

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, June 10, 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 Thurmer, seconded by Kaczmarski and unanimously carried, minutes of the May 13, 2013, Regular Meeting and May 30, 2013, Special Meeting were approved as presented.

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

General Manager Posthuma presented April 2013 financial results. Electric operating income was \$68,128 above budget. Sewer operating income was \$11,383 above budget. Water operating income was \$63,660 above budget. Operating costs for all three utilities were lower due to timing of chemicals, lower system maintenance expenses, and staff hours and costs attributed to the AMI metering project. On motion by Johnson, seconded by Thurmer and unanimously carried, the April 2013 financial report was approved as presented.

Posthuma presented crew updates and general utility information. AMI meter installations continue to be the focus for crews. To date we have installed 2300 water meters, which is approximately 2/3 of the water meters in our system. The electric crew is installing underground service to the Taco Bell project, along with several new residential underground services. It is encouraging to see growth and service installs in the city. Water /sewer department replaced two sanitary sewer laterals related to cracked clay pipe. A failed pump at the Harris liftstation was addressed, and while doing the confined space entry, crews completed the semi-annual maintenance of cleaning built-up grease and debris from the liftstation. Office staff is working on fine tuning the billing process through the transition of AMI readings. It is a time consuming process, with the billing clerk verifying accuracy of billing information to insure that all bills are reflecting correct information. We have confidence in the automatic readings being generated through the AMI meters, and the process will improve over the next month or two.

General Manager Posthuma provided information on two WI State Assembly Bills impacting municipal utilities. The first bill, AB106, is a customer privacy bill that is in the Governor's office for signing. The bill imposes restrictions on a municipal utility's release of "customer information" without the customer's consent. Municipal utilities are in favor of the Bill due to its intent to protect the privacy of our customers. A second bill, AB40, Section 1270, addresses municipal employee residency parameters and prohibits a local unit of government from imposing jurisdiction on municipal employees. The bill may be in its final stages, with lobbying efforts unable to modify the local residency ban to allow a local governing board the ability to determine if a time response or mileage residency parameter would best supply consistent service for its customers. Waupun Utilities currently requires a 20 minute response time for electric crew members.

Treatment Facilities Supervisor Schramm presented the treatment facilities report. Tower 2 will be repainted this summer, with service provided by Utility Sales and Service. Both towers are covered under a maintenance contract, and periodic tests are performed to monitor both the interior and exterior surfaces. The maintenance contract has been in effect since 2001, renewed in 2008, and is designed to spread out the costs of tower maintenance. The May 2013 inspection results recommend

painting the tower with a process of bare metal surface preparation, full containment, and rolled on paint versus paint spray. Utilities will investigate hiring an inspector to ensure proper preparation and application throughout the painting project and present findings at the July meeting.

Chris Clupp, Baird, presented information on the utilities' investment portfolio. Reinhart Partners, manager of the funds, positioned the utility portfolio to be resilient in a rising interest rate environment.

Peter Gray, QTI Group, presented qualifications and background of their company to assist in the procurement of qualified applicants for the Business/Finance Manager position. QTI works with the employer to clarify a job description, announce and publicize the position, and narrow the search of qualified applicants. Discussion followed the presentation regarding the process of filling the Business/Finance Manager position. Motion made by Johnson, seconded by Homan to utilize the resources of QTI Group for the hiring process of Business/Finance Manager position. Motion carried, with one vote opposing.

Treatment Facilities Supervisor Schramm reviewed the 2012 Compliance Maintenance Annual Report, which is an annual review of WWTP operations. On motion by Homan, seconded by Johnson, and unanimously carried, the 2012 CMAR Resolution 06-10-2013-01 was approved as presented.

Proposals for a Benefit Study and a Compensation Service were reviewed with information provided by Randy Wondergem from MRA (The Management Association Inc.). The two proposals would further tie together information provided by the wage study for utility employees. On motion by Thurmer, seconded by Homan and unanimously carried, contracting with MRA for the proposals of a Benefit Study and a Merit Grid Study, in the proposed amount of \$5,800.00, was approved.

General Manager Posthuma informed the commission of resignation of the current janitorial staff. Utilities published an ad requesting bids for cleaning services of the Utility complex at 817 S. Madison Street. Position will begin July 1, 2013.

On motion by Kaczmariski, seconded by Johnson and unanimously carried, the meeting was adjourned at 5:56 p.m. Next commission meeting is scheduled for July 8, 2013, at 4:00 p.m.

Nancy Oosterhouse
Mapping/Admin Coordinator