



AGENDA

Utility Commission Meeting
Waupun Utilities – 817 S Madison St.
Waupun, WI P.O. Box 431
Monday, June 14, 2021 AT 4:00 PM

There is a regular commission meeting scheduled for Monday, June 14, 2021, at 4:00 PM at the Waupun Utilities Administrative Building, with the option to attend virtually via Zoom. The public may access the meeting online or by phone.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/87075284760>

Meeting ID: 870 7528 4760

Passcode: 937769

By phone

+1 312 626 6799

Meeting ID: 870 7528 4760

Passcode: 937769

CALL TO ORDER

ROLL CALL OF COMMISSIONERS

APPROVAL OF PREVIOUS MEETING MINUTES

1. May 10, 2021 Minutes

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

2. 5-2021 Accounts Payable

FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS

3. Finance Director Report

GM REPORT / OPERATIONS REPORT

4. General Manager Report
5. Water and Wastewater Report

APPEARANCE BY VISITORS

AGENDA

6. Recognition of Mayoral Appointment of Council to the Utility Commission
7. Mike Peters, WPPI CFO, Presenting
8. Review / Approve 2020 Compliance Maintenance Annual Report (CMAR)
9. Review / Approve Updates to Waupun Utilities COVID-19 Policy
10. Discuss Employee Performance Evaluation for Manager Position * The Commission may convene in closed session as authorized by Wisconsin Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Commission may reconvene in open session and discuss and take action on the subject matter discussed in closed session.

ADJOURNMENT

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

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, May 10, 2021**

The meeting was called to order by General Manager Brooks at 4:02 p.m.

Commissioners Bishop, Daane, Heeringa, Homan, Kaczmariski and Thurmer were present. Mayor Nickel was present. Commissioner Langford was absent.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from the April 12, 2021 meeting.

On motion by Bishop, seconded by Daane and unanimously carried, bills for month of April 2021 were approved as presented.

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, year-to-date financial reports through March 2021 were approved as presented. Electric operating income was \$67,100 or \$28,800 above budget from lower than budgeted revenues and lower distribution expenses. Water operating income was \$191,300 or \$57,000 above budget from lower than budgeted operating expenses. Sewer operating income (loss) was (\$37,500) or \$51,500 below budget on decrease in public authority consumption related to COVID-19 closures.

Finance Director Stanek reported on the re-instatement of utility disconnection policy, the number of notices that were mailed out, the amount of arrears collected and the number of disconnections that took place. The winter moratorium came to an end April 15, 2021, followed by disconnection of electric services in arrears on April 22, 2021.

General Manager Brooks reported on an outage due to a gas leak, electric work being completed in preparation for upcoming construction projects and trainings completed in April. The Wastewater Treatment Plant project was recognized on Earth Day by the USDA due to the environmentally friendly technology being used in the treatment process with the ABNR upgrade. The groundbreaking celebration for the WWTP upgrade took place on May 6, 2021 with good representation of attendees from persons and organizations involved with the project.

Treatment Facilities and Operations Superintendent Schramm reported on the completion of Volatile Organic Compounds (VOCs) testing for 2020 for the Water Treatment Facility. All compound results were Non-Detect. Whole Effluent Toxicity (WET) testing has been completed for the second quarter of 2021 at the WWTP. Beginning May 1st going through September, disinfection season will take place as required for our WPDES permit to prevent the spread of waterborne diseases downstream and the environment. Water/Sewer crew continues work of leak detection and preventative care of the distribution system performing hydrant maintenance and exercising valves. Construction at the WWTP is planned to begin in June.

Citizen Nate Daane and Alderman/Commissioner's Rohn Bishop and William Langford were received by Mayoral Appointment to the Utility Commission.

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

Dawn Lawson, CCM – Director of Client Engagement at Ehlers presented a review of the Utilities' 2019-2020 investment portfolio results. The main objectives include safety, liquidity and yields, which are components of the utilities' investment policy. The Utilities' investment portfolio is in compliance with the investment policy. Discussion was held on the current low interest rates and decreased interest earnings, looking at other investment alternatives to pursue that will yield higher interest earnings with a decrease in amount of fees paid towards investments. Finance Director Stanek will look into other alternatives.

Treatment Facilities and Operations Superintendent Schramm reported on the 2020 Annual Water Quality Report, also referred as the Consumer Confidence Report (CCR). The report is an annual requirement by the Federal Environmental Protection Agency. Treatment Facilities and Operations Superintendent Schramm was pleased to report that Waupun continues to supply high quality water that meets or exceeds federal and state standards for health and safety. The 2020 Annual Water Quality Report can be viewed online at our website, at our office and upon request via email.

On motion by Bishop, seconded by Homan and unanimously carried, meeting was adjourned at 5:29 p.m.

The next commission meeting is scheduled on June 14, 2021, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
AIRGAS USA INC							
855	9979137921	ACETYLENE/OXYGEN/NITROGEN	04/30/2021	24.13	24.13	46969	05/07/2021
	9979137921	ACETYLENE/OXYGEN/NITROGEN	04/30/2021	24.13	24.13	46969	05/07/2021
	9979137921	ACETYLENE/OXYGEN/NITROGEN	04/30/2021	24.14	24.14	46969	05/07/2021
Total AIRGAS USA INC:				72.40	72.40		
ALLIANT ENERGY							
900	183035-05042021	Gas Utility for Water Plant	05/04/2021	457.79	457.79	46970	05/07/2021
	437000-05032021	GAS UTIL BILL FOR SWG PLNT	05/03/2021	326.51	326.51	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	8.12	8.12	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	6.50	6.50	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	6.50	6.50	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	43.85	43.85	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	43.85	43.85	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	43.85	43.85	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	3.25	3.25	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	3.25	3.25	46970	05/07/2021
	590516-04302021	Split Distribution - Main Bldg	04/30/2021	3.25	3.25	46970	05/07/2021
	80105-05182021	GAS UTILITY FOR WELLHOUSE #5	05/18/2021	27.32	27.32	46993	05/28/2021
	931084-04302021	GAS UTIL @ WWTP GARAGE	04/30/2021	516.04	516.04	46970	05/07/2021
Total ALLIANT ENERGY:				1,490.08	1,490.08		
AMAZON CAPITAL SERVICES							
1015	1MRR-RCWV-M73C	Electric Dept Ear Plugs	05/13/2021	52.26	52.26	46994	05/28/2021
Total AMAZON CAPITAL SERVICES:				52.26	52.26		
BAKER TILLY VIRCHOW KRAUSE LLP							
2333	BT1818865	PROFESSIONAL SERVICES	05/03/2021	333.30	333.30	46995	05/28/2021
	BT1818865	PROFESSIONAL SERVICES	05/03/2021	333.30	333.30	46995	05/28/2021
	BT1818865	PROFESSIONAL SERVICES	05/03/2021	333.40	333.40	46995	05/28/2021
Total BAKER TILLY VIRCHOW KRAUSE LLP:				1,000.00	1,000.00		
CAPITAL NEWSPAPERS							
5450	48537	Seneca Foods Permit Publication	04/21/2021	72.57	72.57	46996	05/28/2021
	48846	DNR General Permit# WI-BO57681-05-0 Publication	04/22/2021	102.28	102.28	46996	05/28/2021
	49469	190-60005855-MONTHLY MINS	04/24/2021	35.41	35.41	46996	05/28/2021
	49469	190-60005855-MONTHLY MINS	04/24/2021	28.15	28.15	46996	05/28/2021
	49469	190-60005855-MONTHLY MINS	04/24/2021	27.24	27.24	46996	05/28/2021
Total CAPITAL NEWSPAPERS:				265.65	265.65		
CAREW CONCRETE & SUPPLY CO							
5600	1201762	3/4 CRUSHER RUN	05/07/2021	66.54	66.54	46997	05/28/2021
	1201762	3/4 CRUSHER RUN	05/07/2021	33.27	33.27	46997	05/28/2021
	1201762	3/4 CRUSHER RUN	05/07/2021	33.26	33.26	46997	05/28/2021
	1201762	S Division	05/07/2021	268.31	268.31	46997	05/28/2021
	1201910	Visser Ave	05/10/2021	90.20	90.20	46997	05/28/2021
	1202034	3/4 CRUSHER RUN	05/11/2021	89.90	89.90	46997	05/28/2021
	1202034	3/4 CRUSHER RUN	05/11/2021	44.95	44.95	46997	05/28/2021
	1202034	3/4 CRUSHER RUN	05/11/2021	44.94	44.94	46997	05/28/2021
	1202034	Johnson St	05/11/2021	270.10	270.10	46997	05/28/2021
	1202218	W Jefferson	05/12/2021	187.59	187.59	46997	05/28/2021
	1202219	W Brown	05/12/2021	178.49	178.49	46997	05/28/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	1202220	Fond du Lac St	05/12/2021	86.93	86.93	46997	05/28/2021
	1202926	Monroe St	05/17/2021	91.12	91.12	46997	05/28/2021
	1202926	Monroe St	05/17/2021	91.12	91.12	46997	05/28/2021
	1203074	W Brown	05/18/2021	251.64	251.64	46997	05/28/2021
	1203074	W Brown	05/18/2021	251.65	251.65	46997	05/28/2021
Total CAREW CONCRETE & SUPPLY CO:				2,080.01	2,080.01		
US CELLULAR							
5700	439968055	Act #851360664	05/14/2021	179.93	179.93	47025	05/28/2021
	440147555	Act #207749466	05/16/2021	210.58	210.58	47024	05/28/2021
	440326217	Act #375001031	05/16/2021	156.47	156.47	47023	05/28/2021
	440362229	Act #929862839	05/16/2021	222.96	222.96	47022	05/28/2021
Total US CELLULAR:				769.94	769.94		
CENTRAL CABLE CONTRACTORS INC							
5750	9054	BORE Conduit Oak Ln	05/07/2021	4,477.00	4,477.00	46998	05/28/2021
Total CENTRAL CABLE CONTRACTORS INC:				4,477.00	4,477.00		
CT LABORATORIES							
6610	161698	Nitrogen, Kjet & Sub NO2+NO3	05/03/2021	41.00	41.00	46999	05/28/2021
	162034	Sludge Testing	05/20/2021	370.00	370.00	46999	05/28/2021
Total CT LABORATORIES:				411.00	411.00		
DIGGERS HOTLINE INC.							
7300	210 4 31801	MONTHLY LOCATE TICKET CHRGS	04/30/2021	399.48	399.48	46971	05/07/2021
Total DIGGERS HOTLINE INC.:				399.48	399.48		
ELSTER SOLUTIONS LLC							
8225	5255763365	2/ea - 4S Electric Meters	04/21/2021	156.00	156.00	46972	05/07/2021
	5255863378	Handheld SN#21086D8E62	04/28/2021	2,387.16	2,387.16	46972	05/07/2021
	5255863378	Handheld SN#21086D8E62	04/28/2021	1,023.09	1,023.09	46972	05/07/2021
Total ELSTER SOLUTIONS LLC:				3,566.25	3,566.25		
EVOQUA WATER TECHNOLOGIES LLC							
8955	904910370	WWTP Lab Supplies	05/14/2021	964.89	964.89	47000	05/28/2021
Total EVOQUA WATER TECHNOLOGIES LLC:				964.89	964.89		
MARTENS ACE HARDWARE							
9200	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	29.99	29.99	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	29.99	29.99	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	29.99	29.99	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	34.34	34.34	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	14.58	14.58	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	14.48	14.48	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	16.36	16.36	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	7.77	7.77	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	7.77	7.77	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	248.89	248.89	46981	05/07/2021
	APRIL 2021	MISCELLANEOUS ITEMS	04/30/2021	51.04	51.04	46981	05/07/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total MARTENS ACE HARDWARE:				485.20	485.20		
FARMERS ELEVATOR CORP LTD							
9300	117816 & 117842	Chem for weeds	05/17/2021	41.27	41.27	47001	05/28/2021
	117816 & 117842	Chem for weeds	05/17/2021	42.64	42.64	47001	05/28/2021
	117816 & 117842	Chem for weeds	05/17/2021	53.64	53.64	47001	05/28/2021
	117839	Chem for weeds	05/17/2021	15.99	15.99	47001	05/28/2021
	117839	Chem for weeds	05/17/2021	12.00	12.00	47001	05/28/2021
	117839	Chem for weeds	05/17/2021	12.00	12.00	47001	05/28/2021
Total FARMERS ELEVATOR CORP LTD:				177.54	177.54		
GFL ENVIRONMENTAL							
11300	U90000022082	DUMPSTER - OFFICE BLDG	04/20/2021	175.22	175.22	46973	05/07/2021
	U90000022082	DUMPSTER - OFFICE BLDG	04/20/2021	131.42	131.42	46973	05/07/2021
	U90000022082	DUMPSTER - OFFICE BLDG	04/20/2021	131.41	131.41	46973	05/07/2021
	U90000022494	DUMPSTER - WWTP	04/20/2021	1,959.32	1,959.32	46973	05/07/2021
Total GFL ENVIRONMENTAL:				2,397.37	2,397.37		
GRAINGER							
11400	9887709633	Enclosures and Connectors - WWTP	05/03/2021	162.39	162.39	47002	05/28/2021
Total GRAINGER:				162.39	162.39		
HULL'S IMPLEMENT INC							
13300	03/30/2021	Lawn Roller	03/30/2021	52.50	52.50	46974	05/07/2021
	03/30/2021	Lawn Roller	03/30/2021	52.50	52.50	46974	05/07/2021
	03/30/2021	Lawn Roller	03/30/2021	70.00	70.00	46974	05/07/2021
Total HULL'S IMPLEMENT INC:				175.00	175.00		
HYDROCORP INC.							
13985	61825-IN	CROSS CONNECTION CONTROL PROG	04/30/2021	2,252.00	2,252.00	46975	05/07/2021
Total HYDROCORP INC.:				2,252.00	2,252.00		
INFOSEND INC							
14490	191047	BILL PRINT & POSTAGE	04/30/2021	970.01	970.01	47003	05/28/2021
	191047	BILL PRINT & POSTAGE	04/30/2021	771.03	771.03	47003	05/28/2021
	191047	BILL PRINT & POSTAGE	04/30/2021	746.16	746.16	47003	05/28/2021
	191047	Focus Pack Insert (FOCUS on Energy)	04/30/2021	34.12	34.12	47003	05/28/2021
	191047	Rate Change Notice	04/30/2021	159.09	159.09	47003	05/28/2021
	191047	Rate Change Notice	04/30/2021	126.45	126.45	47003	05/28/2021
	191047	Rate Change Notice	04/30/2021	122.39	122.39	47003	05/28/2021
Total INFOSEND INC:				2,929.25	2,929.25		
INTEGRATED COMMUNICATIONS SERV							
14650	210501451101	TELEPHONE ANSWERING SERV-AFT	05/17/2021	104.96	104.96	47004	05/28/2021
	210501451101	TELEPHONE ANSWERING SERV-AFT	05/17/2021	83.43	83.43	47004	05/28/2021
	210501451101	TELEPHONE ANSWERING SERV-AFT	05/17/2021	80.75	80.75	47004	05/28/2021
Total INTEGRATED COMMUNICATIONS SERV:				269.14	269.14		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
IRBY, STUART C							
14890	S012291741.002	FIBERGLASS/ALUM EQUIPMENT MOUNT	04/22/2021	927.00	927.00	46976	05/07/2021
	S012291741.002	DEADEND INSULATORS	04/22/2021	123.75	123.75	46976	05/07/2021
	S012291741.002	Nylon Threads	04/22/2021	207.50	207.50	46976	05/07/2021
Total IRBY, STUART C:				1,258.25	1,258.25		
ITU ABSORB TECH INC.							
14950	7686800	SHOP TOWELS FOR WWTP	04/30/2021	23.89	23.89	46977	05/07/2021
	7686803	SHOP TOWELS MTHLY RENTAL FEE	04/30/2021	13.02	13.02	46977	05/07/2021
	7686803	SHOP TOWELS MTHLY RENTAL FEE	04/30/2021	13.02	13.02	46977	05/07/2021
	7686803	SHOP TOWELS MTHLY RENTAL FEE	04/30/2021	13.03	13.03	46977	05/07/2021
Total ITU ABSORB TECH INC.:				62.96	62.96		
J & H CONTROLS INC							
16000	10000022812	BUILDING MAINT MTHLY CHRG	04/15/2021	181.60	181.60	46978	05/07/2021
	10000022812	BUILDING MAINT MTHLY CHRG	04/15/2021	136.20	136.20	46978	05/07/2021
	10000022812	BUILDING MAINT MTHLY CHRG	04/15/2021	136.20	136.20	46978	05/07/2021
	10000022813	BUILDING MAINT MTHLY CHRG-WTP	04/15/2021	167.00	167.00	46978	05/07/2021
Total J & H CONTROLS INC:				621.00	621.00		
K BROWN PLUMBING LLC							
17070	2021-202	Office Building Urinal Repair	05/15/2021	56.70	56.70	47005	05/28/2021
	2021-202	Office Building Urinal Repair	05/15/2021	42.52	42.52	47005	05/28/2021
	2021-202	Office Building Urinal Repair	05/15/2021	42.53	42.53	47005	05/28/2021
Total K BROWN PLUMBING LLC:				141.75	141.75		
KEMIRA WATER SOLUTIONS INC.							
17513	9017710942	FERROUS CHLORIDE	04/30/2021	3,462.74	3,462.74	46979	05/07/2021
Total KEMIRA WATER SOLUTIONS INC.:				3,462.74	3,462.74		
LAMP RECYCLERS INC							
18140	111135	Impact Fee & Pickup chrg	05/17/2021	257.00	257.00	47006	05/28/2021
	111135	Electric Dept - Street/Travel Bulbs	05/17/2021	252.31	252.31	47006	05/28/2021
	111135	WWTP Lamp Recycling	05/17/2021	7.32	7.32	47006	05/28/2021
	111135	INVOICED CUSTOMERS	05/17/2021	1,367.81	1,367.81	47006	05/28/2021
	111135	Lobby Collection	05/17/2021	238.70	238.70	47006	05/28/2021
Total LAMP RECYCLERS INC:				2,123.14	2,123.14		
M.T.S.R. LLC							
19075	4139	Unit #10 Tire	05/10/2021	232.00	232.00	47007	05/28/2021
	4139	Unit #10 Tire	05/10/2021	232.00	232.00	47007	05/28/2021
	4139	Unit #10 Tire	05/10/2021	232.00	232.00	47007	05/28/2021
Total M.T.S.R. LLC:				696.00	696.00		
MARTELLE WATER TREATMENT INC.							
20250	21478	HYDROFLUOSILICIC ACID BULK	04/27/2021	1,866.25	1,866.25	46980	05/07/2021
	21478	SODIUM BISULFITE 40%	04/27/2021	1,181.50	1,181.50	46980	05/07/2021
	21498	HYDROFLUOSILICIC ACID BULK	04/29/2021	539.10	539.10	47008	05/28/2021
	21498	Castic Soda 50% Bulk	04/29/2021	2,958.80	2,958.80	47008	05/28/2021
	21498	Chlorine	04/29/2021	695.00	695.00	47008	05/28/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	21515	SODIUM BISULFITE 40%	05/04/2021	994.00	994.00	47008	05/28/2021
Total MARTELLE WATER TREATMENT INC.:				8,234.65	8,234.65		
MEUW							
23500	2242	Managment Training - C Flegner	05/21/2021	295.00	295.00	47009	05/28/2021
	2242	Managment Training - Vande Kolk	05/21/2021	295.00	295.00	47009	05/28/2021
Total MEUW:				590.00	590.00		
SECURIAN FINANCIAL GROUP INC							
25200	1027-JUNE 2021	BASIC GROUP LIFE INS PREMIUM	05/01/2021	245.80	245.80	46984	05/07/2021
	1027-JUNE 2021	EMPLOYER CONTRIBUTION 20%	05/01/2021	10.86	10.86	46984	05/07/2021
	1027-JUNE 2021	EMPLOYER CONTRIBUTION 20%	05/01/2021	8.63	8.63	46984	05/07/2021
	1027-JUNE 2021	EMPLOYER CONTRIBUTION 20%	05/01/2021	8.36	8.36	46984	05/07/2021
Total SECURIAN FINANCIAL GROUP INC:				273.65	273.65		
MSA PROFESSIONAL SERVICES INC							
28200	R00019010.0-28	Stake out Sidewalk/Curb - Newton/Rock	05/04/2021	615.78	615.78	47010	05/28/2021
	R00019010.0-28	Stake out Sidewalk/Curb - Newton/Rock	05/04/2021	615.77	615.77	47010	05/28/2021
Total MSA PROFESSIONAL SERVICES INC:				1,231.55	1,231.55		
NAPA AUTO PARTS							
30900	309858	Credit	04/23/2021	1.10-	1.10-	46982	05/07/2021
	309858	Credit	04/23/2021	1.11-	1.11-	46982	05/07/2021
	309858	Credit	04/23/2021	1.11-	1.11-	46982	05/07/2021
	310330	Belt	04/29/2021	13.29	13.29	46982	05/07/2021
	310425	Belt for exhaust fan	04/29/2021	13.29	13.29	46982	05/07/2021
	312957	Unit 15 Oil	05/25/2021	9.68	9.68	47011	05/28/2021
	312957	Unit 15 Oil	05/25/2021	9.69	9.69	47011	05/28/2021
	312957	Unit 15 Oil	05/25/2021	9.69	9.69	47011	05/28/2021
Total NAPA AUTO PARTS:				52.32	52.32		
NCL OF WISCONSIN INC							
33000	454895	Lab Supplies- WWTP	05/20/2021	626.81	626.81	47012	05/28/2021
Total NCL OF WISCONSIN INC:				626.81	626.81		
OFFICE DEPOT							
38880	170960259001	White Board Cleaner-Matt	05/06/2021	3.19	3.19	47013	05/28/2021
	170960259001	White Board Cleaner-Matt	05/06/2021	3.19	3.19	47013	05/28/2021
	170960259001	White Board Cleaner-Chad	05/06/2021	6.38	6.38	47013	05/28/2021
	170967654001	OFFICE SUPPLIES	05/06/2021	12.48	12.48	47013	05/28/2021
	170967654001	OFFICE SUPPLIES	05/06/2021	9.92	9.92	47013	05/28/2021
	170967654001	OFFICE SUPPLIES	05/06/2021	9.59	9.59	47013	05/28/2021
	170967654002	Planner- Accounting	05/10/2021	8.96	8.96	47013	05/28/2021
	170967654002	Planner- Accounting	05/10/2021	7.12	7.12	47013	05/28/2021
	170967654002	Planner- Accounting	05/10/2021	6.91	6.91	47013	05/28/2021
	172534159001	White Board - Christina	05/13/2021	23.39	23.39	47013	05/28/2021
	172534159001	White Board - Christina	05/13/2021	18.59	18.59	47013	05/28/2021
	172534159001	White Board - Christina	05/13/2021	18.01	18.01	47013	05/28/2021
Total OFFICE DEPOT:				127.73	127.73		

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
PIGGLY WIGGLY							
41200	S00238-6401	COFFEE	05/18/2021	7.00	7.00	47014	05/28/2021
	S00238-6401	COFFEE	05/18/2021	5.57	5.57	47014	05/28/2021
	S00238-6401	COFFEE	05/18/2021	5.40	5.40	47014	05/28/2021
Total PIGGLY WIGGLY:				17.97	17.97		
POLYDYNE INC.							
42000	1545300	CLARIFLOC	05/21/2021	8,641.56	8,641.56	47015	05/28/2021
	1545793	CLARIFLOC	05/25/2021	2,880.52	2,880.52	47015	05/28/2021
Total POLYDYNE INC.:				11,522.08	11,522.08		
SABEL MECHANICAL LLC							
50300	21019-21020	Clarifier Rebuild	05/06/2021	22,900.00	22,900.00	47016	05/28/2021
	21019-21020	Gear Reducer-East	05/06/2021	10,000.00	10,000.00	47016	05/28/2021
	21019-21020	Gear Reducer-West	05/06/2021	10,000.00	10,000.00	47016	05/28/2021
	21223	Harris Lift Station- Reinstall flapper	05/06/2021	463.50	463.50	47016	05/28/2021
	21234	Hauler Rental - May	05/13/2021	8,136.00	8,136.00	47016	05/28/2021
	21254	Hauler Rental - June	05/24/2021	8,136.00	8,136.00	47016	05/28/2021
	8036	Sludge Hauled - Sabel	04/26/2021	20,536.00	20,536.00	46983	05/07/2021
	8040	Sludge Hauled - Sabel	05/13/2021	12,328.00	12,328.00	47016	05/28/2021
Total SABEL MECHANICAL LLC:				92,499.50	92,499.50		
SEERA							
51535	WAUPUN/APR 202	"WAUPUN" FOCUS PROGRAM FEE	04/30/2021	2,663.17	2,663.17	46985	05/07/2021
Total SEERA:				2,663.17	2,663.17		
SPECTRUM BUSINESS							
52500	33381051321	Internet Services	05/13/2021	82.84	82.84	47017	05/28/2021
	33381051321	Internet Services	05/13/2021	65.84	65.84	47017	05/28/2021
	33381051321	Internet Services	05/13/2021	63.72	63.72	47017	05/28/2021
	33381051321	Monthly Service Exp 1st & 2nd	05/13/2021	106.24	106.24	47017	05/28/2021
	33381051321	Mthly Service Exp 1st & 2nd Ln	05/13/2021	84.45	84.45	47017	05/28/2021
	33381051321	Mthly Service Exp 1st&2nd Line	05/13/2021	81.72	81.72	47017	05/28/2021
	33381051321	Water Plant Voice Serv	05/13/2021	99.98	99.98	47017	05/28/2021
	33381051321	WasteWater Voice Serv	05/13/2021	79.98	79.98	47017	05/28/2021
Total SPECTRUM BUSINESS:				664.77	664.77		
SPEE-DEE							
52600	4226905	SERVICE CHRG for WATER SAMPLES	05/03/2021	49.53	49.53	47018	05/28/2021
	4239812	SERVICE CHRG for WATER SAMPLES	05/17/2021	42.26	42.26	47018	05/28/2021
Total SPEE-DEE:				91.79	91.79		
STRAND ASSOCIATES INC							
53800	170863	R & R Assessment & Emergency Response Plan	05/04/2021	4,699.79	4,699.79	47019	05/28/2021
Total STRAND ASSOCIATES INC:				4,699.79	4,699.79		
TERMINATOR PEST CONTROL							
55950	200615	Pest Control to Main Bldg	05/20/2021	60.00	60.00	47020	05/28/2021
	200615	Pest Control to Main Bldg	05/20/2021	45.00	45.00	47020	05/28/2021
	200615	Pest Control to Main Bldg	05/20/2021	45.00	45.00	47020	05/28/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	201147	Pest Control to Water Plant	05/13/2021	125.00	125.00	47020	05/28/2021
	201148	PEST CONTROL for WWTP	05/13/2021	350.00	350.00	47020	05/28/2021
Total TERMINATOR PEST CONTROL:				625.00	625.00		
TIFFANY HALVERSON							
56800	05/06/2021	Groundbreaking-WWTP	05/06/2021	275.00	.00	46986	Multiple
	05/06/2021	Groundbreaking-WWTP	05/06/2021	275.00-			
	05/06/2021 - WWTP	Groundbreaking-WWTP	05/06/2021	275.00	275.00	46989	05/10/2021
Total TIFFANY HALVERSON:				275.00	275.00		
TRACTOR SUPPLY COMPANY							
57480	421682-05142021	Carry-On Trailer 4YMBU1018MM017295	05/14/2021	600.00	600.00	46992	05/21/2021
	421682-05142021	Carry-On Trailer 4YMBU1018MM017295	05/14/2021	600.00	600.00	46992	05/21/2021
	421682-05142021	Carry-On Trailer 4YMBU1018MM017295	05/14/2021	599.99	599.99	46992	05/21/2021
Total TRACTOR SUPPLY COMPANY:				1,799.99	1,799.99		
TRUCLEANERS LLC							
58700	6-2021	MONTHLY CLEANING SERVICE	05/27/2021	370.50	370.50	47021	05/28/2021
	6-2021	MONTHLY CLEANING SERVICE	05/27/2021	294.50	294.50	47021	05/28/2021
	6-2021	MONTHLY CLEANING SERVICE	05/27/2021	285.00	285.00	47021	05/28/2021
Total TRUCLEANERS LLC:				950.00	950.00		
USA BLUE BOOK							
59600	590261	WWTP Pump Parts	04/30/2021	53.15	53.15	47026	05/28/2021
	595299	Chemical Feed Parts	05/06/2021	59.38	59.38	47026	05/28/2021
Total USA BLUE BOOK:				112.53	112.53		
VAN BUREN, JEROME and/or SANDRA							
60800	APRIL 2021 CREDI	SOLAR CREDIT	05/06/2021	342.87	342.87	46987	05/07/2021
Total VAN BUREN, JEROME and/or SANDRA:				342.87	342.87		
VIKING ELECTRIC SUPPLY							
63300	S004538495.002	keystone Lamps-Returned	04/20/2021	840.70-	840.70-	47027	05/28/2021
	S004603276.001	Entrnce Cable for Portable Belt Press-WWTP	04/14/2021	149.75	149.75	47027	05/28/2021
	S004653294.001	Tax Credit	04/29/2021	2.33-	2.33-	47027	05/28/2021
	S004653294.001	Tool for Water Module	04/29/2021	44.65	44.65	47027	05/28/2021
	S004690218.001	250 W LED LAMP	05/14/2021	3,203.55	3,203.55	47027	05/28/2021
Total VIKING ELECTRIC SUPPLY:				2,554.92	2,554.92		
WAUPUN, CITY OF							
74400	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	4,533.26	4,533.26	46988	05/07/2021
	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	786.98	786.98	46988	05/07/2021
	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	2,932.60	2,932.60	46988	05/07/2021
	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	3,698.19	3,698.19	46988	05/07/2021
	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	595.03	595.03	46988	05/07/2021
	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	1,150.03	1,150.03	46988	05/07/2021
	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	4,235.64	4,235.64	46988	05/07/2021
	835	CVMIC (crime/Liab/E.Liab/Empl/Auto)	04/28/2021	1,667.57	1,667.57	46988	05/07/2021
	836	2021 Business Park Land Rent	04/29/2021	8,200.00	8,200.00	46988	05/07/2021
	PILOT- MAY 2021	property Tax Pilot - May 2021	05/01/2021	30,064.00	30,064.00	46988	05/07/2021

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
	PILOT- MAY 2021	property Tax Pilot - May 2021	05/01/2021	24,930.00	24,930.00	46988	05/07/2021
	SW-APRIL 2021	Stormwater Receipts	04/30/2021	48,823.01	48,823.01	46988	05/07/2021
	TRASH APRIL 2021	Trash/Recycling Collection	04/30/2021	38,594.40	38,594.40	46988	05/07/2021
Total WAUPUN, CITY OF:				170,210.71	170,210.71		
WISCONSIN DNR							
85600	420005630-2021-1	Environmental Fees - Wastewater	05/25/2021	9,581.43	.00	47032	05/28/2021
	420005630-2021-1	Environmental Fees - Wastewater	05/25/2021	9,581.43-			
	42005630-2021-1.	Environmental Fees - Wastewater	05/25/2021	9,581.43	9,581.43	47034	05/28/2021
	WU92900	2021 WATER USE FEES, OWNER#3903	04/16/2021	125.00	.00	47032	05/28/2021
	WU92900	2021 WATER USE FEES, OWNER#3903	04/16/2021	125.00-			
	WU92900.	2021 WATER USE FEES, OWNER#3903	04/16/2021	125.00	125.00	47035	05/28/2021
Total WISCONSIN DNR:				9,706.43	9,706.43		
WISCONSIN STATE LAB OF HYGIENE							
88300	673313	Minerals	04/30/2021	50.00	50.00	47033	05/28/2021
	674176	FLLUORIDE	04/30/2021	26.00	26.00	47033	05/28/2021
Total WISCONSIN STATE LAB OF HYGIENE:				76.00	76.00		
WAUPUN UTILITIES (Refund Acct)							
100000	15032950-21	Ref Overpaymt frm: 230 S State	05/25/2021	57.90	57.90	47030	05/28/2021
	17053060-20	Ref Overpaymt frm: 643 Pioneer Ave	05/25/2021	4.38	4.38	47031	05/28/2021
	19074000-23	Ref Overpaymt frm: 725 Park St.	05/25/2021	254.03	254.03	47029	05/28/2021
	19074000-23	Ref Overpaymt frm: 725 Park St.	05/25/2021	41.81	41.81	47029	05/28/2021
	19074000-23	Ref Overpaymt frm: 725 Park St.	05/25/2021	107.56-	107.56-	47029	05/28/2021
	19074000-23	Ref Overpaymt frm: 725 Park St.	05/25/2021	20.57-	20.57-	47029	05/28/2021
	20085220-55	Ref Overpaymt frm: 627 1/2 E Main St	05/25/2021	71.42	71.42	47028	05/28/2021
Total WAUPUN UTILITIES (Refund Acct):				301.41	301.41		
Grand Totals:				343,013.33	343,013.33		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CD						
1						
05/10/2021	1	Record ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	155.15	
		Record ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	123.32	
		Record ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	119.33	
		Record ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH		397.80-
2						
					.00*	
05/03/2021	2	2020 Revenue Bond Pmt - P&I	9-1131-0000-00	COMBINED CASH		60,687.50-
		2020 Revenue Bond Pmt - P&I	3-2237-0000-00	INTEREST ACCRUED	60,687.50	
3						
					.00*	
05/05/2021	3	Record Monthly ACH Vehicle Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	808.23	
		Record Monthly ACH Vehicle Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	501.86	
		Record Monthly ACH Vehicle Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	962.81	
		Record Monthly ACH Vehicle Payment	9-1131-0000-00	COMBINED CASH		2,272.90-
4						
					.00*	
05/07/2021	4	Record Monthly ONLINE Inv Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	11.54	
		Record Monthly ONLINE Inv Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	9.18	
		Record Monthly ONLINE Inv Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	8.88	
		Record Monthly ONLINE Inv Payment	9-1131-0000-00	COMBINED CASH		29.60-
5						
					.00*	
05/28/2021	5	Record April's Wholesale Power Bill ACH Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	521,692.53	
		Record April's Wholesale Power Bill ACH Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	1,329.60	
		Record April's Wholesale Power Bill ACH Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	1,159.14	
		Record April's Wholesale Power Bill ACH Payment	9-1131-0000-00	COMBINED CASH		524,181.27-
6						
					.00*	
05/11/2021	6	Record WF Monthly Fees	1-5921-0000-20	OFFICE SUPPLIES AND EXPEN	271.12	
		Record WF Monthly Fees	2-5921-0000-20	OFFICE SUPPLIES & EXPENSE	75.08	
		Record WF Monthly Fees	3-5851-0000-20	OFFICE SUPPLIES & EXPENSE	70.91	
		Record WF Monthly Fees	9-1131-0000-00	COMBINED CASH		417.11-
7						
					.00*	
05/03/2021	7	Record PSN Fees	1-5921-1010-20	OFC SUP & EXP CREDIT CARD	1,831.07	
		Record PSN Fees	2-5921-1010-20	OFC SUP & EXP CREDIT CARD	507.07	
		Record PSN Fees	3-5851-1010-20	OFC SUP & EXP-CREDIT CARD	478.89	
		Record PSN Fees	9-1131-0000-00	COMBINED CASH		2,817.03-
8						
					.00*	
05/10/2021	8	Record April's Sales & Use Tax	1-2241-2416-00	TAX COLL PAY - SALES TAX	6,579.69	
		Record April's Sales & Use Tax	9-1131-0000-00	COMBINED CASH		6,579.69-
Documents: 8 Transactions: 28						
Total CD:					597,382.90	597,382.90-
Grand Totals:					597,382.90	597,382.90-



TO: Waupun Utilities Commissioners
FROM: Jeff Stanek, CPA, Finance Director
DATE: June 14, 2021
SUBJECT: April 2021 Financial Report

CONSTRUCTION AND PLANT ADDITIONS

Construction activity for the month was minimal for the water and sewer crews as much of the work was centered towards maintenance activities typical for this time of year. The electric crew completed preparation work for the ATC upgrade project scheduled for August 2021 and replaced / upgraded poles and wire at various locations within the service territory.

There was no plant activity for April 2021. The electric utility sold its old backhoe for \$21,250 during the month.

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

Sales

Electric

- Monthly kWh sales were **19.1% above** budget & **19.6% higher** than April 2020 on increased sales to Large Industrial Power. It was this time last year we began to see the effects of the COVID-19 shut-downs.

Water

- Monthly sales units of 100 cubic feet were **6.1% above** budget & **1.4% higher** than April 2020 sales; usage increase primarily in the commercial customer class.

Sewer

- Monthly sales units of 100 cubic feet were **15.8% below** budget & **23.9% lower** than April 2020 sales due to lower public authority volume. Sales to public authority customers continue to remain effected by the onset of COVID beginning in the spring of 2020.

Income Statement

Electric

- Operating revenues and purchased power expense were **above** budget \$16,500 and \$500 respectively, due to higher than budgeted demand and overall higher associated purchased power costs.
- Gross margin was \$16,000 **above** budget
- Operating expenses were \$19,600 **below** budget primarily due to more labor hours and material being applied to construction work orders than operational expenses.
- Operating income was \$146,800 or \$94,300 **above** budget from higher than budgeted revenues and lower overall expenses.
- Net income was \$160,700 or \$122,300 **above** budget primarily from the increase in Large Industrial operating revenues and lower than budgeted operating expenses.

Water

- Operating revenues were \$11,000 **above** budget due to overall higher consumption, primarily from the commercial class.
- Operating expenses were \$82,700 **below** budget due to fewer main breaks and the timing of chemical purchases compared to the prior year.
- Operating income was \$262,100 or \$84,500 **above** budget from lower than budgeted operating expenses.
- Net income was \$218,600 or \$85,000 **above** budget.

Sewer

- Operating revenues were \$102,900 **below** budget on a continued trend of a decrease in public authority sales from 2020.
- Operating expenses were \$50,500 **below** budget on lower than budgeted maintenance expenses at the WWTP.
- Operating income (loss) was (\$31,900) or (\$66,300) **below** budget
- Net income (loss) was (\$59,200) or (\$72,900) **below** budget due to the decrease in public authority consumption related to COVID-19 closures.

Balance Sheets

Electric

- Balance sheet **increased** \$75,500 from April 2021 largely due to lower purchased power and operating expenses and an increase in A/R collections.
- Unrestricted cash increased \$97,000 from the prior month largely due to the sale of the old backhoe for \$21,250.
- Accounts receivable **decreased** \$10,700 from an increase in collections resulting from the re-instatement of the disconnection policy during the month.
- Accounts payable **decreased** \$31,900 on lower purchased power expense outstanding for the month.

Water

- Balance sheet **increased** \$70,500 from April 2021 largely due to an increase in A/R collections and lower operating expense paid for the month.
- Total unrestricted and restricted cash **increased** \$132,200 as a result of an increase in collections from the disconnection re-instatement process and lower operating expenses for the month.
- Accounts receivable **decreased** \$5,600.
- Net position **increased** by \$61,900 because of the increase in cash balance for the month.

Sewer

- Balance sheet **increased** \$59,600 from April 2021.
- Unrestricted cash **increased** \$81,600 primarily from an **increase** in A/R collections of \$54,200 and the receipt of \$48,000 from the USDA for loan reimbursement request #2.
- Long-term debt increased \$48,000 for reimbursement request #2 from the USDA. For context, the utility submitted \$228,100 in past paid expenses for reimbursement.

Cash and Investments

The monthly metrics dashboard for cash and investments provide a monthly comparison of cash and investment balances, and graphs that present long-term investments by maturity, type, and rating.

- Total cash and investments **increased** \$369,700 or **4.1%** from March 2021 primarily from increases in collections within each utility from re-instatement of the utility's disconnection policies, sale of backhoe and receipt of funds from the USDA for reimbursement request #2.
- Received interest and distributions of \$10,000 and recorded an unrealized **negative** market adjustment of (\$4,200), along with \$600 in management fees, resulting in a net portfolio **gain** of \$5,200 for the month.

- Total interest and investment income earned on all accounts for the month was \$9,500.

OTHER FINANCIAL MATTERS

Re-Establishment of Customer Disconnections *(Carried-Forward from March 2021 Report)*

As of April 15, 2021, the Utilities reinstated our disconnection policy in accordance with our current PSCW rate orders and regulations. Previously the Utilities had suspended disconnections to comply with PSCW guidelines surrounding COVID-19 and the winter moratorium. As of April 30, 2021, the following is a summary of customers who received either a reminder or disconnect notice generated on March 30, 2021:

- Balances over \$150 (disconnect notice): 259 residential customers - \$92,400 in arrearages - *\$79,200 collected by the time for disconnection*
- Balances under \$150 (reminder notice): 169 residential customers - \$14,370 in arrearages - *\$9,100 collected by the time for disconnection*
- 24 residential disconnections took place on April 22nd for a total of \$12,668 in arrears of which 3 of the properties are vacant.

WWTP Upgrade – Construction Update and Progress

The second Application for Payment was submitted to the USDA on April 8, 2021 totaling \$228,000 and included the reimbursement of costs incurred and paid by the utility from September 2020 to March 2021. The USDA did not reimburse the full requested amount as presented below because a \$142,000 contribution was required from the utility and the remaining unreimbursed funds were for costs that exceeded the USDA's budget for allocated funds. Listed below is a summary of the costs requested for reimbursement to date:

Total Project Budget <i>(4/14/2021):</i>	\$ 36,008,000
Loan Draws – Project to Date:	\$ 1,948,000
Total Project Costs to Date <i>(Thru 5/28/21):</i>	\$ 2,170,994
Application for Payment #3 (Requested):	\$ 95,261
Application for Payment #3 (Paid):	\$ -

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

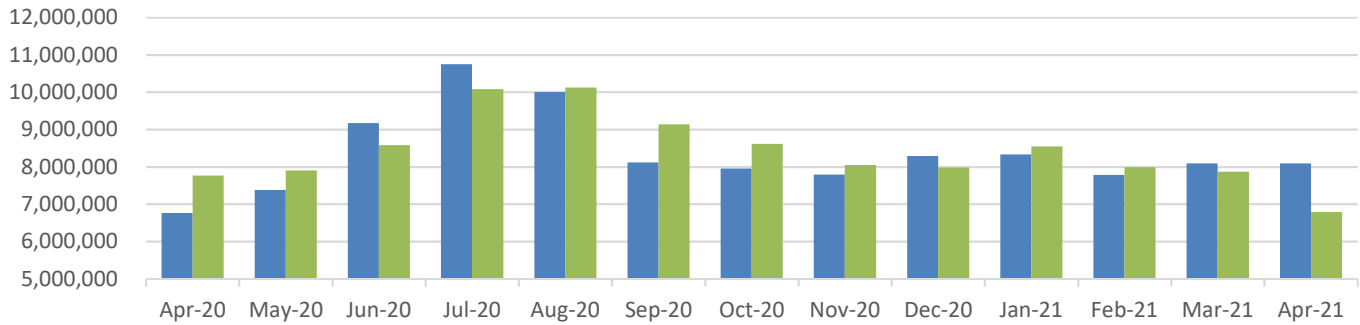
Waupun Utilities											
Construction and Plant Additions Summary											
April 2021											
CONSTRUCTION:	Electric			Sewer			Water			Total	
Description	Month	Project To Date	Budget	Month	Project To Date	Budget	Month	Project To Date	Budget	Project To Date	Budget
Projects:											
Poles, towers and fixtures	\$ 172	\$ 172	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172	\$ 10,000
Overhead and underground conductor and devices	-	-	10,000	-	-	-	-	-	-	-	10,000
Transformers	-	25,242	70,000	-	-	-	-	-	-	25,242	70,000
Overhead and Underground Services	2,681	3,776	15,000	-	-	-	-	-	-	3,776	15,000
LED street lighting	4,272	5,593	50,000	-	-	-	-	-	-	5,593	50,000
Voltage conversion	-	-	25,000	-	-	-	-	-	-	-	25,000
Rebuild overhead line	212	308	146,000	-	-	-	-	-	-	308	146,000
Underground wire and equipment upgrade	-	-	30,000	-	-	-	-	-	-	-	30,000
CIAC - Work Invoiced to Customer / Others	2,056	5,395	-	-	-	-	-	454	-	5,850	-
City of Waupun - Shared Services	-	2,297	-	-	332	-	-	685	-	3,314	-
Rock / Newton street reconstruction	-	-	-	-	-	545,600	-	-	505,900	-	1,051,500
S. Madison street reconstruction - phase 2	-	-	-	-	-	448,300	-	-	661,800	-	1,110,100
Harris Lift Station reconfiguration	-	-	-	-	-	200,000	-	-	-	-	200,000
WWTP Construction Upgrade - ABNR	-	-	-	-	26,030	15,668,000	-	-	-	26,030	15,668,000
CIPP Sewer lining	-	-	-	-	-	45,000	-	-	-	-	45,000
Meters	-	-	6,000	-	-	-	133	8,052	11,500	8,052	17,500
Miscellaneous Work Orders	-	-	-	-	-	-	1,662	3,571	-	-	-
Sewer Main CIPP Lining	-	-	-	-	-	-	-	-	-	-	-
TOTAL CONSTRUCTION	\$ 9,392	\$ 42,783	\$ 362,000	\$ -	\$ 26,362	\$ 16,906,900	\$ 1,795	\$ 12,762	\$ 1,179,200	\$ 78,337	\$ 18,448,100
CARRYOVER PROJECTS:											
ATC - Increase clearance work	7,869	12,962	-	-	-	-	-	-	-	12,962	-
Newton/Rock Avenue Engineering	-	-	-	124	39,601	25,000	124	36,506	25,000	76,106	50,000
Madison St Engineering & Construction - Phase 2	-	-	-	-	4,000	-	-	4,000	-	8,000	-
WWTP Phosphorus Upgrade Engineering	-	-	-	-	2,049,703	3,804,000	-	-	-	2,049,703	3,804,000
PLANT ADDITIONS:											
Description	Month	YTD	Budget	Month	YTD	Budget	Month	YTD	Budget	YTD	Budget
Accounting software upgrade	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ 15,000
Replace wire cutter/hydraulic press & misc tools	-	-	15,000	-	-	-	-	-	-	-	15,000
Test breakers in substation	-	-	8,000	-	-	-	-	-	-	-	8,000
Backhoe	-	83,500	85,000	-	-	-	-	-	-	83,500	85,000
Vactor Replacement (E-10%, S-80%, W-10%)	-	-	43,000	-	-	344,000	-	-	43,000	-	430,000
Zero Turn Lawn Mower	-	3,466	3,600	-	3,466	3,600	-	3,467	3,600	10,399	10,800
GIS Collector & handheld meter reader	-	1,726	3,330	-	1,726	3,330	-	1,726	3,330	5,179	9,990
Security system upgrade	-	1,518	-	-	1,518	-	-	1,518	-	4,553	-
Digester building equipment replacement	-	-	-	-	8,840	10,000	-	-	-	8,840	10,000
Blower building equipment replacement	-	-	-	-	11,011	13,000	-	-	-	11,011	13,000
Belt press building equipment replacement	-	-	-	-	-	13,000	-	-	-	-	13,000
Intermediate east and west clarifier rebuild	-	-	-	-	-	43,000	-	-	-	-	43,000
UTV with attachments for WWTP	-	-	-	-	28,501	29,000	-	-	-	28,501	29,000
Other equipment replacement	-	-	-	-	4,197	4,500	-	4,197	4,500	8,394	9,000
TOTAL PLANT ADDITIONS	\$ -	\$ 90,210	\$ 162,930	\$ -	\$ 59,259	\$ 468,430	\$ -	\$ 10,908	\$ 59,430	\$ 160,377	\$ 690,790

Sales and Revenues Dashboard - April 2021

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	8,088,797	↑ 19.1%	↑ 3.5%	Power Costs	\$ 515,618	↑ 8.3%	→ 0.0%
Revenues	\$ 681,277	↑ 8.0%	↑ 0.6%	Gross Margin	\$ 165,659	↑ 6.9%	↑ 2.4%

kWhs Sold

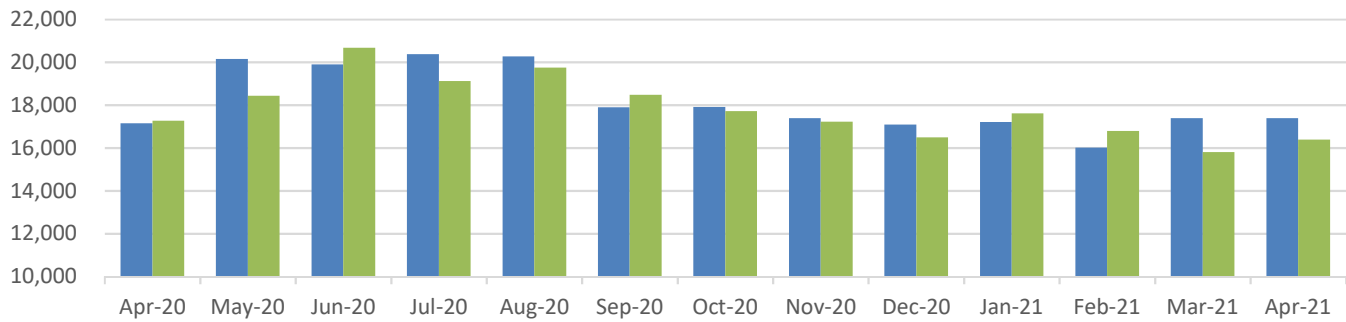
■ Actual ■ Budgeted



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	17,390	↑ 6.1%	↑ 2.1%	Revenues	\$ 139,765	↑ 3.8%	↑ 1.6%

Water Cubic Feet (100's) Sold

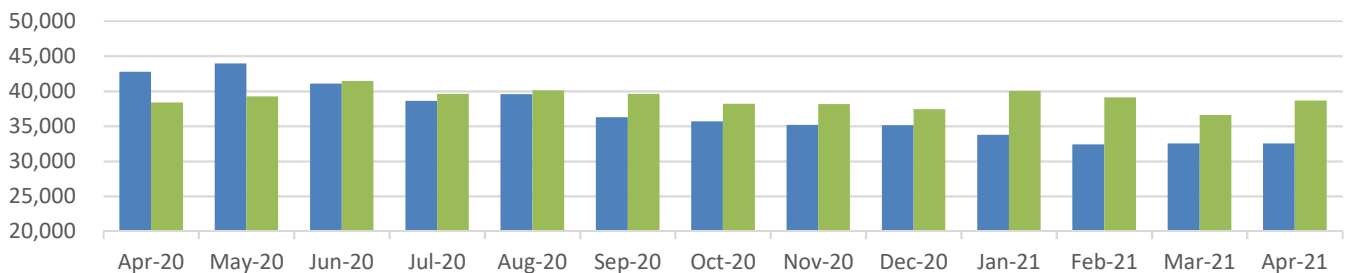
■ Actual ■ Budgeted



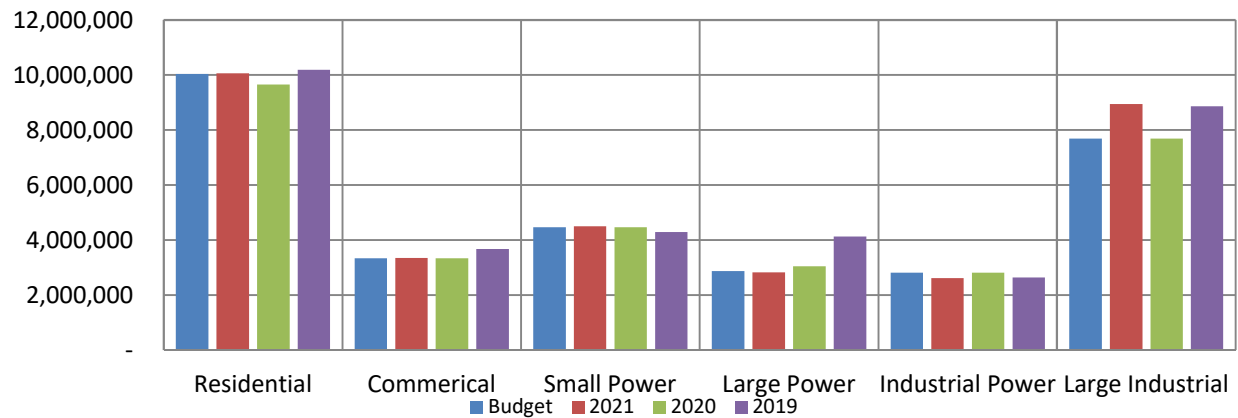
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	32,553	↓ -15.8%	↓ -15.0%	Revenues	\$ 154,702	↓ -17.4%	↓ -17.0%

Sewer Cubic Feet (100's) Treated

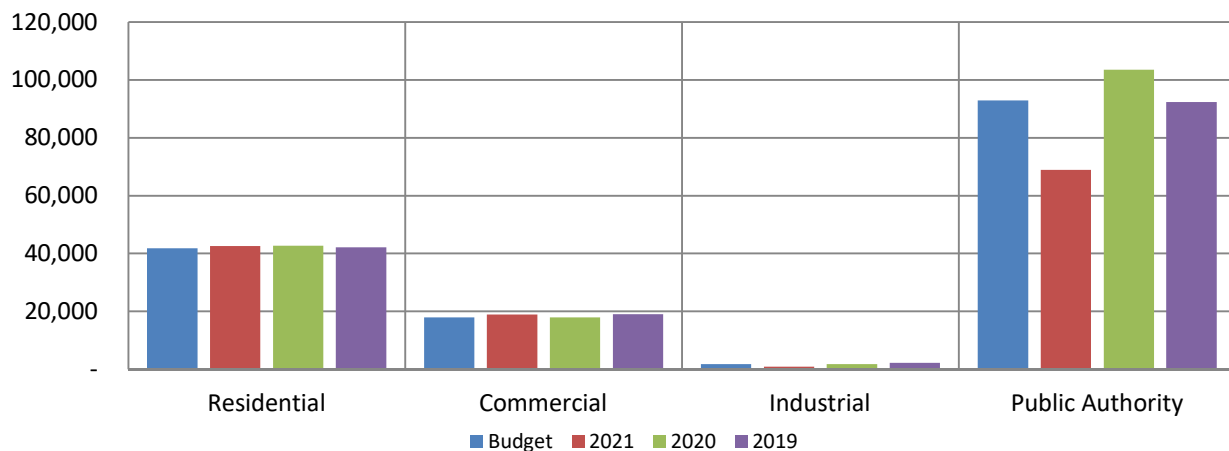
■ Actual ■ Budgeted



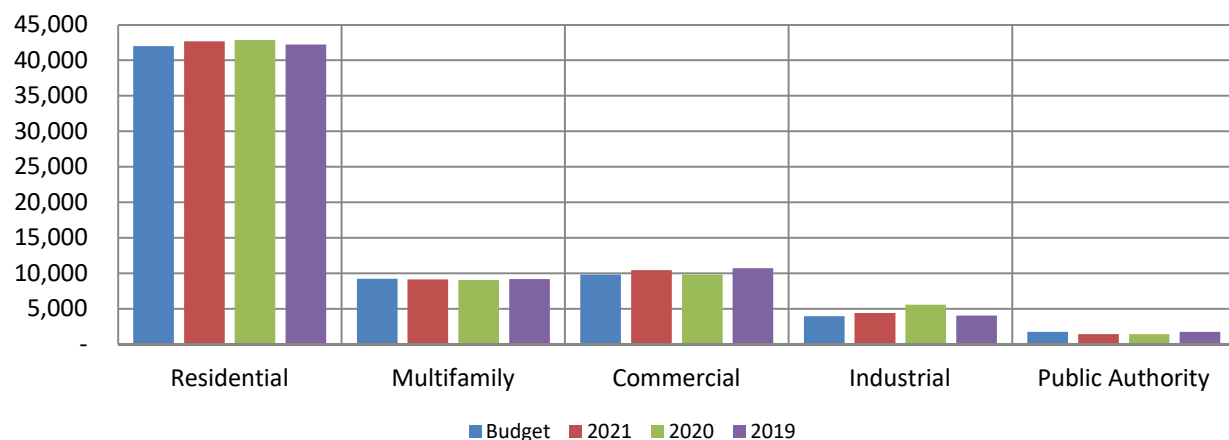
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	April 2019	April 2020	April 2021
Sales of Electricity	\$ 9,989,890	\$ 9,482,945	\$ 9,493,201
Purchased Power	7,917,660	7,465,022	7,411,788
Gross Margin	2,072,230	2,017,924	2,081,413
	20.7%	21.3%	21.9%
Other Operating Revenues	99,234	99,054	166,430
Operating Expenses			
Distribution expense	407,491	342,358	289,003
Customer accounts expense	118,036	130,755	119,576
Advertising expense	1,961	598	2,732
Administrative & general expense	376,111	457,423	373,164
Total operating expenses	903,599	931,135	784,474
Other Operating Expenses			
Depreciation expense	580,510	595,185	626,548
Taxes	342,689	347,861	331,619
Total other operating expenses	923,199	943,046	958,167
Operating Income	344,666	242,797	505,202
Other Income (Expense)			
Capital contributions	106,216	22,649	37,889
Interest expense	(34,141)	(33,871)	(36,780)
Amortization of debt-related costs	(17,847)	(35,127)	(7,642)
Other	(57,127)	52,871	176,725
Total other income (expense)	(2,900)	6,521	170,191
Net Income	\$ 341,766	\$ 249,318	\$ 675,393

Regulatory Operating Income	408,595	346,392	568,686
Rate of Return	4.75	3.98	6.55
Authorized Rate of Return	6.00	5.00	5.00
Current Ratio	3.8	5.5	6.2
Months of Unrestricted Cash on Hand	2.4	2.6	3.5
Equity vs Debt	0.87	0.89	0.90
Asset Utilization	0.49	0.50	0.52
Combined E&W Debt Coverage	3.09	3.02	4.34
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates increased September 2016.

Definitions

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

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Electric Utility
For the Period Ended April, 30 2021

	Last 12 Months	YTD 2021	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 9,493,201	\$ 2,808,283	\$ 2,791,794	\$ 16,489
Purchased Power	7,411,788	2,120,789	2,120,299	490
Gross Margin	2,081,413	687,495	671,495	16,000
	21.9%	24.5%	24.1%	
Other Operating Revenues	166,430	100,471	28,132	72,339
Operating Expenses				
Distribution expense	289,003	117,351	147,942	(30,591)
Customer accounts expense	119,576	41,170	38,504	2,666
Advertising expense	2,732	3,906	532	3,374
Administrative & general expense	373,164	140,499	135,580	4,919
Total operating expenses	784,474	302,925	322,558	(19,633)
Other Operating Expenses				
Depreciation expense	626,548	220,552	204,176	16,376
Taxes	331,619	117,679	120,384	(2,705)
Total other operating expenses	958,167	338,231	324,560	13,671
Operating Income	505,202	146,809	52,509	94,300
Other Income (Expense)				
Capital contributions	37,889	4,529	-	4,529
Interest expense	(36,780)	(10,013)	(9,876)	(137)
Amortization of debt-related costs	(7,642)	(2,233)	(7,584)	5,351
Other	176,725	21,636	3,332	18,304
Total other income (expense)	170,191	13,918	(14,128)	28,046
Net Income	\$ 675,393	\$ 160,727	\$ 38,381	\$ 122,346

	April 2021	March 2021	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020
Operating Revenues	\$ 681,277	\$ 721,227	\$ 685,144	\$ 720,635	\$ 769,791	\$ 702,128	\$ 717,547	\$ 828,989	\$ 980,998	\$ 1,043,420	\$ 899,648	\$ 742,398	\$ 624,264
Purchased Power	515,618	552,817	505,642	546,712	587,379	533,487	550,064	669,840	800,564	849,687	720,390	579,587	460,334
Gross Margin	165,659	168,410	179,502	173,923	182,412	168,640	167,483	159,149	180,433	193,733	179,258	162,810	163,930
	24.3%	23.4%	26.2%	24.1%	23.7%	24.0%	23.3%	19.2%	18.4%	18.6%	19.9%	21.9%	26.3%
Other Operating Revenues	75,621	9,195	7,922	7,732	9,772	12,164	9,411	6,923	6,973	6,969	6,891	6,857	6,813
Operating Expenses													
Distribution expense	24,956	35,473	29,856	27,066	(9,499)	19,004	11,729	17,173	39,927	39,928	28,198	25,191	22,349
Customer accounts expense	14,467	9,389	9,534	7,779	10,281	8,053	11,420	8,806	8,935	11,298	9,758	9,856	8,203
Advertising expense	1,318	1,377	512	699	641	190	(7,946)	8,339	453	(12,176)	2,934	6,392	-
Administrative & general expense	32,175	30,555	34,420	43,349	39,900	30,046	31,936	27,380	25,179	30,267	23,325	24,632	29,646
Total operating expenses	72,916	76,794	74,322	78,893	41,323	57,292	47,140	61,698	74,495	69,317	64,214	66,071	60,198
Other Operating Expenses													
Depreciation expense	55,138	55,138	53,024	57,252	54,575	50,203	50,203	50,203	50,203	50,203	50,203	50,203	50,203
Taxes	33,595	27,953	28,029	28,102	4,346	27,577	43,441	27,161	27,655	28,911	27,739	27,111	34,223
Total other operating expenses	88,733	83,091	81,053	85,354	58,921	77,780	93,644	77,364	77,858	79,114	77,942	77,314	84,426
Operating Income	79,632	17,720	32,049	17,408	91,939	45,732	36,110	27,011	35,053	52,271	43,993	26,284	26,120
Other Income (Expense)													
Capital contributions	2,986	1,543	-	-	16,233	17,128	-	-	-	-	-	-	-
Interest expense	(2,331)	(2,331)	(2,675)	(2,675)	(2,675)	(2,675)	(2,675)	(8,246)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)
Amortization of debt-related costs	(558)	(558)	(558)	(558)	(676)	(676)	(676)	(676)	(676)	(676)	(676)	(676)	(676)
Other	22,108	(120)	(287)	(66)	(2,287)	733	(1,115)	(68)	945	425	20,900	3,417	5,011
Total other income (expense)	22,204	(1,467)	(3,520)	(3,299)	10,594	14,509	(4,466)	(8,989)	(2,356)	(2,875)	17,600	116	1,710
Net Income	\$ 101,836	\$ 16,253	\$ 28,530	\$ 14,108	\$ 102,533	\$ 60,241	\$ 31,644	\$ 18,022	\$ 32,698	\$ 49,396	\$ 61,593	\$ 26,400	\$ 27,830

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

WATER	April 2019	April 2020	April 2021
Operating Revenues	\$ 2,579,140	\$ 2,615,145	\$ 2,602,572
Operating Expenses			
Source of supply expenses	457	45,061	587
Pumping expenses	94,910	86,670	77,988
Water treatment expenses	194,463	171,771	158,847
Transmission & distribution expenses	300,969	249,328	259,618
Customer accounts expenses	111,864	116,316	102,059
Administrative & general expense	233,874	290,268	260,637
Total operating expenses	936,537	959,415	859,735
Other Operating Expenses			
Depreciation expense	539,242	551,816	581,130
Taxes	384,427	378,531	377,006
Total other operating expenses	923,670	930,347	958,136
Operating Income	718,933	725,383	784,702
Other Income (Expense)			
Capital contributions from customers and municipal	67,178	-	180,432
Interest expense	(128,763)	(142,899)	(146,371)
Amortization of debt-related costs	(60,501)	(120,772)	(19,875)
Other	20,018	23,405	921
Total other income (expense)	(102,068)	(240,266)	15,107
Net Income	\$ 616,865	\$ 485,117	\$ 799,808
Regulatory Operating Income	764,794	785,694	820,390
Rate of Return	5.49	5.74	5.93
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	36.38	35.73	61.12
Months of Unrestricted Cash on Hand	8.48	10.03	16.73
Equity vs Debt	0.66	0.71	0.73
Asset Utilization	0.34	0.36	0.36

Note 1 - Water rates increased May 2012.

Definitions

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Water Utility
For the Period Ended April 30, 2021

WATER

	Last 12 Months	YTD 2021	YTD Budget	Difference
Operating Revenues	\$ 2,602,572	\$ 844,502	\$ 833,536	\$ 10,966
Operating Expenses				
Source of supply expenses	587	568	1,132	(564)
Pumping expenses	77,988	27,591	29,328	(1,737)
Water treatment expenses	158,847	50,209	68,716	(18,507)
Transmission & distribution expenses	259,618	55,072	107,180	(52,108)
Customer accounts expenses	102,059	32,531	38,972	(6,441)
Administrative & general expense	260,637	93,201	96,528	(3,327)
Total operating expenses	859,735	259,173	341,856	(82,683)
Other Operating Expenses				
Depreciation expense	581,130	199,529	188,576	10,953
Taxes	377,006	123,700	125,480	(1,780)
Total other operating expenses	958,136	323,229	314,056	9,173
Operating Income	784,702	262,100	177,624	84,476
Other Income (Expense)				
Capital contributions	180,432	-	-	-
Interest expense	(146,371)	(40,248)	(39,908)	(340)
Amortization of debt-related costs	(19,875)	(5,717)	(5,716)	(1)
Other	921	2,498	1,668	830
Total other income (expense)	15,107	(43,467)	(43,956)	489
Net Income	\$ 799,808	\$ 218,633	\$ 133,668	\$ 84,965

WATER

	April 2021	March 2021	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020
Operating Revenues	\$ 212,772	\$ 212,753	\$ 206,483	\$ 212,495	\$ 212,776	\$ 213,324	\$ 214,389	\$ 217,636	\$ 225,251	\$ 226,155	\$ 223,349	\$ 225,189	\$ 210,519
Operating Expenses													
Source of supply expenses	234	219	115	-	-	-	-	-	18	-	-	-	1,015
Pumping expenses	6,855	7,279	6,866	6,591	6,325	5,830	6,002	6,030	6,553	6,518	6,253	6,884	7,057
Water treatment expenses	10,098	12,642	11,348	16,121	10,745	11,722	14,529	15,935	15,409	12,854	13,244	14,199	16,195
Transmission & distribution expenses	11,537	15,281	16,659	11,595	19,677	43,516	16,016	20,121	28,996	38,911	21,203	16,105	9,097
Customer accounts expenses	8,618	8,393	8,510	7,011	8,607	7,078	10,414	7,796	7,944	10,349	8,742	8,597	7,417
Administrative & general expense	23,938	23,548	20,466	25,249	23,251	18,017	25,094	21,803	18,507	24,048	18,685	18,032	21,364
Total operating expenses	61,281	67,363	63,964	66,566	68,605	86,163	72,055	71,686	77,428	92,681	68,127	63,818	62,144
Other Operating Expenses													
Depreciation expense	49,882	49,882	49,882	49,882	37,193	49,201	49,201	49,201	49,201	49,201	49,201	49,201	49,201
Taxes	30,843	30,903	31,009	30,945	29,738	31,208	34,672	31,419	31,430	32,100	31,646	31,093	31,140
Total operating expenses	80,725	80,786	80,891	80,827	66,931	80,409	83,873	80,620	80,631	81,301	80,847	80,294	80,342
Operating Income	70,766	64,604	61,629	65,101	77,241	46,752	58,461	65,331	67,192	52,173	74,375	81,077	68,033
Other Income (Expense)													
Capital contributions	-	-	-	-	180,432	-	-	-	-	-	-	-	-
Interest expense	(9,636)	(9,636)	(10,489)	(10,487)	(10,488)	(10,488)	(10,488)	(35,071)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)
Amortization of debt-related costs	(1,429)	(1,429)	(1,429)	(1,429)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)	(1,770)
Other	2,188	96	100	113	(2,882)	123	122	124	140	169	231	395	919
Total other income (expense)	(8,877)	(10,969)	(11,818)	(11,803)	165,292	(12,134)	(12,136)	(36,716)	(11,527)	(11,498)	(11,436)	(11,271)	(10,748)
Net Income	\$ 61,889	\$ 53,635	\$ 49,811	\$ 53,298	\$ 242,533	\$ 34,617	\$ 46,325	\$ 28,615	\$ 55,665	\$ 40,675	\$ 62,939	\$ 69,806	\$ 57,286

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

SEWER	April 2019	April 2020	April 2021
Operating Revenues	\$ 2,414,434	\$ 2,492,914	\$ 2,277,782
Operating Expenses			
WWTP operation expenses	371,713	369,175	374,696
Laboratory expenses	66,918	74,490	89,088
Maintenance expenses	392,392	439,098	437,554
Customer accounts expenses	151,861	169,469	131,209
Administrative & general expenses	405,507	426,593	439,911
Total operating expenses	1,388,391	1,478,825	1,472,459
Other Operating Expenses			
Depreciation expense	669,579	683,460	710,042
Total other operating expenses	669,579	683,460	710,042
Operating Income	356,464	330,629	95,281
Other Income (Expense)			
Interest expense	(63,706)	(52,489)	(64,767)
Capital contributions	63,390	-	134,100
Other	139,500	136,955	(141,129)
Total other income (expense)	139,184	84,466	(71,796)
Net Income	\$ 495,648	\$ 415,095	\$ 23,486

Operating Income (excluding GASB 68 & 75)	376,210	368,832	99,825
Rate of Return	2.45	2.77	0.74
Current Ratio	77.51	41.31	44.53
Months of Unrestricted Cash on Hand	23.80	10.26	19.03
Equity vs Debt	0.86	0.90	0.80
Asset Utilization	0.48	0.50	0.50

Note 1 - Sewer rates increased April 2021.

Definitions

Rate of Return - Return on investment in capital infrastructure.

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Sewer Utility
For the Period Ended April 30, 2021

	Last 12 Months	YTD 2021	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,277,782	\$ 701,915	\$ 804,837	\$ (102,922)
Operating Expenses				
WWTP operation expenses	374,696	113,602	126,504	(12,902)
Laboratory expenses	89,088	32,723	27,744	4,979
Maintenance expenses	437,554	150,683	181,924	(31,241)
Customer accounts expenses	131,209	45,638	52,416	(6,778)
Administrative & general expenses	439,911	141,318	145,876	(4,558)
Total operating expenses	1,472,459	483,965	534,464	(50,499)
Other Operating Expenses				
Depreciation expense	710,042	249,830	235,908	13,922
Total other operating expenses	710,042	249,830	235,908	13,922
Operating Income	95,281	(31,880)	34,465	(66,345)
Non-operating Income (Expense)				
Interest Expense	(64,767)	(35,313)	(27,496)	(7,817)
Capital contributions	134,100	-	-	-
Other	(141,129)	7,977	6,668	1,309
Total other income (expense)	(71,796)	(27,336)	(20,828)	(6,508)
Net Income	\$ 23,486	\$ (59,216)	\$ 13,637	\$ (72,853)

	April 2021	March 2021	Feb 2021	Jan 2021	Dec 2020	Nov 2020	Oct 2020	Sept 2020	Aug 2020	July 2020	June 2020	May 2020	April 2020
SEWER													
Operating Revenues	\$ 188,247	\$ 172,097	\$ 167,546	\$ 174,024	\$ 182,929	\$ 177,162	\$ 185,810	\$ 185,610	\$ 207,307	\$ 197,710	\$ 209,481	\$ 229,858	\$ 222,270
Operating Expenses													
WWTP operation expenses	26,722	27,366	27,669	31,846	38,550	20,637	29,125	37,862	38,061	32,575	22,600	41,685	24,650
Laboratory expenses	4,709	10,285	12,516	5,214	6,175	7,825	6,568	9,748	4,405	6,091	6,590	8,964	5,222
Maintenance expenses	42,042	54,348	27,614	26,680	24,797	69,607	28,630	37,003	23,423	42,314	18,055	43,042	18,255
Customer accounts expenses	12,010	11,607	11,768	10,253	14,889	10,402	13,737	11,163	11,244	(6,593)	15,439	15,291	14,142
Administrative & general expense	34,687	36,160	32,021	38,450	60,757	31,118	40,914	35,317	30,921	41,003	24,291	34,270	30,720
Total operating expenses	120,170	139,765	111,588	112,443	145,169	139,589	118,973	131,094	108,053	115,390	86,976	143,251	92,989
Other Operating Expenses													
Depreciation expense	62,457	62,457	62,457	62,457	39,440	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110
Total other operating expenses	62,457	62,457	62,457	62,457	39,440	60,110	60,110	60,110	60,110	60,110	60,110	60,110	60,110
Operating Income	5,620	(30,125)	(6,499)	(876)	(1,679)	(22,537)	6,726	(5,594)	39,144	22,210	62,395	26,496	69,171
Other Income (Expense)													
Interest expense	(8,828)	(8,828)	(8,828)	(8,828)	(4,939)	(4,939)	2,295	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)
Capital contributions	-	-	-	-	134,100	-	-	-	-	-	-	-	-
Other	4,123	5,725	(1,441)	(429)	(615)	3,707	(5,331)	(37,702)	3,205	1,435	7,414	10,921	14,976
Total other income (expense)	(4,706)	(3,104)	(10,269)	(9,257)	128,546	(1,233)	(3,035)	(42,076)	(1,169)	(2,939)	3,040	6,547	10,602
Net Income	\$ 914	\$ (33,229)	\$ (16,768)	\$ (10,133)	\$ 126,866	\$ (23,769)	\$ 3,691	\$ (47,671)	\$ 37,975	\$ 19,271	\$ 65,435	\$ 33,043	\$ 79,773

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	April 2019	April 2020	April 2021	March 2021	Change
Cash and investments - unrestricted	\$ 1,855,133	\$ 1,912,385	\$ 2,476,001	\$ 2,378,999	\$ 97,001
Cash and investments - restricted	122,712	40,491	74,326	57,840	16,486
Receivables	723,018	740,536	852,111	862,853	(10,742)
Materials and supplies	223,037	178,160	204,201	192,577	11,624
Other assets	131,024	131,120	105,508	103,095	2,413
Plant - net of accumulated depreciation	9,178,631	9,171,117	9,038,739	9,080,029	(41,290)
Deferred outflows of resources	482,730	408,536	491,728	491,728	-
Total Assets	12,716,285	12,582,344	13,242,614	13,167,121	75,493
Accounts payable	568,013	470,997	532,638	564,549	(31,911)
Payable to sewer utility	114,365	-	-	-	-
Interest accrued	4,694	7,740	4,663	2,331	2,331
Accrued benefits	88,249	83,603	79,436	77,577	1,858
Deferred inflows of resources	709,655	737,916	833,397	832,018	1,379
Long-term debt	1,268,540	1,070,000	905,000	905,000	-
Net Position	9,962,770	10,212,088	10,887,481	10,785,645	101,836
Total Liabilities & Net Position	\$ 12,716,285	\$ 12,582,344	\$ 13,242,614	\$ 13,167,121	\$ 75,493
WATER	April 2019	April 2020	April 2021	March 2021	Change
Cash and investments - unrestricted / designated	\$ 933,122	\$ 1,118,359	\$ 1,723,929	\$ 1,636,765	\$ 87,163
Cash and investments - restricted	960,280	116,664	248,544	203,512	45,032
Receivables	182,074	237,708	233,814	239,437	(5,623)
Materials and supplies	63,300	58,368	59,187	59,280	(93)
Other assets	272,538	231,494	184,583	190,979	(6,396)
Plant - net of accumulated depreciation	15,515,072	16,043,304	15,706,965	15,756,514	(49,549)
Deferred outflows of resources	243,359	204,803	245,971	245,971	-
Total Assets	18,169,745	18,010,699	18,402,993	18,332,457	70,536
Accounts payable	12,953	13,124	12,758	13,002	(244)
Interest accrued	17,703	24,829	19,272	9,636	9,636
Accrued benefits	46,840	40,959	41,597	40,214	1,383
Deferred inflows of resources	353,723	477,332	495,103	497,232	(2,129)
Long-term debt	5,484,188	4,715,000	4,295,000	4,295,000	-
Net Position	12,254,338	12,739,455	13,539,263	13,477,374	61,889
Total Liabilities & Net Position	\$ 18,169,745	\$ 18,010,699	\$ 18,402,993	\$ 18,332,457	\$ 70,536
SEWER	April 2019	April 2020	April 2021	March 2021	Change
Cash and investments - unrestricted	\$ 2,754,018	\$ 1,264,129	\$ 2,335,250	\$ 2,253,657	\$ 81,593
Cash and investments - restricted	2,276,803	2,352,665	2,478,774	2,388,366	90,407
Receivables	189,024	239,666	207,618	261,830	(54,212)
Receivable from electric utility	118,244	-	-	-	-
Materials and supplies	9,112	8,692	7,789	7,789	-
Advances to other funds	428,440	428,440	291,946	291,946	-
Other assets	18,164	31,343	30,903	29,149	1,754
Plant - net of accumulated depreciation	13,710,709	15,268,469	15,876,079	15,936,031	(59,952)
Deferred outflows of resources	329,543	278,275	338,279	338,279	-
Total Assets	19,834,057	19,871,679	21,566,638	21,507,048	59,590
Accounts payable	11,953	10,978	11,916	11,969	(52)
Interest accrued	26,015	25,425	45,192	36,364	8,828
Accrued benefits	61,691	57,369	61,243	59,343	1,900
Deferred inflows of resources	459,328	446,263	510,810	510,810	-
Long-term debt	1,886,794	1,532,153	3,114,500	3,066,500	48,000
Net Position	17,388,276	17,799,491	17,822,977	17,822,062	914
Total Liabilities & Net Position	\$ 19,834,057	\$ 19,871,679	\$ 21,566,638	\$ 21,507,048	\$ 59,590

Monthly Dashboard - Cash & Investments						April 2021	
Account	Restrictions	April 2021	March 2021	\$ Inc/(Dec)	% Inc/(Dec)		
Checking - E	Unrestricted	\$ 865,164	\$ 752,534	\$ 112,629	14.97%		
Checking - W	Unrestricted	270,942	139,649	131,292	94.02%		
Checking - S	Unrestricted	323,285	202,891	120,394	59.34%		
Reserves - E	Unrestricted	1,610,837	1,626,465	(15,628)	-0.96%		
Reserves - W	Unrestricted	986,250	1,030,423	(44,173)	-4.29%		
Reserves - S	Unrestricted	2,011,965	2,050,766	(38,801)	-1.89%		
P&I Redemption - E	Restricted	32,880	16,440	16,440	100.00%		
P&I Redemption - W	Restricted	89,770	44,912	44,858	99.88%		
P&I Redemption - S	Restricted	456,680	416,160	40,519	9.74%		
Depreciation - E	Restricted	41,445	41,400	45	0.11%		
Depreciation - W	Restricted	158,774	158,600	174	0.11%		
ERF - Water Plant	Designated	466,737	466,693	44	0.01%		
ERF - WWTP	Restricted	1,974,081	1,972,193	1,888	0.10%		
		<u>\$ 9,288,810</u>	<u>\$ 8,919,127</u>	<u>\$ 369,683</u>	4.14%		
Unrestricted and Designated		<u>\$ 6,535,180</u>	<u>\$ 6,269,422</u>	<u>\$ 265,758</u>	4.24%		
	Restricted	<u>\$ 2,753,631</u>	<u>\$ 2,649,706</u>	<u>\$ 103,925</u>	3.92%		

Long-Term Investment by Maturity

Maturity Category	Investment Amount (Approx.)
Cash	\$1,050,000
<12 mos.	\$1,400,000
13-24 mos.	\$1,250,000
25-36 mos.	\$750,000
37-48 mos.	\$100,000
49-60 mos.	\$50,000
>60 mos.	\$100,000

Long-Term Investments by Type

Investment Type	Percentage
Cash/Money Markets	22%
Certificate of Deposits	29%
Muni Bonds	15%
US Government	5%
Government Agencies	21%
Corporate Bonds	8%



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, General Manager
DATE: June 14, 2021
SUBJECT: General Manager Report

Electric Department Update:

Power Outages

- On May 10th at 10:00 am a power outage was reported at W7375 Hwy 49. A tree came in contact with the secondary line causing a phase to neutral fault. The transformer bayonet fuse blew resulting in a power outage. Once the tree was removed, crew worked to repair the line and refuse the transformer. Power was restored at 12:10 pm.
- On Tuesday May 25th at 3:30 am, I received a call from the lead maintenance tech at Tenneco (Federal Mogul) stating the plant at 401 Industrial Dr was completely without power. Tenneco is Waupun Utilities' largest customer and has a direct feed from the Comtech substation distributed to four 1500kva and one 2500kva transformers. All five transformers were without power. Electric staff was called in to troubleshoot the cause of the outage. It was determined the cause of the outage was a raccoon that climbed the steel structure in the substation coming in contact with 12400 volts. This caused a phase to phase arc and blew all three overcurrent devices, in addition to causing damage to the lightning protection equipment. Crew worked to replace the damaged equipment and power was restored at 5:10 am.

Overhead Line Rebuild / Voltage Conversion

- The electric crew is working to rebuild overhead lines in the back lot lines of W Main St, W Jefferson St, and W Brown St, all located between S West St and Fox Lake Rd. A complete rebuild will include the following:
 - 11 new poles
 - Primary and secondary conductors
 - Dual Voltage Transformers

LED Street Lights

- The decorative street lights located downtown have been converted to LED.

General Manager Update:

MEUW Management Training Program

Chad Flegner and Owen Vande Kolk attended Session B of the MEUW Management Training Program. Session B focused on topics related to effective skills for leadership and team building. Chad and Owen have now completed two of six sessions of the program. The six-session program is scheduled throughout a two-year period.

Performance Reviews

- Management is working to complete performance reviews for all departments. Reviews will be completed by June 18th.

Office Staff

With our Customer Billing Representative out on extended leave, we are utilizing part time help from Nancy Oosterhouse. While Nancy is covering the Customer Service Representative duties, it provides an opportunity for Jenny Brown to complete the Customer Billing Representative's tasks, with support from Jen Benson and Christina Keller. Everyone in the office is helping to cover gaps to ensure all work and processes are being completed, all the while still providing exceptional customer service during the time of leave.

Customer Disconnections

- 258 Disconnection notices were mailed to customers in arrears > \$150 for a total of \$74,300
- 292 Friendly Reminder notices were mailed to customers in arrears < \$150 for a total of \$252,100
- 22 customers were disconnected due to non-payment of the past due balance on May 19th totaling \$5,000

Grant Funding to Help with Overdue Utility Bills

Governor Tony Evers, partnering with the Wisconsin Department of Administration (DOA) and the Public Service Commission (PSC) announced end of April 2021 that more than \$21 million in grant funds would be made available to cover utility bill arrearages for more than 36,000 qualifying utility customers across Wisconsin through the Wisconsin Home Energy Assistance Program (WHEAP).

A list of customers was provided by the DOA on May 28th to Waupun Utilities of potential qualifying customers to receive the grant funding. The DOA requested that our utility report back the amount in electric arrearages for those customers included on their listing. Staff completed the data request and submitted back to the DOA on June 2nd.

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



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: June 8, 2021
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Interior and exterior visual inspection of Tower 1 and Tower 2 were completed by Suez as part of our maintenance contract. Both inspection reports stated minimal residue was present and coatings are in great shape. The WDNR requires that the interior and exterior of all water storage facilities of 10,000 gallons or larger shall be inspected and maintained a minimum of every 5 years by a professional tank inspection firm or by a registered professional engineer. Interior and exterior coatings on steel elevated water storage tanks or treatment structures shall be inspected by a person trained to evaluate the integrity of the paint system.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Sabel Mechanical completed rebuilding and replacing the internal components of both intermediate clarifiers. This is a cost-effective solution versus replacing with an entirely new system. The clarifier tanks maintain a suitable operating condition while the skimmer arm, center well, drive assembly, and sludge rakes corrode and wear beyond an acceptable level.

Xylem Sanitaire completed annual cleaning of the aeration diffusers. Regular cleaning and maintenance of the diffusers will ensure optimal equipment performance, consistently effective treatment of wastewater, and substantial energy savings.

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

Water/Sewer Crew:

There was one call-in this month, for a loss of water pressure. The loss of pressure was due to a contractor driving over the customer's curb stop and compressed service line, allowing minimal flow to home. Repairs were made at the contractor's expense.

Water/Sewer Crew - Continued:

During the annual leak detection survey, the crew identified and correlated (5) service leaks that were not surfacing. The leaks were located on Brown St., Monroe St., Jefferson St., Harmsen Ave., and Barnes St. In addition to the service leaks, (2) main leaks were identified. The first on Division St. and second on McKinley St. Repairs were made to all services and mains. As a direct result, pumpage reduced approximately 20,000 gallons per day.

MEUW provided groundman training to the crew. This training will be very beneficial, when assisting the electric department on projects or emergencies. Training consisted of the following:

- Basic Electrical Theory
- Components of an electric distribution system
- Down wire safety
- Truck set-up
- Tools and equipment used in the electric industry
- Rubber glove inspection and care
- Bucket rescue

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

- Valve exercising will continue over the next month. By regular surveying and valve exercising we will have detailed records to ensure the operability of our distribution system. Surveying helps identify the condition and location of all our valves. Knowing the condition of the valves and having an updated GIS system helps eliminate higher costs associated with water main breaks, lost time digging up buried valves and congested traffic due to excavating roadways.
- Jetting the entire sanitary sewer basin will continue throughout the summer. Jetting is the use of a high-pressure jet/vac truck to clean the sanitary sewer system. To clean sanitary sewers high-pressure water is propelled through a jet nozzle at the end of a specialized hose through the sewer pipeline, breaking through obstructions and blockages. A flushing nozzle is installed on the end of the jet truck's hose and the hose is lowered into the downstream manhole of the sewer section being cleaned.

Rock and Newton Update:

PTS will begin the project of drilling rock for the lift station on 6/10/21. Full excavation of lift station and temporary bypass pumping will commence the week of 6/14/21.

Wastewater Treatment Facility ABNR Project Update:

Miron will commence mobilization and earthwork the week of 6/14/21.

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

Waupun Utilities
COVID-19 Plan and Employment Policies
Adopted: September 23, 2020 and Updated June 14, 2021

1. The following COVID-19 response employment policy is effective under US Health and Human Services declaration signed on January 21, 2021 citing a national public health emergency as a result of ongoing threats to public health posed by COVID-19. This policy references guidelines for COVID-19 safety as outlined by the Center for Disease Control (CDC) to slow the spread ([found here](#)), and considers local conditions as determined by both Fond du Lac and Dodge county Public Health along with recommended mitigation strategies based on county-phased reopening plans. This policy is subject to further change that may come as a result of federal and state legislation or through further modification by the Waupun Utilities and the Waupun Utilities Commission.

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

3. **Communication Plan**

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

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

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

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

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

4.02 COVID-19 is a new disease and the CDC is still learning how it spreads but it has resulted in the deaths of thousands and is continuing to result in an exponential number of fatalities in countries and regions where steps have not been taken to stem its spread. The severity of the illness and related risks cannot be understated. It is

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critical for Waupun Utilities employees to understand how the virus spreads and to take all possible action to prevent the spread of the virus. Currently, the virus is thought to spread:

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

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

5. Limiting Risk/Non-Pharmaceutical Interventions. To slow the spread of COVID-19 Waupun Utilities will require employees to immediately do the following:

- 5.01 Stay home when sick, which will be subject to other Utility rules;
- 5.02 Cover coughs and sneezes using a tissue or sleeve, and disposing of the tissue properly immediately afterwards;
- 5.03 Wash your hands often using hot water and soap for 20 seconds or longer, and immediately wash your hands with soap and water for at least 20 seconds after coughing or sneezing;
- 5.04 Routinely clean frequently touched surfaces using a disinfectant bearing an EPA-approved emerging viral pathogens claims label;
- 5.05 Avoid touching your eyes, nose, and mouth;
- 5.06 Greet others without shaking their hands;
- 5.07 Avoid close contact with people who are sick, and keep a six-foot distance between yourself and other people;
- 5.08 Regularly clean and disinfect tables, doorknobs, light switches, countertops, desks, phones, keyboards, toilets, faucets, sinks and any other areas frequently touched by others;
- 5.09 Comply with COVID-19 Travel Restrictions as outlined in this policy;
- 5.10 Adhere to CDC guidance related to safety protocols for daily activities and going out in public settings, found [here](#).

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6. Social Distancing

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

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

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

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

7. Employee Screening

Employees should self-monitor for symptoms of COVID-19. An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home and should follow the procedures outlined in this policy.

8. Face-Covering Requirements

Based on CDC guidance ([found here](#)), employees who are fully vaccinated may resume activities that they did prior to the pandemic, without wearing a mask or physically distancing, except where required by federal, state, local, tribal or territorial laws, rules and regulations, including local business and workplace guidance.

Employees who are not vaccinated should continue mask wearing to prevent spread when indoors or in an enclosed space; and when another person or persons who are not members of an employee's household or living unit are present in the same room or enclosed space. Exceptions that permit removal of a face covering under this emergency order include but are not limited to:

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

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

Definition:

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

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

Employees are considered fully vaccinated 2 weeks after a second dose in a 2-dose series, or 2 weeks after a single-dose vaccine.

9. When to Stay Home from Work

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

The most important message we can send is to stay home if you have any symptoms or have any reason to believe you may have been exposed to COVID-19 and are not vaccinated. As we plan for ways to continue to provide necessary, and in some cases, life-saving services for our community at a time we anticipate potential staffing shortages, the last action we want you to take is to potentially spread COVID-19 to your co-workers and the community.

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

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concerned about coming to work, you will be asked to report the following types of information:

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

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

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

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

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

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

An employee who has had close contact with someone who has been diagnosed with COVID-19 must quarantine, following the protocol outlines below **if not vaccinated**. Close contact is defined as contact with someone confirmed with COVID-19, even if masks were worn and no symptoms are present, if one or more of the following conditions are met:

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

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

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

For all other employees not vaccinated with close contact exposure, a quarantine period of 14 days after the time of exposure remains the safest strategy for preventing asymptomatic transmission of COVID-19. As such, employees who are able to work from home are required to quarantine for the full 14 days unless authorized by the Utility Manager or their designee to follow the alternative protocol outlined below. Additionally, if an employee has a confirmed household contact with COVID-19, and they are unable to completely separate from the positive case, they are required to quarantine for the full amount of time that the positive case is in isolation and an additional 7-14 days from the positive case's last day of isolation.

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

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

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

10. Paid Leave Provision

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

11. Travel Restrictions

Employees who choose to travel are required to follow travel guidelines as issued by the CDC ([view here](#)). An employee returning to work after travel will be subject to normal safety protocols outlined in this policy

12. Temporary Vacation Carry Over:

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

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13. Office Closures and Personnel Rotations:

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

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

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

14. Public Health Emergency Declaration:

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

15. COVID-19 Employee Confirmed Case

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

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

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16. Discipline Policy

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

Joe Heeringa
Commission President

Date

Mike Thurner
Commission Vice-President

Date