Box(T2B)/Bottom 2 Box (B2B)

- For satisfaction and importance measures, results are displayed using Top 2 Box scores to focus on identifying those giving high ratings (mostly or completely satisfied, very or extremely importance) or very low ratings (B2B).

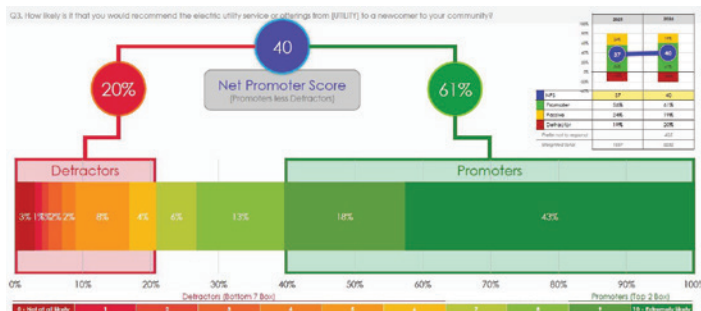
Top 3 Box (T3B)

- Value measures are displayed using Top 3 Box scores (good, very good, or excellent value).



Net Promoter Score/Likelihood to Recommend

- Net Promoter Score (NPS) measures customer loyalty and satisfaction by asking how likely customers are to recommend a company to others on a scale of 0-10. The score is calculated by subtracting the percentage of detractors (scores 0-6) from the percentage of promoters (scores 9-10). The result ranges from -100 to +100, with higher scores indicating better customer satisfaction. Customers are categorized as promoters, passives, or detractors based on their responses.

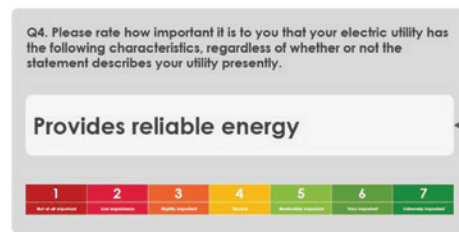


Gap Analysis

- A gap analysis can help utilities understand if their customers are satisfied with their performance in areas customers consider to be important.
- This analysis quantifies the difference between customer satisfaction and the importance on specific attributes.
- Areas with the largest negative gaps should be prioritized for improvement, as they require the most attention and resources.

Importance to Customers

Customer were asked to rate 11 attributes for importance.



Importance Attributes
Works hard to keep energy costs affordable
Provides reliable energy
Is environmentally responsible
Delivers helpful (customer/member) service
Is trustworthy
Effectively communicates during energy emergencies
Proactively shares information (e.g. future rate increases, infrastructure improvements, technology upgrades)
Offers resources to help (customer/member) manage energy costs
Provides easy-to-use, self-service options for (customer/member) online (on their website)
Provides easy-to-use, self-service options for (customer/member) through a mobile app
Is locally owned

Satisfaction with Utility Performance

Customers were later asked to rate their satisfaction with their utility's performance in 10 of the 11 areas (all attributes except 'locally owned').



Performance Attributes
Working hard to keep energy costs affordable
Providing reliable energy
Being environmentally responsible
Delivering helpful (customer/member) service
Being trustworthy
Effectively communicating during energy emergencies
Proactively sharing information (e.g. future rate increases, infrastructure improvements, technology upgrades)
Offering resources to help (customer/member) manage energy costs
Providing easy-to-use, self-service options for (customer/member) online (on their website)
Providing easy-to-use, self-service options for (customer/member) through a mobile app

Q5. Now, please rate your satisfaction with the performance of [UTILITY] in the following areas. How satisfied are you with [UTILITY] for ...

Sorted in descending Gap Score order	Total Sample		
	Importance: Top 2 Box	Performance: Top 2 Box	Gap Score
Working hard to keep energy costs affordable	95%	64%	-31% ▼
Effectively communicating during energy emergencies	93%	72%	-21% ▼
Delivering helpful (customer/member) service	91%	77%	-14% ▼
Proactively sharing information (e.g. future rate increases, infrastructure improvements, technology upgrades)	85%	71%	-14% ▼
Being trustworthy	94%	81%	-13% ▼
Offering resources to help (customer/member) manage energy costs	73%	64%	-9% ▼
Providing reliable energy	97%	89%	-8% ▼
Being environmentally responsible	74%	68%	-6% ▼
Providing easy-to-use, self-service options for (customer/member) online (on their website)	72%	68%	-4% ▼
Providing easy-to-use, self-service options for (customer/member) through a mobile app	45%	47%	2%

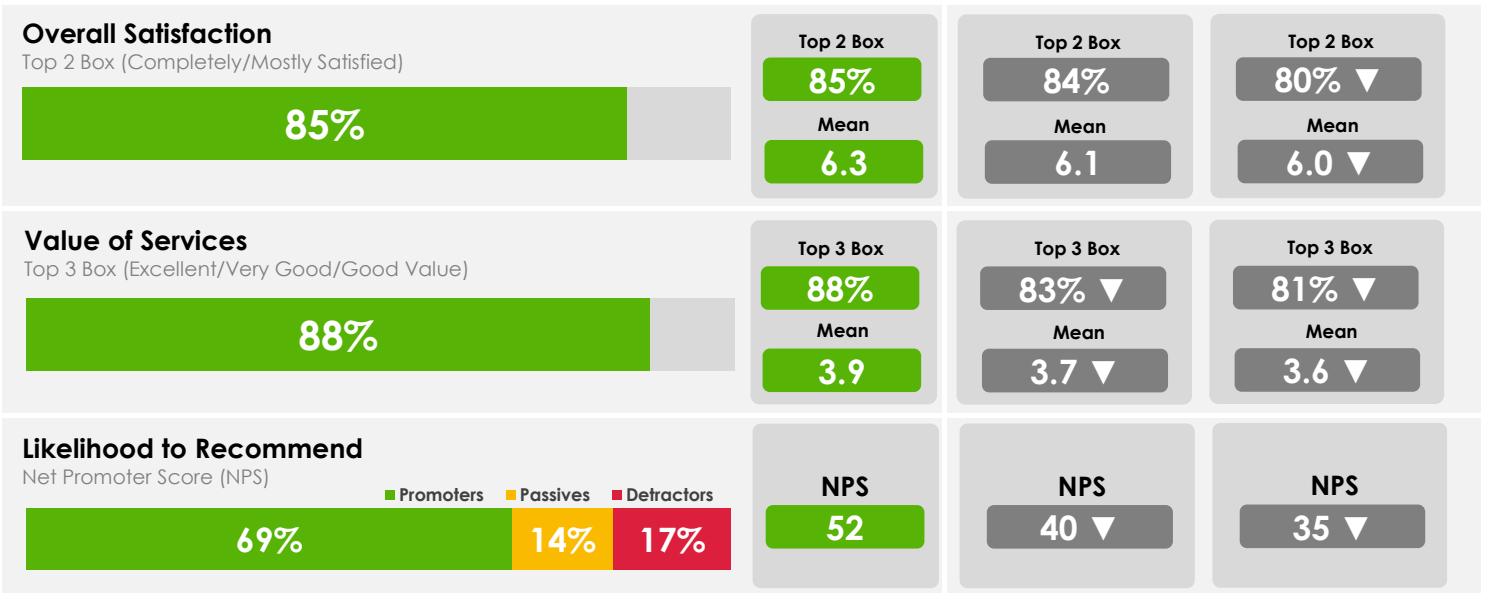
Waupun Utilities

2024 Residential Customer Feedback Research

Margin of error = +/-7.1% for individual utility scores

Customer Surveys Completed		
Waupun Utilities	n=185	
Medium Utilities: 2K - 5K Customers	n=2215	
All Participating WPPI Utilities	n=8252	

Comparative Measures (Weighted Index Scores)



Statistical Testing: Score is significantly ▲ higher or ▼ lower than utility's score at 95% confidence level

Utility Performance Ratings	T2B Importance	T2B Performance	Performance Gap	
Provides reliable energy	97%	92%	-5%	
Is trustworthy	98%	91%	-7%	
Delivers helpful customer service	92%	86%	-6%	
Effectively communicates during energy emergencies	94%	83%	-11%	
Proactively shares information (e.g., future rate increases, infrastructure improvements, technology upgrades)	83%	80%	-3%	
Is environmentally responsible	73%	76%	3%	
Provides easy-to-use, self-service options for customers online (on their website)	74%	76%	2%	
Works hard to keep energy costs affordable	96%	74%	-22%	
Offers resources to help customers manage energy costs	74%	72%	-2%	
Provides easy-to-use, self-service options for customers through a mobile app	53%	57%	4%	

T2B Importance: Percentage of customers who rated item as very or extremely Important









T2B Performance: Percentage of customers who were mostly or completely satisfied with utility's performance in that area












Performance Gap: T2B Performance - T2B Importance (Negative % = Areas of Opportunity for Improvement)











Waupun Utilities

2024 Residential Customer Feedback Research

Margin of error = +/-7.1% for individual utility scores

Desired Service Options			% of customers selecting
	Online	Mobile App	
Receive notifications about power outages in your area	60%	55%	
Pay your bill	58%	38%	
Report and track power outages	57%	47%	
View your historical energy usage	57%	34%	
Find information about energy saving programs and services	50%	31%	
Contact utility staff	43%	28%	
Find information about utility rate options	42%	24%	
Start, stop or transfer your service	33%	22%	

Program Offerings		
	%	% of customers selecting
Smart home technologies	40%	
Home energy assessments	38%	
Energy assistance programs	37%	
Time-of-use pricing options	30%	
Community energy-saving challenges	28%	
Green energy programs (purchase renewable energy)	25%	
Rooftop solar options	25%	
Community solar (purchase shares of solar energy)	19%	
Pay-as-you-go (prepay) billing options	16%	
Battery storage technology	13%	
Electric vehicle programs (resources to help promote their use)	8%	

Communication Preferences		
	%	% of customers selecting
Email	70%	
Text message	42%	
Utility's website	33%	
Bill inserts	32%	
Printed newsletter or direct mail	30%	
Utility's mobile app	22%	
Account management tool (e.g., My Account or other)	18%	
Social media	12%	
Radio	4%	
Newspaper	2%	
Internet ads	2%	