

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, March 11, 2024**

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

Commissioners Present: Daane, Heeringa, Homan, Kunz, Siebers, Thurmer and Westphal

Motion made by Thurmer, seconded by Homan and unanimously carried, to approve minutes from February 12, 2024 meeting.

Motion by Kunz, seconded by Daane and unanimously carried, bills for month of February 2024 approved as presented.

On motion by Westphal, seconded by Siebers and unanimously carried, year-to-date financial reports through January 2024 approved as presented by Finance Director Stanek. Electric operating income was \$105,900. Water operating income was \$93,800. Sewer operating income was \$65,600. Moratorium ends April 15th allowing utilities to proceed with disconnection of electric service of customers whom have a delinquent balance.

General Manager Brooks provided an update of annual line clearance progress, UtiliSync locating software, hosted training on Distributed Energy Resources and upcoming training for Open Point. Staff is working to populate the transformer loading tool that ties all meters to a transformer. Once information is complete, staff will have the ability to gather information and run reports to determine how the transformer is being utilized.

Treatment Facilities and Operations Superintendent Schramm reported on operations and preventative maintenance being completed by water/wastewater treatment facilities and water/wastewater distribution/collection staff. WDNR was on site to complete the water system sanitary survey, ensuring we are providing a safe product and following regulations. No notable deficiencies were found. Staff has been working on LCCR review and audit of distribution service line connections, material determination and assignment of unique identifiers for each service line.

President Heeringa acknowledged visitor Jason Whitford, present via Zoom.

Matt Shefchik of Carson Dettmann Consulting presented via Zoom the 2024 compensation study and wage matrix market update. Compensation study results determined that Waupun Utilities employee compensation is at 98% of overall market index, in comparison to similar organizations and the market going rate for the jobs. Small structural changes to wage matrix throughout the years have proven effective in keeping wages competitive to the market as well as affordable and sustainable to our organization. Motion by Westphal, seconded by Siebers and unanimously carried to bypass a closed session and implement adjustments to 2024 wage matrix.

On motion by Daane, seconded by Kunz and unanimously carried, meeting adjourned at 4:50 p.m.

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

Jen Benson
Office & Customer Service Supervisor