

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, July 11, 2022**

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

Commissioners Daane, Heeringa, Kaczmariski, and Thurmer were present. Mayor Bishop was present. Commissioners Homan, Vanderkin and Westphal were absent with notice.

Motion made by Kaczmariski, seconded by Daane and unanimously carried, to approve minutes from the May 17, 2022 meeting.

On motion by Thurmer, seconded by Kaczmariski and unanimously carried, bills for months of May and June 2022 approved as presented.

On motion by Kaczmariski, seconded by Daane and unanimously carried, year-to-date financial reports through May 2022 approved as presented. Electric operating income was \$177,500 or \$116,700 above budget from lower operating costs. Water operating income was \$330,200 or \$114,500 above budget from lower than budgeted operating expenses. Sewer operating income was \$29,900 or \$45,000 above budget largely due to controlling maintenance costs at the WWTF.

Finance Director Stanek provided a slide presentation analyzing actual 2020 and 2021 operating results for sewer revenues and expenses compared to those forecasted in the Test Year 2023 sewer rate study completed in 2019. Additionally, an analysis of projected sewer cash flows for the remainder of 2022 and 2023 were compared to those designed in the Test Year 2023 sewer rate case. Sewer sales decreased significantly in 2020 and 2021 from those forecasted in the Test Year 2023 rate case. Substantial changes in operations because of COVID were experienced from the utility's significant public authority customers that lead to the revenue decrease. The operational changes and revenue shortfalls have not returned to pre-pandemic levels and are projected to continue. Finance Director Stanek will continuously monitor sewer cash flows and provide monthly updates at each meeting.

General Manager Brooks reported on electric outages, new electric services and status of current projects. Waupun Utilities is working with City of Waupun on installation of an EV charger, which will be located in downtown business district. Grant funds were received from our local power provider, WPPI Energy, to help fund the project.

Treatment Facilities and Operations Superintendent Schramm reported on routine maintenance completed at Water and Wastewater Treatment Facilities. Treatment facility staff will continue maintenance and inspections of wells and tanks throughout the summer. Distribution/collection crew will continue preventative maintenance of valve exercising and flushing of sanitary main. Advance Construction has completed installation of sanitary main line on South Madison Street, with exception of Park and Doty Street. Water main line is installed from Lincoln to Park Street and has been pressure and bacti tested. Slide presentation shown of ABNR construction progress at the WWTF.

Bruce Beth & Eric Anthon were present from Forster Electrical Engineering to present their findings of recent investigation and study of Waupun Utilities' electric distribution system. They pointed out areas that are working well and items for future improvement. Mr. Anthon praised electric staff for running a sound system. Grant funds are anticipated to be available in future that would help finance needed upgrades to our electric distribution system.

Treatment Facilities and Operations Superintendent Schramm presented the 2021 Compliance Maintenance Annual Report (CMAR). The CMAR provides a review of the wastewater treatment facility to ensure there are no problems and deficiencies that would lead to violation of permits and water quality degradation. The plant finished with good results and received a grading of 3.92 GPA. On motion by Thurmer, seconded by Daane and unanimously carried, the 2021 CMAR Resolution 06132022 was approved as presented.

On motion by Daane, seconded by Thurmer and unanimously carried, meeting adjourned at 5:38 p.m.

The next regular commission meeting is scheduled on August 8, 2022, at 4:00 p.m.

Jen Benson
Office & Customer Service Supervisor