

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 13, 2023**

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

Commissioners Daane, Heeringa, Homan, Kunz, Siebers, Thurmer present in person. Commissioner Westphal present via Zoom.

Guests Present: Marc Medema (In-Person) and Jason Whitford (Zoom)

Mr. Marc Medema was present to speak about the commission's decision at the October 16th meeting related to work and easements on his property. Mr. Medema also provided a letter written by himself to commissioners.

Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve minutes from October 16, 2023 meeting.

Motion by Daane, seconded by Siebers and unanimously carried, bills for month of October 2023 approved as presented.

On motion by Siebers, seconded by Thurmer and unanimously carried, year-to-date financial reports through September 2023 approved as presented by Finance Director Stanek. Electric operating income was \$323,400. Water operating income was \$606,500. Sewer operating income was \$558,400.

General Manager Brooks provided an update on United Coop project and newly energized feed mill services. Electric crew has setup temp power service for construction site at Waupun Senior Center and will be working to extend 3 phase line in the area.

Treatment Facilities and Operations Superintendent Schramm reported on operations and maintenance performed on water and wastewater treatment facilities and distribution/collection system. New security fence and single automated gate entrance has been installed around perimeter of WWTF. Berm is also being constructed along northwest side of facility.

Many Wisconsin water utilities have received notices of the PFAS settlement notices with 3M and Du Pont. Treatment Facilities and Operations Superintendent Schramm explained that for the water utilities that do nothing with the settlement notices, they will be automatically included in the settlements. In order to opt out of the settlements, commission approval is needed. All Waupun Utilities' previous testing for PFAS has been non-detect, so any settlement reimbursement would be testing fees only. Zoom meeting is scheduled for November 16th at 3:00 pm to discuss further and vote on being included in settlements or opt out.

Finance Director Stanek presented 2024 budget for review. The overall 2024 budget decreased \$370,000 or 1.84% over 2023 budget figures, mainly due to a new customer in the industrial park and changes associated with construction of the wastewater ABNR upgrade nearing completion in 2023. Remaining construction costs associated with upgrade of \$2.0 million are included in 2024 budget and will be funded with USDA grants. The 2024 budget also includes an overview of the sources and uses of funds for each utility including; operation and maintenance expense changes based on rising inflationary costs and supply chain challenges, COLA wage adjustments and expected step increases based on commission approved compensation study, health insurance cost increases, new wastewater treatment expenses and costs recovery of expenses associated with ABNR operational processes, additional services from IT provider, revenues forecasted conservatively based upon historical data and vehicle replacements for assets past useful life. The proposed overall budget would add \$62,100 in electric cash reserves, \$548,800 in water cash reserves and \$77,500 in sewer cash reserves. Motion made by Siebers and seconded by Daane, to approve the 2024 budget as presented.

Motion by Siebers, seconded by Homan, and unanimously carried to adjourn in closed session under Section 19.85(1)(g) of WI Statutes for discussion of S31 T14N R15 E Fairway Estates Lot 9 electric easement.

Motion by Thurmer, seconded by Daane, 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 Kunz, seconded by Siebers and unanimously carried, meeting adjourned at 5:29 p.m.

The next regular commission meeting will be held on January 8, 2024 at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor