

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, May 8, 2023**

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

Commissioners Daane, Heeringa, Kunz, Siebers, Thurmer and Westphal were present. Commissioner Homan absent with notice.

Motion made by Thurmer, seconded by Kunz and unanimously carried, to approve minutes from April 10, 2023 meeting.

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

On motion by Westphal, seconded by Kunz and unanimously carried, year-to-date financial reports through March 2023 approved as presented by Finance Director Stanek. Electric operating income was \$130,000. Water operating income was \$201,600. Sewer operating income was \$139,200.

Finance Director Stanek and utility staff are working to finalize draft of Electric Rate Study - Test Year 2023 with WPPI. WPPI will present their recommendations to Utility Commission at the June 2023 meeting for commission approval. Utility Commission approval is required prior to submission of rate case to PSCW.

General Manager Brooks reported on call-ins and current projects for electric crew. Work continues with United Cooperative on infrastructure design, placement and timing of install. Finance Director Stanek is working on construction authorization as required by PSCW. South side of S Madison St is complete for re-conductor project, still working to complete North side. Crew has been targeting Feeder #6 and replacing porcelain cutouts on feeder. Once conditions are favorable, crew will finish replacing cutouts located in the backyards. Journeyman Line Technician Todd Flegner retires May 12th after 28 years of service. Journeyman Line Technician new-hire Ross has been doing a good job in the field and will join on-call rotation in June. Winter moratorium ended April 15th, resulting in 24 electric service disconnections due to non-payment.

Treatment Facilities and Operations Superintendent Schramm reported on operations and projects at Water and Wastewater Treatment Facilities and Distribution/Collection crew. Veolia completed routine tank condition assessment of Tower 1 and Tower 2 per tank maintenance contract for water facility. No deficiencies found. Xylem Sanitaire completed annual cleaning of aeration diffusers at WWTF, which helps ensure optimal equipment performance. As required by our WPDES permit, disinfection has begun as of May 1st and will continue through September 30th at the wastewater treatment facility. Disinfection is the primary mechanism for inactivation and destruction of pathogenic organisms to prevent spread of waterborne diseases to downstream users and environment. Distribution/collection crew has completed the annual leak detection survey, identifying and repairing three service leaks and one main line valve leak. Visu-Sewer lined 945 feet of sanitary sewer main line on Park Ave, E Jefferson St and W Lincoln St to provide maximum strength and flow capacity to the lines without need for digging.

Dan Siebers, Alderman District 5, received by Mayoral Appointment to the Utility Commission. Siebers received in place of Pete Kaczmariski, Alderman District 2. Kaczmariski served on Waupun Utilities Commission for 11 years, May 2012-April 2023.

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

Motion by Thurmer, seconded by Daane and unanimously carried, to retain timeframe of Utility Commission Meetings as second Monday of each month at 4:00 pm.

On motion by Siebers, seconded by Kunz and unanimously carried, approval of Resolution Recognizing the Retirement of Todd Flegner, Journeyman Line Technician for 28 years of dedicated service to Waupun Utilities.

General Manager Brooks presented the Mayor's Proclamation recognizing Drinking Water Week, May 7-13, 2023. Mayor Rohn Bishop presented and signed the proclamation, along with General Manager Brooks and Clerk/Treasurer Hull on April 18, 2023 at the City of Waupun Common Council Meeting. Drinking water week is a week-long celebration recognizing our

water professionals and the delicious drinking water our state of art reverse osmosis water treatment facility provides to the City of Waupun.

Treatment Facilities and Operations Superintendent Schramm presented the 2022 annual water quality report, also known as Consumer Confidence Report (CCR). The annual report is a requirement of the Federal Environmental Protection Agency (EPA), and based on information reported to the Wisconsin Department of Natural Resources (DNR). There were no violations of maximum contaminant levels or other water quality standards. Waupun Utilities is committed to providing our customers with safe, high quality drinking water that meets or exceeds all federal and state standards for health and safety. The 2022 report reflects our continued commitment. Current report is available online on our website, at our office and upon request via email.

On motion by Thurmer, seconded by Kunz and unanimously carried, meeting adjourned at 4:49 p.m.

The next regular commission meeting is scheduled on June 12, 2023, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor