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**WAUPUN UTILITIES
COMMISSION MEETING
A G E N D A**

There is a regular commission meeting scheduled for Monday, March 9, 2020, at 4:00 p.m. at the Waupun Utilities Administrative Building located on 817 S. Madison Street, Waupun, Wisconsin.

Call to Order

Roll Call of Commissioners

1. Approval of Previous Meeting Minutes
2. Approval of Payments – Previous Months Bills
3. Approval of Monthly Financial Results
4. GM Report / Operations Report
5. Appearance by Visitors

Consideration-Action

6. Amendment to Sewer Promissory Note with City of Waupun
7. Business Finance Manager Job Description
8. General Manager Job Description

Closed Session

The Waupun Utilities Commission will adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes to review and discuss the General Manager transition plan.

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

Open Session

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

Action From Closed Session

Adjourn

It is possible that members of and possibly a quorum of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any other governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact Jared Oosterhouse, General Manager at 324-7920.

cc: Mayor, Commissioners, Media

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, February 10, 2020**

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

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

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the January 13, 2020, regular meeting.

On motion by Kaczmariski, seconded by Gerritson and unanimously carried, bills for the months of January 2020 were approved as presented.

General Manager Posthuma reported on the new hire for the Accounting Coordinator position. Alliant Energy Area #4 Transfer of Customers was approved by the Wisconsin Public Service Commission. The transfer date for customers is set for March 2, 2020. MEUW Electric Utility Joint Superintendents Conference & Expo held in January was attended by Posthuma and Brooks. An ordinance and resolution establishing sewer rates for the next four years were approved by City Common Council on January 14, 2020.

Electric Operations Supervisor reported on outages that had occurred. Electric crew has completed work increasing line clearances as requested by ATC. The ATC substation related work is now complete at Waupun Utilities' Main substation. The electric transmission line from ATC is no longer on radial feed and has returned to normal status. Solomon Corporation was awarded the bid to purchase Waupun Utilities' retired transformers.

Water & Sewer Maint/Treatment Supervisor reported that a switch was repaired at the Water Plant and operations are back to normal. Crain Engineering was on site at the WWTP as part of their annual preventative maintenance program and work has been completed. Metal and concrete surfaces in the ferrous chloride room have been restored after years of exposure to acidic fumes. The ferrous chloride has been moved to an outside containment structure to prevent further deterioration. Sanitary crew continue to televise sanitary laterals recording pipe conditions, structural reliability and maintenance needs of the pipe. The exchange of turbine meters with new compound meters at commercial and industrial locations is now complete.

Water & Sewer Maint/Treatment Supervisor presented information from site visits and meetings with manufacturers related to the ABNR project at the WWTP. A brief presentation was shown on centrifuge and dryer equipment which are part of the ABNR system process.

Finance Director Oosterhouse presented 2019 financial highlights. Electric sales were 0.2% higher compared to 2018 on minimal growth in energy consumption. Water sales increased by 3.2% from 2018 primarily from additional billing days for the residential class from the change to end of month billing from middle of month. Sewer sales increased 5.1% from the public authority and residential class. Total cash and investments decreased \$835,000 from sewer capital expenditures and long-term debt decreased by \$648,000.

On motion by Kaczmariski, seconded by Mielke and unanimously carried, the year-to-date financial reports through December 2019 were approved as presented. Electric operating income was \$239,300 or \$10,800 below budget on higher A&G expense from the requirement to record \$53,800 in noncash pension expense. Water operating income was \$794,000 or \$128,400 above budget on higher revenues and lower operating expenses. Sewer operating income was \$342,000 or \$76,700 above budget on higher revenues.

Motion made by Thurmer, seconded by Gerritson and unanimously carried, to appoint Jared Oosterhouse as WPPI Energy Board Director and Steve Brooks as WPPI Energy Board Alternate.

On motion by Thurmer, seconded by Homan and unanimously carried, approval of the Resolution Recognizing the Retirement of Nancy Oosterhouse, Barb Armga, and Randy Posthuma for their years of service to Waupun Utilities.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 5:02 p.m.

The next commission meeting is scheduled on March 9, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
ADVANCED DISPOSAL							
720	E10001397204	SANITARY CHRGS/MAIN OFFC BLDG	01/31/2020	174.54	174.54	45612	02/14/2020
	E10001397204	SANITARY CHRGS/MAIN OFFC BLDG	01/31/2020	109.09	109.09	45612	02/14/2020
	E10001397204	SANITARY CHRGS/MAIN OFFC BLDG	01/31/2020	152.71	152.71	45612	02/14/2020
	E10001397789	SANITARY CHRGS FOR WWTP	01/31/2020	1,807.55	1,807.55	45612	02/14/2020
Total ADVANCED DISPOSAL:				2,243.89	2,243.89		
AIRGAS USA INC							
855	9968011413	ACETYLENE/OXYGEN/NITROGEN	01/31/2020	22.88	22.88	45613	02/14/2020
	9968011413	ACETYLENE/OXYGEN/NITROGEN	01/31/2020	22.88	22.88	45613	02/14/2020
	9968011413	ACETYLENE/OXYGEN/NITROGEN	01/31/2020	22.89	22.89	45613	02/14/2020
Total AIRGAS USA INC:				68.65	68.65		
ALLIANT ENERGY							
900	183035-02042020	Gas Utility for Water Plant	02/04/2020	760.00	760.00	45614	02/14/2020
	4370-013120	GAS UTIL BILL FOR SWG PLNT	01/31/2020	1,628.06	1,628.06	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	46.65	46.65	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	37.32	37.32	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	37.32	37.32	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	251.90	251.90	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	251.90	251.90	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	251.90	251.90	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	18.66	18.66	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	18.66	18.66	45614	02/14/2020
	590516-013120	Split Distribution - Main Bldg	01/31/2020	18.65	18.65	45614	02/14/2020
	931084-013120	GAS UTIL @ WWTP GARAGE	01/31/2020	1,760.49	1,760.49	45614	02/14/2020
Total ALLIANT ENERGY:				5,081.51	5,081.51		
APPLIED TECHNOLOGIES							
1340	34502	ABNR Upgrades	02/04/2020	152,233.79	152,233.79	45615	02/14/2020
Total APPLIED TECHNOLOGIES:				152,233.79	152,233.79		
AUTO PLUS AUTO PARTS							
1700	39859682	HI-Power II Belt	02/07/2020	6.49	6.49	45616	02/14/2020
Total AUTO PLUS AUTO PARTS:				6.49	6.49		
BROOKS SHOES & REPAIR							
3550	32569	COMPOSITE TOE BOOT- Dan Hopp	01/31/2020	87.50	87.50	45617	02/14/2020
	32569	COMPOSITE TOE BOOT- Dan Hopp	01/31/2020	87.50	87.50	45617	02/14/2020
Total BROOKS SHOES & REPAIR:				175.00	175.00		
CAPITAL NEWSPAPERS							
5450	1687011	MTHLY COMMISSION MTG MINUTES	01/29/2020	26.50	26.50	45618	02/14/2020
	1687011	MTHLY COMMISSION MTG MINUTES	01/29/2020	21.06	21.06	45618	02/14/2020
	1687011	MTHLY COMMISSION MTG MINUTES	01/29/2020	20.38	20.38	45618	02/14/2020
Total CAPITAL NEWSPAPERS:				67.94	67.94		
CORE & MAIN LP							
6310	L878766	24/ea 5/8x3/4 Meter Cplqs	02/05/2020	316.31	316.31	45619	02/14/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total CORE & MAIN LP:				316.31	316.31		
CRANE ENGINEERING SALES INC							
6450	376575-00	Water Blast Ceiling and Epoxy floor	01/31/2020	21,500.00	21,500.00	45620	02/14/2020
Total CRANE ENGINEERING SALES INC:				21,500.00	21,500.00		
CT LABORATORIES							
6610	151697	Sludge Testing	02/11/2020	454.00	454.00	45621	02/14/2020
Total CT LABORATORIES:				454.00	454.00		
CUMMINS SALES AND SERVICE							
6630	F6-53906	Full Serv Inspection for Generators	01/27/2020	2,439.31	2,439.31	45622	02/14/2020
Total CUMMINS SALES AND SERVICE:				2,439.31	2,439.31		
CUSTOM TROPHIES							
6670	27-20420	Retirement Clocks	02/04/2020	85.74	85.74	45623	02/14/2020
	27-20420	Retirement Clocks	02/04/2020	68.15	68.15	45623	02/14/2020
	27-20420	Retirement Clocks	02/04/2020	65.96	65.96	45623	02/14/2020
Total CUSTOM TROPHIES:				219.85	219.85		
DEPT OF ADMINISTRATION							
7070	505-0000045413	PB FEES - LOW INCOME ENERGY ASSISTANCE	02/06/2020	7,960.57	7,960.57	45624	02/14/2020
Total DEPT OF ADMINISTRATION:				7,960.57	7,960.57		
FARM & HOME SUPPLY							
9200	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	10.50	10.50	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	10.50	10.50	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	10.51	10.51	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	39.99	39.99	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	65.92	65.92	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	58.95	58.95	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	48.63	48.63	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	187.97	187.97	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	45.28	45.28	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	115.02	115.02	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	11.36	11.36	45625	02/14/2020
	475905-JAN2020	MISCELLANEOUS ITEMS	01/31/2020	184.39	184.39	45625	02/14/2020
Total FARM & HOME SUPPLY:				789.02	789.02		
FERGUSON WATERWORKS #1476							
9480	293203	6 DI MJ RW or Gate Valve L/A	01/31/2020	1,132.00	1,132.00	45626	02/14/2020
	293203	6" Valve Box Adapter #6 Waterous/Mueller	01/31/2020	150.00	150.00	45626	02/14/2020
	293203	26" Section Valve Box Top - Secondary Dome	01/31/2020	138.00	138.00	45626	02/14/2020
	293203	36" Valve Box Bottom - 6860 L/Base Dome	01/31/2020	124.00	124.00	45626	02/14/2020
	293203	TYLER Valve Box Lid Water Dom	01/31/2020	24.00	24.00	45626	02/14/2020
	293203	6 Valve Box - Base 6860 Dome	01/31/2020	116.00	116.00	45626	02/14/2020
	293203	6" Mega Lug - DI & PVC	01/31/2020	162.00	162.00	45626	02/14/2020
	293203	6" MJ Gasket	01/31/2020	16.50	16.50	45626	02/14/2020
	293203	N-3 Logger w/ Long Ant	01/31/2020	4,000.00	4,000.00	45626	02/14/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total FERGUSON WATERWORKS #1476:				5,862.50	5,862.50		
GUENTHER SUPPLY INC							
11700	317248	8 PVC80 Blind Flg	01/30/2020	118.57	118.57	45627	02/14/2020
	317629	Spears PVC/PVC Bush/PVC FLG	02/05/2020	187.81	187.81	45627	02/14/2020
Total GUENTHER SUPPLY INC:				306.38	306.38		
HYDROCORP INC.							
13985	55282-IN	CROSS CNNCTN CONTROL PROGRM	01/31/2020	2,252.00	2,252.00	45628	02/14/2020
Total HYDROCORP INC.:				2,252.00	2,252.00		
IRBY, STUART C							
14890	S011756304.001	4 SOLID COPPER WIRE BARE	01/28/2020	588.00	588.00	45629	02/14/2020
Total IRBY, STUART C:				588.00	588.00		
ITU ABSORB TECH INC.							
14950	7412166	SHOP TOWELS FOR WWTP	02/07/2020	23.66	23.66	45630	02/14/2020
	7412169	SHOP TOWELS MTHLY RENTAL FEE	02/07/2020	12.85	12.85	45630	02/14/2020
	7412169	SHOP TOWELS MTHLY RENTAL FEE	02/07/2020	12.85	12.85	45630	02/14/2020
	7412169	SHOP TOWELS MTHLY RENTAL FEE	02/07/2020	12.85	12.85	45630	02/14/2020
Total ITU ABSORB TECH INC.:				62.21	62.21		
J & H CONTROLS INC							
16000	10000021576	BUILDING MAINTENANCE MTHLY CHR	01/20/2020	179.20	179.20	45631	02/14/2020
	10000021576	BUILDING MAINTENANCE MTHLY CHR	01/20/2020	112.00	112.00	45631	02/14/2020
	10000021576	BUILDING MAINT MTHLY CHR	01/20/2020	156.80	156.80	45631	02/14/2020
	10000021616	Replaced 3 way valve in Strainer Room for WWTP	02/11/2020	586.37	586.37	45631	02/14/2020
Total J & H CONTROLS INC:				1,034.37	1,034.37		
KEMIRA WATER SOLUTIONS INC.							
17513	9017662526	FERROUS CHLORIDE	01/28/2020	4,014.35	4,014.35	45632	02/14/2020
Total KEMIRA WATER SOLUTIONS INC.:				4,014.35	4,014.35		
LINCOLN CONTRACTORS SUPPLY IN							
18650	M63599	2" Sub Primepump 1 HP	01/20/2020	291.73	291.73	45633	02/14/2020
	M63599	2" Sub Primepump 1 HP	01/20/2020	291.73	291.73	45633	02/14/2020
	M63599	3" Elec Sub Pump 2HP	01/20/2020	1,091.07	1,091.07	45633	02/14/2020
	M63599	3" Elec Sub Pump 2HP	01/20/2020	1,091.07	1,091.07	45633	02/14/2020
Total LINCOLN CONTRACTORS SUPPLY IN:				2,765.60	2,765.60		
MARC							
19850	686908-IN	Cleaner and Dispenser	01/30/2020	144.00	144.00	45634	02/14/2020
Total MARC:				144.00	144.00		
MARTELLE WATER TREATMENT INC.							
20250	19463	Castic Soda 50% Bulk	01/30/2020	2,891.20	2,891.20	45635	02/14/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total MARTELLE WATER TREATMENT INC.:				2,891.20	2,891.20		
MEUW							
23500	21020-76	Electric Safety Program - (part 1 of 2)	02/10/2020	2,341.00	2,341.00	45636	02/14/2020
Total MEUW:				2,341.00	2,341.00		
MILTON PROPANE INC							
25000	T423095	PROPANE DELIVERED	02/12/2020	19.40	19.40	45637	02/14/2020
	T423095	PROPANE DELIVERED	02/12/2020	19.40	19.40	45637	02/14/2020
	T423095	PROPANE DELIVERED	02/12/2020	20.00	20.00	45637	02/14/2020
Total MILTON PROPANE INC:				58.80	58.80		
MUNICIPAL WELL & PUMP INC							
29500	16447	WELL #4 Maintenance	01/31/2020	8,485.00	8,485.00	45638	02/14/2020
Total MUNICIPAL WELL & PUMP INC:				8,485.00	8,485.00		
OSHKOSH OFFICE SYSTEMS							
39000	AR48057	MTHLY CLICK COUNTS	02/03/2020	60.32	60.32	45639	02/14/2020
	AR48057	MTHLY CLICK COUNTS	02/03/2020	47.94	47.94	45639	02/14/2020
	AR48057	MTHLY CLICK COUNTS	02/03/2020	46.40	46.40	45639	02/14/2020
Total OSHKOSH OFFICE SYSTEMS:				154.66	154.66		
PIGGLY WIGGLY							
41200	0054-02/06/2020	SUPPLIES FOR KITCHEN,OFFC, ETC	02/06/2020	8.05	8.05	45640	02/14/2020
	0054-02/06/2020	SUPPLIES FOR KITCHEN,OFFC,ETC	02/06/2020	6.40	6.40	45640	02/14/2020
	0054-02/06/2020	SUPPLIES FOR KITCHEN,OFFC,ETC	02/06/2020	6.18	6.18	45640	02/14/2020
	1379-02/12/20	SUPPLIES FOR KITCHEN,OFFC, ETC	02/12/2020	4.45	4.45	45640	02/14/2020
	1379-02/12/20	SUPPLIES FOR KITCHEN,OFFC,ETC	02/12/2020	3.54	3.54	45640	02/14/2020
	1379-02/12/20	SUPPLIES FOR KITCHEN,OFFC,ETC	02/12/2020	3.42	3.42	45640	02/14/2020
Total PIGGLY WIGGLY:				32.04	32.04		
PUBLIC SERVICE COMMISSION OF W							
44200	2001-I-06290	Approval of Third Transfer Territorial Agreemt	02/12/2020	6.85	6.85	45641	02/14/2020
Total PUBLIC SERVICE COMMISSION OF W:				6.85	6.85		
RESCO							
46400	776167-00	RISER POLE ARRESTOR - 10 KV	02/06/2020	669.60	669.60	45642	02/14/2020
Total RESCO:				669.60	669.60		
RWI PIPE FABRICATORS INC.							
49700	19716	8" Blind Flange	01/30/2020	115.00	115.00	45643	02/14/2020
Total RWI PIPE FABRICATORS INC.:				115.00	115.00		
SEERA							
51535	WAUPUN/JAN20CT	"WAUPUN" FOCUS PROGRAM FEE	02/06/2020	2,681.00	2,681.00	45644	02/14/2020
Total SEERA:				2,681.00	2,681.00		

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SILICA APPLIANCE & ELECTRONICS							
51950	BA1669	Washer and Drier	02/10/2020	798.72	798.72	45645	02/14/2020
	BA1669	Washer and Drier	02/10/2020	634.88	634.88	45645	02/14/2020
	BA1669	Washer and Drier	02/10/2020	614.40	614.40	45645	02/14/2020
Total SILICA APPLIANCE & ELECTRONICS:				2,048.00	2,048.00		
SPEE-DEE							
52600	3939208	SERVICE CHRG for WATER SAMPLES	02/10/2020	55.44	55.44	45646	02/14/2020
Total SPEE-DEE:				55.44	55.44		
SUPERIOR CHEMICAL CORP							
54200	25499	BUFFER BRUSH REPLACEMENT	01/21/2020	33.81	33.81	45647	02/14/2020
Total SUPERIOR CHEMICAL CORP:				33.81	33.81		
THERMA-STOR LLC							
56600	3033878 RI	HI-E DRY DEHUMIDIFIER - bldg15	01/20/2020	3,539.45	3,539.45	45648	02/14/2020
	3033878 RI	HI-E DRY DEHUMIDIFIER - bldg 60	01/20/2020	3,539.45	3,539.45	45648	02/14/2020
Total THERMA-STOR LLC:				7,078.90	7,078.90		
TIMECLOCK PLUS							
57000	527992	PAYROLL TIME & ATTENDANCE	02/03/2020	3.90	3.90	45649	02/14/2020
	527992	PAYROLL TIME & ATTENDANCE	02/03/2020	2.80	2.80	45649	02/14/2020
	527992	PAYROLL TIME & ATTENDANCE	02/03/2020	3.30	3.30	45649	02/14/2020
Total TIMECLOCK PLUS:				10.00	10.00		
TOTAL BUSINESS PRODUCTS INC.							
57350	89565	Copy Paper -	01/31/2020	5.97	5.97	45650	02/14/2020
	89565	Copy Paper -	01/31/2020	4.74	4.74	45650	02/14/2020
	89565	Copy Paper -	01/31/2020	4.59	4.59	45650	02/14/2020
TOTAL BUSINESS PRODUCTS INC.:				15.30	15.30		
USA BLUE BOOK							
59600	123497	Filters- WWTP	01/23/2020	119.48	119.48	45651	02/14/2020
	123634	Filters- WWTP	01/23/2020	97.44	97.44	45651	02/14/2020
	137584	Safety Sweatshirts	02/06/2020	101.37	101.37	45651	02/14/2020
	137584	Safety Sweatshirts	02/06/2020	101.38	101.38	45651	02/14/2020
Total USA BLUE BOOK:				419.67	419.67		
VAN BUREN, JEROME and/or SANDRA							
60800	JAN 2020	SOLAR C SOLAR CREDIT	02/05/2020	37.79	37.79	45652	02/14/2020
Total VAN BUREN, JEROME and/or SANDRA:				37.79	37.79		
VIKING ELECTRIC SUPPLY							
63300	S003362425.001	WIEG OT KO Seal & MILB Closing Plate	02/06/2020	106.75	106.75	45653	02/14/2020
Total VIKING ELECTRIC SUPPLY:				106.75	106.75		
WAUPUN, CITY OF							
74400	FEB2020 PILOT	Property Tax Pilot - Feb 2020	02/01/2020	24,750.00	24,750.00	45656	02/14/2020

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	FEB2020 PILOT	Property Tax Pilot - Feb 2020	02/01/2020	30,425.00	30,425.00	45656	02/14/2020
	STORM WATER-JA	Stormwater Receipts	02/06/2020	48,577.77	48,577.77	45656	02/14/2020
	TRASH/REC JAN20	Trash/Recycling Collection	02/06/2020	38,338.82	38,338.82	45656	02/14/2020
Total WAUPUN, CITY OF:				142,091.59	142,091.59		
WAUPUN GIRLS SOFTBALL ASSOCIATION							
75500	SEASON 2020	Donation Sponsor for the 2020 year	02/01/2020	250.00	250.00	45654	02/14/2020
Total WAUPUN GIRLS SOFTBALL ASSOCIATION:				250.00	250.00		
WAUPUN LITTLE LEAGUE							
75800	2020 SEASON	OUTFIELD SIGN RENEWAL	02/01/2020	200.00	200.00	45655	02/14/2020
Total WAUPUN LITTLE LEAGUE:				200.00	200.00		
WISCONSIN CORRECTIONAL CENTER							
84300	18124	Inmate Labor 10/13/2019 - 10/26/2019	02/05/2020	130.00	130.00	45657	02/14/2020
Total WISCONSIN CORRECTIONAL CENTER:				130.00	130.00		
WISCONSIN EMERGENCY MANAGEMENT							
86200	217747	Tier II Fee - Hazard Chemicals Water Plant	02/11/2020	205.00	205.00	45658	02/14/2020
	217750	Tier II Fee - Hazard Chemicals WWTP	02/11/2020	205.00	205.00	45658	02/14/2020
Total WISCONSIN EMERGENCY MANAGEMENT:				410.00	410.00		
WISCONSIN STATE LAB OF HYGIENE							
88300	624882	FLUORIDE TESTING	01/31/2020	26.00	26.00	45659	02/14/2020
Total WISCONSIN STATE LAB OF HYGIENE:				26.00	26.00		
Grand Totals:				380,934.14	380,934.14		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
ALLIANT ENERGY							
900	80105-021720	GAS UTILITY FOR WELLHOUSE #5	02/17/2020	49.30	49.30	45663	02/28/2020
Total ALLIANT ENERGY:				49.30	49.30		
AMERICAN WATER WORKS ASSOC.							
1200	7001763134	MEMBERSHIP DUES - S.SCHRAMM	01/27/2020	90.00	90.00	45664	02/28/2020
Total AMERICAN WATER WORKS ASSOC.:				90.00	90.00		
DIGGERS HOTLINE INC.							
7300	200131801	MONTHLY LOCATE TICKET CHRGS	01/31/2020	124.56	124.56	45665	02/28/2020
Total DIGGERS HOTLINE INC.:				124.56	124.56		
DORNER COMPANY							
7700	151497-IN	Service on High Strength mixing valve	02/13/2020	600.00	600.00	45666	02/28/2020
Total DORNER COMPANY:				600.00	600.00		
ELECTRICAL TESTING LAB LLC							
8150	33785	18 pairs of Gloves tested	02/13/2020	173.50	173.50	45667	02/28/2020
Total ELECTRICAL TESTING LAB LLC:				173.50	173.50		
ENTRANCE SYSTEMS							
8360	26634	Transformer	02/14/2020	35.00	35.00	45668	02/28/2020
Total ENTRANCE SYSTEMS:				35.00	35.00		
EVOQUA WATER TECHNOLOGIES LLC							
8955	904339672	Mixbed, Filter Cartridge & Surcharge	02/07/2020	294.56	294.56	45669	02/28/2020
Total EVOQUA WATER TECHNOLOGIES LLC:				294.56	294.56		
INFOSEND INC							
14490	166316	BILL PRINT & POSTAGE	02/15/2020	954.10	954.10	45670	02/28/2020
	166316	BILL PRINT & POSTAGE	02/15/2020	758.38	758.38	45670	02/28/2020
	166316	BILL PRINT & POSTAGE	02/15/2020	733.92	733.92	45670	02/28/2020
	166932	BILL PRINT & POSTAGE	02/15/2020	140.71	140.71	45670	02/28/2020
	166932	BILL PRINT & POSTAGE	02/15/2020	111.85	111.85	45670	02/28/2020
	166932	BILL PRINT & POSTAGE	02/15/2020	108.24	108.24	45670	02/28/2020
Total INFOSEND INC:				2,807.20	2,807.20		
IRBY, STUART C							
14890	S011748498.001	Ratchet Box Wrench & Scoring Blade	02/08/2020	285.83	285.83	45671	02/28/2020
	S011748498.002	Safety/First Aid	02/14/2020	611.14	611.14	45671	02/28/2020
	S0117774406.001	Hot Stick and Ground Mat	02/13/2020	629.76	629.76	45671	02/28/2020
Total IRBY, STUART C:				1,526.73	1,526.73		
MUNICIPAL ENVIRONMENTAL GROUP							
29400	2020 SS MEMBER	MBRSHP DUES-WASTEWATER DIVISION	02/20/2020	1,142.68	1,142.68	45672	02/28/2020
Total MUNICIPAL ENVIRONMENTAL GROUP:				1,142.68	1,142.68		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
OFFICE DEPOT							
38880	439568445001	OFFICE SUPPLIES	02/06/2020	5.81	5.81	45673	02/28/2020
	439568445001	OFFICE SUPPLIES	02/06/2020	4.62	4.62	45673	02/28/2020
	439568445001	OFFICE SUPPLIES	02/06/2020	4.46	4.46	45673	02/28/2020
	439568445001	Computer Supplies	02/06/2020	51.41	51.41	45673	02/28/2020
	439568445001	Computer Supplies	02/06/2020	40.86	40.86	45673	02/28/2020
	439568445001	Computer Supplies	02/06/2020	39.54	39.54	45673	02/28/2020
Total OFFICE DEPOT:				146.70	146.70		
RESCO							
46400	776167-01	N/D ARRESTOR OVERHEAD - 10 KV	02/25/2020	729.60	729.60	45674	02/28/2020
	777831-00	Safety Clothing	02/21/2020	1,285.21	1,285.21	45674	02/28/2020
Total RESCO:				2,014.81	2,014.81		
SHRED-IT USA LLC							
51860	8129270357	Document Shredding	02/22/2020	29.00	29.00	45675	02/28/2020
	8129270357	Document Shredding	02/22/2020	23.05	23.05	45675	02/28/2020
	8129270357	Document Shredding	02/22/2020	22.32	22.32	45675	02/28/2020
Total SHRED-IT USA LLC:				74.37	74.37		
SPECTRUM BUSINESS							
52500	33381021320	Internet Services	02/13/2020	81.69	81.69	45676	02/28/2020
	33381021320	Internet Services	02/13/2020	64.93	64.93	45676	02/28/2020
	33381021320	Internet Services	02/13/2020	62.83	62.83	45676	02/28/2020
	33381021320	Monthly Service Exp 1st & 2nd	02/13/2020	102.90	102.90	45676	02/28/2020
	33381021320	Mthly Service Exp 1st & 2nd Ln	02/13/2020	81.79	81.79	45676	02/28/2020
	33381021320	Mthly Service Exp 1st&2nd Line	02/13/2020	79.16	79.16	45676	02/28/2020
	33381021320	Water Plant Voice Serv	02/13/2020	79.98	79.98	45676	02/28/2020
	33381021320	WasteWater Voice Serv	02/13/2020	79.98	79.98	45676	02/28/2020
Total SPECTRUM BUSINESS:				633.26	633.26		
TELEDYNE INSTRUMENTS INC.							
55900	S020382857	Sampler Tubing	02/21/2020	479.00	479.00	45677	02/28/2020
Total TELEDYNE INSTRUMENTS INC.:				479.00	479.00		
TRUCLEANERS LLC							
58700	02-2020	MONTHLY CLEANING SERVICE	02/28/2020	370.50	370.50	45678	02/28/2020
	02-2020	MONTHLY CLEANING SERVICE	02/28/2020	294.50	294.50	45678	02/28/2020
	02-2020	MONTHLY CLEANING SERVICE	02/28/2020	285.00	285.00	45678	02/28/2020
Total TRUCLEANERS LLC:				950.00	950.00		
VERMEER VISCONSIN INC.							
63000	20228271	RESHARPEN KNIVES ON CHIPPER#56	02/14/2020	67.09	67.09	45679	02/28/2020
Total VERMEER VISCONSIN INC.:				67.09	67.09		
WAUPUN NAPA AUTO PARTS							
73600	269846	AUTO SUPPLIES FOR INHOUSE SHOP	02/19/2020	4.59	4.59	45681	02/28/2020
	269846	AUTO SUPPLIES FOR INHOUSE SHOP	02/19/2020	4.59	4.59	45681	02/28/2020
	269846	AUTO SUPPLIES FOR INHOUSE SHOP	02/19/2020	4.60	4.60	45681	02/28/2020

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total WAUPUN NAPA AUTO PARTS:				13.78	13.78		
WAUPUN, CITY OF							
74400	670	Gremmer Inv#8, Ph.2, Lincoln to Libby - Water	02/13/2020	440.00	440.00	45685	02/28/2020
	670	Gremmer Inv#8, Ph.2, Lincoln to Libby - Sewer	02/13/2020	440.00	440.00	45685	02/28/2020
	670	Gremmer Inv#11, Ph1 - Madison St Water	02/13/2020	210.00	210.00	45685	02/28/2020
	670	Gremmer Inv#11, Ph1 - Madison St Sewer	02/13/2020	210.00	210.00	45685	02/28/2020
Total WAUPUN, CITY OF:				1,300.00	1,300.00		
WAUPUN EQUIPMENT INC							
74800	83943W	Brake Pads, Unit #26	02/19/2020	215.00	215.00	45680	02/28/2020
Total WAUPUN EQUIPMENT INC:				215.00	215.00		
WERNER ELECTRIC SUPPLY CO							
78900	S6077513.001	Thermo Wire	02/05/2020	277.40	277.40	45686	02/28/2020
	S6081711.001	Conduit	02/10/2020	130.31	130.31	45686	02/28/2020
	S6081711.002	Hangers -WWTP	02/10/2020	5.65	5.65	45686	02/28/2020
Total WERNER ELECTRIC SUPPLY CO:				413.36	413.36		
WESCO RECEIVABLES CORP							
79000	41066	LED Fixture Open Bottom Replacements	02/20/2020	6,854.80	6,854.80	45687	02/28/2020
	41066	LED Fixture Open Bottom Replacements	02/20/2020	3,427.60	3,427.60	45687	02/28/2020
Total WESCO RECEIVABLES CORP:				10,282.40	10,282.40		
WISCONSIN CORRECTIONAL CENTER							
84300	18147	Inmate Labor 11/10/2019-11/23/2019	02/14/2020	125.00	125.00	45688	02/28/2020
Total WISCONSIN CORRECTIONAL CENTER:				125.00	125.00		
WAUPUN UTILITIES (Refund Acct)							
100000	BAUMANN REFUN	Ref Overpaymt frm: 126 S Madison St, Waupun	02/25/2020	1.14	1.14	45682	02/28/2020
	KRAINTZ REFUND	Ref Overpaymt frm: 6 Deer Path Ct	02/25/2020	32.35	32.35	45683	02/28/2020
	RYDZEWSKI REFU	Ref Overpaymt frm: 121 W Main St, Waupun	02/25/2020	45.51	45.51	45684	02/28/2020
Total WAUPUN UTILITIES (Refund Acct):				79.00	79.00		
Grand Totals:				23,637.30	23,637.30		



TO: Waupun Utilities Commissioners
FROM: Jared Oosterhouse
DATE: February 28, 2020
SUBJECT: Finance Director Report

APPA Legislative Rally: General Manager Randy Posthuma and Mayor Nickel traveled to D.C. and joined other public power representatives to speak with legislators about important energy policies that have the potential to affect our utility, community and public power as a whole. They had the opportunity to meet with Senators Tammy Baldwin and Ron Johnson, as well as Congressman Glenn Grothman.

Staffing: Recent new hires are transitioning well into their new roles. We will continue to focus on training over the next 3-6 months.

Audit Report: The audited financial statements should be finalized near the end of March. Dan La Haye with Baker Tilly plans to present the audit report and management letter at the April 13th Commission Meeting.

Regulatory Reports: Annual regulatory reports including the Gross Receipts Report and the Annual PSC report are being worked on by staff and will be submitted timely by April 1st.

Financial Report:

1. Construction and Plant Additions Summary
 - a. Electric completed work requested by ATC to increase line clearances. This work performed was invoiced to ATC.
 - b. Water purchased \$13,300 in water meters, which was higher than planned.
 - c. No other significant items to note.
2. Sales and Revenue Dashboard
 - a. Electric kWh sales were 1.4% below budget on warmer temperatures. January was nine degrees warmer than average.
 - b. Water sales were 1.7% above budget on higher sales from commercial and industrial classes.
 - c. Sewer sales were 7.6% above budget on high volume treated from the public authority class.
3. Electric Utility – Income Statement & Budget Comparison

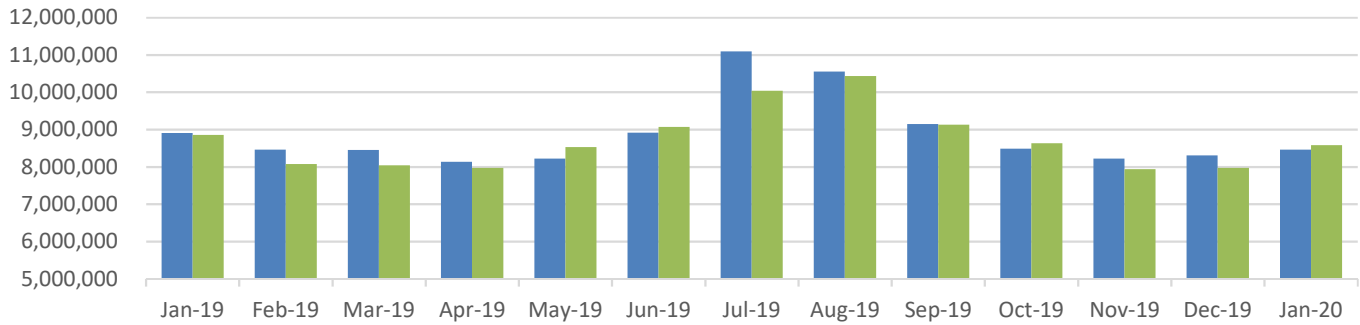
- a. Operating revenues were \$11,600 below budget on lower sales from warmer than average temperatures.
 - b. Operating expenses were \$14,000 over budget due primarily to 3 payroll periods in the month of January and for some annual expenses paid in January that were not normalized over 12 months such as the employer HSA contribution.
- 4. Water Utility – Income Statement & Budget Comparison
 - a. Operating revenues were \$1,000 above budget.
 - b. Operating expenses were \$5,600 below budget on lower water treatment expenses and distribution maintenance expenses due less water main breaks than normal.
 - c. A&G expense is \$12,000 higher than budget from 3 payroll periods in the month of January and for some annual expenses paid in January that were not normalized over 12 months such as the employer HSA contribution.
 - d. Operating income and net income are within expectations.
- 5. Sewer Utility – Income Statement & Budget Comparison
 - a. Operating revenues were \$18,000 above budget on strong public authority sales.
 - b. Operating expenses were \$17,000 below budget on lower WWTP operation expenses and maintenance expenses. These expense categories were lower than expected mostly due from the timing of when chemicals are needed and purchased or when the maintenance is scheduled and performed.
 - c. Operating income was higher than average at \$46,800 on strong revenues and lower monthly expenses.
- 6. Balance Sheet
 - a. Sewer cash decreased \$222,500 on payments made for the design engineering services performed for the WWTP upgrade.
- 7. Monthly Dashboard – Cash & Investments
 - a. Total cash and investments decreased \$215,000 from the payments made for the WWTP upgrade design engineering.

Sales and Revenues Dashboard - Jan 2020

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	8,456,740	↓ -1.4%	↓ -1.5%	Power Costs	\$ 560,387	↓ -1.2%	↓ -1.2%
Revenues	\$ 736,820	↓ -1.6%	↓ -1.6%	Gross Margin	\$ 176,433	↓ -2.6%	↓ -2.6%

kWhs Sold

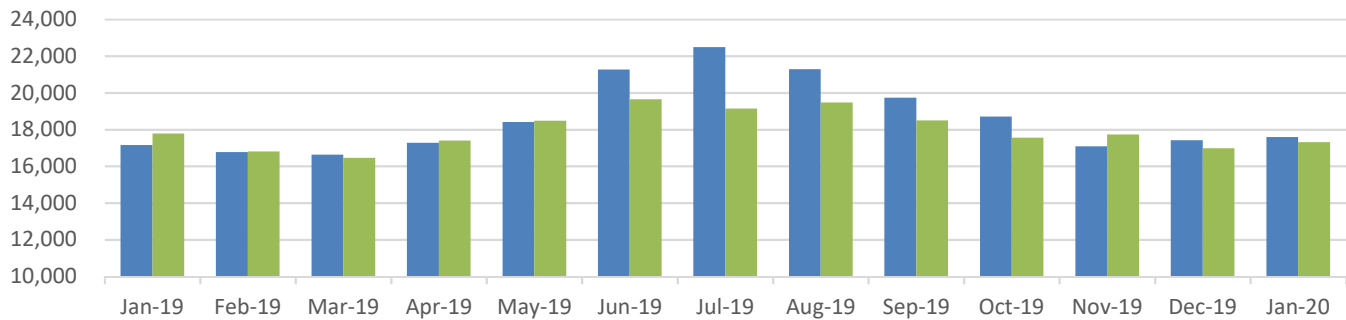
■ Actual ■ Budgeted



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	17,600	↑ 1.7%	↑ 1.7%	Revenues	\$ 140,335	↑ 0.8%	↑ 0.8%

Water Cubic Feet (100's) Sold

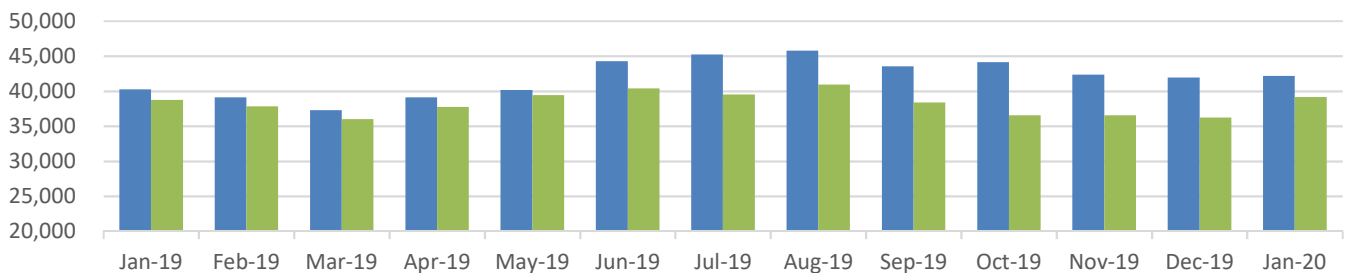
■ Actual ■ Budgeted



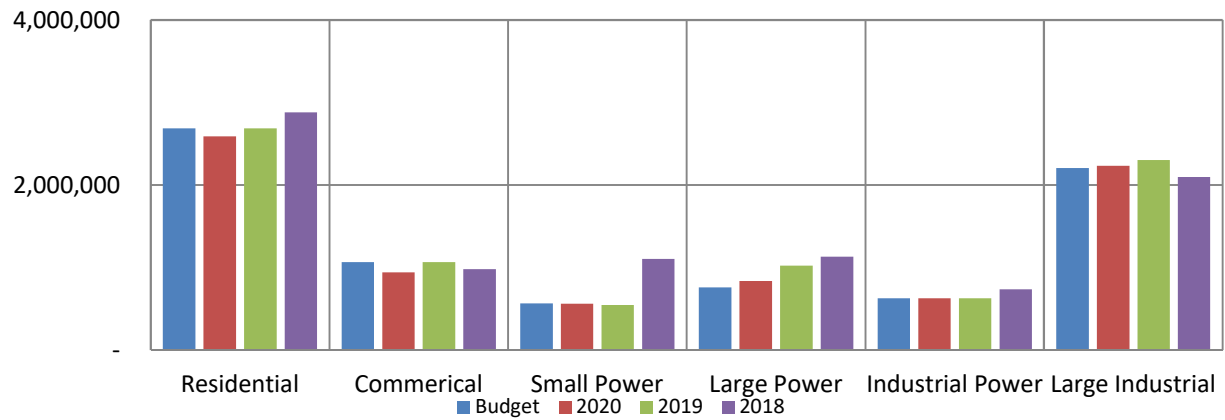
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	42,164	↑ 7.6%	↑ 7.6%	Revenues	\$ 179,931	↑ 13.3%	↑ 13.3%

Sewer Cubic Feet (100's) Treated

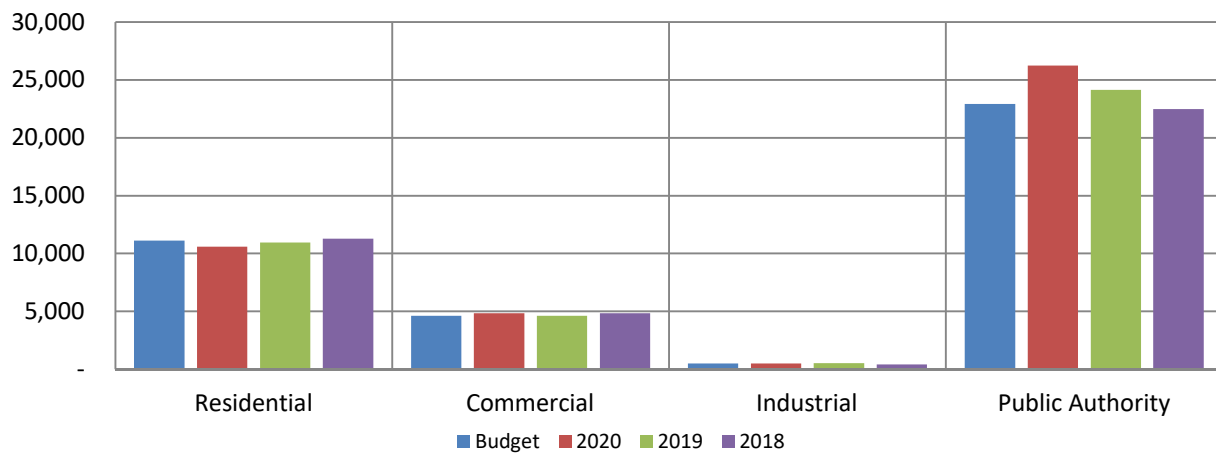
■ Actual ■ Budgeted



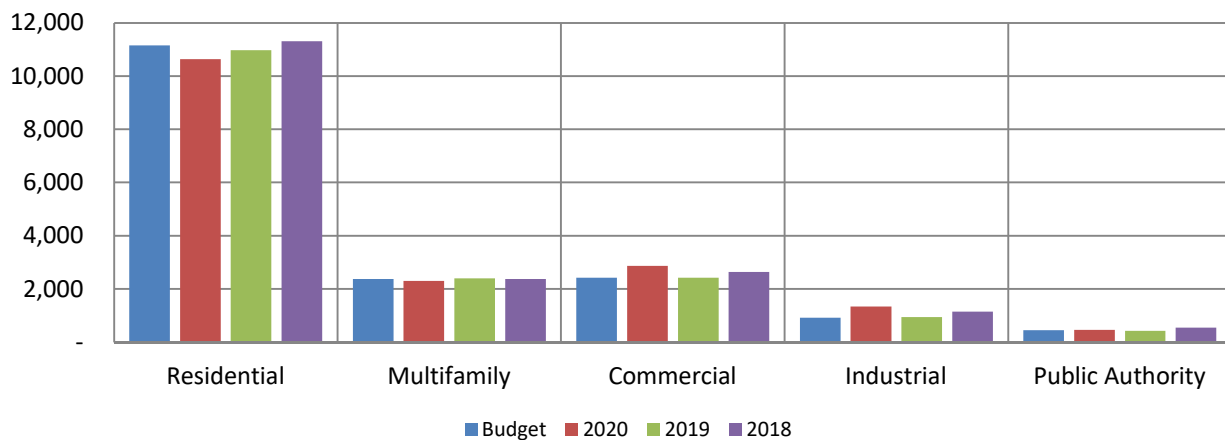
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	Jan 2018	Jan 2019	Jan 2020
Sales of Electricity	\$ 10,262,185	\$ 9,997,967	\$ 9,666,860
Purchased Power	8,279,789	7,919,075	7,643,848
Gross Margin	1,982,396	2,078,892	2,023,012
	19.3%	20.8%	20.9%
Other Operating Revenues	137,201	96,544	102,009
Operating Expenses			
Distribution expense	266,093	391,845	352,768
Customer accounts expense	110,244	117,775	129,166
Advertising expense	1,850	364	1,259
Administrative & general expense	404,816	375,389	467,477
Total operating expenses	783,003	885,373	950,670
Other Operating Expenses			
Depreciation expense	560,677	576,484	591,931
Taxes	342,725	337,561	345,909
Total other operating expenses	903,402	914,045	937,840
Operating Income	433,193	376,018	236,511
Other Income (Expense)			
Capital contributions	155,414	111,557	6,814
Interest expense	(39,032)	(35,135)	(33,871)
Amortization of debt-related costs	(19,132)	(18,118)	(114,059)
Other	592	(23,645)	112,865
Total other income (expense)	97,843	34,658	(28,251)
Net Income	\$ 531,035	\$ 410,676	\$ 208,259

Regulatory Operating Income	520,458	438,019	336,181
Rate of Return	6.07	5.01	3.85
Authorized Rate of Return	6.00	5.00	5.00
Current Ratio	2.4	3.6	4.7
Months of Unrestricted Cash on Hand	2.1	2.3	2.5
Debt vs Equity	(4.75)	(1.97)	(2.03)
Asset Utilization	0.47	0.48	0.50
Combined E&W Debt Coverage	2.94	2.96	2.64
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates increased September 2016.

Definitions

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

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

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

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

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

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

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

	Last 12 Months	YTD 2020	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 9,666,860	\$ 736,820	\$ 748,480	\$ (11,660)
Purchased Power	7,643,848	560,387	567,347	(6,960)
Gross Margin	2,023,012	176,433	181,133	(4,700)
	20.9%	23.9%	24.2%	
Other Operating Revenues	102,009	7,577	8,319	(742)
Operating Expenses				
Distribution expense	352,768	38,570	41,219	(2,649)
Customer accounts expense	129,166	12,155	8,988	3,167
Advertising expense	1,259	700	133	567
Administrative & general expense	467,477	49,201	36,293	12,908
Total operating expenses	950,670	100,626	86,633	13,993
Other Operating Expenses				
Depreciation expense	591,931	50,203	49,179	1,024
Taxes	345,909	30,534	29,967	567
Total other operating expenses	937,840	80,737	79,146	1,591
Operating Income	236,511	2,647	23,673	(21,026)
Other Income (Expense)				
Capital contributions	6,814	-	-	-
Interest expense	(33,871)	(2,624)	(3,105)	481
Amortization of debt-related costs	(114,059)	654	654	0
Other	112,865	3,143	(333)	3,476
Total other income (expense)	(28,251)	1,173	(2,784)	3,957
Net Income	\$ 208,259	\$ 3,820	\$ 20,889	\$ (17,069)

	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019
Operating Revenues	\$ 736,820	\$ 720,989	\$ 716,170	\$ 748,348	\$ 841,575	\$1,054,847	\$1,082,571	\$ 836,621	\$ 712,923	\$ 726,750	\$ 735,403	\$ 753,842	\$ 760,543
Purchased Power	560,387	545,553	548,208	574,387	678,365	872,571	892,738	707,698	556,360	560,654	571,584	575,344	568,745
Gross Margin	176,433	175,436	167,961	173,961	163,210	182,276	189,833	128,923	156,562	166,096	163,820	178,499	191,798
	23.9%	24.3%	23.5%	23.2%	19.4%	17.3%	17.5%	15.4%	22.0%	22.9%	22.3%	23.7%	25.2%
Other Operating Revenues	7,577	9,288	8,655	8,445	9,053	8,727	7,457	9,820	8,356	7,600	9,213	7,817	7,643
Operating Expenses													
Distribution expense	38,570	3,870	42,184	28,063	23,279	27,942	20,511	24,054	28,849	41,552	36,809	37,084	40,492
Customer accounts expense	12,155	16,293	10,368	11,251	8,989	13,162	8,500	9,436	10,142	9,568	10,067	9,234	11,167
Advertising expense	700	200	-	-	120	(3,921)	1,000	500	549	1,661	250	200	450
Administrative & general expense	49,201	72,480	34,281	33,678	32,006	43,977	30,144	32,072	30,432	32,611	42,125	34,471	38,575
Total operating expenses	100,626	92,843	86,833	72,992	64,393	81,160	60,155	66,063	69,973	85,392	89,250	80,989	90,683
Other Operating Expenses													
Depreciation expense	50,203	50,546	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118
Taxes	30,534	23,767	27,494	30,340	36,636	28,374	26,715	27,008	26,862	33,403	27,206	27,569	29,531
Total other operating expenses	80,737	74,313	76,612	79,458	85,755	77,492	75,833	76,126	75,980	82,521	76,324	76,687	78,649
Operating Income	2,647	17,568	13,172	29,956	22,115	32,350	61,302	(3,446)	18,965	5,782	7,458	28,640	30,109
Other Income (Expense)													
Capital contributions	-	6,814	-	-	-	-	-	-	-	-	-	-	-
Interest expense	(2,624)	(5,005)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)
Amortization of debt-related costs	654	(100,442)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)
Other	3,143	1,917	3,920	2,814	40,771	32,919	1,816	4,384	5,833	3,198	7,369	4,781	4,364
Total other income (expense)	1,173	(96,716)	(131)	(1,237)	36,719	28,868	(2,236)	332	1,782	(854)	3,318	730	313
Net Income	\$ 3,820	\$ (79,147)	\$ 13,041	\$ 28,719	\$ 58,835	\$ 61,218	\$ 59,067	\$ (3,113)	\$ 20,747	\$ 4,929	\$ 10,776	\$ 29,370	\$ 30,422

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

WATER	Jan 2018	Jan 2019	Jan 2020
Operating Revenues	\$ 2,560,343	\$ 2,572,215	\$ 2,618,254
Operating Expenses			
Source of supply expenses	9,059	45,715	540
Pumping expenses	89,999	95,171	88,348
Water treatment expenses	196,099	191,689	167,753
Transmission & distribution expenses	313,043	296,368	271,165
Customer accounts expenses	106,015	111,715	115,639
Administrative & general expense	270,076	236,775	283,242
Total operating expenses	984,290	977,433	926,687
Other Operating Expenses			
Depreciation expense	555,590	539,926	540,006
Taxes	361,304	384,673	380,079
Total other operating expenses	916,894	924,599	920,085
Operating Income	659,159	670,184	771,482
Other Income (Expense)			
Capital contributions from customers and municipal	387,241	67,178	-
Interest expense	(147,217)	(132,513)	(142,899)
Amortization of debt-related costs	(55,475)	(52,536)	(358,966)
Other	4,342	23,169	27,387
Total other income (expense)	188,891	(94,702)	(474,478)
Net Income	\$ 848,050	\$ 575,482	\$ 297,004
Regulatory Operating Income	717,049	716,045	831,793
Rate of Return	5.27	5.08	6.02
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	7.49	16.71	10.77
Months of Unrestricted Cash on Hand	8.20	8.83	8.37
Debt vs Equity	(39.08)	(21.20)	(25.55)
Asset Utilization	0.32	0.33	0.36

Note 1 - Water rates increased May 2012.

Definitions

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

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

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

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

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

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

WATER

	Last 12 Months	YTD 2020	YTD Budget	Difference
Operating Revenues	\$ 2,618,254	\$ 212,343	\$ 211,244	\$ 1,099
Operating Expenses				
Source of supply expenses	540	-	9,604	(9,604)
Pumping expenses	88,348	7,505	7,888	(383)
Water treatment expenses	167,753	13,435	17,150	(3,715)
Transmission & distribution expenses	271,165	14,706	21,970	(7,264)
Customer accounts expenses	115,639	12,194	8,977	3,217
Administrative & general expense	283,242	31,386	19,247	12,139
Total operating expenses	926,687	79,225	84,836	(5,612)
Other Operating Expenses				
Depreciation expense	540,006	49,201	46,200	3,001
Taxes	380,079	31,903	31,750	153
Total other operating expenses	920,085	81,104	77,950	3,154
Operating Income	771,482	52,014	48,458	3,556
Other Income (Expense)				
Capital contributions	-	-	-	-
Interest expense	(142,899)	(9,897)	(12,707)	2,810
Amortization of debt-related costs	(358,966)	2,088	2,088	-
Other	27,387	1,350	792	558
Total other income (expense)	(474,478)	(6,459)	(9,827)	3,368
Net Income	\$ 297,004	\$ 45,555	\$ 38,631	\$ 6,925

WATER

	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019
Operating Revenues	\$ 212,343	\$ 210,684	\$ 210,237	\$ 217,066	\$ 222,466	\$ 230,845	\$ 236,283	\$ 230,922	\$ 216,260	\$ 212,132	\$ 207,623	\$ 211,393	\$ 210,927
Operating Expenses													
Source of supply expenses	-	115	-	-	-	90	-	208	-	127	-	-	-
Pumping expenses	7,505	7,166	6,713	6,635	6,789	7,328	8,031	7,567	7,052	8,022	7,865	7,675	7,775
Water treatment expenses	13,435	13,632	10,371	17,263	14,367	13,830	15,539	14,749	10,553	15,749	11,824	16,442	20,665
Transmission & distribution expenses	14,706	20,653	38,804	16,080	18,136	28,275	34,228	19,032	28,626	25,611	12,992	14,020	9,108
Customer accounts expenses	12,194	7,026	9,949	10,585	8,723	12,621	8,153	8,910	9,593	9,313	9,843	8,729	11,209
Administrative & general expense	31,386	55,422	18,024	20,387	17,561	24,872	20,324	18,614	16,010	20,234	22,180	18,226	22,543
Total operating expenses	79,225	104,015	83,862	70,950	65,576	87,017	86,276	69,080	71,835	79,056	64,704	65,092	71,300
Other Operating Expenses													
Depreciation expense	49,201	38,159	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265
Taxes	31,903	31,032	29,402	29,548	34,360	32,839	31,986	31,647	31,893	32,214	31,665	31,590	32,117
Total operating expenses	81,104	69,191	74,666	74,813	79,624	78,104	77,250	76,911	77,158	77,479	76,929	76,855	77,381
Operating Income	52,014	37,478	51,709	71,302	77,265	65,725	72,758	84,931	67,267	55,597	65,990	69,446	62,246
Other Income (Expense)													
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest expense	(9,897)	(19,591)	(11,589)	(11,589)	(20,953)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)
Amortization of debt-related costs	2,088	(310,922)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(12,888)	(4,138)	(4,138)
Other	1,350	1,421	2,462	1,654	1,651	2,145	2,117	3,821	3,363	3,737	1,983	1,684	1,698
Total other income (expense)	(6,459)	(329,092)	(13,265)	(14,074)	(23,441)	(11,890)	(11,919)	(10,214)	(10,672)	(10,298)	(20,802)	(12,352)	(12,337)
Net Income	\$ 45,555	\$ (291,615)	\$ 38,443	\$ 57,228	\$ 53,825	\$ 53,835	\$ 60,839	\$ 74,717	\$ 56,595	\$ 45,299	\$ 45,188	\$ 57,094	\$ 49,909

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

SEWER	Jan 2018	Jan 2019	Jan 2020
Operating Revenues	\$ 2,264,141	\$ 2,406,117	\$ 2,450,604
Operating Expenses			
WWTP operation expenses	370,734	370,146	381,270
Laboratory expenses	54,047	67,445	76,393
Maintenance expenses	427,292	439,262	393,892
Customer accounts expenses	143,567	151,858	159,098
Administrative & general expenses	390,028	415,175	418,019
Total operating expenses	1,385,669	1,443,887	1,428,673
Other Operating Expenses			
Depreciation expense	681,153	667,378	672,348
Total other operating expenses	681,153	667,378	672,348
Operating Income	197,320	294,852	349,584
Other Income (Expense)			
Interest expense	(84,202)	(67,912)	(52,489)
Capital contributions	349,606	63,390	-
Other	33,277	108,443	144,851
Total other income (expense)	298,681	103,921	92,362
Net Income	\$ 496,001	\$ 398,773	\$ 441,946

Operating Income (excluding GASB 68 & 75)	228,440	314,598	387,787
Rate of Return	1.53	2.30	2.89
Current Ratio	42.07	85.69	35.10
Months of Unrestricted Cash on Hand	23.40	23.09	13.37
Debt vs Equity	(11.59)	(5.13)	(4.51)
Asset Utilization	0.47	0.48	0.50

Note 1 - Sewer rates increased January 2019.

Definitions

Rate of Return - Return on investment in capital infrastructure.

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

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

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

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

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

	Last 12 Months	YTD 2020	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,450,604	\$ 206,234	\$ 188,234	\$ 18,000
Operating Expenses				
WWTP operation expenses	381,270	19,754	31,777	(12,023)
Laboratory expenses	76,393	7,973	5,362	2,611
Maintenance expenses	393,892	14,380	34,975	(20,595)
Customer accounts expenses	159,098	17,658	13,333	4,325
Administrative & general expenses	418,019	39,585	30,787	8,798
Total operating expenses	1,428,673	99,350	116,234	(16,884)
Other Operating Expenses				
Depreciation expense	672,348	60,110	57,122	2,988
Total other operating expenses	672,348	60,110	57,122	2,988
Operating Income	349,584	46,773	14,878	31,896
Non-operating Income (Expense)				
Interest Expense	(52,489)	(4,374)	(3,334)	(1,040)
Capital contributions	-	-	-	-
Other	144,851	8,823	3,208	5,615
Total other income (expense)	92,362	4,449	(126)	4,575
Net Income	\$ 441,946	\$ 51,223	\$ 14,752	\$ 36,471

	Jan 2020	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019
SEWER													
Operating Revenues	\$ 206,234	\$ 202,412	\$ 209,870	\$ 215,215	\$ 217,461	\$ 215,798	\$ 210,122	\$ 202,731	\$ 190,316	\$ 194,363	\$ 198,544	\$ 187,540	\$ 193,000
Operating Expenses													
WWTP operation expenses	19,754	37,904	24,653	19,411	50,897	36,983	33,107	45,356	24,886	24,079	36,034	28,205	28,191
Laboratory expenses	7,973	3,501	8,270	5,566	9,443	6,905	4,180	5,825	7,206	7,724	6,218	3,583	7,521
Maintenance expenses	14,380	32,598	54,792	21,627	76,916	35,068	24,144	42,629	28,165	19,867	23,558	20,149	19,981
Customer accounts expenses	17,658	12,626	12,985	13,868	12,049	15,945	11,503	12,271	12,809	12,382	12,915	12,087	13,859
Administrative & general expense	39,585	76,089	27,692	29,438	26,795	36,355	26,975	34,921	30,354	26,612	33,074	30,130	40,140
Total operating expenses	99,350	162,718	128,392	89,910	176,100	131,256	99,908	141,002	103,420	90,664	111,799	94,154	109,692
Other Operating Expenses													
Depreciation expense	60,110	48,175	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406
Total other operating expenses	60,110	48,175	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406
Operating Income	46,773	(8,481)	25,071	68,899	(15,045)	28,135	53,807	5,322	30,489	47,293	30,339	36,980	26,902
Other Income (Expense)													
Interest expense	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	8,823	5,444	5,658	8,236	6,359	25,646	4,185	14,331	16,775	9,704	24,439	15,252	13,093
Total other income (expense)	4,449	1,070	1,283	3,861	1,985	21,272	(189)	9,957	12,401	5,330	20,065	10,877	8,719
Net Income	\$ 51,223	\$ (7,411)	\$ 26,354	\$ 72,760	\$ (13,059)	\$ 49,408	\$ 53,619	\$ 15,279	\$ 42,890	\$ 52,622	\$ 50,404	\$ 47,857	\$ 35,621

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	Jan 2018	Jan 2019	Jan 2020	Dec 2019	Change
Cash and investments - unrestricted	\$ 1,670,084	\$ 1,769,278	\$ 1,881,997	\$ 1,926,928	\$ (44,931)
Cash and investments - restricted	251,006	253,318	261,355	242,083	19,271
Receivables	913,055	818,064	910,847	916,181	(5,334)
Materials and supplies	202,409	207,990	174,134	176,414	(2,280)
Other assets	140,712	119,006	56,267	29,810	26,457
Plant - net of accumulated depreciation	9,289,406	9,220,345	9,098,445	9,144,536	(46,091)
Deferred outflows of resources	277,060	482,730	408,536	408,536	-
Total Assets	12,743,732	12,870,731	12,791,580	12,844,488	(52,908)
Accounts payable	884,290	581,697	573,661	625,937	(52,276)
Payable to sewer utility	176,365	114,365	-	-	-
Interest accrued	15,862	14,230	15,280	12,656	2,624
Accrued benefits	304,183	88,249	95,703	105,284	(9,581)
Deferred inflows of resources	167,324	721,736	743,191	740,686	2,505
Long-term debt	1,593,410	1,432,760	1,237,790	1,237,790	-
Net Position	9,602,298	9,917,696	10,125,955	10,122,135	3,820
Total Liabilities & Net Position	\$ 12,743,732	\$ 12,870,731	\$ 12,791,580	\$ 12,844,488	\$ (52,908)
WATER	Jan 2018	Jan 2019	Jan 2020	Dec 2019	Change
Cash and investments - unrestricted / designated	\$ 919,291	\$ 1,002,130	\$ 911,351	\$ 959,259	\$ (47,907)
Cash and investments - restricted	728,792	736,030	852,325	771,418	80,906
Receivables	193,831	191,360	239,405	236,076	3,328
Materials and supplies	89,200	59,711	51,907	52,220	(313)
Other assets	353,722	300,986	31,582	11,568	20,014
Plant - net of accumulated depreciation	15,544,426	15,448,808	16,189,642	16,227,067	(37,425)
Deferred outflows of resources	149,936	243,359	204,803	204,803	-
Total Assets	17,979,198	17,982,385	18,481,014	18,462,412	18,602
Accounts payable	88,745	17,747	43,410	69,737	(26,328)
Interest accrued	59,823	53,667	63,420	53,523	9,897
Accrued benefits	151,447	46,840	48,658	57,092	(8,434)
Deferred inflows of resources	87,854	353,723	483,596	485,684	(2,088)
Long-term debt	6,009,464	5,403,652	5,438,171	5,438,171	-
Net Position	11,581,864	12,106,756	12,403,760	12,358,205	45,555
Total Liabilities & Net Position	\$ 17,979,198	\$ 17,982,385	\$ 18,481,014	\$ 18,462,412	\$ 18,602
SEWER	Jan 2018	Jan 2019	Jan 2020	Dec 2019	Change
Cash and investments - unrestricted	\$ 2,702,008	\$ 2,778,704	\$ 1,591,637	\$ 1,853,741	\$ (262,104)
Cash and investments - restricted	2,268,739	2,314,622	2,224,075	2,184,447	39,628
Receivables	195,529	191,862	202,561	222,249	(19,688)
Receivable from electric utility	175,906	114,365	-	-	-
Materials and supplies	10,621	9,112	8,454	8,454	-
Advances to other funds	428,440	428,440	428,440	428,440	-
Other assets	26,313	25,281	37,723	23,949	13,775
Plant - net of accumulated depreciation	13,752,006	13,616,899	14,998,893	15,080,625	(81,732)
Deferred outflows of resources	197,765	329,543	278,275	278,275	-
Total Assets	19,757,327	19,808,827	19,770,058	20,080,179	(310,121)
Accounts payable	42,296	15,795	38,813	396,096	(357,284)
Interest accrued	26,581	18,871	12,303	7,929	4,374
Accrued benefits	148,478	61,691	65,067	73,501	(8,434)
Deferred inflows of resources	116,026	459,328	446,263	446,263	-
Long-term debt	2,490,705	2,019,629	1,532,153	1,532,153	-
Net Position	16,933,242	17,233,513	17,675,459	17,624,236	51,223
Total Liabilities & Net Position	\$ 19,757,327	\$ 19,808,827	\$ 19,770,058	\$ 20,080,179	\$ (310,121)

Monthly Dashboard - Cash & Investments						January 2020	
Account	Restrictions	Jan 2020	Dec 2019	\$ Inc/(Dec)	% Inc/(Dec)		
Checking - E	Unrestricted	\$ 420,404	\$ 465,608	\$ (45,204)	-9.71%		
Checking - W	Unrestricted	208,560	239,161	(30,600)	-12.79%		
Checking - S	Unrestricted	166,631	397,355	(230,724)	-58.06%		
Reserves - E	Unrestricted	1,461,593	1,461,320	273	0.02%		
Reserves - W	Unrestricted	288,559	306,455	(17,896)	-5.84%		
Reserves - S	Unrestricted	1,425,006	1,456,386	(31,380)	-2.15%		
P&I Redemption - E	Restricted	171,747	152,475	19,271	12.64%		
P&I Redemption - W	Restricted	737,165	656,259	80,906	12.33%		
P&I Redemption - S	Restricted	286,834	252,313	34,521	13.68%		
Depreciation - E	Restricted	89,608	89,608	-	0.00%		
Depreciation - W	Restricted	115,160	115,160	-	0.00%		
ERF - Water Plant	Designated	414,232	413,643	589	0.14%		
ERF - WWTP	Restricted	1,937,241	1,932,134	5,107	0.26%		
		\$ 7,722,739	\$ 7,937,875	\$ (215,136)	-2.71%		
Unrestricted and Designated		\$ 4,384,985	\$ 4,739,927	\$ (354,942)	-7.49%		
	Restricted	\$ 3,337,754	\$ 3,197,948	\$ 139,806	4.37%		

Long-Term Investment by Maturity

Maturity	Investment (\$)
Cash	0
<12 mos.	~700,000
13-24 mos.	~1,300,000
25-36 mos.	~700,000
37-48 mos.	0
49-60 mos.	0
>60 mos.	~50,000

Long-Term Investments by Type

Investment Type	Percentage
Cash/Money Markets	41%
Certificate of Deposits	20%
US Government	17%
Government Agencies	19%
Corporate Bonds	3%
Asset Backed Security & Other	0%



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: March 4, 2020
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

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

Municipal Well and Pump has completed removal and inspection of Well 4. All pump parts, components, column pipes, bowl assemblies, and impellers showed no significant washing, pitting, or wear.

Wastewater Treatment Facility:

There is one call-in to report this month. On February 26th, the digester heat exchanger failed to fire upon start up. After trouble shooting, a faulty contact relay was identified as the problem. The relay was replaced and the heat exchanger was returned to service.

Staff continues working on routine maintenance and pump repairs, in preparation of the spring melt and rains.

Water/Sewer Crew:

There was one water main break located on South West St. This was a 6 inch main, and the break was a "blow hole". The break was leaking approximately 210 gallons per minute, for 3.5 hours, totaling 43,920 gallons. Repairs were made and service was restored during normal work hours.

There is one call-in to report this month. On February 29th, there was a sanitary main back up. Staff was able to clear a portion of the blockage allowing the main to free flow. During the follow-up inspection with the tv camera, staff identified a partial collapse of a clay collar within the main. Using the jetter truck and camera simultaneously, staff was able to break off remaining collar and remove debris from flow line.

Staff continues televising sanitary mains for the next month. Televising allows staff to pinpoint areas within the sanitary sewer system that need a more thorough investigation due to the critical nature of the location.

ABNR Update:

CO2 quality and optimization study has been running for just over a week. Results from this study will help determine sizing of cogen, gas clean up equipment, and quality of gas. The study consists of running 3 photo bioreactors in parallel with the following conditions:

- Reactor 1 - Bubbling air with CO2 (carbon dioxide) added as needed for pH control only.
- Reactor 2 - Bubbling a flue gas mix with NO (nitric oxide) and SO2 (sulfur dioxide).
- Reactor 3 - Bubbling air with NO and SO2.

Results thus far, no major difference between reactors 1 and 3. Reactor 2 is actually growing better than the others (likely because it has a high CO2 concentration). There is no observable inhibition from NO and SO2. Reactor 2 mimics how full scale design/process would be operating.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, Electric Operations Supervisor
DATE: March 9, 2020
SUBJECT: Electric Operations Report

Electric Department Update:

One power outage to report

- On February 29th at 2:30 a.m. a power outage was reported at 916 S. Madison St. A pad mount transformer failed. The transformer was replaced and power was restored at 6:30 a.m.

Line Clearance

- The electric crew is making good progress working on cycle trimming. They will complete the line clearance work the first week in April.
- Makovsky Brush Service(MBS) is now scheduled for the last week of March. MBS will work on trimming lines from the Main Substation. Feeder #6, and Feeder #7.

Alliant Purchase Update

- On Monday, March 2nd, Waupun Utilities took over the last of 4 lines purchased from Alliant Energy. This added 33 new customers on Savage Rd. and County Rd. MMM which include the Fond du lac County Park, The Rock Golf Course, and Carew Concrete.
- With the Alliant Area 4 purchase, we acquired an important 3-phase line. This line allows us to continue with the voltage conversion on the west side of town. It will also help with the voltage conversion for Feeder #1 from the Main Substation in the future.

Voltage Conversion Feeder #1 West Substation

- A series of 4 power outages are scheduled for the first week in March. The electric crew will be working throughout the night and early morning to help minimize the inconvenience for the commercial customers affected. The last of the outages is scheduled for completion on March 6th. Once completed Feeder #1 from the West Substation will be retired. At that time, we will have a second 12,470-volt feeder in service to the west side of town.

Equipment Update

- Waupun Utilities purchased a used 2015 Altec DB37 track digger derrick (backyard machine). This unit will replace the 2008 Altec DB35.

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