

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, August 12, 2013**

The meeting was called to order by President Buchholz at 4:00 p.m.

Commissioners Buchholz, Heeringa, Homan, Johnson, Kaczmarek, Mielke, and Thurmer were present.

On motion by Johnson, seconded by Thurmer and unanimously carried, minutes of the July 8, 2013, Regular Meeting and July 15, 2013, Special Meeting were approved as presented.

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

General Manager Posthuma presented June 2013 financial results. Electric operating income was \$38,000 above budget. Sewer operating income was \$26,700 below budget. Water operating income was \$5,800 above budget. All three utilities continue to see lighter than normal revenue as we move through the summer months. The AMI project is approximately 6% or \$60,000 over budget for the water portion of the project. Lower maintenance expense is expected to offset the excess AMI costs. In addition, the 2013 water budget included approximately \$100,000 in reserve. On motion by Kaczmarek, seconded by Homan and unanimously carried, the June 2013 financial report was approved as presented.

Posthuma presented crew updates and general utility information. The electric crew transitioned back to some much needed maintenance projects. One large project is a re-build of electric service on the north side of the hospital. One outage was reported due to lightning, rain, and wind. Nine customers were out of power on the east side of S. Madison Street due to a lightning strike.

Posthuma reported on proposed Smart-Meter Legislation including a smart meter opt-out for those opposed to the metering. It appears there will not be a Bill presented in the Senate or Assembly this year, but our joint action agencies are keeping a close eye on any progress being made.

Re-organization of the work crews is off to a positive start. Water & Sewer Maint/Treatment Supervisor Schramm has taken over the water crew responsibilities and the transition is going well. Crews continue to meet daily as a group to lay out and review projects. It serves to promote and improve lines of communication for the transition process.

Schramm reported the water treatment facility is performing well. Tower 2 maintenance is scheduled to start the week of August 19, with exterior renovations expected to take approximately 6 weeks. The crew is working on tank maintenance at the wastewater facility, including clarifiers and aerated grit tanks.

The water and sewer crew repaired three substantial service leaks. The leaks were identified during water meter exchanges. In addition, a water main valve on Cardinal Court was repaired. Past repair history reflects other deterioration of valves and hydrants in that area. Remaining water meter exchanges are scheduled appointments. There has been a switch to two crew members working on the project on a daily basis, with more assistance available as needed.

The AMI installation process is nearing completion with approximately 180 meters remaining to be upgraded. The billing portion of the AMI project is a slow but steady process. Currently WPPI continues to send the read file with meter readings for the cycle billing to be completed. We are able to complete daily tasks by extracting readings from the MDM process. Early September, the process of extracting all readings for billing cycles will be activated. By October, there will be access to all information the AMI metering can provide.

Randy Wondergem, MRA consultant, completed the benefits study and will provide a review at the September commission meeting. A meeting with utility employees is scheduled for August 19th, to review the findings of a wage study of utility job positions. This will provide a starting point going forward for performance review and comparison in the job market for positions held at the utilities. Next step is for Manager Posthuma and Wondergem to review options for a merit grid/performance evaluation process going forward.

Review of the goals established for the General Manager position of Posthuma was evaluated. Posthuma is near completion of his first three months in the position.

Discussion held on the findings of the interview process between the interview committee, Peter Gray from QTI, Manager Posthuma and potential candidates. 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 as related to Business/Finance Manager position.

Motion by Thurmer, seconded by Heeringa, to adjourn into open session under Wisconsin State Statutes section 19.85 (2). Motion carried

No action taken from closed session.

On motion by Mielke, seconded by Heeringa and unanimously carried, the meeting was adjourned at 5:25 p.m.

Next regular commission meeting scheduled for September 9, 2013.

Randy Posthuma
General Manager