

**Minutes of a Regular Meeting of the  
Waupun Utilities Commission  
Monday, May 13, 2024**

Meeting called to order by General Manager Brooks at 4:00 p.m.

Commissioners Present: Daane, Heeringa, Ledesma, Siebers, and Thurmer

Commissioners Absent with Notice: Homan and Kunz

Present: Mayor Bishop

Motion made by Thurmer, seconded by Daane and unanimously carried, to approve minutes from April 8, 2024 meeting.

Motion by Heeringa, seconded by Siebers and unanimously carried, bills for month of April 2024 approved as presented.

On motion by Thurmer, seconded by Ledesma and unanimously carried, year-to-date financial reports through March 2024 approved as presented by Finance Director Stanek. Electric operating income was \$38,400. Water operating income was \$193,000. Sewer operating income was \$61,300.

General Manager Brooks provided an update on call-ins, projects, new software, upcoming events and trainings. Staff will conduct a group review of MEUW's Mutual Aid Community Resource Guide, walking through a mock emergency event so all employees know their roles and are familiar with necessary steps and protocol if an emergency event were to occur.

Treatment Facilities and Operations Superintendent Schramm provided an update on operations, training and maintenance completed by water/wastewater treatment facilities and water/wastewater distribution/collection staff. Training and transitioning of staff roles and responsibilities continues to be going well with the new ABNR treatment system. Distribution/collection staff have been performing leak detection surveys on the water distribution system with the help of loggers and correlators to help pinpoint leaks.

Mayor Bishop introduced incoming Commissioner Kambria Ledesma by Mayoral Appointment of Council Member to Utility Commission. Ledesma serves the City of Waupun as Alderman of District 3 on Common Council, Board of Parks and Board of Public Works. Ledesma received in place of Jason Westphal, Alderman District 1. Westphal served on Utility Commission for 6 years.

Election of officers held. On nomination by Thurmer, seconded by Daane and unanimously carried, Joe Heeringa re-elected Commission President. On nomination by Thurmer, seconded by Siebers and unanimously carried, Nate Daane re-elected Commission Vice President. On nomination by Siebers, seconded by Thurmer and unanimously carried, General Manager re-elected secretary, with option to designate minute taker.

Mayor Bishop presented the Mayor's Proclamation in recognition of 2024 Drinking Water Week, highlighting our dedicated water professionals whom provide the City of Waupun with the most delicious reverse osmosis treated drinking water.

General Manager Brooks presented the Governor's Proclamation dedicating May 22<sup>nd</sup> as Wastewater Professionals Appreciation Day in Wisconsin. Wastewater professionals statewide are being recognized and celebrated for their vital role they perform in their communities.

On motion by Ledesma, seconded by Daane and unanimously carried, meeting adjourned at 5:09 p.m.

The next regular commission meeting will be held on June 10, 2024 at 4:00 p.m.

Jen Benson

Office & Customer Service Supervisor