

**Minutes of a Regular Meeting of the
Waupun Utilities Commission
Monday, November 11, 2013**

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

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

On motion by Johnson, seconded by Thurmer and unanimously carried, minutes of the October 14, 2013, Regular Meeting were approved as presented.

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

Business/Finance Manager Oosterhouse presented September 2013 financial results. Electric year-to-date operating income was \$98,800 above budget on lower purchased power costs and administrative and general expense. Sewer year-to-date operating income was \$42,600 below budget due to the 2013 rate reduction and reduced high strength waste charges. Water year-to-date operating income was \$97,100 above budget on lower maintenance expense and administrative and general expense. The long-term investment portfolio recognized a net gain of \$21,000. On motion by Kaczmariski, seconded by Johnson and unanimously carried, the September 2013 financial report was approved as presented.

Posthuma presented an electric crew update and general utility information. The electric crew has been working on several projects identified in our electric distribution system study. They include circuit load balancing, installation of capacitor banks and the installation of a tie line between the Main substation and Comtech substation.

AMI water meter exchanges are complete; billing department continues to work with WPPI staff and will migrate to billing "live" from our own access to the Meter Data Management System in December.

Management conducted interviews and extended an offer to Ben Russell for the wastewater treatment plant, operator/maintenance position. He comes with experience in installation, maintenance and trouble shooting of water and wastewater equipment. He is slated to begin his employment in December.

W&S Maint/Treatment Supervisor Schramm reported that rain, wind and cold conditions have caused a decision to delay the completion of Tower 2 exterior renovations until Spring 2014. This will allow for the best finished product in the long run. A zinc coat primer will be applied at this time, which allows a 300 day window for final coat application. The tank interior is complete, and following tests for proper surface coat curing, along with bacteria sampling, Tower 2 will be put back into operation within the month.

Business/Finance Manager Oosterhouse presented the 2014 complete budget. The overall budget is \$997,266 (6.42%) less than the 2013 budget due to the large AMI project incurred in 2013 and results in a budget surplus of \$67,281. On motion by Kaczmariski, seconded by Heeringa and unanimously carried, the 2014 budget was approved as presented.

Job description for the current General Manager position was reviewed. The job description encompasses general manager and electric supervisor responsibilities. On motion by Homan, seconded by Thurmer and unanimously carried, the General Manager job description was approved.

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

No action was taken from closed session.

On motion by Thurmer, seconded by Mielke and unanimously carried, the meeting was adjourned at 5:45 p.m.

Next regular commission meeting scheduled for December 9, 2013.

Nancy Oosterhouse
Mapping/Admin Coordinator