

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, May 13, 2013**

The meeting was called to order by President Buchholz at 4:03 p.m.

Commissioners Buchholz, Homan, Johnson, Kaczmarski, Mielke, and Thurmer were present.

On motion by Homan, seconded by Kaczmarski and unanimously carried, minutes of the April 8, 2013, Regular Meeting and April 24, 2013, April 30, 2013 and May 7, 2013 Special Meetings were approved as presented.

On motion by Thurmer, seconded by Homan and unanimously carried, bills for April 2013 were approved as presented.

Interim Manager Posthuma presented March 2013 financial results. Electric operating income was \$30,485 above budget. Sewer operating income was \$8,600 above budget. Water operating income was \$116,700 above budget on timing of reverse osmosis membrane replacement, lower system maintenance expenses, and lower administrative and general expenses. The long-term investment portfolio recognized a net gain of \$10,600. On motion by Kaczmarski, seconded by Johnson and unanimously carried, the March 2013 financial report was approved as presented.

Posthuma presented crew updates and general utility information. The water and electric crews continue to spend all available time with AMI water meter installation. To date, we have installed approximately 1,800 meters. This past month our electric system infrastructure was tested when we experienced a significant buildup of ice on the trees and wires. We experienced three separate single customer outages due to the ice buildup. The water crew responded to a leaking abandoned water service on Woodland Drive.

Treatment Facilities Supervisor Schramm presented the treatment facilities report. The water treatment facility is performing well. The 2012 Consumer Confidence Report (CCR) is complete. The CCR is required by the Federal government, for Community Water Systems, to provide information concerning water quality for the previous monitoring year. The report identifies contaminant and monitoring violations; the utilities reported no DNR regulation violations for 2012. The wastewater treatment facility is performing well. One call-in was reported, for an "Effluent Wet Well High Level" alarm triggered by high incoming flows. Between April 8th and April 11th Waupun received a total of 2.4 inches of rain. High river levels, wet weather conditions and increased flows forced the treatment facility to implement "in-plant diversion". By using "in-plant diversion", the treatment facility prevented excessive biological loss to the activated sludge system and allowed other treatment processes to function properly. No by-passing or SSO's occurred during this event. Waldvogal Trucking completed the spring bio-solids land application.

Officer Election took place. On motion by Homan, second by Kaczmarski and unanimously carried, the Commission elected Bill Buchholz as Waupun Utilities Commission President.

Posthuma presented AMI project update. On April 22, final drawdown of the revenue bond to finance the AMI project was made. All electric meters have been replaced. Approximately 1800 water meters

have been replaced. Waupun Utilities is using the AMI for all electric meter billing. We are continuing to work with WPPI on accessing the MDM files.

Staff presented the Bertram Wireless Contract Request. Discussion followed with concern regarding the mounting of equipment on our water tower, 24 hr. access needed and the small amount of revenue generated (\$100.00 per month). On motion by Thurmer, second by Homan and unanimously carried, the Commission rejected the Bertram Wireless Contract proposal.

Posthuma presented the 2012 Financial Audit. The 2012 Financial Audit was presented in draft form the previous month because the post-employment benefit study was not complete at the time of the presentation by Aaron Worthman and Jeffrey Stanek, of Baker Tilly. Commission reviewed the 2012 Finance Audit with the post-employment benefit study completed and on motion by Kaczmariski, second by Johnson and unanimously carried, approved the 2012 Finance Audit.

Randy Wondergem from MRA (The Management Association Inc.) introduced himself along with his company; and explained the methodology that was used for the wage study. Randy was contracted by Waupun Utilities to complete a wage study for Utility employees.

Posthuma provide the Commission with a transition plan update. Discussion followed in regards to the status of several items listed as needing completion. It was suggested that this item stay on the agenda for future reference and discussion.

On motion by Thurmer, seconded by Homan and unanimously carried, the Commission adjourned into closed session under Section 19.85(1)(c) to discuss personnel.

On motion by Thurmer, seconded by Homan and unanimously carried, the Commission adjourned into open session under Section 19.85(2).

There was no action taken from closed session.

On motion by Kaczmariski, seconded by Johnson and unanimously carried, the meeting was adjourned at 6:43 p.m. A special commission meeting is scheduled for May 30, 2013, at 4:00 p.m.

Randy Posthuma
Secretary