

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, July 8, 2013**

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

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

On motion by Homan, seconded by Johnson and unanimously carried, minutes of the June 10, 2013, Regular Meeting were approved as presented.

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

General Manager Posthuma presented May 2013 financial results. Electric operating income was \$25,700 above budget. Sewer operating income was \$19,700 below budget. Manager Posthuma explained the lower sewer operating income is partly due to the decrease in sewer rates which went into effect after the 2013 budget was approved in November 2012. Water operating income was \$89,500 above budget. On motion by Johnson, seconded by Homan and unanimously carried, the May 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. There are approximately 600 meters left to upgrade, with a targeted completion date of September 2013. Electric crew completed infrastructure to Taco Bell. A 1400' primary underground service and pad mount transformer were relocated for Federal Mogul over the holiday weekend, during their facility plant shutdown. Utilities will invoice Federal Mogul for associated costs for the project. The crew responded to one outage; cause was determined to be related to contractor work for a fence installation.

Posthuma updated commission on the status of the Business/Finance Manager procurement. QTI group has the job opening featured on their web site and other recruitment processes. Currently there are two applicants, and Posthuma and Peter Gray, QTI, would like to have a minimum of two more qualified applicants to proceed to the interview process. The MRA Benefit and Compensation studies are in progress. Randy Wondergem is currently working on the benefit portion of the employee package.

Treatment Facilities Supervisor Schramm presented the treatment facilities report. Replacement of membranes at the water plant is scheduled for the week of July 29th. Commission reviewed history of tower maintenance contract amounts. Contract pricing is based according to tower size. Schramm informed Utility Services that the Tower 2 recoating start date cannot be prior to August 5, in order to have only one system out of operation at a time. Wastewater tank maintenance will continue until early fall.

The third quarter communications plan was reviewed. Ads continue to promote energy awareness, seasonal tips, and Focus on Energy promotions. The utilities collects nearly \$60,000 per year for Commitment to Community funds. Funds are forwarded to the state; funds are split 50/50 between the WI state low-income program and Focus on Energy (FOE), which provides energy incentives. So far in 2013, our customers have received over \$56,000 in incentives from FOE, nearly twice the amount we put in on an annual basis.

Treatment Facilities Supervisor Schramm presented details of the critical phase inspection services quoted by Dixon Engineering, for the recoating process of Tower 2. On motion by Homan, seconded by Mielke and unanimously carried, hiring of Dixon Engineering for inspection of Tower 2 recoating process, in the amount of \$11,564, was approved.

General Manager Posthuma presented the updated Business/Finance Manager job description which reflects revisions and additions from QTI input to best meet the needs of the utility posting. One pertinent change is the oversight of human resources responsibilities as an essential function of the job. Motion by Johnson, seconded by Kaczarski, to approve the Business/Finance Manager job description. Motion carried, with one vote opposing.

Discussion was held regarding a salary range for the position of Business/Finance Manager. No action taken.

General Manager Posthuma informed the commission of the decision to utilize Tru-Clean for janitorial services. Tru-Clean will provide janitorial services three days per week, for an annual amount of \$10,500.00.

General Manager Posthuma presented two organization structures in efforts to realign and distribute duties and plan for employee succession. Discussion was held regarding both scenarios.

On motion by Kaczarski, seconded by Homan, and unanimously carried, the Commission adjourned into closed session under Section 19.85 (1)(c) to discuss personnel as related to new organization structure.

Motion by Kaczarski, seconded by Johnson to adjourn into open session under Wisconsin State Statutes section 1985(2). Motion carried.

On motion by Kaczarski, seconded by Homan, and unanimously approved, Option 1 of the organization structure in effort to realign and distribute duties was approved. Under the approved organization structure, the electric operations will remain under the supervision of Randy Posthuma, General Manager, and the water and wastewater operations will be under the supervision of Steve Schramm, with the title of Water & Sewer Maint/Treatment Supervisor. Business/Finance Manager will supervise office staff consisting of accounting clerk, customer billing representative and customer service representative.

On motion by Kaczarski, seconded by Johnson and unanimously carried, the meeting was adjourned at 5:45 p.m. A special commission meeting is scheduled for July 15, 2013, at 4:00 p.m, to discuss and approve a Business/Finance Manager salary range as part of filling the position.

Next regular commission meeting scheduled for August 12, 2013.

Nancy Oosterhouse
Mapping/Admin Coordinator