

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

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

Commissioners Daane, Heeringa, Homan, Kaczmarski and Thurmer present in person. Commissioner Westphal present via Zoom.

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from January 9, 2023 meeting.

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

On motion by Kaczmarski, seconded by Thurmer and unanimously carried, year-to-date financial reports through December 2022 approved as presented. Electric operating income was \$526,600 or \$323,200 above budget from lower operating and maintenance costs, primarily from increased billable customer work. Water operating income was \$801,000 or \$232,500 above budget from lower than budgeted operating expenses, primarily due to fewer distribution main breaks than budgeted. Sewer operating income was \$440,300 or 320,987 above budget due to lower maintenance related costs at the WWTF.

General Manager Brooks reported on current projects and work completed by electric crew. The Public Service Commission of Wisconsin recently approved an EV friendly 3-tier time of use rate for a municipal utility, trying to incentivize EV users to charge their vehicle when system load is at its lowest and rates are less costly. The new rate is a positive step for utilities who are looking to implement the 3-tier rate, and for utility customers who are looking to take advantage of the cost savings. Todd Flegner, a tenured employee in the electric department has announced his retirement, thus requiring a need to hire an additional employee to fill upcoming vacancy. Position of Line Technician – Journey Level is posted for hire and applications received are being reviewed. As part of succession planning within Waupun Utilities, employee Owen Vande Kolk earned a promotion in January 2023 to the role of Assistant Electric Superintendent. Vande Kolk is transitioning well into his new role and responsibilities.

Treatment Facilities and Operations Superintendent Schramm reported on operations at Water and Wastewater Treatment Facilities and current projects of Distribution/Collection crew. Wisconsin DNR released new 2023 monitoring requirements for PFOA and PFOS. These chemicals have been used for decades and are found in consumer products to make them non-stick and water-resistant material. One of three identified treatment methods for removal is reverse osmosis, which is the current technology used by our utility since 2007. Preliminary testing of PFAS has been non-detectable. As part of the ABNR upgrade project, treatment facilities staff is working with Enhanced Automation converting old processors to new processors in preparation of inoculation, which will begin in March. Proposals were sent for a new standby generator for the WWTF. Lowest bidder has been awarded purchase.

Finance Director Stanek informed commission that utility staff is analyzing information regarding credit card transaction fees that utility has absorbed throughout the years and currently researching future options to lessen burden of fees assessed to utility.

Commission President Heeringa welcomed visitors Daniel Siebers and Eric Kostecki.

Waupun Utilities' Senior Energy Services Manager Eric Kostecki presented a recap of 2022 and plans for 2023 Energy Services. Utility customers received \$43,000 in Focus on Energy incentives during 2022, which comes out to 740,000 kWh savings per year. In 2022, Waupun Utilities reapplied for APPA's Smart Energy Provider (SEP) designation and successfully received another 2 year's designation of being a Smart Energy Provider. SEP designation is an honor and is a testament of our commitment to smart energy best practices. Plans for 2023 include promotion of the Enhanced Incentive Program to gather more participation from businesses and increase their utilization of enhanced business incentive offerings; continued relations with large power customers; supporting the City of Waupun on economic development; enhance social media presence; educate customers about online tool MyAccount and its' various capabilities; EV Charger Rebates and community relations.

Motion by Thurmer, seconded by Homan, to adjourn in closed session under Section 19.85 (1) (c) of the WI Statutes for discussion and approval of personnel updates. Motion carried unanimously.

Motion by Homan, 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 Thurmer, seconded by Homan and unanimously carried, meeting adjourned at 5:48 p.m.

The next regular commission meeting is scheduled on March 13, 2023, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor