



AGENDA

Utility Commission Meeting
Waupun Utilities – 817 S Madison St.
Waupun, WI P.O. Box 431
Monday, February 10, 2020 AT 4:00 PM

There is a regular commission meeting scheduled for Monday, February 10, 2020, at 4:00 PM at the Waupun Utilities Administrative Building located on 817 S. Madison Street, Waupun, Wisconsin.

CALL TO ORDER

ROLL CALL OF COMMISSIONERS

APPROVAL OF PREVIOUS MEETING MINUTES

1. January 13, 2020 Minutes

APPROVAL OF PAYMENT - PREVIOUS MONTHS BILLS

2. 01-2020 Accounts Payable

GM REPORT / OPERATIONS REPORT

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

FINANCIAL REPORT / APPROVAL OF MONTHLY FINANCIAL RESULTS

6. Finance Director Report
7. December 2019 Financial Report

APPEARANCE BY VISITORS

AGENDA

8. Appointment of WPPI Energy Board Director and WPPI Energy Board Alternate
9. Resolution recognizing the retirement of Nancy Oosterhouse, Barb Armga, and Randy Posthuma

ADJOURNMENT

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

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, January 13, 2020**

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

Commissioners Heeringa, Homan, Kaczmariski, Mielke, Thurmer, and Westphal were present. Gerritson was absent with notice.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve the minutes from the November 11, 2019, regular meeting.

On motion by Kaczmariski, seconded by Westphal and unanimously carried, bills for the months of November and December 2019 were approved as presented.

General Manager reported on the new hire for the Customer Billing Representative position and an update for the position of Accounting Coordinator.

Manager reported on the Public Service Commission public hearing held for the Alliant Purchase Area #4 and are now awaiting final approval from PSC. Following approval from the Public Service Commission, Waupun Utilities will complete the transfer of customers to our system.

Manager reported on the open house held in December to provide further detail on the wastewater facility upgrade and coinciding rate impact.

Water & Sewer Maint/Treatment Supervisor reported that level 1 bleeders were turned on. Crane Engineering has completed their annual preventative maintenance program for all pumps. The program identifies potential problems prior to mechanical failure saving the Utilities costly repairs. Sanitary crew will televise sanitary laterals on South Madison St to verify sanitary lateral condition, location and lateral type prior to summer reconstruction. The remaining group of turbine meters will be replaced with new compound meters at commercial and industrial locations.

Electric Operations Supervisor reported on work being completed for greater clearances between the American Transmission Company owned transmission line and Waupun Utilities owned under build distribution line as requested by ATC. The annual line clearance program will begin near end of January. Work will continue in 2020 for replacement of HPS street lights with LED light fixtures.

On motion by Thurmer, seconded by Mielke and unanimously carried, the year-to-date financial reports through November 2019 were approved as presented. Electric operating income was \$246,400 or \$31,800 above budget on higher margins and lower expense. Water operating income was \$744,200 or \$128,500 above budget on higher revenues and lower operating expenses. Sewer operating income was \$249,500 or \$88,700 above budget on higher revenues.

Utilities' Energy Service Representative Eric Kostecki presented a summary on 2019 Energy Services and plans for 2020 Energy Services. Waupun Utilities customers received \$123,574 in Focus on Energy incentives during 2019. The 2020 Energy Services plans include a continued focus on LED upgrades and efficiency upgrades for industrial and commercial customers, apply for the Smart Energy Provider designation, and continue community relation programs.

Motion made by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) (e) of the WI Statutes. Motion carried unanimously.

Motion made by Westphal, seconded by Thurmer, and unanimously carried to reconvene in open session under Section 19.85 (2) of WI Statutes. No further action in open session.

On motion by Homan, seconded by Mielke and unanimously carried, the meeting was adjourned at 6:01 p.m.

The next commission meeting is scheduled on February 10, 2020, at 4:00 p.m.

Jen Benson
Office & Customer Service Lead

Vendor Number	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
ADVANCED DISPOSAL							
720	E10001388634 CO	SANITARY CHRGS/MAIN OFFC BLDG	01/01/2020	174.46	174.46	45552	01/20/2020
	E10001388634 CO	SANITARY CHRGS/MAIN OFFC BLDG	01/01/2020	109.04	109.04	45552	01/20/2020
	E10001388634 CO	SANITARY CHRGS/MAIN OFFC BLDG	01/01/2020	152.64	152.64	45552	01/20/2020
	E10001389362 CO	SANITARY CHRGS FOR WWTP	01/01/2020	1,806.70	1,806.70	45552	01/20/2020
Total ADVANCED DISPOSAL:				2,242.84	2,242.84		
ALLIANT ENERGY							
900	183035/JAN 03 202	Gas Utility for Water Plant	01/03/2020	725.65	725.65	45553	01/20/2020
	80105/JAN 15, 2020	Gas Utility for Water Plant	01/15/2020	43.84	43.84	45553	01/20/2020
Total ALLIANT ENERGY:				769.49	769.49		
ALTEC INDUSTRIES INC							
980	11316687	PARTS FOR UNIT#151	01/03/2020	85.85	85.85	45554	01/20/2020
Total ALTEC INDUSTRIES INC:				85.85	85.85		
AMERICAN MESSAGING							
1090	U1850424UA	PAGER FOR ELEC DEPT ON-CALL	01/01/2020	36.05	36.05	45555	01/20/2020
Total AMERICAN MESSAGING:				36.05	36.05		
APPLIED TECHNOLOGIES							
1340	34455/6353	ABNR Upgrades	12/25/2019	131,593.42	131,593.42	45556	01/20/2020
Total APPLIED TECHNOLOGIES:				131,593.42	131,593.42		
BOARDMAN & CLARK LLP							
3200	215051	Territorial Agreement - Alliant	12/31/2019	2,570.50	2,570.50	45557	01/20/2020
Total BOARDMAN & CLARK LLP:				2,570.50	2,570.50		
CIVIC SYSTEMS LLC							
5945	CVC18859	SEMI-ANNUAL SUPPORT FEES	01/01/2020	2,491.32	2,491.32	45558	01/20/2020
	CVC18859	SEMI-ANNUAL SUPPORT FEES	01/01/2020	1,980.28	1,980.28	45558	01/20/2020
	CVC18859	SEMI-ANNUAL SUPPORT FEES	01/01/2020	1,916.40	1,916.40	45558	01/20/2020
Total CIVIC SYSTEMS LLC:				6,388.00	6,388.00		
CORE & MAIN LP							
6310	L748092	1-1/2" C2 water Meters	01/09/2020	13,310.00	13,310.00	45559	01/20/2020
Total CORE & MAIN LP:				13,310.00	13,310.00		
CT LABORATORIES							
6610	150984	Nitrogen, Nitrogen KJE T, No2+NO3 Totals	01/02/2020	81.00	81.00	45560	01/20/2020
Total CT LABORATORIES:				81.00	81.00		
DIGGERS HOTLINE INC.							
7300	191231801	MONTHLY LOCATE TICKET CHRGS	12/31/2019	36.06	36.06	45561	01/20/2020
Total DIGGERS HOTLINE INC.:				36.06	36.06		

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EXXON MOBIL							
8990	7187600000035136	MONTHLY FLEET FUEL CHARGES	12/31/2019	53.04	53.04	45562	01/20/2020
Total EXXON MOBIL:				53.04	53.04		
GRAINGER							
11400	9404384829	Elastomeric - 2-3/8 & 1-3/8	01/08/2020	48.90	48.90	45563	01/20/2020
Total GRAINGER:				48.90	48.90		
INFOSEND INC							
14490	165053	BILL PRINT & POSTAGE	12/31/2019	1,496.53	1,496.53	45564	01/20/2020
	165053	BILL PRINT & POSTAGE	12/31/2019	1,189.55	1,189.55	45564	01/20/2020
	165053	BILL PRINT & POSTAGE	12/31/2019	1,151.18	1,151.18	45564	01/20/2020
	165053	Inset - Waste Water Open House	12/31/2019	335.46	335.46	45564	01/20/2020
Total INFOSEND INC:				4,172.72	4,172.72		
ITU ABSORB TECH INC.							
14950	7391216	SHOP TOWELS FOR WWTP	01/06/2020	23.66	23.66	45565	01/20/2020
	7391219	SHOP TOWELS MTHLY RENTAL FEE	01/06/2020	12.85	12.85	45565	01/20/2020
	7391219	SHOP TOWELS MTHLY RENTAL FEE	01/06/2020	12.85	12.85	45565	01/20/2020
	7391219	SHOP TOWELS MTHLY RENTAL FEE	01/06/2020	12.85	12.85	45565	01/20/2020
Total ITU ABSORB TECH INC.:				62.21	62.21		
J & H CONTROLS INC							
16000	10000021497	BUILDING MAINTENANCE MTHLY CHR	01/01/2020	179.20	179.20	45566	01/20/2020
	10000021497	BUILDING MAINTENANCE MTHLY CHR	01/01/2020	112.00	112.00	45566	01/20/2020
	10000021497	BUILDING MAINT MTHLY CHRG	01/01/2020	156.80	156.80	45566	01/20/2020
	10000021528 2019	Repaired 3-Way Hot Wtr Valve for Ait Handling Unit	12/27/2019	274.20	274.20	45566	01/20/2020
	10000021540 2019	BUILDING MAINTENANCE MTHLY CHR	12/17/2019	216.38	216.38	45566	01/20/2020
	10000021540 2019	BUILDING MAINTENANCE MTHLY CHR	12/17/2019	135.24	135.24	45566	01/20/2020
	10000021540 2019	BUILDING MAINT MTHLY CHRG	12/17/2019	189.34	189.34	45566	01/20/2020
Total J & H CONTROLS INC:				1,263.16	1,263.16		
MARTELLE WATER TREATMENT INC.							
20250	19334	HYDROFLUOSILICIC ACID BULK	01/02/2020	948.80	948.80	45567	01/20/2020
Total MARTELLE WATER TREATMENT INC.:				948.80	948.80		
MEUW							
23500	010120-76	Mbrshp Dues	01/01/2020	1,994.69	1,994.69	45568	01/20/2020
	010120-76	Mbrshp Dues	01/01/2020	5,984.08	5,984.08	45568	01/20/2020
	011520-33	SAFETY GROUP PROGRAM COST	01/15/2020	2,388.75	2,388.75	45568	01/20/2020
	011520-33	SAFETY GROUP PROGRAM COST	01/15/2020	1,898.75	1,898.75	45568	01/20/2020
	011520-33	SAFETY GROUP PROGRAM COST	01/15/2020	1,837.50	1,837.50	45568	01/20/2020
Total MEUW:				14,103.77	14,103.77		
PIGGLY WIGGLY							
41200	9JAN2020	SUPPLIES FOR KITCHEN,OFFC, ETC	01/09/2020	27.90	27.90	45569	01/20/2020
	9JAN2020	SUPPLIES FOR KITCHEN,OFFC,ETC	01/09/2020	22.18	22.18	45569	01/20/2020
	9JAN2020	SUPPLIES FOR KITCHEN,OFFC,ETC	01/09/2020	21.46	21.46	45569	01/20/2020

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Total PIGGLY WIGGLY:				71.54	71.54		
PUBLIC SERVICE COMMISSION OF W							
44200	1912-I-06290	Approval of Third Transfer Territorial Agreeemt	12/31/2019	34.92	34.92	45570	01/20/2020
Total PUBLIC SERVICE COMMISSION OF W:				34.92	34.92		
SPECTRUM BUSINESS							
52500	33381011320/00333	Internet Services	01/13/2020	79.74	79.74	45571	01/20/2020
	33381011320/00333	Internet Services	01/13/2020	63.38	63.38	45571	01/20/2020
	33381011320/00333	Internet Services	01/13/2020	61.33	61.33	45571	01/20/2020
	33381011320/00333	Monthly Service Exp 1st & 2nd	01/13/2020	102.99	102.99	45571	01/20/2020
	33381011320/00333	Mthly Service Exp 1st & 2nd Ln	01/13/2020	81.86	81.86	45571	01/20/2020
	33381011320/00333	Mthly Service Exp 1st&2nd Line	01/13/2020	79.22	79.22	45571	01/20/2020
	33381011320/00333	Water Plant Voice Serv	01/13/2020	79.98	79.98	45571	01/20/2020
	33381011320/00333	WasteWater Voice Serv	01/13/2020	79.98	79.98	45571	01/20/2020
Total SPECTRUM BUSINESS:				628.48	628.48		
SPEE-DEE							
52600	3920680	SERVICE CHRG for WATER SAMPLES	01/13/2020	46.65	46.65	45572	01/20/2020
Total SPEE-DEE:				46.65	46.65		
SUPERIOR CHEMICAL CORP							
54200	249373	CLEANING SUPPLIES	01/08/2020	120.14	120.14	45573	01/20/2020
Total SUPERIOR CHEMICAL CORP:				120.14	120.14		
USA BLUE BOOK							
59600	104576	Lab Supplies	01/03/2020	343.45	343.45	45574	01/20/2020
	117251	RICAA Sulfuric Acid	01/16/2020	308.48	308.48	45574	01/20/2020
Total USA BLUE BOOK:				651.93	651.93		
UTILITY SALES and SERVICE							
59775	0069544	Repair work to Unit#150	12/30/2019	8,290.09	8,290.09	45575	01/20/2020
Total UTILITY SALES and SERVICE:				8,290.09	8,290.09		
UTILITY SERVICE CO. INC.							
59800	497439	ANNUAL PRISON TANK	01/01/2020	20,431.04	20,431.04	45576	01/20/2020
Total UTILITY SERVICE CO. INC.:				20,431.04	20,431.04		
VAN BUREN, JEROME and/or SANDRA							
60800	JAN 2020	SOLAR R SOLAR CREDIT	01/10/2020	114.15	114.15	45577	01/20/2020
Total VAN BUREN, JEROME and/or SANDRA:				114.15	114.15		
W W ELECTRIC MOTORS INC							
70400	WPN10695	Baldor 1HP 3PH Motors	01/13/2020	620.12	620.12	45578	01/20/2020
Total W W ELECTRIC MOTORS INC:				620.12	620.12		

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WAUPUN HIGH SCHOOL BASEBALL							
72770	2020 BACKSTOP SI	2020 Backstop Sign Sponsor	01/17/2020	200.00	200.00	45580	01/20/2020
Total WAUPUN HIGH SCHOOL BASEBALL:				200.00	200.00		
WAUPUN CHAMBER OF COMMERCE							
73200	2020 ANNL MTG/A	Annual Meeting & Awards Banquet	01/20/2020	40.00	40.00	45579	01/20/2020
	2020 MEMBERSHI	MEMBERSHIP INVESTMENT	01/01/2020	99.45	99.45	45579	01/20/2020
	2020 MEMBERSHI	MEMBERSHIP INVESTMENT	01/01/2020	79.05	79.05	45579	01/20/2020
	2020 MEMBERSHI	MEMBERSHIP INVESTMENT	01/01/2020	76.50	76.50	45579	01/20/2020
Total WAUPUN CHAMBER OF COMMERCE:				295.00	295.00		
WAUPUN, CITY OF							
74400	603	ESRI ArcGIS online Creators	01/01/2020	2,069.00	2,069.00	45581	01/20/2020
	603	ESRI ArcGIS online Creators	01/01/2020	1,117.00	1,117.00	45581	01/20/2020
	603	ESRI ArcGIS online Creators	01/01/2020	1,114.00	1,114.00	45581	01/20/2020
	616	2020 Worker's Comp Premium 1st Qtr	01/02/2020	1,535.04	1,535.04	45581	01/20/2020
	616	2020 Worker's Comp Premium 1st Qtr	01/02/2020	1,948.32	1,948.32	45581	01/20/2020
	616	2020 Worker's Comp Premium 1st Qtr	01/02/2020	2,420.64	2,420.64	45581	01/20/2020
	640	Gremmer Inv#10, Ph1 - Madison St Sewer	12/31/2019	399.00	399.00	45581	01/20/2020
	640	Gremmer Inv#10, Ph1 - Madison St Water	12/31/2019	399.00	399.00	45581	01/20/2020
	641	Gremmer Inv#7, Ph.2, Lincoln to Libby - Water	12/31/2019	264.00	264.00	45581	01/20/2020
	641	Gremmer Inv#7, Ph.2, Lincoln to Libby - Sewer	12/31/2019	264.00	264.00	45581	01/20/2020
Total WAUPUN, CITY OF:				11,530.00	11,530.00		
Grand Totals:				220,799.87	220,799.87		

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CAREW CONCRETE & SUPPLY CO							
5600	1157300	3/4 Crusher Run	01/15/2020	57.99	57.99	45583	01/31/2020
	1157300	3/4 Crusher Run	01/15/2020	57.99	57.99	45583	01/31/2020
	1157300	3/4 Crusher Run	01/15/2020	57.98	57.98	45583	01/31/2020
	1157300	3/4 Crusher Run	01/15/2020	57.98	57.98	45583	01/31/2020
Total CAREW CONCRETE & SUPPLY CO:				231.94	231.94		
CRESCENT ELECTRIC SUPPLY CO							
6500	S507481550.001	PHOTO EYE-STREET LIGHTS	01/30/2020	1,295.25	1,295.25	45584	01/31/2020
Total CRESCENT ELECTRIC SUPPLY CO:				1,295.25	1,295.25		
CUMMINS SALES AND SERVICE							
6630	F6-53887	Full Serv Inspection for Generators	01/27/2020	285.38	285.38	45585	01/31/2020
	F6-53887	Full Serv Inspection for Generators	01/27/2020	178.36	178.36	45585	01/31/2020
	F6-53887	Full Serv Inspection for Generators	01/27/2020	249.69	249.69	45585	01/31/2020
Total CUMMINS SALES AND SERVICE:				713.43	713.43		
DOA / DIVISION OF ENERGY &							
7464	17050235-20 SMIT	Refund Smith, Rita	01/28/2020	142.08	142.08	45586	01/31/2020
	20083478-31 DILLA	Refund Dillard, Patricia	01/28/2020	56.88	56.88	45586	01/31/2020
Total DOA / DIVISION OF ENERGY &:				198.96	198.96		
FASTENAL COMPANY							
9350	WIBEA110780	Water Meter Parts	01/22/2020	115.18	115.18	45587	01/31/2020
Total FASTENAL COMPANY:				115.18	115.18		
GILSON INC.							
11235	440610	Lab Supplies -Pipett Tips	01/16/2020	91.13	91.13	45588	01/31/2020
Total GILSON INC.:				91.13	91.13		
INTEGRATED COMMUNICATIONS SERV							
14650	200101451101	TELEPHONE ANSWERING SERV-AFT	01/27/2020	105.20	105.20	45589	01/31/2020
	200101451101	TELEPHONE ANSWERING SERV-AFT	01/27/2020	83.62	83.62	45589	01/31/2020
	200101451101	TELEPHONE ANSWERING SERV-AFT	01/27/2020	80.92	80.92	45589	01/31/2020
Total INTEGRATED COMMUNICATIONS SERV:				269.74	269.74		
MEUW							
23500	1782	Meetering Workshop - Chris Jahn	01/30/2020	495.00	495.00	45590	01/31/2020
	1782	Meetering Workshop - Owen Kolk	01/30/2020	495.00	495.00	45590	01/31/2020
Total MEUW:				990.00	990.00		
NCL OF WISCONSIN INC							
33000	433871	Lab Supplies- WWTP	01/17/2020	362.17	362.17	45591	01/31/2020
Total NCL OF WISCONSIN INC:				362.17	362.17		
OFFICE DEPOT							
38880	429785170001	OFFICE SUPPLIES	01/16/2020	31.63	31.63	45592	01/31/2020
	429785170001	OFFICE SUPPLIES	01/16/2020	25.14	25.14	45592	01/31/2020

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	429785170001	OFFICE SUPPLIES	01/16/2020	24.32	24.32	45592	01/31/2020
	429785170001	Toner/Mouse	01/16/2020	29.21	29.21	45592	01/31/2020
	429785170001	Toner/Mouse	01/16/2020	23.22	23.22	45592	01/31/2020
	429785170001	Toner/Mouse	01/16/2020	22.46	22.46	45592	01/31/2020
	429795416001	OFFICE SUPPLIES	01/16/2020	1.71	1.71	45592	01/31/2020
	429795416001	OFFICE SUPPLIES	01/16/2020	1.36	1.36	45592	01/31/2020
	429795416001	OFFICE SUPPLIES	01/16/2020	1.32	1.32	45592	01/31/2020
Total OFFICE DEPOT:				160.37	160.37		
REACH WAUPUN							
45400	1-20-20	Reach Rally & Run 5k Sponsor	01/20/2020	250.00	250.00	45593	01/31/2020
Total REACH WAUPUN:				250.00	250.00		
SPEE-DEE							
52600	3926480	SERVICE CHRG for WATER SAMPLES	01/27/2020	40.04	40.04	45594	01/31/2020
Total SPEE-DEE:				40.04	40.04		
TRUCLEANERS LLC							
58700	1-2020	MONTHLY CLEANING SERVICE	01/31/2020	370.50	370.50	45595	01/31/2020
	1-2020	MONTHLY CLEANING SERVICE	01/31/2020	294.50	294.50	45595	01/31/2020
	1-2020	MONTHLY CLEANING SERVICE	01/31/2020	285.00	285.00	45595	01/31/2020
Total TRUCLEANERS LLC:				950.00	950.00		
USA BLUE BOOK							
59600	122046	Water plant Lab Supplies	01/22/2020	67.77	67.77	45596	01/31/2020
Total USA BLUE BOOK:				67.77	67.77		
VERIZON WIRELESS							
62900	9846803333	CELLPHONE MTHLY EXPENSES	01/21/2020	130.99	130.99	45597	01/31/2020
	9846803333	CELPHONE MTHLY EXPENSES	01/21/2020	104.12	104.12	45597	01/31/2020
	9846803333	CELLPHONE MTHLY EXPENSES	01/21/2020	100.75	100.75	45597	01/31/2020
	9846803333	DPW'S MTHLY/DATA TABLET CHRGS	01/21/2020	51.90	51.90	45597	01/31/2020
Total VERIZON WIRELESS:				387.76	387.76		
VERONA SAFETY SUPPLY INC							
63200	23216	Safety Gloves	01/22/2020	518.33	518.33	45598	01/31/2020
	23216	Safety Gloves	01/22/2020	518.34	518.34	45598	01/31/2020
Total VERONA SAFETY SUPPLY INC:				1,036.67	1,036.67		
VIKING ELECTRIC SUPPLY							
63300	S003335760.001	keyste Kit - LED Balast Bypass	01/28/2020	24.36	24.36	45599	01/31/2020
	S003335760.001	keyste Kit - LED Balast Bypass	01/28/2020	27.84	27.84	45599	01/31/2020
	S003335760.001	keyste Kit - LED Balast Bypass	01/28/2020	17.40	17.40	45599	01/31/2020
	S003335760.002	KeystR KT - Sockets w/power quick disconnect	01/28/2020	5.30	5.30	45599	01/31/2020
	S003335760.002	KeystR KT - Sockets w/power quick disconnect	01/28/2020	3.81	3.81	45599	01/31/2020
	S003335760.002	KeystR KT - Sockets w/power quick disconnect	01/28/2020	6.10	6.10	45599	01/31/2020
	S003335829.001	Credit keyste KT-LED Ballast Bypass	01/29/2020	3.48-	3.48-	45599	01/31/2020
	S003335829.001	Credit keyste KT-LED Ballast Bypass	01/29/2020	2.18-	2.18-	45599	01/31/2020
	S003335829.001	Credit keyste KT-LED Ballast Bypass	01/29/2020	3.04-	3.04-	45599	01/31/2020

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Total VIKING ELECTRIC SUPPLY:				76.11	76.11		
WAUPUN NAPA AUTO PARTS							
73600	267926	AUTO SUPPLIES FOR INHOUSE SHOP	01/29/2020	2.46	2.46	45600	01/31/2020
	267926	AUTO SUPPLIES FOR INHOUSE SHOP	01/29/2020	2.46	2.46	45600	01/31/2020
	267926	AUTO SUPPLIES FOR INHOUSE SHOP	01/29/2020	2.47	2.47	45600	01/31/2020
Total WAUPUN NAPA AUTO PARTS:				7.39	7.39		
WAUPUN, CITY OF							
74400	JAN 2020 PILOT	Property Tax Pilot - Jan 2020	01/30/2020	30,425.00	30,425.00	45607	01/31/2020
	JAN 2020 PILOT	Property Tax Pilot - Jan 2020	01/30/2020	24,750.00	24,750.00	45607	01/31/2020
Total WAUPUN, CITY OF:				55,175.00	55,175.00		
WAUPUN UTILITIES							
76800	JAN 20-PETTY CAS	REIMBURSE PETTY CASH	01/10/2020	2.47	2.47	45601	01/31/2020
	JAN 20-PETTY CAS	REIMBURSE PETTY CASH	01/10/2020	1.96	1.96	45601	01/31/2020
	JAN 20-PETTY CAS	REIMBURSE PETTY CASH	01/10/2020	1.90	1.90	45601	01/31/2020
	JAN 20-PETTY CAS	REIMBURSE PETTY CASH	01/10/2020	9.94	9.94	45601	01/31/2020
	JAN 20-PETTY CAS	REIMBURSE PETTY CASH	01/10/2020	7.90	7.90	45601	01/31/2020
	JAN 20-PETTY CAS	REIMBURSE PETTY CASH	01/10/2020	7.65	7.65	45601	01/31/2020
Total WAUPUN UTILITIES:				31.82	31.82		
WAUPUN UTILITIES (Refund Acct)							
100000	BURKERT- REFUN	Ref Overpaymt frm: 4 1/2 Bly St, Waupun, WI	01/28/2020	3.42	3.42	45602	01/31/2020
	BYRON- REFUND	Ref Overpaymt frm: 496 E Spring St, Waupun	01/28/2020	200.00	200.00	45603	01/31/2020
	GREENFIELD REF	Ref Overpaymt frm: 519 S Grove, Waupun	01/28/2020	11.06	11.06	45604	01/31/2020
	KLUMPERS-REFU	Ref Overpaymt frm: 815 Mayfair St Apt 5, Waupun	01/28/2020	31.13	31.13	45605	01/31/2020
	SCHLAMER-REUF	Ref Overpaymt frm: 472 Neevel Ave, Waupun	01/28/2020	57.20	57.20	45606	01/31/2020
Total WAUPUN UTILITIES (Refund Acct):				302.81	302.81		
Grand Totals:				62,753.54	62,753.54		

Date	Reference Number	Payee or Description	Account Number	Account Title	Debit Amount	Credit Amount
CD						
1						
12/31/2019	1	Huntington Monthly Transfer of P&I	1-1125-1251-00	SINKING FUNDS BOND REDEM	16,546.00	
		Huntington Monthly Transfer of P&I	2-1125-1251-00	SINKING FUNDS BOND INT RE	62,435.00	
		Huntington Monthly Transfer of P&I	9-1131-0000-00	COMBINED CASH		78,981.00-
2						
					.00*	
01/10/2020	2	Record Dec's ACH Credit Card Paymt	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	69.97	
01/10/2020	2	Record Dec's ACH Credit Card Paymt	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	31.00	
		Record Dec's ACH Credit Card Paymt	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	664.87	
		Record Dec's ACH Credit Card Paymt	9-1131-0000-00	COMBINED CASH		765.84-
3						
						-69.97*
01/03/2020	3	Record ON-LINE ACH payment for period ending	1-5921-0000-24	OFC SUP & EXP COMPUTER R	9.15	
		Record ON-LINE ACH payment for period ending	2-5921-0000-24	OFC SUP & EXP-COMPUTER R	7.27	
		Record ON-LINE ACH payment for period ending	3-5851-0000-24	OFC SUP & EXP-COMPUTER R	7.03	
4						
					23.45*	
01/28/2020	4	Record Dec's Power Bill & Shared Savings Loan A	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	546,429.33	
5						
01/08/2020	5	Record Dec's ACH Sales & Use Tax Payment	1-2241-2416-00	TAX COLL PAY - SALES TAX	11,180.91	
99001						
01/03/2020	99001	TOTAL CHECKS & OTHER CHARGES - COMBIN	9-1131-0000-00	COMBINED CASH		23.45-
99002						
01/28/2020	99002	TOTAL CHECKS & OTHER CHARGES - COMBIN	9-1131-0000-00	COMBINED CASH		546,429.33-
99003						
01/28/2020	99003	Record WPPI Support ACH Paymt - Util/City	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	2,641.07	
01/28/2020	99003	Record WPPI Support ACH Paymt - Util	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	1,887.61	
		Record WPPI Support ACH Paymt - Util	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	1,711.55	
					3,599.16*	
01/28/2020	99003	Record WPPI Support ACH Paymt - Util/City	9-1131-0000-00	COMBINED CASH		6,240.23-
99004						
01/08/2020	99004	TOTAL CHECKS & OTHER CHARGES - COMBIN	9-1131-0000-00	COMBINED CASH		11,180.91-
99005						
01/10/2020	99005	Record Monthly ACH Vehicle Payment	1-2232-0000-00	ACCOUNTS PAYABLE - ELECTR	129.43	
		Record Monthly ACH Vehicle Payment	2-2232-0000-00	ACCOUNTS PAYABLE - WATER	37.06	
		Record Monthly ACH Vehicle Payment	3-2232-0000-00	ACCOUNTS PAYABLE - WASTE	37.07	
		Record Monthly ACH Vehicle Payment	9-1131-0000-00	COMBINED CASH		203.56-

Documents: 13 Transactions: 23

Total CD:

643,824.32

643,824.32-

Grand Totals:

643,824.32

643,824.32-



TO: Waupun Utilities Commissioners
FROM: Randy Posthuma, General Manager
DATE: Feb. 10, 2020
SUBJECT: General Manager Report

Waupun Utilities Joins in Support of Low-Income Home Energy Assistance Program: Attached to my report is a letter written by the National Energy and Utility Affordability Coalition (NEUAC) urging Congress to fully fund the Low-Income Home Energy Assistance Program (LIHEAP) for fiscal year 2021. American Public Power Association (APPA) has partnered with NEUAC to gather support for the letter and LIHEAP from APPA member utilities. The Trump administration's budget for both 2018 and 2019 eliminated funding for LIHEAP, but Congress disagreed and allocated LIHEAP funding in the budget President Trump eventually signed.

Nearly all WPPI Energy member communities signed an NEUAC letter supporting LIHEAP in the past and it continues to be a crucially important program for the less fortunate in all WPPI Energy member communities.

Accounting Coordinator Update: Barb Armga has announced her retirement effective February 20, 2020. Barb will have completed 30 years of service as our accounting coordinator. As I had mentioned during our prior commission meetings, we anticipated the likelihood of this position opening up in 2020. Following Barb's retirement announcement, we have advertised and accepted applications for the accounting coordinator position. Jared and I spent the last part of December and the first part of January conducting interviews.

I'm pleased to announce that Christina Keller has been hired as our new accounting coordinator. Christina brings a wealth of knowledge to this position from her prior experience as Mayville's utility accountant and deputy clerk. Christina's first day on the job was January 29th. Christina will be job shadowing the accounting coordinator position for the next several weeks until Barb's retirement.

Boundary Agreement Update: The PSC has authorized the 4th and final sale and transfer of customers to Waupun Utilities from Alliant Energy. I've been working with Alliant Energy's Distribution Manager to set a transfer date for the effected customers. The tentative date to make the transfer is set for March 2nd.

MEUW Electric Utility Joint Superintendents Conference & Expo: Steve Brooks and I attended the annual Joint Superintendents Conference held this past January. This conference is a coordinated effort between MEUW and the Wisconsin Electric Cooperatives Association. One of the major highlights of the event was the Electric Line Technician Apprentice Graduation Ceremony. This ceremony recognizes the graduates from the State Indentured Lineman

Apprentice Program. Chris Jahn along with other Municipal Electric Apprentice were honored during the graduation ceremony.

WWTP Upgrade to Meet New Phosphorus Effluent Limits: Leo Kucek and Jim Smith from Applied Technology along with Jared and I, made a presentation to the City Council on January 14th, to recommend an ordinance change to set new sewer rates. This requirement was the result of the recommended phosphorus removal upgrade at the Wastewater Plant recently approved by the Utility Commission.

The City Council was given a presentation about the new stringent phosphorus requirements mandated by the EPA and DNR regarding new phosphorus removal limits. The Council was also made aware of the compliance options that were considered for technical feasibility, and life cycle cost resulting in the recommended ABNR treatment process. Following the power point presentation and open question period, the Council voted to approve the sewer rate change as presented.

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

An Open Letter to Congressional Appropriations Committees
In Support of the Low Income Home Energy Assistance Program (LIHEAP)

Dear House and Senate Appropriators:

The Low Income Home Energy Assistance Program (LIHEAP) is the cornerstone federal grant program designed to protect and assist vulnerable households in preserving uninterrupted utility service and maintaining safe temperatures inside their homes. LIHEAP supported approximately 6 million American households with energy affordability last year.

In light of the crucial safety net function of this program in protecting our nation's elders, individuals with disabilities, and families with very young children, the National Energy and Utility Affordability Coalition (NEUAC) and the supporters below respectfully request Congress defend and improve LIHEAP funding for FY21. This will send a strong message of support for the health and well-being of those fragile households struggling to maintain energy security.

LIHEAP serves a vital life-saving role, protecting households from the risks associated with dangerous indoor air temperatures during heat waves and deep freezes. In 2018, a deadly polar vortex stalled over parts of America resulting in the deaths of 22 people. Heatwaves also can be extremely dangerous, causing dehydration, distress, and heatstroke. The Centers for Disease Control and Prevention (CDC) reported that 3,442 deaths resulted from exposure to extreme heat during 1999-2003. The CDC also noted that air conditioning is the primary protective factor against heat-related illness and death.

The flexibility of LIHEAP as a block grant allows for repair and replacement of HVAC systems, a growing need according to the 2018 National Energy Assistance Survey of LIHEAP recipients (NEAS). Nearly one third of respondents reported they were unable to use their main source of heat because of utility disconnect, inability to pay for fuel delivery, or a damaged heating system.

Elders, young children, and the disabled are most vulnerable to extreme temperatures and thus are targeted by LIHEAP. The NEAS survey reported that 92% of LIHEAP recipient households contain at least one vulnerable person. Nearly half of NEAS respondents reported that one or more persons in the household were age 60 or older. George, a veteran of the armed forces from Maine, said LIHEAP assistance allowed him to focus on paying for other basic needs. He said LIHEAP is an important resource for the senior citizen community:

Winter in Maine is very hard no matter how you cut it...I need help now when I'm old. I didn't need it when I was younger because I could take care of myself.

One in three LIHEAP recipients reported they went without food for at least one day in the prior 12 months. Carol, a LIHEAP recipient from Missouri, wrote to NEUAC:

I work in a community action agency outreach office and have seen the LIHEAP program help many clients, but the need for LIHEAP became real to me when my husband was unable to work and we were reduced to one income. We were struggling to buy groceries and pay bills. (LIHEAP) was a godsend.

Despite a growing economy, 40.6 million Americans lived in poverty in 2017 according to U.S. Census data. The Federal Reserve reports that nearly half of American families would struggle to pay emergency expenses of just \$400. LIHEAP relieves the pressure to choose between heating and eating, cooling or

rent. The program can help maintain continuous utility service or restore service after a utility disconnect. LIHEAP eases the energy burden of those in need while also improving the energy efficiency of households through weatherization services.

LIHEAP is an administratively efficient and effective targeted health and safety program that works to bring fuel costs within a manageable range for eligible families. When people are unable to afford their home energy bills, the implications are deadly serious. One in three NEAS respondents reported using their kitchen stove to heat their home, posing a serious carbon monoxide and fire risk. No one should be forced to resort to such dangerous and drastic means to survive. LIHEAP keeps families safe. It prevents children from having to do their homework in the dark. It relieves financial pressure on families and improves stability in the home.

The NEAS also reported that 82 percent of LIHEAP recipients have an annual income of less than \$20,000. With such inadequate resources, even basic needs are likely to go unmet. Many low-wage workers, single parents, and other struggling households are eligible for LIHEAP, but are deprived of a benefit because the funding is quickly exhausted for crises during times of high need. LIHEAP is only able to serve a fraction of those eligible – one in five – at current funding levels.

NEUAC and its national coalition of more than 200 member organizations representing thousands of individuals, along with the hundreds of stakeholders who have signed this letter to support LIHEAP, strongly urge Congress to defend and improve LIHEAP funding in FY21. Adequate resources are vitally important to make energy affordable and help maintain safe indoor air temperatures for the most vulnerable members of our communities.

Thank you for your support of LIHEAP and your consideration for your neighbors, the members of your district assisted by this funding.



TO: Waupun Utilities Commissioners
FROM: Steve Schramm
DATE: February 6, 2020
SUBJECT: Monthly Operation Report

Water Treatment Facility:

There are no call-ins to report this month.

Operations were shifted to on-peak time (6am-10pm) for the backwashing of filters. This was due to trouble shooting valve issues and blower failures during the backwash cycle. Staff diagnosed a limiting switch failure. Repairs were made and operations have now returned to normal.

Wastewater Treatment Facility:

There are no call-ins to report this month.

Crane Engineering has completed replacement of (2) grit pump rotating assemblies. These “hardened” assemblies have lasted nearly 12 years in this abrasive environment, double the life of standard assemblies.

Restoration of the ferrous chloride room is near completion. This is well overdue, following years of abuse from acid fumes, which deteriorated and pitted all metal and concrete surfaces. The enclosure which houses the ferrous chloride has been moved to an outside containment structure.

Water/Sewer Crew:

There are no call-ins to report this month.

Staff has begun televising the sanitary sewer. Pipe conditions are recorded and used to establish a pipe priority grade. A sanitary sewer priority grading system offers the Utilities a proactive approach to eliminating sanitary sewer overflows (SSOs). This system allows staff to pinpoint areas within the sanitary sewer system that need a more thorough investigation due to the critical nature of the location, physical attributes of a pipe section, structural integrity of the pipe, and operation and maintenance needs of the pipe.

Staff has completed replacement of turbine meters with new compound meters for commercial and industrial customers. Now all large meter customers have been switched over to the new compound meters.

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



TO: Waupun Utilities Commissioners
FROM: Steve Brooks, Electric Operations Supervisor
DATE: February 10, 2020
SUBJECT: Electric Operations Report

Electric Department Update:

One power outage to report

- On Feb. 3rd at 10:59 a.m. the meter at 315 N. Grove St. reported a power outage. A squirrel came in contact with the H1 bushing of a distribution transformer causing the overcurrent device to operate. Overcurrent device was refused and the power was restored at 11:36 a.m.

Street light damage

- On Feb. 4th at 7:15 a.m. we received a call that a car struck a street light pole at 810 W. Main St. The street light was knocked down and needed to be repaired. The electric crew replaced the breakaway street light base, light fixture, and reinstalled the pole.

Ongoing work for ATC

- The electric crew completed the work requested for greater clearances between the American Transmission Company (ATC) transmission line and Waupun Utilities distribution line. The work on the last pole was conducted during a scheduled power outage on Y-306, the 69KV transmission line that loops around the city.
- We are working on a plan with ATC to address poles that do not meet the current NESC (National Electric Safety Code) standards. Some of the poles on the list will require ATC to replace or reframe the transmission poles to achieve the required clearances.

Main substation

- Work on the Waupun Main substation is now complete. The electric crew worked with Alliant Energy, M.J. Electric, and ATC to complete the project on time. New controls were installed for the 69KV circuit switcher owned by ATC, allowing it to be operated from the new ATC substation. The crew worked to remove the controls from the Waupun Main substation control house.
- New poles, insulators, arrestors, and conductors were installed from the new ATC substation to the Waupun Main substation.
- Work on the new ATC substation is complete. All Waupun Utilities substations are now fed from Y-24 through the new ATC substation. The alternate transmission line Y-25 is also back in service.

Line Clearance

- The electric crew started the annual line clearance program.
- Makovsky Brush Service crew that will be assisting with the line clearance work has been rescheduled to start near the end of February.

Transformer Sale

- Waupun Utilities requested bids for the purchase of used transformers in December 2019. The Solomon Corporation won the bid with \$2.37 per KVA. A total of 7,757 KVA is being sold for a sum of \$18,384.09. Any transformers not stamped non-PCB on the name plate will require oil testing at a cost of \$20.00 per test. Waupun Utilities is responsible for the cost of the tests. The Solomon Corporation is responsible for the shipping cost. We have started to ship some of the transformers and will continue to work with the Solomon Corporation to schedule shipment for remaining transformers when trucks are available.

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



TO: Waupun Utilities Commissioners
FROM: Jared Oosterhouse, Finance Director
DATE: February 5, 2020
SUBJECT: December 2019 Financial Report

This month's report contains the December YTD 2019 financial report. The Utilities audit fieldwork is scheduled for February 5-7, however I don't anticipate any changes to the statements.

2019 financial highlights will be presented during Monday's meeting.

Financial Items to Note:

- **Sales and Revenues Dashboard**
 - Electric, Water, and Sewer sales were all above budget primarily on additional billing days from the residential class
- **Sales by Customer Class**
 - Electric Large Power and Industrial Power ended the year below budget from the loss of a customer and from overall lower usage
 - Sewer Public Authority sales continue to be strong
- **Electric Utility**
 - Pg 4 – Regulatory Operating Income decreased \$142,000 resulting in the Rate of Return to decrease from 5.48 to 3.86. This is a result of lower operating margins and from higher operating expenses.
 - Operating margins are primarily lower from customers shifting to different classes that yielded lower electric costs for the customers (i.e. switching to time-of-day or general service changing to large power)
 - Operating expenses were higher on general maintenance from blacktop sealing and office renovations including LED lighting upgrades, removing wall paper, and painting. Additionally, less hours were charged to construction in 2019 compared to previous years due to more hours recorded to voltage conversion work.
 - Pg 10 – Balance Sheet (comparison to December 2018)
 - Cash and investments increased \$187,000
 - Final payment was made to sewer utility paying off \$114,000
- **Water Utility**
 - Pg 6 - Regulatory Operating Income increased \$134,000 resulting in the Rate of Return to increase from 5.10 to 6.17. This is a result of higher revenues and lower operating expenses.
 - Revenues were higher on strong residential sales from additional billing days

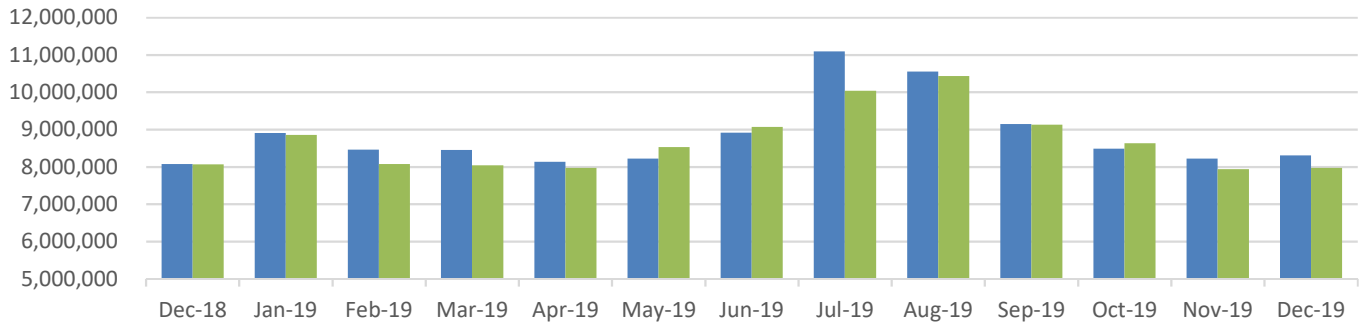
- Operating expenses were lower due to no major expense for wells (source of supply) and with lower water treatment expenses due to less water pumped. Additionally, lower maintenance expenses were incurred due to less repairs required for main and service leaks.
 - Pg 10 – Balance Sheet (comparison to December 2018)
 - Cash and investments increased \$42,000
 - Net Plant increased \$728,000 from the Madison St project
 - Debt increased \$35,000 from the new \$700,000 in debt for the Madison St project, less payments made
- **Sewer Utility**
 - Pg 8 - Regulatory Operating Income increased \$57,000 resulting in the Rate of Return to increase from 2.36 to 2.83. This is a result of higher revenues from the 2019 rate increase and higher residential and public authority sales.
 - Pg 10 – Balance Sheet (comparison to December 2018)
 - Cash and investments decreased \$1,046,000 from the Madison St project and the WWTP engineering. The \$661,000 spent for WWTP engineering will be reimbursed from the interim financing in 2021
 - Net Plant increased \$1.4 million from the Madison St project and the WWTP engineering fees
- **Other Noncash Items**
 - 2019 Revenue Debt Refunding – Electric & Water
 - Debt issuance costs of \$121,200
 - Required the write off of Deferred Inflow Resource – Loss on Advanced Refunding from the 2014 Revenue Bonds. The write off totaled \$371,000
 - WRS Pension Expense
 - The pension liability or pension asset related to the WRS pension plan lags by one year. The entry recorded this year is based on the 12/31/2018 actuary report for the entire WRS pension plan. The 2018 plan year was not a strong year which resulted in a higher than expected expense adjustment for plan participants.
 - Record \$116,400 in noncash pension expense. Actual pension contributions for 2019 totaled \$93,700

Sales and Revenues Dashboard - Dec 2019

	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
KWh	8,304,502	↑ 4.2%	↑ 2.1%	Power Costs	\$ 545,553	↓ -11.7%	↓ -7.1%
Revenues	\$ 720,989	↓ -10.0%	↓ -5.6%	Gross Margin	\$ 175,436	↓ -4.4%	↑ 0.6%

kWhs Sold

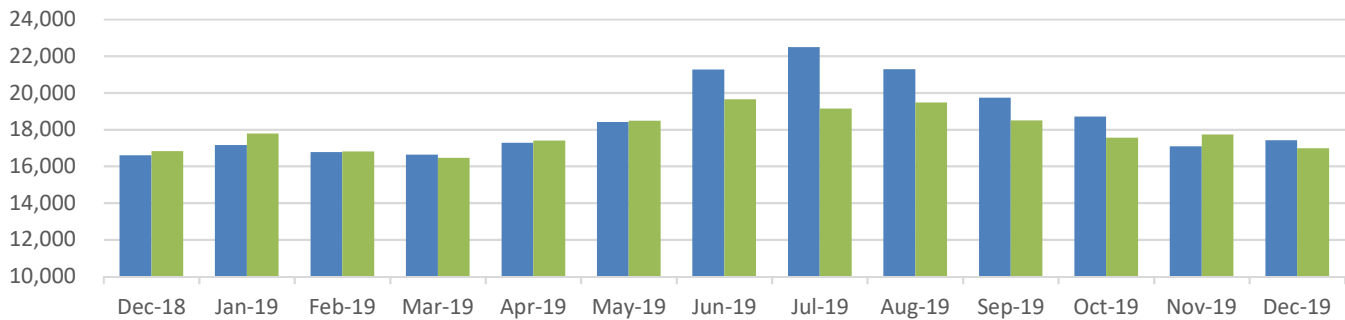
■ Actual ■ Budgeted



	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	17,424	↑ 2.6%	↑ 3.8%	Revenues	\$ 139,907	↑ 2.3%	↑ 2.3%

Water Cubic Feet (100's) Sold

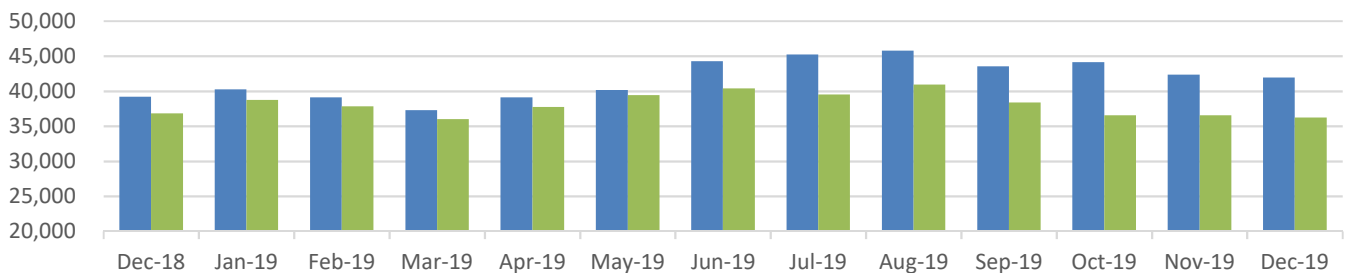
■ Actual ■ Budgeted



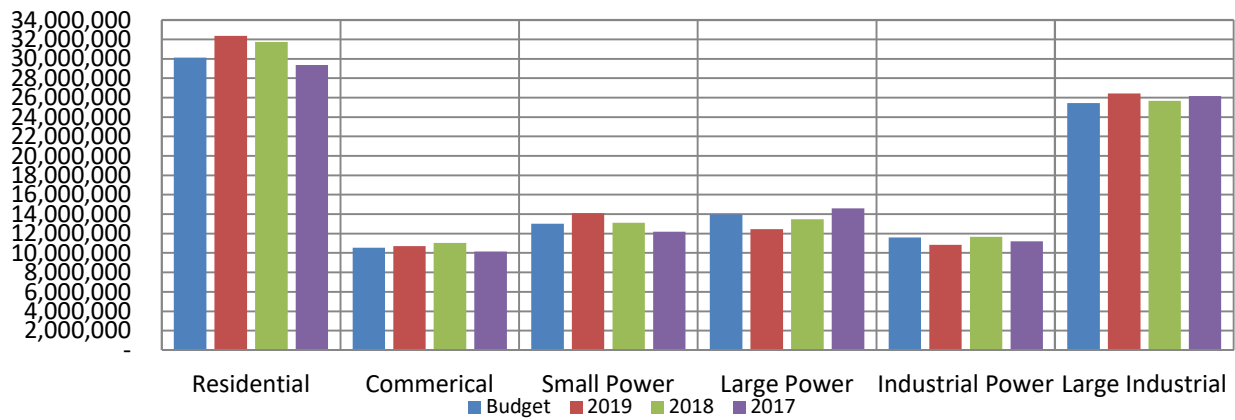
	Variance from Budget				Variance from Budget		
	Current	Current	YTD		Current	Current	YTD
Cubic Ft (100)	41,930	↑ 15.8%	↑ 9.8%	Revenues	\$ 176,507	↑ 16.4%	↑ 9.2%

Sewer Cubic Feet (100's) Treated

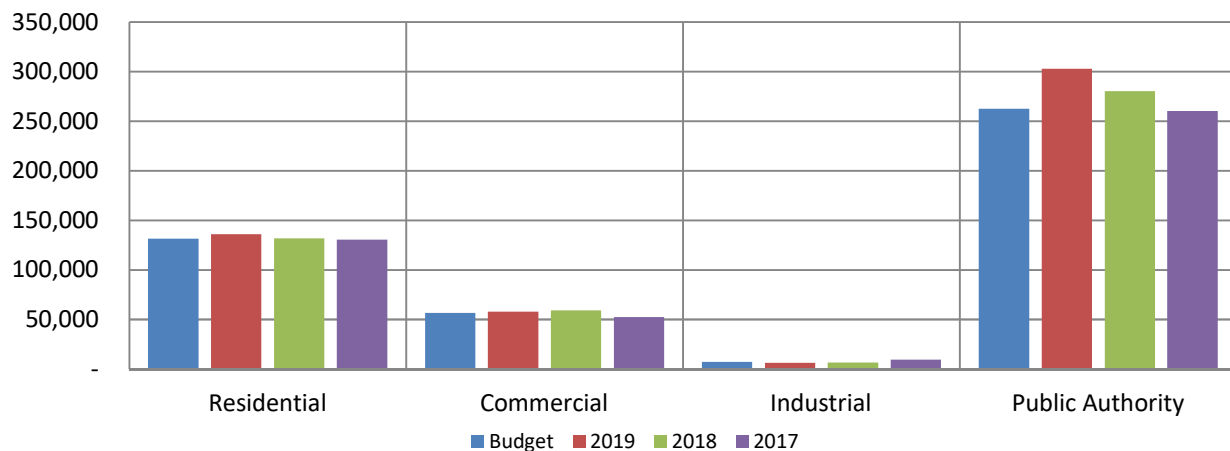
■ Actual ■ Budgeted



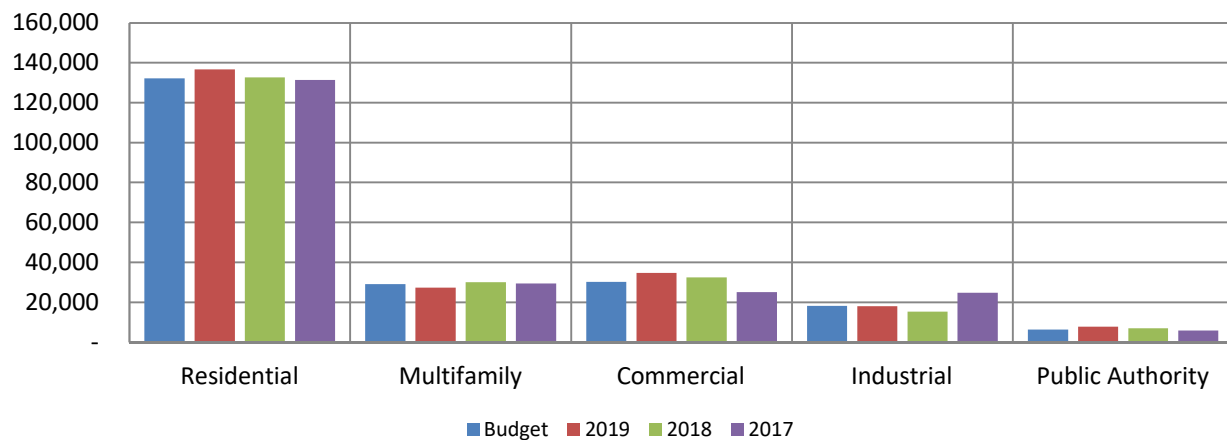
YTD Electric Sales (kWh)



YTD Sewer Sales (Ccf)



YTD Water Sales (Ccf)



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

ELECTRIC	Dec 2017	Dec 2018	Dec 2019
Sales of Electricity	\$ 10,267,775	\$ 10,062,144	\$ 9,690,582
Purchased Power	8,264,959	7,977,884	7,652,205
Gross Margin	2,002,816	2,084,260	2,038,377
	19.5%	20.7%	21.0%
Other Operating Revenues	136,895	96,447	102,074
Operating Expenses			
Distribution expense	276,251	366,919	354,689
Customer accounts expense	108,147	114,971	128,177
Advertising expense	600	1,564	1,009
Administrative & general expense	409,186	368,425	477,349
Total operating expenses	794,184	851,879	961,225
Other Operating Expenses			
Depreciation expense	558,693	575,142	590,846
Taxes	342,783	334,706	349,076
Total other operating expenses	901,476	909,848	939,923
Operating Income	444,051	418,980	239,304
Other Income (Expense)			
Capital contributions	155,414	111,557	6,814
Interest expense	(39,356)	(35,467)	(33,871)
Amortization of debt-related costs	(19,216)	(18,208)	(116,140)
Other	4,286	(31,383)	114,086
Total other income (expense)	101,129	26,499	(29,112)
Net Income	\$ 545,180	\$ 445,479	\$ 210,192

Regulatory Operating Income	531,316	480,981	338,975
Rate of Return	6.17	5.48	3.86
Authorized Rate of Return	6.00	5.00	5.00
Current Ratio	2.5	3.4	4.4
Months of Unrestricted Cash on Hand	2.1	2.3	2.5
Debt vs Equity	(4.75)	(1.97)	(2.03)
Asset Utilization	0.47	0.48	0.50
Combined E&W Debt Coverage	2.91	2.98	2.66
Minimum Required Coverage	1.25	1.25	1.25

Note 1 - Electric rates increased September 2016.

Definitions

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

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Electric Utility
For the Period Ended Dec, 31 2019

	Last 12 Months	YTD 2019	YTD Budget	Difference
ELECTRIC				
Operating Revenues	\$ 9,690,582	\$ 9,690,582	\$10,265,755	\$ (575,173)
Purchased Power	7,652,205	7,652,205	8,238,584	(586,379)
Gross Margin	2,038,377	2,038,377	2,027,171	11,206
	21.0%	21.0%	19.7%	
Other Operating Revenues	102,074	102,074	95,971	6,104
Operating Expenses				
Distribution expense	354,689	354,689	367,605	(12,916)
Customer accounts expense	128,177	128,177	122,449	5,728
Advertising expense	1,009	1,009	2,000	(991)
Administrative & general expense	477,349	477,349	445,046	32,303
Total operating expenses	961,225	961,225	937,101	24,125
Other Operating Expenses				
Depreciation expense	590,846	590,846	589,418	1,428
Taxes	349,076	349,076	346,500	2,576
Total other operating expenses	939,923	939,923	935,918	4,004
Operating Income	239,304	239,304	250,123	(10,819)
Other Income (Expense)				
Capital contributions	6,814	6,814	-	6,814
Interest expense	(33,871)	(33,871)	(31,490)	(2,381)
Amortization of debt-related costs	(116,140)	(116,140)	(17,126)	(99,014)
Other	114,086	114,086	24,950	89,136
Total other income (expense)	(29,112)	(29,112)	(23,666)	(5,446)
Net Income	\$ 210,192	\$ 210,192	\$ 226,457	\$ (16,265)

	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018
Operating Revenues	\$ 720,989	\$ 716,170	\$ 748,348	\$ 841,575	\$1,054,847	\$1,082,571	\$ 836,621	\$ 712,923	\$ 726,750	\$ 735,403	\$ 753,842	\$ 760,543	\$ 756,494
Purchased Power	545,553	548,208	574,387	678,365	872,571	892,738	707,698	556,360	560,654	571,584	575,344	568,745	582,164
Gross Margin	175,436	167,961	173,961	163,210	182,276	189,833	128,923	156,562	166,096	163,820	178,499	191,798	174,330
	24.3%	23.5%	23.2%	19.4%	17.3%	17.5%	15.4%	22.0%	22.9%	22.3%	23.7%	25.2%	23.0%
Other Operating Revenues	9,288	8,655	8,445	9,053	8,727	7,457	9,820	8,356	7,600	9,213	7,817	7,643	10,285
Operating Expenses													
Distribution expense	3,870	42,184	28,063	23,279	27,942	20,511	24,054	28,849	41,552	36,809	37,084	40,492	28,946
Customer accounts expense	16,293	10,368	11,251	8,989	13,162	8,500	9,436	10,142	9,568	10,067	9,234	11,167	6,532
Advertising expense	200	-	-	120	(3,921)	1,000	500	549	1,661	250	200	450	(304)
Administrative & general expense	92,978	34,281	33,678	32,006	43,977	30,144	32,072	30,432	32,611	42,125	34,471	38,575	42,930
Total operating expenses	113,341	86,833	72,992	64,393	81,160	60,155	66,063	69,973	85,392	89,250	80,989	90,683	78,103
Other Operating Expenses													
Depreciation expense	50,546	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,118	49,604
Taxes	27,938	27,494	30,340	36,636	28,374	26,715	27,008	26,862	33,403	27,206	27,569	29,531	27,304
Total other operating expenses	78,484	76,612	79,458	85,755	77,492	75,833	76,126	75,980	82,521	76,324	76,687	78,649	76,907
Operating Income	(7,101)	13,172	29,956	22,115	32,350	61,302	(3,446)	18,965	5,782	7,458	28,640	30,109	29,604
Other Income (Expense)													
Capital contributions	6,814	-	-	-	-	-	-	-	-	-	-	-	44,072
Interest expense	(5,005)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,624)	(2,956)
Amortization of debt-related costs	(100,442)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,427)	(1,517)
Other	1,917	3,920	2,814	40,771	32,919	1,816	4,384	5,833	3,198	7,369	4,781	4,364	5,756
Total other income (expense)	(96,716)	(131)	(1,237)	36,719	28,868	(2,236)	332	1,782	(854)	3,318	730	313	45,355
Net Income	\$ (103,816)	\$ 13,041	\$ 28,719	\$ 58,835	\$ 61,218	\$ 59,067	\$ (3,113)	\$ 20,747	\$ 4,929	\$ 10,776	\$ 29,370	\$ 30,422	\$ 74,959

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

WATER	Dec 2017	Dec 2018	Dec 2019
Operating Revenues	\$ 2,555,821	\$ 2,575,069	\$ 2,616,838
Operating Expenses			
Source of supply expenses	3,017	51,941	540
Pumping expenses	90,298	94,787	88,618
Water treatment expenses	196,170	185,141	174,983
Transmission & distribution expenses	306,425	303,399	265,567
Customer accounts expenses	104,162	108,191	114,655
Administrative & general expense	269,393	232,659	264,151
Total operating expenses	969,464	976,120	908,514
Other Operating Expenses			
Depreciation expense	555,740	540,155	536,069
Taxes	359,116	384,455	378,207
Total other operating expenses	914,855	924,610	914,276
Operating Income	671,502	674,340	794,048
Other Income (Expense)			
Capital contributions from customers and municipal	387,241	67,178	-
Interest expense	(148,440)	(133,762)	(142,899)
Amortization of debt-related costs	(55,719)	(52,798)	(365,192)
Other	3,584	22,237	27,735
Total other income (expense)	186,666	(97,145)	(480,356)
Net Income	\$ 858,169	\$ 577,194	\$ 313,692
Regulatory Operating Income	729,392	720,201	854,359
Rate of Return	5.36	5.10	6.17
Authorized Rate of Return	6.50	6.50	6.50
Current Ratio	12.96	11.96	9.80
Months of Unrestricted Cash on Hand	7.60	9.06	9.06
Debt vs Equity	(39.08)	(21.20)	(25.55)
Asset Utilization	0.32	0.33	0.35

Note 1 - Water rates increased May 2012.

Definitions

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

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

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

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

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

WAUPUN UTILITIES
Detailed Income Statement and YTD Budget Comparison
Water Utility
For the Period Ended Dec, 31 2019

WATER

	Last 12 Months	YTD 2019	YTD Budget	Difference
Operating Revenues	\$ 2,616,838	\$ 2,616,838	\$ 2,553,570	\$ 63,268
Operating Expenses				
Source of supply expenses	540	540	3,000	(2,460)
Pumping expenses	88,618	88,618	93,294	(4,676)
Water treatment expenses	174,983	174,983	212,702	(37,719)
Transmission & distribution expenses	265,567	265,567	265,331	236
Customer accounts expenses	114,655	114,655	118,536	(3,881)
Administrative & general expense	264,151	264,151	256,824	7,327
Total operating expenses	908,514	908,514	949,687	(41,172)
Other Operating Expenses				
Depreciation expense	536,069	536,069	543,175	(7,106)
Taxes	378,207	378,207	395,100	(16,893)
Total other operating expenses	914,276	914,276	938,275	(23,999)
Operating Income	794,048	794,048	665,608	128,440
Other Income (Expense)				
Capital contributions	-	-	-	-
Interest expense	(142,899)	(142,899)	(118,765)	(24,134)
Amortization of debt-related costs	(365,192)	(365,192)	(49,659)	(315,533)
Other	27,735	27,735	9,000	18,735
Total other income (expense)	(480,356)	(480,356)	(159,424)	(320,932)
Net Income	\$ 313,692	\$ 313,692	\$ 506,184	\$ (192,493)

WATER

	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018
Operating Revenues	\$ 210,684	\$ 210,237	\$ 217,066	\$ 222,466	\$ 230,845	\$ 236,283	\$ 230,922	\$ 216,260	\$ 212,132	\$ 207,623	\$ 211,393	\$ 210,927	\$ 207,734
Operating Expenses													
Source of supply expenses	115	-	-	-	90	-	208	-	127	-	-	-	98
Pumping expenses	7,166	6,713	6,635	6,789	7,328	8,031	7,567	7,052	8,022	7,865	7,675	7,775	8,818
Water treatment expenses	13,632	10,371	17,263	14,367	13,830	15,539	14,749	10,553	15,749	11,824	16,442	20,665	12,950
Transmission & distribution expenses	20,653	38,804	16,080	18,136	28,275	34,228	19,032	28,626	25,611	12,992	14,020	9,108	62,216
Customer accounts expenses	7,026	9,949	10,585	8,723	12,621	8,153	8,910	9,593	9,313	9,843	8,729	11,209	5,722
Administrative & general expense	45,174	18,024	20,387	17,561	24,872	20,324	18,614	16,010	20,234	22,180	18,226	22,543	27,073
Total operating expenses	93,767	83,862	70,950	65,576	87,017	86,276	69,080	71,835	79,056	64,704	65,092	71,300	116,876
Other Operating Expenses													
Depreciation expense	38,159	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	45,265	39,736
Taxes	28,946	29,402	29,548	34,360	32,839	31,986	31,647	31,893	32,214	31,665	31,590	32,117	30,698
Total operating expenses	67,105	74,666	74,813	79,624	78,104	77,250	76,911	77,158	77,479	76,929	76,855	77,381	70,434
Operating Income	49,812	51,709	71,302	77,265	65,725	72,758	84,931	67,267	55,597	65,990	69,446	62,246	20,424
Other Income (Expense)													
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	67,178
Interest expense	(19,591)	(11,589)	(11,589)	(20,953)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(9,897)	(11,147)
Amortization of debt-related costs	(310,922)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(4,138)	(12,888)	(4,138)	(4,138)	(4,400)
Other	1,421	2,462	1,654	1,651	2,145	2,117	3,821	3,363	3,737	1,983	1,684	1,698	1,856
Total other income (expense)	(329,092)	(13,265)	(14,074)	(23,441)	(11,890)	(11,919)	(10,214)	(10,672)	(10,298)	(20,802)	(12,352)	(12,337)	53,487
Net Income	\$ (279,281)	\$ 38,443	\$ 57,228	\$ 53,825	\$ 53,835	\$ 60,839	\$ 74,717	\$ 56,595	\$ 45,299	\$ 45,188	\$ 57,094	\$ 49,909	\$ 73,912

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

SEWER	Dec 2017	Dec 2018	Dec 2019
Operating Revenues	\$ 2,254,536	\$ 2,403,086	\$ 2,437,370
Operating Expenses			
WWTP operation expenses	354,622	378,869	389,706
Laboratory expenses	54,123	64,787	75,941
Maintenance expenses	426,705	439,280	399,494
Customer accounts expenses	142,303	149,042	155,299
Administrative & general expenses	391,682	401,041	406,240
Total operating expenses	1,369,435	1,433,019	1,426,679
Other Operating Expenses			
Depreciation expense	681,643	666,644	668,644
Total other operating expenses	681,643	666,644	668,644
Operating Income	203,458	303,423	342,047
Other Income (Expense)			
Interest expense	(85,556)	(69,314)	(52,489)
Capital contributions	349,606	63,390	-
Other	50,281	79,850	149,121
Total other income (expense)	314,332	73,926	96,632
Net Income	\$ 517,790	\$ 377,349	\$ 438,679

Operating Income (excluding GASB 68 & 75)	234,578	323,169	380,250
Rate of Return	1.57	2.36	2.83
Current Ratio	37.22	32.43	5.17
Months of Unrestricted Cash on Hand	23.90	23.79	15.70
Debt vs Equity	(11.59)	(5.13)	(4.51)
Asset Utilization	0.47	0.48	0.50

Note 1 - Sewer rates increased January 2019.

Definitions

Rate of Return - Return on investment in capital infrastructure.

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

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

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

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

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

	Last 12 Months	YTD 2019	YTD Budget	Difference
SEWER				
Operating Revenues	\$ 2,437,370	\$ 2,437,370	\$ 2,288,716	\$ 148,654
Operating Expenses				
WWTP operation expenses	389,706	389,706	366,283	23,423
Laboratory expenses	75,941	75,941	61,941	14,000
Maintenance expenses	399,494	399,494	377,290	22,203
Customer accounts expenses	155,299	155,299	159,371	(4,072)
Administrative & general expenses	406,240	406,240	381,562	24,678
Total operating expenses	1,426,679	1,426,679	1,346,447	80,232
Other Operating Expenses				
Depreciation expense	668,644	668,644	676,875	(8,231)
Total other operating expenses	668,644	668,644	676,875	(8,231)
Operating Income	342,047	342,047	265,394	76,653
Non-operating Income (Expense)				
Interest Expense	(52,489)	(52,489)	(52,489)	(0)
Capital contributions	-	-	-	-
Other	149,121	149,121	40,000	109,121
Total other income (expense)	96,632	96,632	(12,489)	109,121
Net Income	\$ 438,679	\$ 438,679	\$ 252,905	\$ 185,774

	Dec 2019	Nov 2019	Oct 2019	Sept 2019	Aug 2019	July 2019	June 2019	May 2019	April 2019	March 2019	Feb 2019	Jan 2019	Dec 2018
SEWER													
Operating Revenues	\$ 202,412	\$ 209,870	\$ 215,215	\$ 217,461	\$ 215,798	\$ 210,122	\$ 202,731	\$ 190,316	\$ 194,363	\$ 198,544	\$ 187,540	\$ 193,000	\$ 189,816
Operating Expenses													
WWTP operation expenses	37,904	24,653	19,411	50,897	36,983	33,107	45,356	24,886	24,079	36,034	28,205	28,191	23,092
Laboratory expenses	3,501	8,270	5,566	9,443	6,905	4,180	5,825	7,206	7,724	6,218	3,583	7,521	4,541
Maintenance expenses	32,598	54,792	21,627	76,916	35,068	24,144	42,629	28,165	19,867	23,558	20,149	19,981	113,299
Customer accounts expenses	12,626	12,985	13,868	12,049	15,945	11,503	12,271	12,809	12,382	12,915	12,087	13,859	9,679
Administrative & general expense	63,754	27,692	29,438	26,795	36,355	26,975	34,921	30,354	26,612	33,074	30,130	40,140	43,750
Total operating expenses	150,383	128,392	89,910	176,100	131,256	99,908	141,002	103,420	90,664	111,799	94,154	109,692	194,360
Other Operating Expenses													
Depreciation expense	48,175	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	54,248
Total other operating expenses	48,175	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	56,406	54,248
Operating Income	3,854	25,071	68,899	(15,045)	28,135	53,807	5,322	30,489	47,293	30,339	36,980	26,902	(58,792)
Other Income (Expense)													
Interest expense	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(4,374)	(5,776)
Capital contributions	-	-	-	-	-	-	-	-	-	-	-	-	63,390
Other	5,444	5,658	8,236	6,359	25,646	4,185	14,331	16,775	9,704	24,439	15,252	13,093	21,702
Total other income (expense)	1,070	1,283	3,861	1,985	21,272	(189)	9,957	12,401	5,330	20,065	10,877	8,719	79,316
Net Income	\$ 4,924	\$ 26,354	\$ 72,760	\$ (13,059)	\$ 49,408	\$ 53,619	\$ 15,279	\$ 42,890	\$ 52,622	\$ 50,404	\$ 47,857	\$ 35,621	\$ 20,524

WAUPUN UTILITES
Balance Sheets
Electric, Water, and Sewer

ELECTRIC	Dec 2017	Dec 2018	Dec 2019	Nov 2019	Change
Cash and investments - unrestricted	\$ 1,619,740	\$ 1,720,195	\$ 1,902,259	\$ 1,825,666	\$ 76,593
Cash and investments - restricted	234,385	236,725	242,083	223,165	18,918
Receivables	1,047,604	913,832	916,181	919,388	(3,207)
Materials and supplies	201,891	218,476	176,414	180,597	(4,184)
Other assets	113,737	98,294	29,810	59,268	(29,457)
Plant - net of accumulated depreciation	9,191,239	9,232,320	9,144,536	9,160,630	(16,094)
Deferred outflows of resources	277,060	482,730	408,536	482,730	(74,194)
Total Assets	12,685,656	12,902,573	12,819,819	12,851,445	(31,626)
Accounts payable	885,060	646,983	625,937	559,670	66,267
Payable to sewer utility	176,365	114,365	-	-	-
Interest accrued	12,907	11,605	12,656	7,651	5,005
Accrued benefits	308,297	91,325	105,284	88,249	17,035
Deferred inflows of resources	172,544	718,262	740,686	726,052	14,633
Long-term debt	1,593,410	1,432,760	1,237,790	1,268,540	(30,750)
Net Position	9,537,074	9,887,274	10,097,466	10,201,283	(103,816)
Total Liabilities & Net Position	\$ 12,685,656	\$ 12,902,573	\$ 12,819,819	\$ 12,851,445	\$ (31,626)
WATER	Dec 2017	Dec 2018	Dec 2019	Nov 2019	Change
Cash and investments - unrestricted / designated	\$ 841,356	\$ 1,027,801	\$ 971,593	\$ 909,563	\$ 62,029
Cash and investments - restricted	703,482	673,443	771,418	691,904	79,515
Receivables	203,556	195,294	236,076	247,101	(11,025)
Materials and supplies	62,983	53,262	52,220	50,357	1,863
Other assets	328,653	275,830	11,568	215,253	(203,685)
Plant - net of accumulated depreciation	15,572,697	15,498,725	16,227,067	16,223,049	4,018
Deferred outflows of resources	149,936	243,359	204,803	243,359	(38,556)
Total Assets	17,862,662	17,967,714	18,474,746	18,580,587	(105,841)
Accounts payable	31,933	58,523	69,737	12,084	57,653
Interest accrued	48,677	43,770	53,523	33,932	19,591
Accrued benefits	154,492	51,199	57,092	46,840	10,252
Deferred inflows of resources	87,854	353,723	485,684	353,723	131,961
Long-term debt	6,009,464	5,403,652	5,438,171	5,484,188	(46,017)
Net Position	11,530,243	12,056,847	12,370,539	12,649,820	(279,281)
Total Liabilities & Net Position	\$ 17,862,662	\$ 17,967,714	\$ 18,474,746	\$ 18,580,587	\$ (105,841)
SEWER	Dec 2017	Dec 2018	Dec 2019	Nov 2019	Change
Cash and investments - unrestricted	\$ 2,727,722	\$ 2,840,555	\$ 1,866,076	\$ 1,769,142	\$ 96,934
Cash and investments - restricted	2,244,813	2,273,851	2,184,447	2,147,652	36,795
Receivables	201,291	192,696	222,249	235,544	(13,296)
Receivable from electric utility	176,365	114,365	-	-	-
Materials and supplies	10,621	9,112	8,454	8,500	(47)
Advances to other funds	428,440	428,440	428,440	428,440	-
Other assets	(0)	(0)	23,949	(9,589)	33,537
Plant - net of accumulated depreciation	13,769,441	13,647,867	15,080,625	14,790,024	290,601
Deferred outflows of resources	197,765	329,543	278,275	329,543	(51,268)
Total Assets	19,756,459	19,836,428	20,092,514	19,699,257	393,257
Accounts payable	57,896	79,032	396,096	10,883	385,213
Interest accrued	20,805	14,496	7,929	3,555	4,374
Accrued benefits	151,523	66,050	73,501	61,691	11,811
Deferred inflows of resources	116,026	459,328	446,263	459,328	(13,065)
Long-term debt	2,490,705	2,019,629	1,532,153	1,532,153	-
Net Position	16,919,504	17,197,893	17,636,571	17,631,648	4,924
Total Liabilities & Net Position	\$ 19,756,459	\$ 19,836,428	\$ 20,092,514	\$ 19,699,257	\$ 393,257

Monthly Dashboard - Cash & Investments						December 2019	
Account	Restrictions	Dec 2019	Nov 2019	\$ Inc/(Dec)	% Inc/(Dec)		
Checking - E	Unrestricted	\$ 440,939	\$ 363,952	\$ 76,986	21.15%		
Checking - W	Unrestricted	251,495	173,624	77,871	44.85%		
Checking - S	Unrestricted	409,690	280,684	129,006	45.96%		
Reserves - E	Unrestricted	1,461,320	1,461,714	(394)	-0.03%		
Reserves - W	Unrestricted	306,455	322,934	(16,479)	-5.10%		
Reserves - S	Unrestricted	1,456,386	1,488,458	(32,072)	-2.15%		
P&I Redemption - E	Restricted	152,475	133,557	18,918	14.16%		
P&I Redemption - W	Restricted	656,259	576,744	79,515	13.79%		
P&I Redemption - S	Restricted	252,313	217,859	34,454	15.81%		
Depreciation - E	Restricted	89,608	89,608	-	0.00%		
Depreciation - W	Restricted	115,160	115,160	-	0.00%		
ERF - Water Plant	Designated	413,643	413,005	637	0.15%		
ERF - WWTP	Restricted	1,932,134	1,929,793	2,341	0.12%		
		<u>\$ 7,937,875</u>	<u>\$ 7,567,093</u>	<u>\$ 370,783</u>	4.90%		
Unrestricted and Designated		<u>\$ 4,739,927</u>	<u>\$ 4,504,372</u>	<u>\$ 235,555</u>	5.23%		
	Restricted	<u>\$ 3,197,948</u>	<u>\$ 3,062,721</u>	<u>\$ 135,227</u>	4.42%		

Long-Term Investment by Maturity

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

Long-Term Investments by Type

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