



Columbus Utility Commission Meeting Agenda

Thursday, August 15, 2024 at 6:00 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Roll Call

Notice of Open Meeting

Approval of Agenda

Public Comment

1. Baker Tilly Presentation on Utility Financial Statements for 2022 and 2023

Consent Agenda

2. Approve Minutes:

June 20, 2024

June 20, 2024 Commission Workshop

July 18, 2024

3. Outage Reports:

July 13, 2024 - W1017 CTH K Blown Fuse due to lightning strike.

August 6, 2024 - E. Prairie St. & S. Water St. lines down due to storm.

4. Financial Reports:

Approve the Water, Wastewater and Light Cash Disbursements Report and Accounts Payable Report - Discussion/Approval

Unfinished Business

5. Substation #4 Low Side Bushing Replacement and Oil Report

New Business

6. Capital Improvement Plan (CIP) - Discussion

7. WWTP - HVAC Semi Annual PM and T&M Contract w/Bassett Mechanical

8. Electric Utility Approval to Order Transformers for Inventory - 2025 Budget

9. Water Utility - Replacement of Fire Hydrant due to failed nozzle.

10. WWTP - Purchase of New Transducers for Sand Filter Process.

Reports

11. Utilities Report

12. Future Agenda Topics:

a. Rate Case Adjustments - Residential, Commercial, and Industrial Clients

- b. Septage Receiving Rate Adjustment
- c. Concentration Based Multiplier on Sewerage Rate Charges
- d. Investigation and Implementation of FOG Discharge Violations

Adjourn

*A quorum of city committees and/or commissions may be present at this meeting. No action will be taken or considered by those committees and/or commissions.

**COLUMBUS UTILITY COMMISSION MEETING
MINUTES
Thursday, June 20, 2024**

1. **Call to Order:** Columbus Utility Commission President Thom called the meeting to order at 6:00 pm.
2. **Roll Call:** Commissioners present-roll call: Thom, Andler, Finkler, Beckman, Rule, Curtis, Hammer. Also, present at the meeting was Jacob Holbert, Utility Director and City Administrator Matt Amundson
3. **Notice of Open Meeting:** Noted as posted.
4. **Approve Agenda:** Motion by Finkler, second by Hammer to approve the agenda. Carried by voice vote.
5. **Consent Agenda.** Motion by Rule, second by Beckman to approve the consent agenda including the minutes of April 18, 2024 & May 29, 2024, outage report, water, wastewater, and light cash disbursements report, and accounts payable report. Roll call: Andler aye, Hammer aye, Finkler aye, Beckman aye, Curtis aye, Thom aye, Rule aye. Motion carried.

Unfinished Business

None

New Business

1. **Discussion and Acceptance of 2023 Wastewater Utility CMAR Report.** This was presented by Director Holbert as an information item, no action was taken.

Reports

1. **Utilities Report** Director Holbert provided a report on current operations at the Utilities.
2. **Future Agenda Topics:** None
3. **Adjourn** Motion by Finkler, second by Hammer to adjourn at 6:17 pm. Carried by voice vote.

Respectfully Submitted,

Matt Amundson
City Administrator

**COLUMBUS UTILITY COMMISSION WORKSHOP
MINUTES
Thursday, June 20, 2024**

1. **Call to Order:** Columbus Utility Commission President Thom called the meeting to order at 6:19 pm.
2. **Roll Call:** Commissioners present-roll call: Thom, Andler, Finkler, Beckman, Rule, Curtis, Hammer. Also, present at the meeting was Jacob Holbert, Utility Director and City Administrator Matt Amundson
3. Discussion took place regarding roles and responsibilities of Utility Commission and City Council along with discussion on how to accomplish greater cohesion between the two entities.
4. **Adjourn** Motion by Finkler, second by Rule to adjourn at 7:30 pm. Carried by voice vote.

Respectfully Submitted,

Matt Amundson
City Administrator

**COLUMBUS UTILITY COMMISSION MEETING
MINUTES
Thursday, July 18 2024**

1. **Call to Order:** Columbus Utility Commission President Thom called the meeting to order at 6:00 pm.
2. **Roll Call:** Commissioners present-roll call: Thom, Finkler, Beckman, Rule, Curtis, Hammer. Also, present at the meeting was Jacob Holbert, Utility Director.
3. **Notice of Open Meeting:** Noted as posted.
4. **Approve Agenda:** Motion by Hammer, second by Beckman to approve the agenda. Carried by voice vote.
5. **Consent Agenda.** Motion by Rule, second by Curtis to approve the consent agenda including the minutes of June 20, 2024 and June 20, 2024 CUC Workshop, outage report, water, wastewater, and light cash disbursements report, and accounts payable report. Roll Call: Finkler aye, Beckman aye, Rule aye, Curtis aye, Hammer aye, and Thom aye. Motion carried.

Unfinished Business

None

New Business

1. **Discussion and Approval of R-M Task Order: Sanitary Sewer Televising/Inspection Program 2024 in the amount of \$29,650.** Information was presented by Director Holbert stating that the program is intended to start a multi-year program where R-M will assist the Utility in providing services that will meet our 20% inspection requirement per the Wisconsin Department of Natural Resources. Director Holbert also noted that work in the Sanitary Sewer Collection System has already begun. Finkler motioned to approve the funding to R-M in the amount of \$29,650 for the Sanitary Sewer Televising/Inspection Program 2024; Hammer second. Roll Call: Finkler aye, Beckman aye, Rule aye, Curtis aye, Hammer aye, Thom aye. Motion carried.
2. **Discussion of Post inspection images and Approval of Immediate Repair Needs to Sanitary Sewage Collection System totaling \$107,100.** Director Holbert went through the images presented to the Utility of the damage found in the initial televising and jetting project that focused on the area feeding the Waterloo and the Meister Park Lift Stations. After presenting and explaining the images as well as fielding some questions on the images Director Holbert Broke down the Immediate Repair Needs and the cost associated with the repairs. Discussion was initiated by Director Holbert that a majority of all I&I that comes into Sanitary Sewer Systems come from Private Laterals. President Thom commented that the responsibility of the Utility will be to the "curb stop" or right of way at each lateral as was proposed by City Code 102-205. Director Holbert made mention of the recent findings from the Town of Elba flow data. Normal daily flow from the Town of Elba is roughly 50,000 gpd, during the recent June rain events and the subsequent flooding the flows from the Town of Elba were in excess of 600,000 gpd. This can only be caused by the river which had reached flood stage entering the collection system as excessive flows were recorded on dates of zero precipitation. Hammer

motioned to approve the funding for immediate repairs to the Sanitary Sewer Collection System in the amount of \$107,100; Rule second. Roll Call: Beckman aye, Rule aye, Curtis aye, Hammer aye, Thom aye, Finkler aye. Motion carried.

3. **Discussion and Approval of Substation #4 Transformer Animal Contact Repairs – Immediate Replacement of Bushings with funding “not to exceed” \$20,000.** Director Holbert discussed the situation at Substation #4. Explained that the work had to be scheduled prior to approval due to scheduling of the contractor. Bushing replacement is on the agenda for October after the Substation #3 project is completed. Discussed in the meeting is the fact the Utility was lucky that more intensive damage was not caused to the transformer as the cost would be extremely excessive for the Utility to endure. Hammer motioned to approve the funding “not to exceed” \$20,000 for the repairs of Substation #4 Transformer; Finkler second. Roll Call: Rule aye, Curtis aye, Hammer aye, Thom aye, Finkler aye, Beckman aye. Motion carried.

Reports

1. **Utilities Report** Director Holbert provided a report on current operations at the Utilities.
4. **Future Agenda Topics:**
 - a. Director Holbert informed the Commission that the next CUC there will be a presentation from Jodi of Baker Tilly on the Financial Audits of all three Utilities.
 - b. Director Holbert also made mention that he will look into programs such as what is taking place with MMSD in Milwaukee in regards to assisting property owners with the reduction of I&I from their laterals as well as removing all storm water from the Sanitary Sewer System.
5. **Adjourn** Motion by Finkler, second by Hammer/Beckman to adjourn at 6:56 pm. Carried by voice vote.

Respectfully Submitted,

Jacob Holbert
Utility Director

2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: July 13, 2024 Outage – W1017 CTH K Blown Fuse

DETAILED DESCRIPTION OF SUBJECT MATTER:

On July 13th an outage occurred at 8:37PM on CTH K when lightning/weather event caused a fuse to blow. Power was restored at 9:30PM by Columbus Utilities Linemen. Only one customer was affected, and the outage lasted 60 minutes.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. See Attached Columbus Water & Light Customer Outage Report.

ACTION REQUESTED OF COMMISSION:

1. Review Outage Report.

COLUMBUS WATER & LIGHT CUSTOMER OUTAGE REPORT

SUBSTATION 1 CIRCUIT # 103 DATE 7/13/2024
 LOCATION OF FUSE OR RECLOSER 6B/87138
 CUSTOMER NAME OR LOCATION Dave Roelke w/17 County R D K
 REMARKS Blown Fuse from weather / lightning

PART THAT FAILED

- 0 None
 1 Numerous
 2 Other-note in remarks
 3 Transmission equipment
 4 Substation equipment
O.H. DISTRIBUTION

- 10 Anchor or guy
 11 Arrester
 12 Conductor – Primary
 13 “ – Secondary
 14 Connector
 21 Insulator
 24 Metering equipment
 25 Pole
 26 Recloser
 27 Riser or Jumper
 28 Splice
 29 Switch – GOAB
 30 “ – Disc.
 31 Cutout – Fused
 32 Transformer – Line
 33 Transformer – Potential
U.G. DISTRIBUTION

- 50 Arrester
 51 Conductor – Primary
 52 “ – Secondary
 53 Connector – Bolted
 54 “ – Comp.
 55 “ – Elbow
 56 “ – Splice
 59 Terminator
 60 Transformer – Pad Mount
 61 Transformer – Bayonet Fuse
 62 Metering Equipment

WEATHER

- 1 Normal
 2 Wind
 3 Thunderstorm
 4 Rain
 5 Rain and wind
 6 Fog
 7 Ice
 8 Ice and wind
 9 Snow
 10 Extreme cold
 11 Extreme heat
 12 Extreme storm

CAUSE

- 0 Unknown
 1 Loss of supply
 2 Operating error
 3 Circuit overload
 4 Mis-coordination
 5 Faulty installation
 6 Lightning
 7 Wind
 8 Ice
 9 Cold weather
 10 Hot Weather
 11 Moisture
 12 Contamination
 13 Fire
 14 Extreme storm

FOREIGN OBJECTS

- 20 Vehicles
 22 Trees – tore down
 23 Trees – shorted
 24 Animals
 25 Birds
 26 Underground dig in
 27 Vandalism
 28 Other

EQUIPMENT

- 30 Manufacturing defect
 31 Equipment overload
 32 Electrical failure
 33 Worn out

(use 24 hour time)

TIME OFF 8:37 ON 9:30
pm pmNumber of Calls 1Number of
CustomersMinutes
Duration160TRANSFORMER FAILURE

CWL# _____ KVA _____

MFG _____ AGE (est) _____

Serial # _____

Arrester ON / OFF Tank (circle one)

ARRESTOR FAILURE

MFR _____ Porc Polymer
 Riser Line Transformer
 (circle all that apply)

DEVICE THAT OPENEDDistributionMain Feeder

Breaker _____ Counter _____

Targets _____

Branch Line

O.C.R. _____ Size _____

Fuse ~~_____~~ Size _____TransformerFuse 8amp Transf. Size _____ROUTING (initial)Responded By MMLine Assisted By JFT

Assisted By _____

Manager _____

Outage File _____

2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: August 6, 2024 Outage – E. Prairie & S. Water St.

DETAILED DESCRIPTION OF SUBJECT MATTER:

On August 6, 2024 at 1:11AM wind from a thunderstorm caused a tree to fall on the power lines causing an outage. 74 customers were without power for a duration of 259 minutes, power was restored at 5:30AM.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. See Attached Columbus Water & Light Customer Outage Report.

ACTION REQUESTED OF COMMISSION:

1. Review Outage Report.

COLUMBUS WATER & LIGHT CUSTOMER OUTAGE REPORT

Item #3.

SUBSTATION 1 CIRCUIT # 103 DATE 8/6/2024
 LOCATION OF FUSE OR RECLOSER Prarie St 3 wate
 CUSTOMER NAME OR LOCATION 48708/66
 REMARKS Storm Blew a tree down and broke power lines and
burning in the secondary wires

PART THAT FAILED

- 0 None
- 1 Numerous
- 2 Other-note in remarks
- 3 Transmission equipment
- 4 Substation equipment
- O.H. DISTRIBUTION
- 10 Anchor or guy
- 11 Arrestor
- 12 Conductor – Primary
- 13 “ – Secondary
- 14 Connector
- 21 Insulator
- 24 Metering equipment
- 25 Pole
- 26 Recloser
- 27 Riser or Jumper
- 28 Splice
- 29 Switch - GOAB
- 30 “ - Disc.
- 31 Cutout - Fused
- 32 Transformer – Line
- 33 Transformer – Potential
- U.G. DISTRIBUTION
- 50 Arrestor
- 51 Conductor – Primary
- 52 “ – Secondary
- 53 Connector – Bolted
- 54 “ – Comp.
- 55 “ – Elbow
- 56 “ – Splice
- 59 Terminator
- 60 Transformer – Pad Mount
- 61 Transformer – Bayonet Fuse
- 62 Metering Equipment

WEATHER

- 1 Normal
- 2 Wind
- 3 Thunderstorm
- 4 Rain
- 5 Rain and wind
- 6 Fog
- 7 Ice
- 8 Ice and wind
- 9 Snow
- 10 Extreme cold
- 11 Extreme heat
- 12 Extreme storm

CAUSE

- 0 Unknown
- 1 Loss of supply
- 2 Operating error
- 3 Circuit overload
- 4 Mis-coordination
- 5 Faulty installation
- 6 Lightning
- 7 Wind
- 8 Ice
- 9 Cold weather
- 10 Hot Weather
- 11 Moisture
- 12 Contamination
- 13 Fire
- 14 Extreme storm

FOREIGN OBJECTS

- 20 Vehicles
- 22 Trees – tore down
- 23 Trees – shorted
- 24 Animals
- 25 Birds
- 26 Underground dig in
- 27 Vandalism
- 28 Other

EQUIPMENT

- 30 Manufacturing defect
- 31 Equipment overload
- 32 Electrical failure
- 33 Worn out

(use 24 hour time)

TIME OFF 1:11 ON 5:30

Number of Calls 1

Number of Customers Minutes Duration

74 259 min

TRANSFORMER FAILURE

CWL# _____ KVA _____
 MFG _____ AGE (est) _____
 Serial # _____
 Arrestor ON / OFF Tank (circle one)

ARRESTOR FAILURE

MFR _____ Porc Polymer
 Riser Line Transformer
 (circle all that apply)

DEVICE THAT OPENED

Distribution
Main Feeder

Breaker _____ Counter _____
 Targets _____

Branch Line

O.C.R. _____ Size _____
 Fuse X Size _____

Transformer

Fuse _____ Transf. Size _____

ROUTING (initial)

Responded By Dalton
 Line Assisted By Jeff Mason Jake
 Assisted By _____
 Manager _____
 Outage File _____

2024 AGENDA ITEM

Utility Commission Meeting Date: 08/15/2024

ITEM: Financial Reports

DETAILED DESCRIPTION OF SUBJECT MATTER:

Included in the Financial Reports is the Cash Disbursements Report. The Treasures Report will be sent next week with the Accounts Payable Report due to staff vacation schedules.

The Accounts Payable Report and the Treasurers Report will be sent via email the Wednesday before the Commission meeting.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. The Cash Disbursements Report

ACTION REQUESTED OF COMMISSION:

1. Review and approve the Cash Disbursements Report and the Accounts Payable Report.

COLUMBUS WATER & LIGHT
CASH DISBURSEMENTS REPORT
July, 2024

08 Aug 24

DATE	DESCRIPTION	AMOUNT	VOIDED	REMARKS
17-Jul 23668	Madison Media Partners	(\$79.94)	Voided	
17-Jul 23803	4 Control	\$2,334.17		Weed spraying of subs and pole yard, burs control circuit 403
17-Jul 23804	Aberdeen Consulting LLC	\$266.50		Network Security/Firewall License & Subscription
17-Jul 23805	ACE Hardware	\$876.81		Cement PVC, Primer/Cement handy pack, elbows, pipes, Hydrant maintenance supplies, digger truck tools, wire for street light maintenance, misc fasteners, black silicone
17-Jul 23806	Amari Uniform Company	\$74.75		Clothing for Craig Schultz
17-Jul 23807	Anthony Derr	\$76.99		Boot Reimbursement
17-Jul 23808	Anthony Lieggi	\$1,050.00		Energy incentive-ductless mini split replacing electric heat
17-Jul 23809	B&M Technical Services	\$825.00		Advanced scheduled service one technician plus mileage
17-Jul 23810	Baker Tilly	\$2,638.00		2023 Audit, Electric, water, wastewater
17-Jul 23811	Bassett Mechanical	\$930.00		EF Labor, Service Call on EF
17-Jul 23812	Bordest States Electric	\$3,422.25		(25) Cutout, Ground Gloves (2), Ground Gloves (3) XL, 2XL (1)
17-Jul 23813	Brian & Olivia Lamont	\$445.41		Refund over paid utilities
17-Jul 23814	Cardinal Embroidery	\$495.00		Embroidery LOGO/NAME CRAIG & JAKE
17-Jul 23815	City of Columbus	\$60,441.94		Monthly pilot, salaries, custodian wages, dumpsters, ruckert & Mielke, phone use reimbursement AT&T and Century Link
17-Jul 23816	Columbus High School	\$1,750.00		Donation for High School Live Stream
17-Jul 23817	Components Plus	\$3,251.43		Energy Incentive-LED Lighting & Controls
17-Jul 23818	CTW Corporation	\$3,004.00		Well #4 Circuit Breaker replacement
17-Jul 23819	Culligan Water Conditioning	\$239.00		PE-DI Rent 7/1-7/31 DI Regeneration charge
17-Jul 23820	Diggers Hotline	\$144.00		Locating Expenses
17-Jul 23821	Evelyn Derr	\$109.95		Boot Reimbursement
17-Jul 23822	Forster Electrical	\$446.25		Fireman's park electric planning electrical layout
17-Jul 23823	Hammes Fire & Safety	\$2,000.00		Annual inspection of building fire alarm system
17-Jul 23824	Hawkins, Inc	\$3,361.09		Wastewater chemicals, water chemicals
17-Jul 23825	HydroCorp	\$929.00		Cross Connection Cntrl program
17-Jul 23826	ICS Medical Answering Service	\$215.30		Phone Answering Service
17-Jul 23827	J&R Underground	\$18,970.00		(866) Bore 1-2" Duct, (142) Bore 1-2" duct, (345) Bore 1-1.25" duct
17-Jul 23828	James Stadler	\$61.89		Meter Reading/Tag hanging expense
17-Jul 23829	Jeremy Roll	\$147.60		Clothing Allowance
17-Jul 23830	Linck Aggregates, Inc.	\$673.27		Mains clearstone, stone for service, stone for underground line
17-Jul 23831	Logistics recycling	\$1,097.35		Lamp Recycling event
17-Jul 23832	Madison Media Partners	\$79.94		Bit Ad for Substation 3
17-Jul 23833	Mason Mosher	\$125.00		Boot Reimbursement
17-Jul 23834	Midwest Chemical & Equipment	\$2,861.00		(2)Drums Polymer Emulsion Polymer Feed System, Rental month
17-Jul 23835	NAPA AUTO PARTS	\$5.49		CAP FOR GENERATORS
17-Jul 23836	Norcon Corporation	\$68,946.25		WWTF CLARIFIER DECK REPLACEMENT REBID PAYMENT NO 1
17-Jul 23837	North Central Laboratories	\$664.41		Single use vials, BOD Nutrients, NCL glass fiber filters, tubes, grease, high vacuum, em ph test strips, Desiccant
17-Jul 23838	Northeast Wisconsin Tech	\$223.57		Apprenticeship school Mason
17-Jul 23839	Northern Lake Service	\$406.65		Monthly Chloride
17-Jul 23840	OpenPoint	\$1,250.00		Monthly Subscription
17-Jul 23841	Pace Analytical Services	\$4,110.00		Firemans Park Soil Sample
17-Jul 23842	Packerland Rent-A-Mat	\$182.04		Cloths, mats, mops, toilet tissue, urinal refills, laundry bags
17-Jul 23843	Peter Gallun	\$125.00		Boot Reimbursement
17-Jul 23844	Prairie Ridge Health	\$27.00		Preemployment Drug screen
17-Jul 23845	Pyramid Telephone & Security	\$862.50		Replaced Front Camera and Testing
17-Jul 23846	SJE	\$1,336.16		Mechanical Seal 210 Frame 1 3/4 in Chesterton
17-Jul 23847	USA Bluebook	\$2,299.81		3 Powder Pillows 100 PK, 24 Broth ampules, hatch pk of 100, bulk silicone tubing 25 ft roll, glass fiber filter, 24 broth ampules plastic 50pk, sensor cap for obod, high range plus vials
17-Jul 23848	USIC Locating Services	\$2,139.60		Locating Expenses
17-Jul 23849	Utility Sales & Service	\$2,306.66		Truck 22 bucket inspection & boll bearing torque, Trk 28 bucket inspection & filters
17-Jul 23850	WI State Laboratory of Hygiene	\$29.00		Monthly Fluoride test
17-Jul 23851	Wisconsin Copy & Business	\$54.43		Usage charges
17-Jul 23852	Wiseguys auto repair	\$129.29		27 2022 Ford F350 dumper oil & filter change, oil & filter change, tire rotate truck #22, tube, mount small tire
17-Jul 23853	Wright plumbing	\$465.54		coupling and labor
17-Jul 23854	Peter Gallun	\$126.58		Clothing Allowance
	SUBTOTAL	\$197,132.93		ACCOUNTS PAYABLE LIST APPROVED AT JULY MEETING
01-Jul ACH	Farmers & Merchants Union Bank			
09-Jul ACH-3855	BP	\$35.00		NSF Fees
09-Jul ACH - 3853	Payment Service Network	\$1,787.95		Fuel
12-Jul ACH-	CWL Net Payroll	\$2,807.75		Customer Payment Fee
12-Jul ACH-3843	EFTPS	\$34,561.31		Net Payroll for 1st Payroll in July #14
12-Jul ACH 3844	WI Deferred Comp Board	\$12,637.83		FICAMEDIFIED Withholding Payroll #14
12-Jul ACH 3845	Wisconsin Department of Revenue	\$1,725.24		Payroll Deferral Billing for Payroll #14
17-Jul ACH 3860	Charter Communications	\$1,856.57		State Withholding Payroll #14
17-Jul ACH 3865	Charter Communications	\$99.99		Internet Service for Admin Building
17-Jul ACH-3868	Charter Communications	\$119.98		Internet Service for Electric SCADA
20-Jul ACH 3861	US Cellular	\$119.98		Wastewater Spectrum
17-Jul ACH-3866	US Cellular	\$422.00		Cell Phone Charges
17-Jul ACH-3879	US Cellular			Voided
17-Jul ACH	Investment Pool	\$92.22		Cell phone charges wastewater
17-Jul ACH	Investment Pool	\$30,000.00		June Bond Interest Payment
17-Jul ACH	Investment Pool	\$5,000.00		June Depreciation Payment

Item #4.

14-Jul	ACH	Investment Pool		\$15,500.00	Transfer into LGIP #13 General Fund
26-Jul	ACH -3878	Wisconsin Department of Revenue		\$1,742.57	State Withholding Payroll #15
26-Jul	ACH -3876	EFTPS		\$11,605.06	FICA/FED/MED Withholding Payroll #15
26-Jul	ACH -3877	WI Deferred Comp Board		\$1,583.39	Payroll Deferral Billing for Payroll #15
26-Jul	ACH	CWL Net Payroll		\$32,479.78	Net Payroll for 2nd Payroll in July #15
18-Jul	ACH -3854	WE Energies		\$40.85	Natural Gas Service for CWL Admin Building
18-Jul	ACH -3854	WE Energies		\$15.88	Natural Gas Service for Water Plant #2
18-Jul	ACH -3862	WE Energies		\$14.19	Generator on James
17-Jul	ACH -3867	WE Energies		\$18.07	Westside Sewage Lift
17-Jul	ACH -3869	WE Energies		\$12.83	Waste water pump station
02-Jul	ACH -3857	FP Mail		\$600.00	Postage for Machine Rental
02-Jul	ACH -3858	FP Mail		\$81.18	Rental Machine
22-Jul	ACH -3856	Cintas		\$324.10	First Aid Supplies for July
11-Jul	ACH -3863	Wisconsin Department of Revenue		\$21,569.70	June Sales and Use Tax
19-Jul	ACH -3859	Seera		\$1,876.61	July 2024 Focus on Energy Payment
29-Jul	ACH -3864	WPP1		\$563,089.87	Power bill for 7/1/2024-7/31/2024, NorthStar Dynamics, Electric/Water MDM Charges, Interface, Residential AMI Metering Project, Loan Repayment
18-Jul	ACH -3846	Brook Andler		\$50.00	Commission Salary for July
18-Jul	ACH -3847	Laura Beckman		\$50.00	Commission Salary for July
18-Jul	ACH -3848	Michael Thom		\$50.00	Commission Salary for July
18-Jul	ACH -3849	Regan Rule		\$50.00	Commission Salary for July
18-Jul	ACH -3850	Sandra Curtis		\$50.00	Commission Salary for July
18-Jul	ACH -3852	Cardmember Services		\$6,195.87	Apprenticeship lodging Mason, Adobe software, battery backups, notary applications, email subs, cleaning supplies, sand to hydrant sandblasting, spring foot vale for hydrants,
28-Jul	ACH	City of Columbus - Life		\$278.34	Employees Life Insurance - July
28-Jul	ACH	City of Columbus - Health		\$17,568.75	Employees Health Insurance - July
28-Jul	ACH	City of Columbus - Dental		\$1,098.96	Employees Dental Insurance - July
28-Jul	ACH	City of Columbus - Vision		\$144.80	Employees Vision Insurance - July
28-Jul	ACH	City of Columbus - Health Savings Account		\$1,338.00	Employees Health Savings Account Transfer - July
28-Jul	ACH	City of Columbus - Retirement		\$13,499.54	Employees Retirement - July
31-Jul	ACH -3851	American Transmission Company		\$4,075.00	Additional Capital Contribution Request 2024
29-Jul	ACH	Farmers & Merchants Union Bank		\$152.40	ACH Fees
		SUBTOTAL		\$786,371.56	
		TOTAL		\$983,504.49	APPROVED BY:
					DATE:

2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: Substation #4 Transformer – Low Side Bushing Replacement and Transformer Oil Report

DETAILED DESCRIPTION OF SUBJECT MATTER:

The items of Unfinished Business date back to the Immediate Repairs of Substation #4 due to Animal Contact. After the initial inspection and repairs were performed oil/gas was tested from the transformer and as you can see from the documentation no damage to the internals of the transformer occurred. However, it was recommended that all 4 of the lower bushings be replaced for an additional **\$29,657.88**. These repairs will bring the substation back into service and fully functional. Repair parts have a procurement time of 12-18 weeks. This work will be done prior to the Transruptor Project on Substation #3. At the current time Substation #4 is Out of Service, BUT in the event of an emergency it can be placed online to support the electrical requirements of the hospital.

It is the recommendation of the Director to approve the additional funding and repair work.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. Email Communication
2. Oil Report
3. Bushing Quote from Hubbell

ACTION REQUESTED OF COMMISSION:

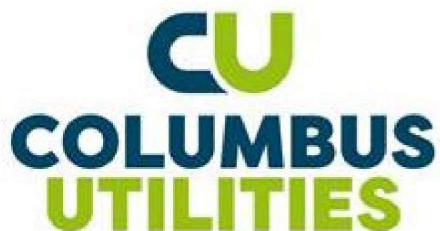
Discussion and Approval of Directors Recommendation.

From: [Dalton Hiley](#)
To: [Jacob Holbert](#)
Cc: [Michelle Kaltenberg](#)
Subject: FW: Sub 4 Tx bushings
Date: Wednesday, July 31, 2024 6:51:29 AM
Attachments: [image001.png](#)
[Hubbell quote.PDF](#)
[34207 oil.pdf](#)

See below conversation between Jason and I. As he stated below either company makes a quality bushing also the oil sample was good. Jacob let me know if you need anything else from me to give to the commission.

PLEASE NOTE MY EMAIL HAS CHANGED TO: Dhiley@columbusutilitieswi.com

Dalton Hiley
Lead Lineman
Columbus Utilities
950 Maple Avenue, PO Box 228
Columbus, WI 53925
920-623-5912 – Office
920-344-4317- Cell



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From: Jason Lemke <jason@acengineer.com>
Sent: Tuesday, July 30, 2024 5:43 PM
To: Dalton Hiley <dhiley@columbusutilitieswi.com>
Cc: Bruce Beth <bbeth@forstereng.com>
Subject: Re: Sub 4 Tx bushings

Dalton,

Attached is an updated quotation for the Hubbell bushings showing the quantity as 4 and w/o tax added. Also attached are the test results from the oil/dissolved gas sample I took while onsite; everything looks good on the test results with no sign of any internal damage to the transformer.

Sincerely,

Jason Lemke
A. C. Engineering Company
262-547-2006

From: Jason Lemke <jason@acengineer.com>
Sent: Monday, July 29, 2024 4:24 PM
To: Dalton Hiley <dhiley@columbusutilitieswi.com>
Subject: Re: Sub 4 Tx bushings

Hey Dalton,

Either brand makes a good reliable bushing; I usually buy the Hitachi bushings, but those were more expensive in this case. I don't see any reason to spend the extra money for the Hitachi over the Hubbell.

As far as quantity it would be better to replace all 4 low side bushings; the quantities shown on the quotes along with the sales tax don't really matter since I would place the order for the correct quantity and w/o sales tax anyway (the quotes are for A. C. Engineering purchasing the bushings; we don't markup parts so I would charge you whatever they bill me). If you'd like me to have the Hubbell quotation updated so you can present it to the commission that is no problem; I'll ask for an updated quotation and send it over.

Sincerely,

Jason Lemke
A. C. Engineering Company
262-547-2006

From: Dalton Hiley <dhiley@columbusutilitieswi.com>
Sent: Monday, July 29, 2024 3:57 PM
To: Jason Lemke <jason@acengineer.com>
Subject: RE: Sub 4 Tx bushings

Jason,

Just a couple questions before moving forward, is there a brand you would recommend over the other, Hitachi or Hubbell? I see the border states quote includes sales tax, we have a tax exempt ID so we shouldn't have to worry about that I believe. Also, I see a quantity of 3 on the border states quote, should that be 4? It was my understanding we are changing all 4 of the low side bushings? If that is true could you please reach out and get updated quotes to reflect proper quantity and no sales tax? I only ask because I will have to take this to the commission and want the price to be accurately reflected.

Thanks for the help,

PLEASE NOTE MY EMAIL HAS CHANGED TO: Dhiley@columbusutilitieswi.com

Dalton Hiley

Lead Lineman

Columbus Utilities

950 Maple Avenue, PO Box 228

Columbus, WI 53925

920-623-5912 - Office

920-344-4317 - Cell



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From: Jason Lemke <jason@acengineer.com>

Sent: Monday, July 29, 2024 1:42 PM

To: Dalton Hiley <dhiley@columbusutilitieswi.com>

Cc: Bruce Beth <bbeth@forstereng.com>; Justin Franz <jfranz@forstereng.com>

Subject: Sub 4 Tx bushings

Dalton,

First off, I've ordered the parts needed to install the primary bushings obtained from Mt Horeb into the transformer at Sub 4. As soon as I receive any info on a delivery date, I will let you know. Two, I've attached the two quotations I've received for the replacement transformer secondary bushings for Sub 4. Both Hitachi (formerly ABB), and Hubbell are more expensive than I expected; part of this is the ampacity of the existing bushings (2,000A) and the other I'm guessing may be in trying to replicate (maybe an odd size bushing?) a replacement for the existing Chinese bushings. Whatever the reasoning behind the high prices, I'm not sure there's much choice since the secondary bushings need to be replaced...

I've also attached info on the two replacement bushings and included Forster on this email so they can review and provide any comments/direction moving forward.

Sincerely,

Jason Lemke

A. C. Engineering Company

262-547-2006

TEST RESULTS

Alternative Technologies, Inc.

12350 River Ridge Blvd.

Burnsville, MN 55337

Telephone (800) 255-8656 or (952) 894-3455

Type / Tank: TRN
 KVA: 14000
 Voltage: 67000
 Gallons: 2120
 Manuf Date: 8/06
 Fluid Type: Mineral Oil

A.C. Engineering Company
 N16 W 22040 Jericho Drive #1
 Waukesha, WI 53186-1169

Location: COLUMBUS 4
 Bank & Phase: TRN
 Manufacturer: VIRGINIA
 Container No.: AT272

Serial Number:	47010MA147-A870A
Client Number:	34207
Date Received:	7-22-2024
Report Date:	7-30-2024

DISSOLVED GAS IN OIL ANALYSIS

Date Temp	18-Jul-24	03-May-23	04-May-22	11-May-21	21-Apr-20	17-Apr-19	
		15C	20C	20C	20C	20C	
Hydrogen (H2)	6	7	3	4	4	3	ppm
Methane (CH4)	4	3	3	3	3	2	ppm
Ethane (C2H6)	1	1	1	1	1	1	ppm
Ethylene (C2H4)	2	2	2	2	1	2	ppm
Acetylene (C2H2)	0	0	0	0	0	0	ppm
Carbon Monoxide (CO)	171	139	117	126	124	89	ppm
Carbon Dioxide (CO2)	5013	3841	3572	4113	3109	3381	ppm
Nitrogen (N2)	86011	76928	73051	84531	88662	80579	ppm
Oxygen (O2)	4065	4174	4344	3934	4249	5840	ppm
Total Gas	95273	85095	81093	92714	96153	89897	ppm
Total Combustible Gas	184	152	126	136	133	97	ppm
Equivalent TCG Reading	0.1531	0.1433	0.1203	0.1148	0.1073	0.0839	%

Comments: All gases at acceptable concentrations

Recommended Retest: 1 Year

PHYSICAL AND CHEMICAL TESTS

Date:	18-Jul-24	03-May-23	04-May-22	11-May-21	21-Apr-20	17-Apr-19	
Moisture in Oil	14	10	8	7	7	2	ppm
Interfacial Tension	39.0	40.7	38.1	39.3	40.1	40.4	dynes/cm
Acid Number	<.010	<.010	<.010	<.010	<.010	0.012	mg KOH/g
Color Number	0.5	0.5	0.5	0.5	0.5	0.5	relative
Visual	CLEAR	CLEAR	CLEAR	CLEAR	CLEAR	CLEAR	
Dielectric D877	53	54	42	48	51	52	kV
Viscosity		61.0	60.7	60.9	60.9	60.9	SUS
Specific Gravity	0.880	0.880	0.878	0.880	0.880	0.880	relative
Power Factor @ 25C	<.05	<.05	<.05	<.05	<.05	<.05	%
Power Factor @ 100C		0.24	0.15	0.20	0.17	0.29	%
Oxidation Inhibitor		0.29	0.26	0.26	0.27	0.28	%
Fural Screen							
Pour Point							
Flash Point							

PCB CONTENT		METALS IN OIL (ppm)							
PPM	Aroclor	Date	Aluminum	Copper	Iron	Lead	Silver	Tin	Zinc
		7/18/24							
		5/3/23	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1
		5/4/22	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1	<0.1

Alternative Technologies, Inc., (ATI) shall assume no liability or responsibility, nor imply or express any warranty or other security against client loss of production, operation, profitability, or other loss, regardless of circumstances, beyond the cost of re-analysis by ATI.

Approved By: _____

Lab Number: 241696-001



Quote

Page: 1 of 1

Item #5.

Border States - PWK
N29W23606 Woodgate Ct E
Pewaukee WI 53072-6248
Phone: 262-347-2199

Quote: 27606206
Sold-To Acct #: 35646
Valid From: 07/23/2024 To: 08/16/2024
PO No: JASON LEMKE
PO Date: 07/23/2024
Payment Terms: 1% DISCT PROX 25 DUE PROX NET

Created By: John R Carey
Tel No: 262-347-2107
Fax No:

AC ENGINEERING COMPANY
N16W22040 JERICHO DR
WAUKESHA WI 53186-1169

Inco Terms:
FOB ORIGIN PREPAID AND ADD

Ship-to:
AC ENGINEERING COMPANY
N16W22040 JERICHO DR
WAUKESHA WI 53186-1169

Order Note:
NOTES FROM ELECTRO COMPOSITES / HUBBELL:

Our proposed bushing is shorter above flange and is slightly larger in diameter below flange. For the length, they may need to extend the bus to accommodate. As for the diameter, there should be no issue with the tank opening but the CT diameter should be verified. Lastly, the bottom spade is in a different orientation from the drawing. They can confirm if there is flexibility in the connection internally. If not, I can modify this to match.

Cust Item	Item	Material MFG - Description	Quantity	Price	Per	UoM	Value
	000010	- 150-020-T-1091-00 BUSHING 25KV 2,000A * SHIPS APPROX. 10-12 WEEKS ARO* 1091 SDC BUSHING 25KV 2,000A (CUST MATL: LI PING 60203)	4 EA	7,414.47	/ 1	EA	29,657.88
Total \$							29,657.88
State Tax \$							0.00
County Tax \$							0.00
Local Tax \$							0.00
Other Tax1 \$							0.00
Other Tax2 \$							0.00
Other Tax3 \$							0.00
Tax Subtotal \$							0.00
Net Amount \$							29,657.88

To access Border States Terms and Conditions of Sale, please go to
<https://www.borderstates.com>

The quoted sales tax is an estimate only based upon the information provided in this quote and will be finalized at the time of Invoice based upon the material purchased, quantity purchased, and delivery location.

Shipping and handling fees in this quote are an estimate only and will be finalized at the time of Invoice.

All clerical errors contained herein are subject to correction. In the event of any cost or price increases from manufacturers or other suppliers, caused by, but not limited to, currency fluctuations, raw material or labor prices, fuel or transportation cost increases, and any import tariffs, taxes, fees, or surcharges, Border States reserves the exclusive right to change its pricing at the time of shipping and will provide notice of any such change to its customers prior to costs being incurred.

2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: Capital Improvement Plan Discussion

DETAILED DESCRIPTION OF SUBJECT MATTER:

Review of the 2025-2030 CIP. I have preliminary estimates for the Electrical and Sewer Utility CIP's. We are still waiting for the remaining details for the Water Utility, which we hope to have soon.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. Draft Sewer CIP
2. Proposed "Forster Electric" CIP
3. Water and Electric Vehicle/Equipment CIP

ACTION REQUESTED OF COMMISSION:

Discussion on Draft CIP.

**SEWER VEHICLE REPLACEMENT SCHEDULE
CAPITAL PLAN 2024-2030**

8/8/2024

		2024	2025	2026	2027	2028	2029	2030
VEHICLES/REPLACEMENT SCHEDULE:								
1	2012 CHEVROLET SILVERADO PICK UP		\$ (10,000)					
2	2015 FORD PICKUP					\$ (10,000)		
3	1983 INTERNATIONAL							
4	2006 VACTOR TRUCK	\$ (90,000)						
5	LAWN MOWER							
6	2021 POLARIS Ranger 1000 EPS UTV							
7	2010 Ford Explorer		\$ (3,000)					
8	Bobcat S 185							
9	2025 Ford F550 (or equivalent) Hoist Truck		\$ 60,000	\$ 60,000	\$ 60,000			
10	2024 VACTOR TRUCK	\$ 200,000						
11	2028 FORD PICKUP					\$ 25,000	\$ 25,000	\$ 25,000
12	Front End Loader Purchase/Agreement Mid State (Estimate have yet to get price could be added to solids project)		\$ 400,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL:		\$ 110,000	\$ 447,000	\$ 70,000	\$ 70,000	\$ 25,000	\$ 35,000	\$ 35,000

**COLLECTION SYSTEM
7 YEAR CAPITAL PLAN**

8/8/2024

	2024	2025	2026	2027	2028	2029	2030
GRAVITY SEWER							
JAMES STREET PRJT/ENGINEERING							
Collection System Level Sensors/Flow Meters							
Comprehensive Study on FOG/Industrial Rates/Etc		\$100,000		\$150,000			
Collection System Sampling Equipment and Lab Fees		\$200,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
COLLECTION SYSTEM REPAIRS (QUOTE PROVIDED)	\$137,000						
CONTRACTED JETTING/TELEVISIONING/REPAIRS T&M		\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000
PUMP STATION / FORCEMAIN							
TRANSIT LIFT STATION (CONTROLS & PUMPS)					\$ 60,000		
TRANSIT LIFT STATION - ACCESS ROAD							
COMMERCIAL LIFT STATION (PUMPS)						\$ 160,000	
KIWANIS LIFT STATION (PUMPS, VALVES, MIXER & PIPING/GENERATOR)					\$ 170,000		
WATERLOO LIFT STATION (VALVE VAULT & WET WELL ADDITION) & ENGINEERING	\$ 189,500						
WEST SIDE LIFT STATION (PUMP CONTROLS, PUMPS AND WET WELL FLUSHING)				\$ 100,000			
BIRDSEY LIFT STATION (CONTROL PANEL)		\$ 75,000					
MEISTER LIFT STATION REFABRICATION & ENGINEERING	\$ 189,500						
HUGHES LIFT STATION REPLACEMENT							\$ 190,000
HUGHES LIFT STATION FORCEMAIN REPLACEMENT			\$ 75,000				
HWY. 89/FARNHAM STREET UPGRADE & ENGINEERING							
HWY 16/151 INTERCHANGE							
STREET RECONSTRUCTION PROJECTS		\$ 150,000	\$ 75,000	\$ 175,000	\$ 50,000	\$ 200,000	\$ 200,000
WEST SIDE LIFT STATION - GENERATOR							
TOTAL - SANITARY COLLECTION SYSTEM	\$ 516,000	\$ 675,000	\$ 320,000	\$ 595,000	\$ 450,000	\$ 530,000	\$ 560,000

**WASTEWATER TREATMENT FACILITY
7 YEAR REPLACEMENT FUND PROJECT LIST**

8/8/2024

	2025	2026	2027	2028	2029	2030
RAW WASTEWATER BUILDING						
SEPTAGE RECEIVING AND HOLDING TANKS		\$ 2,000,000				
CHEM SCAN SYSTEM and Phos Chemical Removal Upgrades	\$100,000					
BAR SCREEN LEVEL SENSORS	\$ 20,000					
MUFFIN MONSTER REBUILD AND REPLACEMENT	\$ 120,000					
REBUILD OF INFLUENT PUMP FLUSH VALVES	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000		
2ND BARSCREEN FOR REDUNDANCY					\$ 900,000	
PRIMARY TREATMENT/HEAD WORKS	\$ 30,000		\$ 32,500		\$ 35,000	
SOLIDS BUILDING						
HVAC SYSTEM REPLACE/AIR EXCHANGE UNITS						
TAS Pumping and Mixing Updates	Solids Project					
DECANTING MECHANISMS						
GARAGE - EXHAUST FANS ADDITION						
GRIT GATE ADDITION						
AERATION TANKS						
MIXED LIQUOR DITCH AERATION	\$ 50,000					
GATES						
DIFFUSER REPLACEMENT						
SPLITTER BOX REHAB REPAIR						
CLARIFIERS						
REBUILD OF CLARIFIER #1		\$ 1,500,000				
REBUILD/REDESIGN OF RAS WETWELL		\$ 850,000				
REBUILD OF CLARIFIER #2			\$ 1,500,000			
SCUM PUMPS and FLANGES	\$ 100,000					
Build of NEW Clarifier #3				\$ 4,000,000		
FILTRATION BUILDING (PROCESS)						
REHAB/REBUILD OF SAND FILTER SYSTEM	\$ 450,000					
RIVER LEVEL METER AND EFFLUENT SAMPLING SYSTEM		\$ 120,000				
REMOVING CHEMICAL DISINFECTION/REPLACE WITH OZONE DISINFECTION OR UV					\$ 2,100,000	
FILTRATION BUILDING (ADMINISTRATION)						
SLUDGE MGMT - BLOWERS & PIPING						\$ 200,000
DEWATERING UPGRADES AND REPLACEMENTS (PREVIOUS DRYER PROJECT)	\$ 2,400,000					
SCADA SYSTEM	\$ 30,000					
CMMS - ASSET MANAGEMENT SYSTEM		\$ 125,000				
HVAC/PM/REPAIR CONTRACT T&M	\$ 39,036	\$ 37,404	\$ 37,404	\$ 39,500	\$ 39,500	\$ 39,500
PLC/Fiber installation upgrade	\$ 175,000					
TOTAL - WWTP FACILITY-FACILITY PROJECTS:	\$3,520,036	\$4,638,404	\$1,575,904	\$4,045,500	\$3,074,500	\$239,500

Columbus Utilities Proposed Electrical System Capital Improvement Plan

Latest Revision August 8, 2024

Project Name	2024 Estimated Cost	Reason and/or what is accomplished	Year
Sub #4 Bushings	\$40,000	Substation #4 transformer bushings were damaged by a racoon and need to be replaced	2024
Sub #3 Equipment	\$88,000	Substation #3 equipment previously purchased (transrupter, voltage regulators, & metering) will be installed fall 2024	2024
Substation #2 SCADA connection	\$10,000	Install the communication boards in the voltage regulators. Connect them to existing SCADA equipment. Troubleshoot intermitent fiber connections.	2024
Reconnect Padmount Step-down	\$10,000	Substation #1 4.16 kV transformer is on its last legs and if it fails two of the three pad mount 12.47-4.16 kV transformers are not presently connected and available to pick up load. The one relocated to Ludington St and Hwy 89 should be reconnected so it is ready to serve load. If the rest of the 4.16 kV is converted in the next year, you can take a calaculated risk and just keep the third pad mount available to move into place as a spare.	2025
Complete 4.16 kV Conversion	\$3,300,000	The balance of 4.16 kV load will be converted to the 12.47 kV system. This will be contracted, so that it is accomplished before Substation #1 fails. With a single system voltage, switching is simplified and additional tie circuits from Substation #4 are completed.	2025
Decommission Sub #1	\$10,000	Turn off and scrap Substation #1. Scrap value may be less than disposal costs.	2025
Sell Pad Mount Step-downs	(\$45,000)	These transformers are useful to other utilities going through conversion.	2025

Project Name	2024 Estimated Cost	Reason and/or what is accomplished	Year
Bury circuit around Hospital	\$507,000	Overhead lines along Park Avenue and cutting cross country along and behind the Hospital will be buried in new locations.	2026
Contribution from Hospital	(\$507,000)	The work is being requested by the customer and is subject to a contribution in aid of construction	2026
Credit for Load Added	\$109,290	The rate tariff requires a credit for added load be rebated against the customer's extension cost.	2027
Bury balance of Circuit 403	\$495,000	The remaining overhead 4/0 spacer cable sections should be replaced with 500 MCM AL underground from the Hospital back to Substation #4 when the area is developed.	2027
Bury circuit 301	\$700,000	Circuit 301 is using the transmission line wires operated at 12.47 kV. It will need to be buried or underbuilt in order to sell the line to ATC so they can use it to loop Substations #3 and #4. We estimated burying, but we will try to negotiate more favorable terms with ATC to allow it to be underbuilt.	2027
Sell 69 kV line to ATC	\$0	Assume the line is fully depreciated	2027
Construct a 304 to 205 tie circuit	\$1,640,000	This will separate feeds to APC and GAR, allowing full backup capacity to each and allowing load growth to the north.	2028
Increase Substation #2 capacity	\$2,106,000	Substation #2 transformer is 42 years old and is undersized compared to Substations #3 and #4 and is therefore the limiting factor for single contingency reliable system capacity. We propose replacing it with a new 12/22.4 MVA standard capacity. This new standard will be used as other substations are upgraded in the future and will allow you to grow with only the three existing substation sites.	2029
Total	\$8,463,290		

WATER & ELECTRIC VEHICLE REPLACEMENT SCHEDULE
CAPITAL PLAN 2024-2030

8/8/2024

	2024	2025	2026	2027	2028	2029	2030
VEHICLES/REPLACEMENT SCHEDULE:							
22							
23					\$ (20,000)		
25		\$ (25,000)					
26		\$ (75,000)				\$ (20,000)	
27							
28							
29							
31							
32							
142		\$ 3,000	\$ (25,000)	\$ 3,000	\$ 3,000	\$ 3,000	W&E
143							
		\$ 158,580	\$ 154,800	\$ 154,800			
		\$ 31,920	\$ 31,920	\$ 31,920			
		\$ 13,300					W&E
		\$ 79,998	\$ 4,900	\$ 4,900	\$ 4,900	\$ 4,900	W&E
			\$ 35,000	\$ 35,000	\$ 35,000		
					\$ 125,000	\$ 125,000	\$ 125,000
						\$ 140,000	W&E
TOTAL:	\$ -	\$ 186,798	\$ 204,620	\$ 229,620	\$ 147,900	\$ 252,900	\$ 272,900

2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: WWTP – HVAC Semi Annual PM and T&M Contract or FULL-Service Contract

DETAILED DESCRIPTION OF SUBJECT MATTER:

The WWTP has a number of assets that are able to be serviced by Bassett Mechanical in a PM and Service contract. The assets include all HVAC units, boilers, water heaters, back flow preventers, and others. Due to the fact our WWTP has yet to asset manage any of the assets that have been installed in the plant our PM records are vague at best. Bassett Mechanical will provide Columbus Utilities with a PM Service Plan that in the first year will provide two PM checks and services to what is needed as well as provide repairs for any calls not to exceed \$39,036 for the year 2025. Following the first year you will see that Bassett has provided two options, a full-service agreement which will cover any and all PM's which will be done quarterly as well as any replacements or repairs needed regardless of the cost, yet we will pay no more than \$37,404 for the next two years. This value can be adjusted if we do not reach the original \$30,000 in T&M allocated budget; this is the Combination Option. The other option is the Semi-Annual Agreement which as you will see is the same \$39,036 for year 1, \$39,312 for year 2, and \$34,988 for year 3; these values are "not to exceed."

It is the recommendation of the Director that the Combination Agreement be selected and the contract signed for 2025. Before budgeting for 2026 the plan can be revisited and the cost for the "full service" portion of the contract can be adjusted, yet in the event our repairs exceed this value we will still be honored in paying the contracted rate, no more.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. Bassett Mechanical – Combination Agreement
2. Bassett Mechanical – Semi-Annual Agreement

ACTION REQUESTED OF COMMISSION:

Discuss and Approval of Directors Recommendation



**BASSETT
MECHANICAL**

▪ CONTRACTING ▪ ENGINEERING
▪ METAL FABRICATING ▪ SERVICE



Partnering Together with Bassett Mechanical

HVAC Solutions

Prepared For:
Columbus Utilities
537 River Road
Columbus, Wisconsin 53925

Date: 8/8/2024
Proposal Number: P03463

Creating Customers for Life®

**MAINTENANCE AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS****Company**

Bassett Mechanical
4017 Owl Creek Drive
Madison, WI 53718

Proposal Date: 8/8/2024
Proposal Number: P03463
Agreement Number:

Ph: 920-462-1894 Fax: 920-759-2525

Bill To Identity	Agreement Location
Columbus Utilities 950 Maple Avenue Columbus, Wisconsin 53925 Attn: Jacob Holbert Jeremy Roll	Columbus Wastewater Treatment Plant 537 River Road Columbus, Wisconsin 53925 Attn: Jacob Holbert Jeremy Roll

Bassett Mechanical will provide the services described in the maintenance program indicated below.

MAINTENANCE PROGRAM: CPMII/GPM+ **SCHEDULES:** *Equipment Schedule *Air Filter Service

Agreement coverage will commence on 1/1/2025.

This is a combination Maintenance Agreement with Time and Material accounted for. The pricing structure can be found on **Page 19**. Year One Maintenance Only pricing **\$9,036.00** payable in advanced installments of \$9,036.00 per year beginning on the effective date of 1/1/2025 through 12/31/2025. Accompanying this maintenance program will be a \$30,000 Time and Materials allowance for repairs and replacements for a total approved budget to be exceed **\$39,036.00** in year one.

In year two, this maintenance agreement will convert to a combination Full Coverage Maintenance agreement. Covered units can be found on **Pages 7 through 9**. This Combination Full Coverage program will be **\$37,116.00**, payable in advanced installments of \$37,116.00 per year on the effective date of 1/1/2026 through 12/31/2027.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from the proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise, or condition on behalf of Contractor which is not expressed herein.

Company

Signature Sales Consultant

Accepted for Company by: Signature

Name & Title

Date / Phone / Fax

Customer

Signature (Authorized Representative)

Name (Print)

Title

Date

Creating Customers for Life®

GPM+/CPMII Program

This agreement provides the Customer with an ongoing, comprehensive maintenance agreement for the lifetime of the contract and all renewals thereof. This agreement will be initiated, scheduled, administered, monitored, and updated by the Service Provider. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and the Service Provider's own experience. The Customer is informed of the agreement's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature, and record.

GUARANTEED PROFESSIONAL MAINTENANCE PLUS: Complete coverage of all components and parts inside the HVAC equipment.

TEST AND INSPECT: On-site labor, travel labor, and travel and living expenses are required to visually INSPECT and TEST the equipment to determine its operating condition and efficiency. Typical activities include:

*TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); flue gas analysis; safety controls, combustion and draft; crankcase heaters; control system(s), etc.

*INSPECTING for worn, failed, or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil, and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: On-site labor, travel labor, and travel and living expenses are required to clean, align, tighten, calibrate, adjust, and lubricate equipment. These activities are intended to extend the equipment's life and assure proper operating conditions and efficiency. Typical activities could include:

*CLEANING coil surfaces; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.

*ALIGNING belt drives; drive couplings; coil fins, etc.

*CALIBRATING safety controls; temperature and pressure controls, etc.

*TIGHTENING electrical connections; mounting bolts; refrigerant piping fittings; damper sections, etc.

*ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

*LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

REPAIR AND REPLACE: On-site labor, travel labor, parts procurement labor (locating, ordering, expediting, and transporting), and travel and living expenses required to REPAIR or REMOVE AND REPLACE broken, worn and/or doubtful components and/or parts. This applies only to maintainable/moving components of the system.

TROUBLE CALLS: On-site labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.

COMPONENTS, PARTS, AND SUPPLIES: The cost of COMPONENTS, PARTS, AND SUPPLIES required to keep the equipment operating properly and efficiently. (Refrigerant is only covered when a compressor is repaired/replaced. Any leak in the system is not covered unless stated in the agreement.)

PRIMARY TECHNICIAN: An assigned primary and secondary technician for your facility.

ASSIGNED PROJECT MANAGER: An Assigned HVAC Specialist to assist you with future planning, budgeting, system upgrades, and current project needs.

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DOCUMENTATION: On-going communication regarding the history of your equipment as well as current performance of the system thru service reports and Bassett's web based reporting platform.

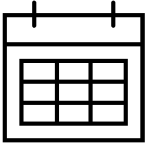
GUARANTEED PROFESSIONAL MAINTENANCE PROGRAM TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. This annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.
5. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
6. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
7. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty one (31) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
8. This Agreement applies only to the maintenance portions of the system(s). Repair or replacement of non-maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, chimneys and similar items, as well as the cleaning of the interior of duct work and DDC controls and the replacement of refrigerant, refrigerant systems or refrigerant types due to system leaks or changes in laws/regulations, are excluded.
9. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
10. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
11. This Agreement does not include responsibility for the design of the system, obsolescence, safety test, removal and reinstallation of valve bodies, other than those associated with the equipment listed and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, or other causes beyond control of Contractor.
12. If a trouble call is made at Customer's request and inspection indicates a condition which is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.
13. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
14. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
15. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
16. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
17. The Customer has the right to cancel this program at any time for any reason with a 30 day written notice of intent to cancel. If this action is taken, Bassett Mechanical may invoice at the preferred prevailing time and materials rates for any work that has been done which exceeds the amount(s) previously billed not to exceed the annual agreement price.
18. To the fullest extent permitted by law both customer and the contractor shall hold harmless the other party, its agent and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees) to the extent that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the other party anyone directly or indirectly employed by that party, or anyone for whose acts that may be liable.
19. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
20. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
21. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
22. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

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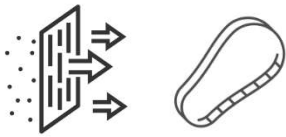
Scope of Work

Maintenance Intervals:



- In Year 1, Bassett will be onsite on a Semi-Annual basis.
- In Years 2 and 3, Bassett will be onsite on a Quarterly basis.

Filter and Belt Replacement:



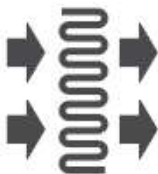
- Filters will be provided and replaced by Columbus Utilities
- Belts will be provided and replaced by Bassett Mechanical on an Annual basis.

Lifts:



- Lift rentals are not included in the scheduled preventative maintenance portion of this agreement.
- The sludge barn will require a lift once per year for maintenance on exhaust fans. It has been discussed that the city may have a boom lift available for Bassett Mechanical's use at that time.

Coil Cleaning:



- Condenser coil cleaning will be done by Bassett Mechanical on an Annual basis.

GUARANTEED PROFESSIONAL MAINTENANCE PROGRAM TERMS AND CONDITIONS

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2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. This annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.
5. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
6. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
7. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty one (31) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
8. This Agreement applies only to the maintenance portions of the system(s). Repair or replacement of non-maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, chimneys and similar items, as well as the cleaning of the interior of duct work and DDC controls and the replacement of refrigerant, refrigerant systems or refrigerant types due to system leaks or changes in laws/regulations, are excluded. Bassett Mechanical will cover up to forty (40) pounds of refrigerant cost directly related to a repair covered under this agreement.
9. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
10. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
11. This Agreement does not include responsibility for the design of the system, obsolescence, safety test, removal and reinstallation of valve bodies, other than those associated with the equipment listed and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, or other causes beyond control of Contractor.
12. If a trouble call is made at Customer's request and inspection indicates a condition which is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.
13. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
14. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
15. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
16. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
17. The Customer has the right to cancel this program at any time for any reason with a 30 day written notice of intent to cancel. If this action is taken, Bassett Mechanical may invoice at the preferred prevailing time and materials rates for any work that has been done which exceeds the amount(s) previously billed not to exceed the annual agreement price.
18. To the fullest extent permitted by law both customer and the contractor shall hold harmless the other party, its agent and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees) to the extent that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the other party anyone directly or indirectly employed by that party, or anyone for whose acts that may be liable.
19. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
20. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
21. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
22. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Inventory of Equipment

Item #7.

Full Coverage Unit	
Maintenance Only Unit	

Building 10			
Qty	Equipment	Location	Asset Note
1	10-EF-01	Building 10	A30
1	10-EF-02	Building 10	
1	10-HRU-01	Building 10	
1	10-MAU-01	Building 10	
1	10-MAU-02	Building 10	BX47
1	10-SF-01	Building 10	
1	10-SF-03	Building 10	
1	10-UH 01	Building 10	
1	10-UH-02	Building 10-Gen Room	
1	10-UH-03	Building 10-Screen Room	
1	10-UH-04	Building 10-Screen Room	

Building 20			
Qty	Equipment	Location	Asset Note
1	20-ACCU-01	Main Bldg. Roof	
1	20-AHU-01	Mechanical Closet - Admin Bldg.	
1	20-ACCU-02	Main Bldg Roof	
1	20-AHU-02	Mechanical Closet - Admin Bldg	
1	20-BLR-01	Boiler Room 20-118	
1	20-BLR-02	Boiler Room 20-118	
1	20-BLR-03	Boiler Room 20-118	
1	20-EF-01	Acid Feed Room	
1	20-EF-02	Building 20-SO2 Feed Room	
1	20-EF-03	Building 20-SO2 Storage	
1	20-EF-04	Building 20-Chlorhine Feed	
1	20-EF-05	Bldg 20-Chlorhine Storage	
1	20-EF-08	Building 20-Filter Pump Room	
1	20-EF-09	Building 20-Filter Pump Control	
1	20-EF-10	Building 20-Holding Tank Blower Room	
1	20-UH-01	Building 20-117	
1	20-UH-02	Building 20-117	
1	20-UH-03	Building 20-116	
1	20-UH-04	Building 20-115	
1	20-UH-05	Building 20-114	
1	20-UH-06	Building 20-113	



Inventory of Equipment

Item #7.

1	20-UH-07	Building 20-112	
1	20-UH-08	Building 20-111	
1	20-UH-09	Building 20-110	
1	20-UH-10	Building 20-MCC	
1	20-UH-11	Building 40-Sand Filter	
Building 30			
Qty	Equipment	Location	Asset Note
1	30-AHU-01	Building 30	(2) BX-71
1	30-AHU-02	Building 30	(2) BX-66
1	30-EF-01	Building 30	A30
1	30-EF-02	Building 30	
1	30-EF-03	Building 30	
1	30-EF-04	Building 30	
1	30-EF-05	Building 30	
1	30-EF-06	Building 30-Side	
1	30-EF-07	Building 30-Side	
1	30-GFB-01	Building 30 Boiler Room	
1	30-P 01	30-GFB-01	
1	30-P-02	30-GFB-01	
1	30-GFB-02	Building 30 Boiler Room	
1	30-P 003	30-GFB-01	
1	30-P 004	30-GFB-01	
1	30-UH-01	Building 30-MCC	
1	30-UH-02	Building 30-Shop	
1	30-UH-03	Building 30-Shop	
1	30-UH-04	Building 30-Shop	
1	30-UH-05	Building 30-Press	
1	30-UH-06	Building 30-Press	
1	30-UH-07	Building 30-Press	
1	30-UH-08	Building 30-Press	
1	30-UH-09	Building 30-Stairs	
Building 40			
Qty	Equipment	Location	Asset Note
1	40-EF-01	Building 40-Clarifier Building	
1	40-EF-02	Building 40-Clarifier Control Room	
1	40-EF-03	Building 40-Clarifier 2 Vent	
1	40-EF-04	Building 40-Clarifier 1 Vent	
1	40-EF-05	Building 40-Sludge Tank	
1	40-UH-01	Building 40-Clarifier 2 Vent	



Inventory of Equipment

Item #7.

1	40-UH-02	Building 40-MCC	
Building 80			
Qty	Equipment	Location	Asset Note
1	80-EF-01	Building 80	
Backflow Preventers			
Qty	Equipment	Location	Asset Note
1	BF-01	Meter Room	Expiration 6/17/2025
1	BF-02	Meter Room	Expiration 7/12/2025
1	BF-03	Boiler Room	Expiration 12/21/2024

BASSETT
MECHANICAL

▪ CONTRACTING ▪ ENGINEERING
▪ METAL FABRICATING ▪ SERVICE



Equipment Tasking

Scheduled maintenance inspections are performed at various times throughout the year. Tasking Sheets provide an overview of the maintenance to be performed.

FAN EXHAUST/SUPPLY W/ BELT

- Check disconnect
- Tighten electrical connections
- Check all belts for proper wear and tension
- Inspect fan security to shaft
- Check damper operation, clean, and lubricate as needed if applicable
- Check pulleys for wear
- Check bearings for wear
- Lubricate bearings if applicable
- Check motor operation
- Verify proper operation

ENERGY RECOVERY UNIT

- Examine disconnect for proper operation
- Inspect electrical connections
- Record motor operating amps(3 HP and above) #1
- Inspect motor mounts
- Visually inspect for oil or refrigerant leaks if applicable
- Inspect coils
- Inspect/test the operation of all pressure and temperature controls
- Check for unusual noise, vibration, or excessive temperatures
- Inspect blower wheels, housings, and brackets for cracks or damage
- Inspect belts/pulleys and check alignment if applicable
- Lubricate bearings as needed
- Inspect wiring of electric heat if applicable
- Record operating amps of electric heat if applicable
- Inspect filter
- Clean condensate pan and drains if applicable
- Verify proper operation

MAKE UP AIR DIRECT FIRED W/O COOLING

- Inspect all terminals and connectors for tightness
- Inspect contactors
- Check all transformers for proper input/output voltage
- Record amp draw (3 hp and higher)
- Check for unusual fan noise, vibration, or excessive temperatures
- Inspect belts, pulleys, drive couplings, and bearings for wear if applicable
- Lubricate bearings as required
- Clean burners and burner orifices



Equipment Tasking

- Check flame condition
- Inspect and clean pilot assemblies, igniters, and sensors
- Inspect for gas leaks
- Verify proper operation of all safety controls
- Sequence test burners and all related controls
- Check for proper flame signal
- Check for proper gas pressures
- Visually inspect each gas train component
- Check that all valves, modulators, and regulators are functioning properly
- Verify proper operation of all dampers - lubricate as needed
- Inspect filters and/or intake screens - brush as needed
- Verify proper operation
- Record discharge air temp and ambient temp

UNIT HEATER HOT WATER

- Verify operation of thermostat
- Verify proper operation

CONDENSER - CONDENSING UNIT AIR

- Inspect all terminals and connectors
- Inspect contactors
- Check all transformers for proper input/output voltage
- Ensure that crankcase heaters are operating properly
- Visually inspect for oil/refrigerant leaks
- Record compressor suction & discharge pressure, superheat, sub cooling
- Record operating amps of compressor(s)
- Inspect/test the operation of all pressure/temperature controls
- Check the operation of the oil lubrication system if applicable
- Check the operation of hot gas bypass valves if applicable
- Check unloaders and other capacity controls if applicable
- Inspect motor mounting brackets and bolts
- Verify security of fan blade to shaft
- Look for excessive end play, bearing wear, proper balance and alignment
- Inspect wiring
- Record ambient temp
- Inspect condenser coil and brush as needed
- Verify proper operation

▪ CONTRACTING ▪ ENGINEERING
▪ METAL FABRICATING ▪ SERVICE



Equipment Tasking

FURNACE GAS

- Inspect all terminals and connectors
- Inspect contactors
- Check all transformers for proper input/output voltage
- Sequence test all components
- Check for unusual noise- vibration or excessive temperatures
- Record amp draw (3 hp and higher)
- Clean blower wheels and motor vents
- Clean entire cabinet as needed
- Inspect coil and look for signs of refrigerant leaks
- Lubricate bearings if applicable
- Inspect heat exchanger
- Inspect stacks, chimneys hoods, and flues for cracks holes and weak spots
- Clean pilot/ignition assembly and flame rod
- Inspect and clean burners
- Inspect/verify operation and clean draft fan
- Clean combustion chamber
- Clean trap on condensing furnace if applicable
- Verify proper operation

BOILER HOT WATER

- Inspect all terminals & connectors for tightness and inspect wiring
- Inspect contactors for worn contacts
- Check all transformers for proper input/output voltage
- Check all fuses for proper size, rating, and fit
- Sequence test all components and burners
- Inspect draft fan for proper operation and lubricate as needed - if applicable
- Clean burners and burner compartment as needed
- Inspect and clean pilot assemblies, ignitors, and sensors as needed
- Verify proper operation of all safety controls
- Record high/low gas pressure settings
- Check and set manifold pressure
- Visually check entire gas train
- Check and record flame signal
- Inspect all gauges
- Inspect for gas/water leaks
- Clean and check operation of low water cutoff
- Verify proper operation of the feed water system and clean strainer
- Inspect boiler venting connection
- Perform recommended manufacturer tasks



Equipment Tasking

AIR HANDLER W/ HEAT W/ COOL

- Examine disconnect for proper operation
- Inspect electrical connections
- Record motor operating amps (3 HP and above) #1
- Inspect motor mounts
- Visual inspect for oil or refrigerant leaks if applicable
- Inspect coils
- Inspect/test the operation of all pressure and temperature controls
- Check for unusual noise - vibration or excessive temperatures
- Inspect blower wheels housings and brackets for cracks or damage
- Inspect belts/pulleys and check alignment if applicable
- Lubricate bearings as needed
- Inspect wiring of electric heat if applicable
- Record operating amps of electric heat if applicable
- Inspect filter
- Clean condensate pan and drains if applicable
- Verify proper operation

PUMP

- Electrical disconnect - verify proper operation
- Inspect motor starter & disconnect if applicable
- Check & tighten electrical connections if applicable
- Verify proper overload protection if applicable
- Check packing & seals for leaks
- Inspect coupling for wear & integrity if applicable
- Check pressure gauges & record operating pressure
- Lubricate motor if applicable
- Lubricate bearing assembly if applicable
- Verify proper operations and flow
- Check drive coupling & coupling alignment (If applicable)

BACKFLOW PREVENTOR

- Test differential relief valve
- Check air gap
- Check strainer and clean as required
- Check for water leaks
- Verify proper operation
- File appropriate inspection report



Special Provisions

Item #7.

Special Provisions - CPMII:



- All parts, materials and service calls not specifically stated as covered under this service agreement shall be excluded and will be invoiced separately to customer upon receiving proper approval for the work to be performed.
- Excluded from this agreement shall be all system ductwork, system piping, variable frequency drives, water treatment and anything not specifically stated as covered within this agreement.

Special Provisions – GPM+:



- Excluded from this agreement shall be all system ductwork, system piping, variable frequency drives, water treatment, obsolescence, and anything not specifically stated as covered within this agreement.
- All water treatment services will be the responsibility of the customer. Any repairs or replacements due to insufficient water treatment (i.e. boilers) will be the responsibility of the customer.
- This is a Guaranteed Professional Maintenance Plus agreement which means that coverage is extended to the coils and heat exchangers.
- Bassett will provide a full equipment condition report after the first pm which could include failed components that will need to be repaired before equipment gets covered under the GPM+ program. Bassett will cover the repairs needed up to 10% of the agreement price. This is only applicable to the initial agreement and does not apply to renewals.

Special Provision - Multi-Year Agreement:



Year 1: January 1, 2025 through December 31, 2025:	\$9,036.00
Year 1 T&M Repair Budget:	\$30,000.00
Year 1 Total:	\$39,036.00
Year 2: January 2026 through December 31, 2026:	\$37,404.00
Year 3: January 2027 through December 31, 2027:	\$37,404.00



Customer Portal

Item #7.

Leverage historical equipment insights to drive future planning.

View all your facilities from one screen.

Directly access maintenance and service call work order details.

BACK TO SITES						
Search:						
- Serviceable Items						
ServiceItem	Description	Manufacturer	Model	Type	Service History	
AHU 1	AHU 1	KING	2024-30	W/HEAT W/COOL		
AHU 2	AHU LARGE CAP. HORIZONTAL FAN COIL W/ HEATING & COOLING COIL #2	MCQUAY	SHB201BRP	W/HEAT W/COOL		
BLR 1	BOILER 1	IBC	SL40-399	HOT WATER		
BLR 2	BOILER 2	IBC	SL40-399	HOT WATER		
BLR 3	BOILER 3	IBC	SL40-399	HOT WATER		
CAC 1	COMPUTER ROOM A/C UNIT #1	LIEBERT	CU 66A	AIR COOLED		
CHLR 1	AIR COOLED WATER CHILLER 1	CARRIER	30RBB08064-59-3	CARRIER SCROL A		
CHLR 2	CHILLER 2	IPG	LC170.01-A.6.5/6	RECIP AIR COOL		
COND 1	AIR COOLED CONDENSING UNIT #1	LIEBERT	CSC-086L	COND AIR		
DDC 454	CONTROLS 454	VARIOUS		DDC		
EF 1	EXHAUST FAN #1	GREENHECK	GB-100-3	W/BELT		
EF 1 - 20	EXHAUST FAN 1 - 20			W/BELT		

Work Orders - 1.0.7

NEW WORK ORDER REQUEST

CHANGE STATUS FILTER TO...▼

BACK

Show 5▼ entries

Search:

Work Order	Description	Service Site	Status	Purchase Order	Created	Contact Name	Contact Phone	Tasks
3903	*Cancelled* Service Call		Closed	.	06/22/2023			
6089	Ammonia leak. Valve stem is leaking		Closed	263668	11/07/2023			View WO Tasks
3248	APRIL REF WAUS CPM -		Closed	253569	06/03/2023			View WO Tasks
4521	AUGUST CPM -		Closed	253569	08/01/2023			View WO Tasks
4522	AUGUST CPM		Closed	253569	08/01/2023			View WO Tasks

Showing 1 to 5 of 52 entries

Previous

1

2

3

4

5

...

11

Next



Customer Portal

Item #7.

Invoices - 1.0.4

[SHOW ALL RECORDS](#)[VIEW UNPAID INVOICE SUMMARY](#)[BACK](#)Show entriesSearch:

Showing Top 20 Records

Invoice #	Type	Status	Invoice Date	Work Order	Purchase Order	Total Amount	Total Paid
257544	AG	Invoiced	03/01/2024	0		6935.00	0.00
257546	AG	Invoiced	03/01/2024	0		2850.00	0.00
257606	AG	Invoiced	03/01/2024	0		3173.00	0.00
257412	AG	Invoiced	02/28/2024	0		6935.00	0.00
256300	AG	Invoiced	02/01/2024	0		2850.00	2850.00
256306	AG	Invoiced	02/01/2024	0		3173.00	3173.00
255513	WO	Invoiced	01/18/2024	6089	263668	149.00	149.00
254620	AG	Invoiced	01/01/2024	0		6733.00	6733.00
254622	AG	Invoiced	01/01/2024	0		2850.00	2850.00
254623	AG	Invoiced	01/01/2024	0		3173.00	3173.00

Showing 1 to 10 of 20 entries

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Service Agreement Invoice Bassett Mechanical

Mail Remittance to

Bassett Mechanical
PO Box 7000
Kaukauna, WI 54130-7000

To:

Location:
Address:

Invoice: 257546

Invoice Date: 03/01/2024

Due Date: 03/31/2024

Your PO Number:

Contract Number: C1470**Contract Description:** CUSTOMIZED PROFESSIONAL MAINTENANCE**Billing for agreement effective 09/05/2023 to 08/31/2024**

Period Billing Amount:	\$2,850.00
Sales Tax:	\$0.00
Total Due:	\$2,850.00





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MADISON, WI

4017 Owl Creek Dr.
Madison, WI 53718



WAUSAU, WI

4403 Stewart Ave., Suite B
Wausau, WI 54401



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570 High Point Dr. NE
Byron, MN 55920

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HVAC Solutions

Prepared For:
Columbus Utilities
537 River Road
Columbus, Wisconsin 53925

Date: 8/8/2024
Proposal Number: P03191

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**MAINTENANCE AGREEMENT FOR BUILDING ENVIRONMENTAL SYSTEMS****Company**

Bassett Mechanical
4017 Owl Creek Drive
Madison, WI 53718

Proposal Date: 5/21/2024

Proposal Number: P03191

Agreement Number:

Ph: 920-462-1894

Fax: 920-759-2525

Bill To Identity	Agreement Location
Columbus Utilities 950 Maple Avenue Columbus, Wisconsin 53925 Attn: Jacob Holbert Jeremy Roll	Columbus Wastewater Treatment Plant 537 River Road Columbus, Wisconsin 53925 Attn: Jacob Holbert Jeremy Roll

Bassett Mechanical will provide the services described in the maintenance program indicated below.

MAINTENANCE PROGRAM: CPMII Maintenance Only **SCHEDULES:** *Equipment Schedule *Air Filter Service

Agreement coverage will commence on 1/1/2025.

The Agreement price is \$9,036.00 per year, payable in advanced installments of \$753.00 per Month beginning on the effective date of 1/1/2025. This is a combination Maintenance Agreement with Time and Material accounted for. The pricing structure can be found on **Page 13**. Year One Maintenance Only pricing **\$9,036.00** payable in advanced installments of \$9,036.00 per year. Accompanying this maintenance program will be a \$30,000 Time and Materials allowance for repairs and replacements per for a total approved budget not to exceed **\$39,036.00** in year one.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from the proposal date above. This proposal will become a binding Agreement only after acceptance by the Customer and approval by an officer of the Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise, or condition on behalf of Contractor which is not expressed herein.

Company

Signature Sales Consultant

Accepted for Company by: Signature

Name & Title

Date / Phone / Fax**Customer**

Signature (Authorized Representative)

Name (Print)

Title

Date

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Planned Maintenance (S/A CPMII) Program

This agreement is designed to provide the Customer with an ongoing maintenance agreement. This agreement will be initiated, scheduled, administered, monitored, and updated by the Service Provider. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and the Service Provider's own experience.

COMPLETE PROFESSIONAL MAINTENANCE: Comprehensive maintenance program with computerized tasking to ensure the highest standards are followed, reducing breakdowns, providing equipment reliability, and helping to extend the life of your equipment.

TEST AND INSPECT: On-site labor, travel labor, and travel and living expenses are required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities could include:

*TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc.

*INSPECTING for worn, failed, or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil, and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: On-site labor, travel labor, and travel and living expenses are required to clean, align, calibrate, tighten, adjust, and lubricate equipment. These activities are intended to extend the equipment's life and assure proper operating conditions and efficiency. Typical activities could include:

*CLEANING coil surfaces; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes, etc.

*ALIGNING belt drives; drive couplings; coil fins, etc.

*CALIBRATING safety controls; temperature and pressure controls, etc.

*TIGHTENING electrical connections; mounting bolts; refrigerant piping fittings; damper sections, etc.

*ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats, etc.

*LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.

PRIMARY TECHNICIAN: An assigned primary and secondary technician for your facility.

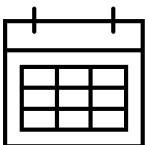
ASSIGNED PROJECT MANAGER: An Assigned HVAC Specialist to assist you with future planning, budgeting, system upgrades, and current project needs.

DOCUMENTATION: On-going communication regarding the history of your equipment as well as the current performance of the system through service reports and Bassett's web-based reporting platform.

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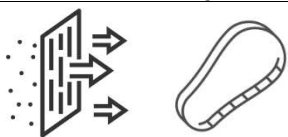
Scope of Work

Maintenance Intervals:



- Bassett will be onsite on a Semi-Annual basis.

Filter and Belt Replacement:



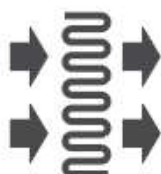
- Filters will be provided and replaced by Columbus Utilities
- Belts will be provided and replaced by Bassett Mechanical on an Annual basis.

Lifts:



- Lift rentals are not included in the scheduled preventative maintenance portion of this agreement.
- The sludge barn will require a lift once per year for maintenance on exhaust fans. It has been discussed that the city may have a boom lift available for Bassett Mechanical's use at that time.

Coil Cleaning:



- Condenser coil cleaning will be done by Bassett Mechanical on an Annual basis.

CUSTOMIZED PROFESSIONAL MAINTENANCE PROGRAM II TERMS AND CONDITIONS

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. This annual agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty one (31) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
7. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.
8. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
11. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
12. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
13. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
14. The Customer has the right to cancel this program at any time for any reason with a 30 day written notice of intent to cancel. If this action is taken, Bassett Mechanical may invoice at the preferred prevailing time and materials rates for any work that has been done which exceeds the amount(s) previously billed not to exceed the annual agreement price.
15. To the fullest extent permitted by law both customer and the contractor shall hold harmless the other party, its agent and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees) to the extent that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of the other party anyone directly or indirectly employed by that party, or anyone for whose acts that may be liable.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
18. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
19. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Inventory of Equipment

Item #7.

Building 10			
Qty	Equipment	Location	Asset Note
1	10-EF-01	Building 10	A30
1	10-EF-02	Building 10	
1	10-HRU-01	Building 10	
1	10-MAU-01	Building 10	
1	10-MAU-02	Building 10	BX47
1	10-SF-01	Building 10	
1	10-SF-03	Building 10	
1	10-UH 01	Building 10	
1	10-UH-02	Building 10-Gen Room	
1	10-UH-03	Building 10-Screen Room	
1	10-UH-04	Building 10-Screen Room	
Building 20			
Qty	Equipment	Location	Asset Note
1	20-ACCU-01	Main Bldg. Roof	
1	20-AHU-01	Mechanical Closet - Admin Bldg.	
1	20-ACCU-02	Main Bldg Roof	
1	20-AHU-02	Mechanical Closet - Admin Bldg	
1	20-BLR-01	Boiler Room 20-118	
1	20-BLR-02	Boiler Room 20-118	
1	20-BLR-03	Boiler Room 20-118	
1	20-EF-01	Acid Feed Room	
1	20-EF-02	Building 20-SO2 Feed Room	
1	20-EF-03	Building 20-SO2 Storage	
1	20-EF-04	Building 20-Chlorhine Feed	
1	20-EF-05	Bldg 20-Chlorhine Storage	
1	20-EF-08	Building 20-Filter Pump Room	
1	20-EF-09	Building 20-Filter Pump Control	
1	20-EF-10	Building 20-Holding Tank Blower Room	
1	20-UH-01	Building 20-117	
1	20-UH-02	Building 20-117	
1	20-UH-03	Building 20-116	



Inventory of Equipment

Item #7.

1	20-UH-04	Building 20-115	
1	20-UH-05	Building 20-114	
1	20-UH-06	Building 20-113	
1	20-UH-07	Building 20-112	
1	20-UH-08	Building 20-111	
1	20-UH-09	Building 20-110	
1	20-UH-10	Building 20-MCC	
1	20-UH-11	Building 40-Sand Filter	
Building 30			
Qty	Equipment	Location	Asset Note
1	30-AHU-01	Building 30	(2) BX-71
1	30-AHU-02	Building 30	(2) BX-66
1	30-EF-01	Building 30	A30
1	30-EF-02	Building 30	
1	30-EF-03	Building 30	
1	30-EF-04	Building 30	
1	30-EF-05	Building 30	
1	30-EF-06	Building 30-Side	
1	30-EF-07	Building 30-Side	
1	30-GFB-01	Building 30 Boiler Room	
1	30-P 01	30-GFB-01	
1	30-P-02	30-GFB-01	
1	30-GFB-02	Building 30 Boiler Room	
1	30-P 003	30-GFB-01	
1	30-P 004	30-GFB-01	
1	30-UH-01	Building 30-MCC	
1	30-UH-02	Building 30-Shop	
1	30-UH-03	Building 30-Shop	
1	30-UH-04	Building 30-Shop	
1	30-UH-05	Building 30-Press	
1	30-UH-06	Building 30-Press	
1	30-UH-07	Building 30-Press	
1	30-UH-08	Building 30-Press	
1	30-UH-09	Building 30-Stairs	



Inventory of Equipment

Item #7.

Building 40					
Qty	Equipment	Location	Asset Note		
1	40-EF-01	Building 40-Clarifier Building			
1	40-EF-02	Building 40-Clarifier Control Room			
1	40-EF-03	Building 40-Clarifier 2 Vent			
1	40-EF-04	Building 40-Clarifier 1 Vent			
1	40-EF-05	Building 40-Sludge Tank			
1	40-UH-01	Building 40-Clarifier 2 Vent			
1	40-UH-02	Building 40-MCC			

Building 80					
Qty	Equipment	Location	Asset Note		
1	80-EF-01	Building 80			
Backflow Preventers					
Qty	Equipment	Location	Asset Note		
1	BF-01	Meter Room	Expiration 6/17/2025		
1	BF-02	Meter Room	Expiration 7/12/2025		
1	BF-03	Boiler Room	Expiration 12/21/2024		

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Equipment Tasking

Scheduled maintenance inspections are performed at various times throughout the year. Tasking Sheets provide an overview of the maintenance to be performed.

FAN EXHAUST/SUPPLY W/ BELT

- Check disconnect
- Tighten electrical connections
- Check all belts for proper wear and tension
- Inspect fan security to shaft
- Check damper operation, clean, and lubricate as needed if applicable
- Check pulleys for wear
- Check bearings for wear
- Lubricate bearings if applicable
- Check motor operation
- Verify proper operation

ENERGY RECOVERY UNIT

- Examine disconnect for proper operation
- Inspect electrical connections
- Record motor operating amps(3 HP and above) #1
- Inspect motor mounts
- Visually inspect for oil or refrigerant leaks if applicable
- Inspect coils
- Inspect/test the operation of all pressure and temperature controls
- Check for unusual noise, vibration, or excessive temperatures
- Inspect blower wheels, housings, and brackets for cracks or damage
- Inspect belts/pulleys and check alignment if applicable
- Lubricate bearings as needed
- Inspect wiring of electric heat if applicable
- Record operating amps of electric heat if applicable
- Inspect filter
- Clean condensate pan and drains if applicable
- Verify proper operation

MAKE UP AIR DIRECT FIRED W/O COOLING

- Inspect all terminals and connectors for tightness
- Inspect contactors
- Check all transformers for proper input/output voltage
- Record amp draw (3 hp and higher)
- Check for unusual fan noise, vibration, or excessive temperatures
- Inspect belts, pulleys, drive couplings, and bearings for wear if applicable
- Lubricate bearings as required
- Clean burners and burner orifices
- Check flame condition



Equipment Tasking

- Inspect and clean pilot assemblies, igniters, and sensors
- Inspect for gas leaks
- Verify proper operation of all safety controls
- Sequence test burners and all related controls
- Check for proper flame signal
- Check for proper gas pressures
- Visually inspect each gas train component
- Check that all valves, modulators, and regulators are functioning properly
- Verify proper operation of all dampers - lubricate as needed
- Inspect filters and/or intake screens - brush as needed
- Verify proper operation
- Record discharge air temp and ambient temp

UNIT HEATER HOT WATER

- Verify operation of thermostat
- Verify proper operation

CONDENSER - CONDENSING UNIT AIR

- Inspect all terminals and connectors
- Inspect contactors
- Check all transformers for proper input/output voltage
- Ensure that crankcase heaters are operating properly
- Visually inspect for oil/refrigerant leaks
- Record compressor suction & discharge pressure, superheat, sub cooling
- Record operating amps of compressor(s)
- Inspect/test the operation of all pressure/temperature controls
- Check the operation of the oil lubrication system if applicable
- Check the operation of hot gas bypass valves if applicable
- Check unloaders and other capacity controls if applicable
- Inspect motor mounting brackets and bolts
- Verify security of fan blade to shaft
- Look for excessive end play, bearing wear, proper balance and alignment
- Inspect wiring
- Record ambient temp
- Inspect condenser coil and brush as needed
- Verify proper operation

▪ METAL FABRICATING ▪ SERVICE



Equipment Tasking

FURNACE GAS

- Inspect all terminals and connectors
- Inspect contactors
- Check all transformers for proper input/output voltage
- Sequence test all components
- Check for unusual noise- vibration or excessive temperatures
- Record amp draw (3 hp and higher)
- Clean blower wheels and motor vents
- Clean entire cabinet as needed
- Inspect coil and look for signs of refrigerant leaks
- Lubricate bearings if applicable
- Inspect heat exchanger
- Inspect stacks, chimneys hoods, and flues for cracks holes and weak spots
- Clean pilot/ignition assembly and flame rod
- Inspect and clean burners
- Inspect/verify operation and clean draft fan
- Clean combustion chamber
- Clean trap on condensing furnace if applicable
- Verify proper operation

BOILER HOT WATER

- Inspect all terminals & connectors for tightness and inspect wiring
- Inspect contactors for worn contacts
- Check all transformers for proper input/output voltage
- Check all fuses for proper size, rating, and fit
- Sequence test all components and burners
- Inspect draft fan for proper operation and lubricate as needed - if applicable
- Clean burners and burner compartment as needed
- Inspect and clean pilot assemblies, ignitors, and sensors as needed
- Verify proper operation of all safety controls
- Record high/low gas pressure settings
- Check and set manifold pressure
- Visually check entire gas train
- Check and record flame signal
- Inspect all gauges
- Inspect for gas/water leaks
- Clean and check operation of low water cutoff
- Verify proper operation of the feed water system and clean strainer
- Inspect boiler venting connection
- Perform recommended manufacturer tasks

Equipment Tasking

AIR HANDLER W/ HEAT W/ COOL

- Examine disconnect for proper operation
- Inspect electrical connections
- Record motor operating amps (3 HP and above) #1
- Inspect motor mounts
- Visual inspect for oil or refrigerant leaks if applicable
- Inspect coils
- Inspect/test the operation of all pressure and temperature controls
- Check for unusual noise - vibration or excessive temperatures
- Inspect blower wheels housings and brackets for cracks or damage
- Inspect belts/pulleys and check alignment if applicable
- Lubricate bearings as needed
- Inspect wiring of electric heat if applicable
- Record operating amps of electric heat if applicable
- Inspect filter
- Clean condensate pan and drains if applicable
- Verify proper operation

PUMP

- Electrical disconnect - verify proper operation
- Inspect motor starter & disconnect if applicable
- Check & tighten electrical connections if applicable
- Verify proper overload protection if applicable
- Check packing & seals for leaks
- Inspect coupling for wear & integrity if applicable
- Check pressure gauges & record operating pressure
- Lubricate motor if applicable
- Lubricate bearing assembly if applicable
- Verify proper operations and flow
- Check drive coupling & coupling alignment (If applicable)

BACKFLOW PREVENTOR

- Test differential relief valve
- Check air gap
- Check strainer and clean as required
- Check for water leaks
- Verify proper operation
- File appropriate inspection report



Special Provisions

Item #7.

Special Provisions - CPMII:



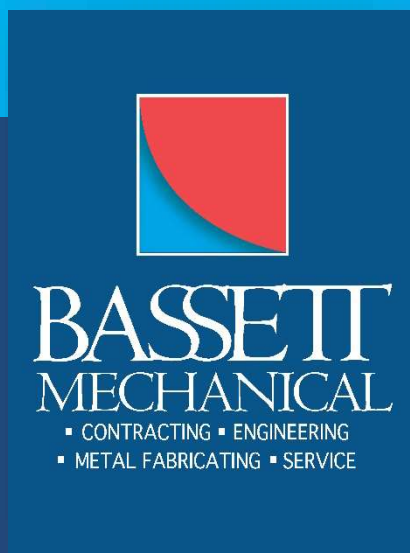
- All parts, materials and service calls not specifically stated as covered under this service agreement shall be excluded and will be invoiced separately to customer upon receiving proper approval for the work to be performed.
- Excluded from this agreement shall be all system ductwork, system piping, variable frequency drives, water treatment and anything not specifically stated as covered within this agreement.

Special Provision - Multi-Year Agreement:



Year 1: January 1, 2025 through December 31, 2025:	\$9,036.00
Year 1 T&M Repair Budget:	\$30,000.00
Year 1 Total:	\$39,036.00
Year 2: January 2026 through December 31, 2026:	\$9,312.00
Year 2 T&M Repair Budget:	\$30,000.00
Year 2 Total:	\$39,312.00
Year 3: January 2027 through December 31, 2027:	\$9,588.00
Year 3 T&M Repair Budget:	\$25,000.00
Year 3 Total:	\$34,988.00





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4017 Owl Creek Dr.
Madison, WI 53718



WAUSAU, WI

4403 Stewart Ave., Suite B
Wausau, WI 54401



ROCHESTER, MN

570 High Point Dr. NE
Byron, MN 55920

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2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: Electric Utility Transformer Purchase for 2025

DETAILED DESCRIPTION OF SUBJECT MATTER:

The inventory of transformers for the Electric Utility is nearly depleted. If the Utility were in need of certain transformers we would be forced to borrow from another utility and replace it when our order came in. That being said our Utility as we plan ahead for development and replacements needs to replenish the inventory on a number of items. One of the hardest assets to access due to procurement setbacks happens to be transformers. We have contacted Irby to provide us with a total of 44 transformers of various sizes and configurations for a total price of \$637,650. It is highly recommended by the Director that this order be placed immediately as the lead time is roughly 32 weeks. The order cannot be placed without your approval to this 2025 future budgeted purchase. Therefore, The Director is requesting approval to place this order and budget 2025 appropriately for this expense.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. Irby Transformer Quote

ACTION REQUESTED OF COMMISSION:

Discuss and Approval of Directors Recommendation

Quotation



STUART C IRBY BR973 MADISON WI
26 TRANSPORT COURT
MADISON WI 53704-3235

QUOTE DATE	ORDER NUMBER
07/23/24	S014008545
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30364-1001	PAGE NO. 1

SOLD TO:
COLUMBUS WATER & LIGHT DEPARTMENT
P.O. BOX 228
950 MAPLE AVENUE
COLUMBUS, WI 53925-0228

SHIP TO:
COLUMBUS WATER & LIGHT DEPARTMENT
950 MAPLE AVENUE
COLUMBUS, WI 53925-1064
920-623-5913

ORDERED BY: Dalton

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
115932						BRADLEE M WILLETTTS	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
CHAD W LAFOR				07/23/24	Yes	BW BEST-WAY	
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
10EA		1	MID3 S377212-NT-LP-DF-WI-BF-T2 (SETI) 1PH PAD-MT TRANSFORMER 37.5KVA TYPE II HV:12470GRDY/7200 LV:240/120 NO TAPS LOOP FEED DEAD FRONT WELLS & INSERTS BAYONET FUSE			8750.000EA	87500.00
20EA		2	MID3 S507212-NT-LP-DF-WI-BF-T2 (SETI) 1PH PAD-MT TRANSFORMER 50KVA TYPE II HV:12470GRDY/7200 LV:240/120 NO TAPS LOOP FEED DEAD FRONT WELLS & INSERTS BAYONET FUSE			9250.000EA	185000.00
5EA		3	MID3 S1007212-NT-LP-DF-WI-BF-T2 (SETI) 1PH PAD-MT TRANSFORMER 100KVA TYPE II HV:12470GRDY/7200 LV:240/120 NO TAPS LOOP FEED DEAD FRONT WELLS & INSERTS BAYONET FUSE			13150.000EA	65750.00
3EA		4	MID3 T757212-NT-LP-DF-BF-WI-PS (SETI) 3PH PAD-MT 75KVA HV:12470GRDY/7200 LV:208Y/120 NO TAPS LOOP FEED DEAD FRONT BAYONET FUSE WELLS & INSERTS 2-POS SWITCH ----- W/TAPS: PRICE = \$30,000.00 -----			28500.000EA	85500.00
*** Continued on Next Page ***							

** Reprint ** Reprint ** Reprint **



STUART C IRBY BR973 MADISON WI
26 TRANSPORT COURT
MADISON WI 53704-3235

Quotation

QUOTE DATE	ORDER NUMBER
07/23/24	S014008545
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741801 ATLANTA GA 30364-1001	PAGE NO. 2

SOLD TO:
COLUMBUS WATER & LIGHT DEPARTMENT
P.O. BOX 228
950 MAPLE AVENUE
COLUMBUS, WI 53925-0228

SHIP TO:
COLUMBUS WATER & LIGHT DEPARTMENT
950 MAPLE AVENUE
COLUMBUS, WI 53925-1064
920-623-5913

ORDERED BY: Dalton

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
115932						BRADLEE M WILLETTTS	
INSIDE SALESPERSON				REQD DATE	FRGHT ALLWD	SHIP VIA	
CHAD W LAFOR				07/23/24	Yes	BW BEST-WAY	
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
3EA		5	MID3 T1507212-NT-LP-DF-BF-WI-PS (SETI) 3PH PAD-MT 150KVA HV:12470GRDY/7200 LV:208Y/120 NO TAPS LOOP FEED DEAD FRONT BAYONET FUSE WELLS & INSERTS 2-POS SWITCH ----- W/TAPS: PRICE = \$33,400.00 -----			31900.000EA	95700.00
3EA		6	MID3 T3007212-ST-LP-DF-BF-WI-PS (SETI) 3PH PAD-MT 300KVA HV:12470GRDY/7200 LV:208Y/120 SPLIT TAPS LOOP FEED DEAD FRONT BAYONET FUSE WELLS & INSERTS 2-POS SWITCH			39400.000EA	118200.00

*** This is a quotation ***

Prices firm for acceptance within 30 days with the exception of commodity prices which are subject to change daily. Quotation is void if changed. Complete quote must be used unless authorized in writing.

OUR PRODUCT AND SERVICES ARE SUBJECT TO, AND GOVERNED EXCLUSIVELY BY, OUR TERMS AND CONDITIONS OF SALE, WHICH ARE INCORPORATED HEREIN AND AVAILABLE AT www.irbyutilities.com/terms. ADDITIONAL OR CONFLICTING TERMS ARE REJECTED, VOID AND OF NO FORCE OR EFFECT.

Subtotal	637650.00
S&H CHGS	0.00
Sales Tax	0.00
TOTAL	637650.00

** Reprint ** Reprint ** Reprint **

2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: Water Utility Hydrant Replacement Richmond Street Between Main and Dickason

DETAILED DESCRIPTION OF SUBJECT MATTER:

During the annual hydrant flushing, the hydrant mentioned above broke its nozzle due to severe corrosion due to its age. We have requested that Forest Construction to install a hydrant valve and replace the hydrant while they are working on nearby streets for the City's Street Improvement Project. You will note that this hydrant is near the middle school and replacement of this hydrant is important to the safety of the community. At this time no quote has been provided, but we do expect the cost to be well within our budgeted limits. The recommendation of the Director is to approve this purchase.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. Email communication between City Engineer and Water Department Lead

ACTION REQUESTED OF COMMISSION:

Discuss and Approval of Directors Recommendation

From: [Jake Tanner](#)
To: [Jacob Holbert](#)
Subject: Fwd: Columbus hydrant
Date: Thursday, August 8, 2024 7:01:05 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image132728.png](#)
[image446399.png](#)
[image409534.png](#)
[image980544.png](#)
[image469068.png](#)
[image692182.png](#)
[image835404.png](#)

Agenda item

Jake Tanner
 Lead Water Operator
 Columbus Utilities
 950 Maple Avenue, PO Box 228
 Columbus, WI 53925
 920-623-5912 – Office
 608-212-6025 - Cell

Confidentiality Statement: This message is from the Columbus Utilities. This message and any documents accompanying it may contain privileged and confidential information. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or action taken in reliance on the contents of this message and any accompanying documents is prohibited. If you have received this message in error, please destroy it and notify the sender immediately.

From: Lietha, Jason <JLietha@ruekert-mielke.com>
Sent: Wednesday, August 7, 2024 1:18:36 PM
To: Toczyski, Brian <BToczyski@ruekert-mielke.com>
Cc: Jake Tanner <jtanner@columbusutilitieswi.com>
Subject: Columbus hydrant

Brian,

Old hydrant with rusted nozzle, with no hydrant valve? located on Richmond Street between Mian Street and Dickason Blvd. needs replacing. We believe it will need a new tap on the 4 inch with a 6" lead, new 6" valve and new hydrant.

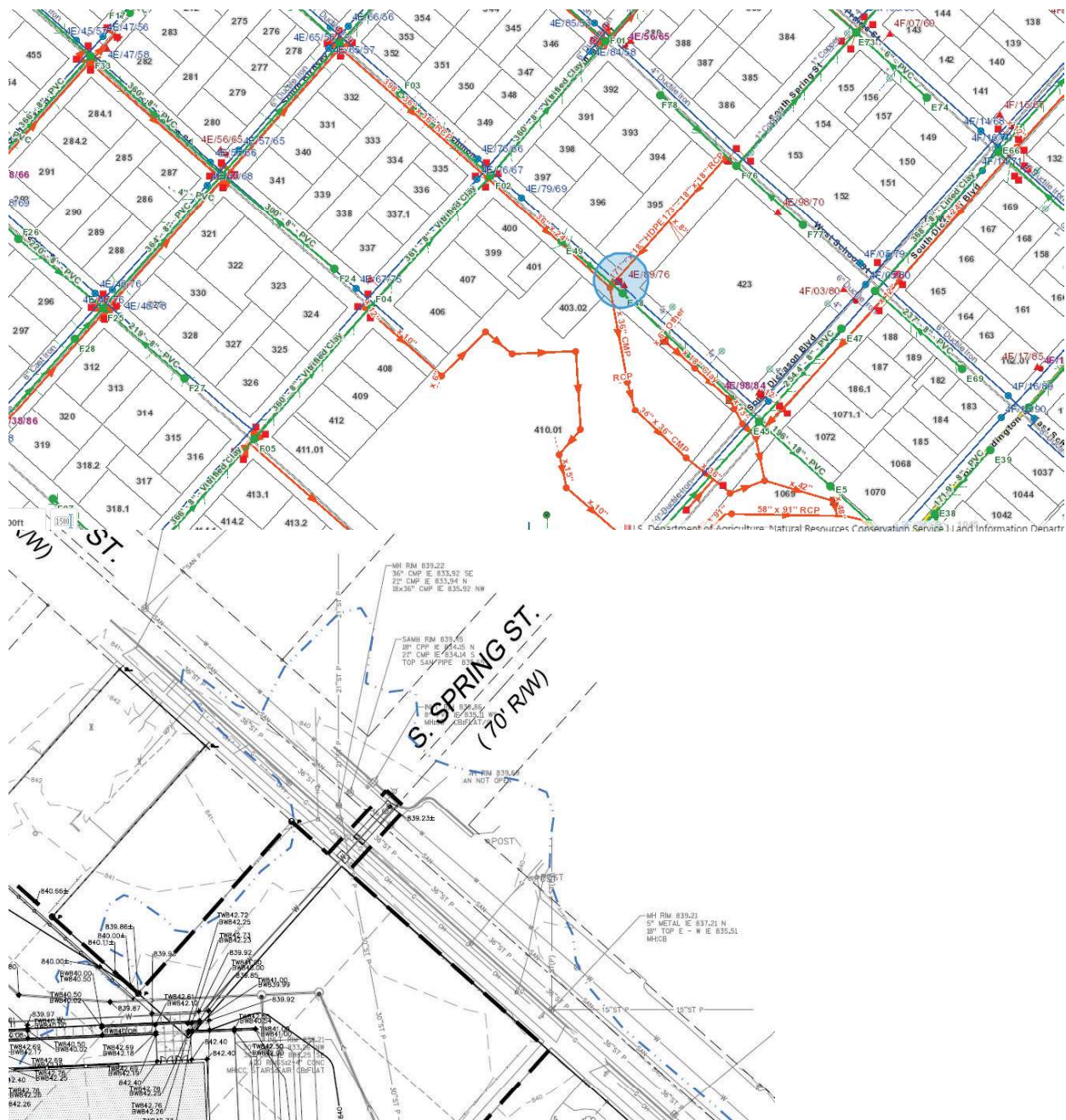
Can you speak with Jason and see if he can do it and if so what the estimated cost would be. This will require a curb patch and an asphalt patch. Shouldn't be any sewer, water or storm in the way. Looks like the school tied into the water main right next to the hydrant in 2020 with their work. Their plan shows the gas and electric overhead on the opposite side of the street.

It is going to be 2.5 blocks away from the Richmond St. Reconstruction. The only difficult part I would see is we will have to shut off a few homes and the middle school. We will see about talking to the school and doing an evening shutdown say after 4 pm or a Saturday, unless if Jason can get to it before the first day of school which is 9/5?

Please let Jake T. and I know if Jason can do the work and what an estimated cost would be for supply and installation of a new hydrant / valve along with the street repair for curb and asphalt.




Thanks.





Jason P. Lietha, P.E. (WI, MN, MD)
Vice President / Team Leader



 (262) 953-4154
 JLietha@ruekert-mielke.com
 ruekertmielke.com



Learn how our employee owners “make community possible” at R/M! [Watch Video](#)

2024 AGENDA ITEM

Utility Commission Meeting Date: 8/15/2024

ITEM: WWTP – Sand Filter Transducer Replacement

DETAILED DESCRIPTION OF SUBJECT MATTER:

Two of the four sand filters at the WWTP are missing their level transducers. These transducers control the total function of the sand filters. The sand filters are the final step of the treatment process prior to disinfection and discharge. We have been provided four quotes. The quotes requested replacement of the two transducers but we also requested the cost of replacing all four to keep the units uniform and update the already outdated technology that was nearing the end of its life cycle. B&M Technical Services provided the cheapest quote for all four units and we have been very satisfied with their services and equipment in the past. The total for replacing all four units plus installation and start up/calibration comes to \$10,896.00. The remaining three quotes as mentioned were for two units. Each supplier said the cost of four would be double what the cost of two is. It is the recommendation of the Director to purchase and install four transducers through B&M Technical Services.

LIST ALL SUPPORTING DOCUMENTATION ATTACHED:

1. B&M Quote
2. MSW Quote
3. Sabel Mechanical Quote
4. William/Reid Quote

ACTION REQUESTED OF COMMISSION:

Discuss and Approval of Directors Recommendation



B & M TECHNICAL SERVICE, INC.

PO Box 48 | 364 Industrial Drive Coloma, WI 54930

Office 715-228-7604 | Fax 715-228-3418

bmtechservice.com

Original Date: 3/21/2024

Revised Quote Date: 7/25/2024

Quote Number: 20241145v2

B&M Contact: Troy Metz

Email: troy@bmtechservice.com

Direct: 715-228-7604

To: Columbus

Attn: Jeremy Roll

Re: Sand Filter Radar Sensor Upgrade Options

We are pleased to provide the following base bid:

Qty.	Description:	Net Each	Net Extension
Option #1: Upgrade Radar Sensors on Side 1			

2 VegaPuls C21 Radar Sensor with 32' cable, Power Supply, Schedule 80 PVC 1" Conduit with Miscellaneous Mounting Hardware

2 Programing, Installation, Testing, Startup, and Training - 2 Technicians, per day (milage included)

Option #1 Total: \$ 7,248.00

Option #2: Upgrade Radar Sensors on Both Sides			
---	--	--	--

4 VegaPuls C21 Radar Sensor with 32' cable, Power Supply, Schedule 80 PVC 1" Conduit with Miscellaneous Mounting Hardware

2 Programing, Installation, Testing, Startup, and Training - 2 Technicians, per day (milage included)

Option #2 Total: \$ 10,896.00

Estimated Delivery:	Per Schedule	Installation/Start-up:	Incl	
Installation Manuals:	Incl.	Service Contract:	Not Incl.	
Operation Manuals:	Incl.	Downpayment Due:	50%	Per Option Selected
Sales Tax:	Not Incl.	Payment Terms:	Net 30	
Estimated Freight:	Not Incl.	Quote Expiration:	30 Days	

Additions or deductions to base bid:

Exceptions and Special Notes:

Clarification Notes:

Unless otherwise noted any other equipment/services is not included and to be supplied by others.

For projects totaling more than \$10,000, 50% downpayment is required upon quote acceptance. Parts cannot be ordered prior to receiving downpayment.

To accept quote, please sign below and return to B&M Technical Service, Inc.

Quoted by _____

Regina Weyenberg, Assistant Project Coordinator

regina@bmtechservice.com

Direct: 715-228-7604

Accepted by _____

Columbus

This information provided is confidential and proprietary to B&M Technical Service and is intended solely for the recipient listed above. Do not duplicate or distribute.



QUOTATION

Item #10.

Quote Number: 15902
Quote Date: Jul 24, 2024

Mulcahy Shaw Water, Inc
N57 W6316 Center Street
Cedarburg, WI 53012

Voice: 262-241-1199
info@mulcahyshaw.com

Shipping: FOB Factory
Freight: Not Included

Bill To:
Columbus WWTP
537 River Road
Columbus, WI 53925

Ship To:
Columbus WWTP
537 River Road
Columbus, WI 53925

See ship to contact

Quoted By	Good Thru	Payment Terms	Delivery
Alexander R. Ellis	8/23/24	Net 30 Days	See Below

Quantity	Item	Description	Unit Price	Amount
2.00	USR-1112-0025-0025	Drexelbrook Ultrasonic Level System. (2) Sensors with 25' cables. 4-20mA outputs	3,740.00	7,480.00
1.00	Start Up	Initial Programming & Training	850.00	850.00
			Subtotal	8,330.00
			Sales Tax	
			TOTAL	8,330.00

Plus Freight Costs:
Please make Purchase Order to Mulcahy Shaw Water, Inc
Plus Sales Tax/ Tax Exempt Required
Accepting Credit Cards with 3% Convenience Fee



Quote No. Q11090
Date: Aug 5, 2024

W 3150 Co Rd H, Fond du Lac, WI 54937
920-581-5810
www.sabelmechanical.com
Sabel Contact: Dan Crouch
Email: danc@sabelmechanical.com

Sabel Mechanical LLC

Customer Billing Information	Job Site Information	Contact and Other Information
COLUMBUS WWTP 950 Maple Ave, Columbus, WI, 53925	Columbus WWTP 537 River Rd, Columbus, WI, 53925	Contact: jeremy roll Phone: 1-920-296-0418 Email: jroll@columbusutilitieswi.co m

Sabel Mechanical is pleased to submit this proposal for:

Scope of Work

Default Section

\$8,083.02

Replacement of Sand Filter transmitter and transducers, which have been phased out by manufacturer.

Supply and install new Prosonic S FMU90 transmitter and 2 Prosonic S FDU91 sensors.
1 week lead time.

Excludes: shipping

Quote Total: \$8,083.02

Estimate valid until: Sep 4, 2024

Terms of Payment: 30 days

Customer Signature: _____ Date _____

Customer Name (Print) _____

P.O. #: _____

Due to the fluctuating material pricing and availability, quote is valid thru end of today's business day, Pricing may have to be adjusted at time of purchase and will be reflected when project is invoiced

**WILLIAM/REID***A Division of Gasvoda & Associates, Inc.*

Item #10.

Quotation

Date: July 22, 2024**Quotation valid until:** August 21, 2024**Prepared for:** Jeremy Roll

Columbus WWTP

537 River Road Columbus WI 53925

Ph: 920-296-0418 Email: jroll@columbusutilitieswi.com>

Prepared by: Brandon Mancilla**Quotation Number:** 072224 BJM**Project Reference:** Level Sensor

We are pleased to offer the following quotation for your consideration:

Quantity	Description	Unit Price
2	VEGAPULS C 11 Wired radar sensor for continuous level measurement. Axial cable outlet, 4 ... 20 mA output, measuring range up to 8 m, accuracy ± 5 mm, PVC cable with 10 m length	
1	VEGAMET 842 Robust controller and display instrument for level sensors For two 4 ... 20 mA sensors	
1	Installation & Startup Services Includes: Removal of existing equipment. Installation of new equipment. Startup services. Does not Include: SCADA Manipulation	
Total Price		\$6,725.00

TERMS: See attached sheet for detailed terms and conditions.**FREIGHT:** F.O.B. Shipping Point, with Freight Allowed to the Jobsite.**START-UP:** 1 day(s) of start up services are included. Any additional will be billed at our standard rate.**TAXES:** ALL applicable taxes must be added. If exempt, please provide an exemption certificate with order.**SUBMITTALS:** N/A weeks after receipt of order.**DELIVERY:** 3 to 4 weeks after approval and authorization to proceed.**DURATION:** After 30 days, we reserve the right to review, amend, or withdrawal this proposal.*Respectfully submitted,*

Brandon Mancilla

Orders should be sent to: sales@williamreidltd.comwww.williamreidltd.com



WILLIAM/REID

A Division of Gasvoda & Associates, Inc.

Item #10.

Thank you for the opportunity to provide our proposal. Please do not hesitate to call with any further questions or requirements. Please be sure to complete all of the information below so that we may get started on your order!

AUTHORIZATION TO PROCEED :

Authorization to proceed with placing the proposed equipment on order must be acknowledged by return of this document properly executed. Such acknowledgement will be considered as your acceptance of this proposal as written including terms and conditions. No submittals will be started and no equipment will be released to manufacturing prior to our receiving your formal authorized return of this document.

BILL TO:

SHIP TO:

E-MAIL ADDRESS FOR INVOICES:

TAGGING:

PO #:

ORDER CONTACT:

SITE CONTACT:

PHONE:

SITE PHONE:

TAXABLE: YES / NO If tax exempt, please return a copy of your tax exemption certificate.

ACCEPTED:

Authorized Signature

PRINT NAME:

TITLE:

DATE:

SPECIAL INSTRUCTIONS:

www.williamreidltd.com



WILLIAM/REID

A Division of Gasvoda & Associates, Inc.

Item #10.

WILLIAM/REID LTD TERMS AND CONDITIONS OF SALE

TERMS

1. Terms of payment are 100% net due 30 days from "date of shipment & invoice" for all orders less than \$100,000.
2. Terms and conditions for orders totaling more than \$100,000.00 are based on progress payments as follow:
 - A) 10% of net order total due upon delivery of submittal data for review and approval with no retainage allowed.
 - B) 10% of remaining net order total due at time of release to production with no retainage allowed.
 - C) Entire balance of remaining net order total due within 30 business days after delivery and invoicing with no retainage allowed.

Start-up services will not be scheduled prior to receipt of full and final payment, with no exceptions.

CONDITIONS

1. General

Subject only to any credit terms which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified on the face hereof, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and BUYER'S PAYMENT OBLIGATION IS NO WAY DEPENDENT OR CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY. Any balance owed by Buyer for 30 days or more after the same becomes due is subject to a 1-1/2% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all collection costs or charges, including reasonable attorney's fees, which Seller may incur with respect to the collection of past due amounts from Buyer.
2. Warranty

Seller warrants only that said equipment is free from defects in materials and workmanship as set forth in Seller's standard Certificate of Warranty furnished to Buyer at the time of final shipment. Seller makes no other warranty concerning said equipment beyond that set forth in said Certificate and expressly disclaims any warranty of merchantability or fitness for any particular process not described in the applicable drawings and specifications.

Seller's sole responsibility with respect to any equipment which proves to be defective as to materials or workmanship is either to replace or to repair the same as is set forth in said Certificate of Warranty. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer.
3. Liability of Seller

Seller is not liable in any event hereunder for any consequential, incidental, or liquidated damages or penalties.
4. Claim Period

Buyer shall immediately inspect said equipment upon receipt thereof. Seller is not obligated to consider any claim for shortages or non-conformance unless notified thereof by Buyer within 10 days after Buyer's receipt of said equipment.
5. Cancellation

Should Buyer cancel this agreement without Seller's prior written consent, Seller may, at its option, recover from Buyer a cancellation charge of not less than 20% of the purchase price hereunder.
6. Taxes

Sale may be subject to state sales tax depending on the state. Gasvoda & Associates requires proof of exemption for all nontaxable sales. Regardless of exemption status, Gasvoda & Associates proposal does not include any sales tax. Payment of any sales tax remains the responsibility of the purchaser.
7. Storage

If at such time, within or after the estimated shipment period specified on the face hereof, as Seller notifies Buyer that said equipment is ready to be shipped Buyer requests a delay in shipment, Seller may, at its option, agree to store said equipment for a period of time determined by Seller, provided that such agreement will not affect Buyer's obligation to pay in full all invoices as they become due, and provided further that for each month, or portion thereof, said equipment is stored by Seller, Buyer shall pay to Seller as a storage fee an amount equal to 1% of the balance due hereunder.
8. Drawings, Illustrations and Manuals

Catalog and proposal drawings, bulletins, and other accompanying literature are solely for the purpose of general style, arrangement and approximate dimensions. Seller may make any changes Seller deems necessary or desirable.
9. Insurance

We have made no allowances for special insurance requirements including but not limited to "Waiver of Subrogation", "Form GC2010", liquidated damages, or anything beyond what is specifically spelled out as being included herein. We reserve the right to amend our offering for anything required outside of the specific items/services spelled out as being included. An exception must be in writing and authorized by Gasvoda & Associates.
10. Start Up

NO START UP WILL BE MADE PRIOR TO 100% PAYMENT. Warranty is invalid without authorized start up.

www.williamreidltd.com

Columbus Utilities Directors Update – 8/15/2024

Past Month

Electric:

- Outages and other repairs have been made
- Highway K conversion work
- Assisted Director on CIP
- Lineman School has started

Water:

- Plant #1 Overflow project is nearing completion
- The reservoir was fully drained for the work on the Overflow yet filled with Groundwater. Groundwater will be tested and the Reservoir Inspected
- State DNR Testing 3
- Hydrants are being flushed
- Hydrants are being sandblasted and repainted
- R-M is working with the Utility on providing a comprehensive CIP for the city and the stability of the Water Utility

Sewer:

- Clarifier Deck work is complete
- Plant septage receiving has been reduced to a total of 2 hours per day during the week.
- The plant has seen drastic improvement in its performance over the past month.
- A change in the injection position of the Phosphorus treatment chemical hyper Ion has seen a marked improvement in our ortho-phosphorus values.
- The hanger was completely emptied.
- We have modified our operating procedure of our Aerobic Digesters in an effort to maximize volume reduction in conjunction with the enzyme addition.
- WWTP Staff and the Director met with R-M, the city of Mukwonago, and two vendors who pitched their dewatering equipment capabilities.
- We are developing the CIP and should be finished for budgeting here soon.

Upcoming Month

Electric:

- Finish up on projects that have been on the back burner over summer.
- Inventory check and replenishment
- Verify PPE and all Safety Equipment is job ready.

Water:

- Identify the issue with Reservoir #1 and prepare for repairs.
- Complete DNR required inspection of Reservoir #1
- Continue Hydrant Flushing
- Continue Hydrant Painting

- State DNR testing
- Complete CIP and Budget for 2025

Sewer:

- Continue to get the plant in an optimized state.
- Open the plant to septage receiving “business as normal” hopefully!
- Work with R-M and staff to prepare a pretreatment Program and FOG monitoring program.
- Prepare a Rate case for collection system users.
- Prepare Rate case for septage haulers based on concentrations and impact on plant health.

Utility Overall:

- Complete Budget
- Interview candidates for WWTP Operator B position
- Work through budget and department job descriptions and determine required staffing needs.

LIVELines

Volume 73, Issue 8 • August 2024

Extreme weather is timely reminder of crucial storm prep

They say everything is bigger in Texas. After the first significant hurricane of 2024 caused damage in southeast Texas, one of the state's largest utilities is facing big questions about how they planned for and responded to the storm. The glaring spotlight that's shining on CenterPoint Energy, an investor-owned utility (IOU) based in Houston, is a reminder to all utility operators about how important it is to prepare for Mother Nature's wrath.

More than 2.7 million households and businesses lost power as Hurricane Beryl's 80-mile-per-hour winds struck Houston on July 8, including 2.2 million served by CenterPoint Energy. The massive and sustained power outages caused significant disruption and frustration, as Texans criticized the company for failing to restore service in a more timely way.

The damage from Beryl impacted both CenterPoint Energy's infrastructure and customer-owned equipment. Heavy winds caused extensive damage, downing trees and electricity poles, and

creating hazardous conditions. CenterPoint Energy's effort to mobilize thousands of resources, including more than 11,000 workers, to expedite the restoration process was no match for the powerful storm.

In the weeks following the hurricane, the frustration among Houstonians was evident. And that frustration

was, at times, misdirected toward utility workers, with one reported incident of a man holding a line worker at gunpoint. Texas Gov. Greg Abbott called for a thorough investigation by the state's Public Utility Commission (PUC) into CenterPoint Energy's preparedness and response, threatening to issue an executive order if satisfactory answers are not provided. The utility defended its readiness and the pace of electricity restoration, which they said was faster than in previous storms.



AP Photo

At least 22 people died in the Houston area due to damages caused by Beryl, including three who were struck by falling trees, and two that drowned in floodwaters. Heat-related illnesses due to power outages also claimed seven lives, as

residents struggled without air conditioning amid temperatures soaring

above 100°F.

CenterPoint Energy's annual reporting has indicated aging infrastructure, which may have contributed to the scale of the outages. The company's Outage Tracker, which went offline in May 2024 due to a derecho, remained down after Beryl struck, leaving customers without a clear way to gauge when power would return. Many reported they were forced to rely on location services from a fast-food restaurant's mobile app to determine the areas that still had power.

The combination of power outages and extreme heat created dangerous conditions in eastern Texas. The National Weather Service issued a heat advisory, warning that heat indexes could reach 106°F, posing significant health risks. Power outages also led to widespread food spoilage and food shortages, with food banks working to distribute supplies to underserved areas. Many residents endured long lines at gas stations for generator fuel and at facilities with air conditioning. Nearly 30% of cell sites in the Houston area were not working.

Continued on page 2

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MEUW News Monitor
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Officials appealed to residents not to direct their frustration toward utility workers. CenterPoint Energy appealed to customers for patience and understanding as it navigated the complexities of the restoration process. The company acknowledged the need for improved communication and preparedness and said it is dedicated to learning from this experience and implementing necessary changes to better serve its customers in the future.

Municipal utilities in Texas fared better than the IOUs during the recent hurricane, according to Taylor Kilroy, Executive Director of Texas Public Power Association. “We have been extraordinarily lucky,” he acknowledged. Due to the storm’s path, mainly IOUs and some co-ops were directly impacted. “There were some municipal utility customer outages in east Texas on the back edge of the storm, but we deployed mutual aid and got everyone back online quickly.”

As in Wisconsin, Texas utilities serve designated jurisdictions. The PUC of Texas regulates electricity and oversees utilities. Regulators often prefer companies spend money repairing damage rather than sending it to the state as a fine. Regulators also could require CenterPoint to put money into strengthening its infrastructure. •

Commission staff renew approach to recovering MEUW membership dues



The Public Service Commission (PSC) has historically allowed Wisconsin utilities to recover a portion of association dues as part of their revenue requirement, to the extent that the activities of an association — including MEUW — provide a benefit to customers. Historically, the PSC has authorized recovery of 75% of MEUW dues to account for the portion of activities that could reasonably be considered to provide a customer benefit. In two recent municipal utility rate case proceedings, Commission staff initially proposed removing all association memberships and dues, and requested justification and support identifying the benefits.

Cedarburg Light & Water (CL&W) was the first municipal utility to address the matter and provided [information](#) to support the recovery of some or all of the dues. In its final order for the CL&W [electric rate case](#), the Commission found that “it is reasonable, to continue its historic allowance for recovery of dues of 75 percent.”



JAN 15, 16, 17 2025 WIS DELLS

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Municipal Utility Counsel

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Pewaukee WI 53072
262.347.2199

borderstates.com
08654 (2023-12)

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Help Line
1.800.800.0199



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LIVELines

Official monthly publication of **Municipal Electric Utilities of Wisconsin, Inc.**, the statewide trade association representing the interests of Wisconsin's public power providers since 1928.

This e-newsletter is distributed to more than 1,200 utility professionals and leaders throughout Wisconsin and the Midwest on the first Tuesday of every month.

LIVE LINES has been published continuously for many decades and provides useful information, news on emerging utility issues and legislation, updates on events, training programs and member services, as well as engaging feature stories spotlighting utilities, communities and leaders.

Reader comments and suggestions are welcome — send by email to news@meuw.org

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An archive of past issues of *Live Lines* is available at www.issuu.com/meuw

Wisconsin well represented at APPA “fly-in”

The American Public Power Association (APPA) Policy Makers Council (PMC) met in Washington, D.C. in July. Wisconsin has four representatives on the 40-person PMC. Local utility commissioners Lee Meyerhofer (Kaukauna) and Andy Moss (Cedarburg) attended the PMC meeting, where Meyerhofer took the gavel as Chair of the PMC for the next year. Other PMC members from Wisconsin, Jim Brooks (Evansville) and Mike Eberl (Marshfield), were unable to attend.

In addition to attending the PMC meeting, members took advantage of the time to meet with Congressional representatives for a “mini legislative fly-in.” Along with MEUW Director of Legislative and Regulatory Relations Tyler Vorpapel and Joseph Owen, WPPI Energy Director of Government Affairs, Meyerhofer and Moss met with Sen. Tammy Baldwin, Representatives Mark Pocan (WI-2), and Glenn Grothman (WI-6), and staff from the offices of Sen. Ron Johnson and Rep. Tom Tiffany (WI-7).



The visit to D.C. included a meeting with Wisconsin 2nd District Rep. Mark Pocan (at left) to discuss issues important to public power.

The meetings with Wisconsin's federal lawmakers continued advocacy on a number of topics, including help to ease ongoing supply chain challenges and to pass energy permitting reform to streamline siting rules that often delay projects and drive up customer rates. There was also discussion of tax issues that public power would like to see in the next congressional tax package, including parity with IOUs for energy tax credits, and highlighting the onerous and burdensome Treasury Department rules that public power communities are required to follow in order to receive those credits. The group also asked for Congress to increase the smaller-issuer exemption to \$30 million (up from \$10 million) and index it to inflation so public power infrastructure projects can be financed by local financial institutions. Finally, the group explained that public power utilities nationwide are committed to diversifying their power-generation resource mix and reducing their CO2 emissions — actions that have led to a 31% reduction from 2005 to 2022. •

Sun Prairie breaks ground on new utility facility

After more than 50 years downtown, Sun Prairie Utilities (SPU) has broken ground for a new facility that will be located across from its current storage yard. Utility officials celebrated the milestone in July (at right, SPU's Utility Manager Rick Wicklund is shown at the ground-breaking ceremony). The new facility, which is expected to open in late 2025, will be all-electric, and include electric vehicle charging, enhanced security, improved energy efficiency, geothermal HVAC, rooftop solar, and a large community room. SPU hopes the project will achieve LEED Gold Certification. Additional details are available at sunprairieutilities.com/new-facility.



MEUW Safety & Education Committee chooses leaders, adds new members

Over the years, worker safety has become a core service MEUW offers its members. Guiding the association's efforts to keep safety top of mind among all municipal electric employees is the Safety & Education (S&E) Committee comprised of 11 individuals representing the diverse needs of MEUW member utilities.



Gald



McLain



Dellemann

Members of the S&E Committee recently chose Scott Gald, Electric Superintendent in Richland Center, as Chair for the next year. John McLain, Electric Superintendent at Waunakee Utilities, was chosen as Vice Chair, and Brian Dellemann, Two Rivers Utilities' Electric Utility Director, is the Committee's Secretary. Also, after three committee members chose not to renew their seats, MEUW put out a call for individuals interested in being considered for service. As a result, Ryan Pelowski, Lead Lineman at Trempealeau Municipal Utilities, Jordan Schmitz, Electric Superintendent at Mount Horeb Utilities, and Owen Vande Kolk, Assistant Electric Operations Supervisor at Waupun Utilities, were chosen to join the S&E Committee.

"We are fortunate to have an active and engaged group of individuals who give their time and expertise to help MEUW deliver the type of safety program that our members demand," said MEUW Director of Safety

Services and Operations Mike Czuprynski. He added, "We are always interested in member feedback which only helps to make the program stronger." To provide input, contact Mike at (608) 478-2530, or S&E Committee Chair Scott Gald at (608) 647-2434, or any member of the S&E Committee. ●

Next management training course set for Oct. 9 in Mauston

Build and enhance your knowledge of Utility Accounting & Finance, the next course in our four-part [Fundamentals of Utility Management](#) training Series. Understanding the various financial aspects associated with utility operations is essential. This course is designed to provide attendees with the fundamentals of public utility accounting, a clear understanding of business operations, how to review and effectively manage budgets, as well as a base-level knowledge of utility regulations.

Led by Baker Tilly Partner Jodi Dobson, CPA, this course is designed for municipal workers of all skill levels and backgrounds. It is intended as a foundation for understanding the public power industry and is especially helpful for those new to the industry or those who aspire to expanded responsibilities.

The course will be held Wednesday, Oct. 9, in Mauston. Registration and details on the course are available [here](#).



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In Memoriam



Chris Danielson, Superintendent of the Village of Merrilan Electric Light & Water Department, passed away unexpectedly July 1, at the age of 34. Chris began working for the Village in 2019. The full obituary is [here](#).



Jem Brown, General Manager of Wisconsin Rapids Water Works and Lighting Commission (WRWW&LC), passed July 25 after a brief illness. He was 60 years old. Jem was a long-time member of MEUW's Board of Directors and served as Board President in 2014-15. He was currently serving a two-year term as an At-large Director. He also served as Board Chair for Great Lakes Utilities. He joined WRWW&LC in 2008. The full obituary can be found [here](#).

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Role as “point of beginning” adds to making Hazel Green special

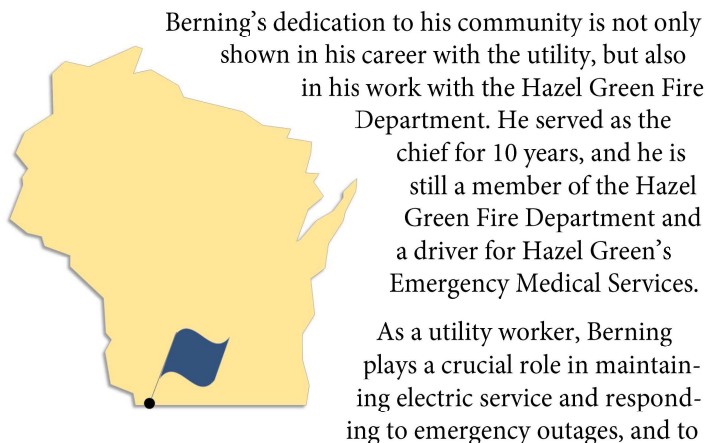


Hazel Green, population 1,200, is a beautiful village in Southwestern Wisconsin that spans across two counties: Grant and Lafayette. It's located just north of the Illinois border, not far from the popular tourist town of Galena, Ill., and nine miles from the Mississippi River.

Since 1908, Hazel Green has operated its own utilities, providing residents with electric, water, and sewer services. The electric utility serves about 553 residential customers and 94 commercial customers.

John Berning, Director of Public Works, has been working for the Village of Hazel Green for 32 years. “I’ve lived in Hazel Green for my entire life,” Berning said. “It’s a close-knit, caring community, and I’m proud to be a part of it.”

The village has a staff of six, but most of the electric work is handled by Berning and Lineman Robert “Bo” Brunkow. Berning said that he expects Brunkow, who has been with the utility for more than seven years, to take over his position when he retires.



As a utility worker, Berning plays a crucial role in maintaining electric service and responding to emergency outages, and to other emergency situations as a volunteer firefighter. “There is some crossover in what I do,” Berning said. “When we are working on an electric outage, one of my first calls is to the fire department as they help to manage traffic and protect citizens during outages. It’s a small town, and we all pitch in to look out for each other.”

Berning said he knows the town so well he doesn’t even need an address to find a location. “When I respond to a call, I always ask for the family’s name,” Berning said. “It’s easier for me to find a place by who lives there than by a number.”

The Point of Beginning

Like many cities in Southwestern Wisconsin, Hazel Green has a long history that’s tied to lead mining. In 1825, lead miners ven-

tured out of Galena and established a new settlement called “Hardscrabble,” which reflects the difficulties and struggles of the life of a miner.

The town was eventually renamed Hazel Green, supposedly after a big grove of hazelnut trees near the mining site. “Today some see Hazel Green as a bedroom community, just a short drive from Dubuque or Galena,” Berning said. “It’s a great community with lots of scenic beauty and a good school district; it’s a nice place to call home.”



Hazel Green is probably most known for being the “Point of Beginning” (POB) for the state of Wisconsin. The POB is the starting point for Wisconsin’s entire survey system.

Back in 1831, land surveyors used this point near what eventually became Hazel Green to create a grid system for dividing land. This system helped establish property boundaries and land ownership across the state. Today, every property deed in Wisconsin still includes a description based on the POB in Hazel Green. The spot is marked with a roadside sign just south of town.

“Being the point of beginning is what encourages some to visit,” Berning said. “It gives Hazel Green a solid place in Wisconsin’s history.”

Hazel Green Attracts New Residents

Hazel Green’s Deputy Clerk Sonia Burkholder said the community is growing slowly. She noted there is one house currently being built, and the village usually adds a couple of residential customers each year.

Berning added, “Houses don’t stay on the market long, as soon as they go up for sale, they are snapped up quickly.”

Several of Hazel Green’s large power customers are agricultural customers in the feed mill industry. Another large customer is the Southwestern Wisconsin School District, which serves Hazel Green and the surrounding areas including Jamestown, Sinsinawa, and Kieler.

The school district is a source of pride for the community. “Our schools are always rated highly and offer a lot for our young people,” Berning said.

Utility Benefits from Training and Mutual Aid

Hazel Green purchases its power from Alliant Energy, the investor-owned utility serving much of the surrounding area.

Berning said that both he and Brunkow have benefited from MEUW’s safety training and programs. “These trainings provide the opportunity for us to share insights and advice, so we can learn from each other’s experiences,” Berning said.

Continued on page 6

Continued from page 5

He also stressed that Hazel Green relies heavily on Cuba City, Shullsburg, and Benton during emergencies, “We couldn’t do what we do without the mutual aid arrangements we have with these three communities,” Berning said. “We have a long tradition of helping each other with restoration. These relationships are key to our success as public power companies. It’s also critical to restoring power and meeting our customers’ needs as quickly as possible.”



The team is busy this summer with several big projects. Burkholder noted that a Dollar General is going up in town, and the team is busy helping with the project. Additionally, the Department of Transportation

is redoing the corner of Highways 80 and 11, and the electric crew has been working to move primary power underground.

Hazel Green to Celebrate its 200th Anniversary

If visiting Hazel Green this summer, after seeing the POB site, be sure to visit the Hazel Green Opera House and take in an original puppet show featuring handmade puppets and marionettes. There are also many antique stores to explore and several fun restaurants, including Gangster’s Bar & Grill and Bar Tell 2.

Berning noted that the best time to visit is during the annual “Tunes and Booms” festival in the village. Tunes and Booms combines music and fireworks and is held on a night before the Fourth of July. “People from all over the area come together to enjoy the festivities,” Berning said. “It’s a chance for neighbors, friends, and families to celebrate and have a great time.”

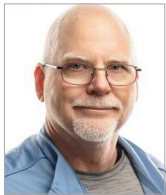


Residents in the Village of Hazel Green benefit from the service of municipal employees shown above. They include (back row, from left) Jim Monahan, Police Chief; Bo Brunkow, Lineman; David Sweet, Water Operator; Sally Bauer, Clerk/Treasurer; Sonia Burkholder, Deputy/Utility Clerk; John Berning, Director of Public Works and Lineman; (kneeling in front) Brian Reuter, Sewer Operator; and Mike Dunbar (who recently retired after 47 years).

Burkholder said that community organizers are planning to hold an even bigger Tunes and Booms celebration in 2025 to mark its 200th anniversary as a Village.


Berning added that the village is now recruiting additional volunteers to be committee members for the event. “We have a great committee because this town is full of people who care and are willing to work hard for Hazel Green. We’re happy to provide support and work right alongside them.” ●

Helgestad to mark MEUW employment milestone



Senior Regional Safety Coordinator **Jeff Helgestad** is celebrating 15 years of service to MEUW and its members this month. Jeff provides safety services and support to municipal utilities in six communities, including Columbus,

Hustisford, Elroy, New Lisbon, Oconomowoc, and Waunakee. He first joined MEUW on Aug. 24, 2009.



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MEUW NEWS Monitor

Share your input about governance training:

Effective governance of municipal electric utilities matters, and it is important to understand the accountabilities and roles of the governing body and those involved in managing the day-to-day operations. In response to member feedback, MEUW is developing a training program that will specifically address the governance challenges and the pros and cons of different models. Please take a minute to complete a [survey](#) to help us structure a program that will most effectively meet members' needs.

Join MEUW strategy session: The MEUW Board of Directors is meeting in Mauston on Aug. 27 to identify and review future trends and outside influences important to the electric utility industry. This information, along with a review of the association's long-term strategic plan adopted in 2019, will lead to planning on how MEUW can strategically address member needs into the future. All members are welcome to attend and participate. There is no cost, but [advance registration](#) is required.

Learn and network at Accounting and Customer Service seminar

Sept. 25: Participate in this annual seminar, bringing together municipal electric utility staff to provide updates

on regulatory and legislative issues that affect their utilities and provide best practices to improve their operations. Join members from utilities across the state in Mauston on Sept. 25 to learn and network, and discuss leading practices and timely topics. Planned agenda items include updates from the PSC, grant writing, landlord communications, records retention and audit requirements, as well as techniques to de-escalate tense customer situations. Registration information is [here](#).

Stored energy and chainsaw workshops planned in October:

Stored energy in trees represents a significant danger for line workers. Understanding the dynamics of stored energy, and how to safely work with and around it, is critical for every line worker. This workshop will cover how to recognize stored energy, and how to control and mitigate it when working at trees with chainsaws. Two dates and locations are available to choose from: Wednesday, Oct. 2 in [Black River Falls](#), or Thursday, Oct. 3 in [Prairie du Sac](#). Registration is now open.

Don't be caught off-guard by HR issues:

Human Resources (HR) issues can be complex and difficult to navigate. Recruiting, training, ensuring compensation and benefits, and em-

ployee engagement all in the context of complying with ever-changing federal, state and local employment laws — it's a lot to keep track of. Led by experts from the Boardman & Clark law firm, the Oct. 1 session is a valuable refresher for HR issues, as well as provide guidance to comply with evolving employment laws. Additional information and registration are available [here](#).

"District Dialogue" luncheons planned for October:

MEUW is hosting a series of "District Dialogue" meetings to get members together, provide updates about what's happening, and engage in roundtable discussions about topics important to them. The luncheons will be held in five communities around Wisconsin. Planned sites and dates are:

- Thurs., Oct. 3 — Richland Center
- Tues., Oct. 15 — Shawano
- Thurs., Oct. 17 — Rice Lake
- Tues., Oct. 22 — Lake Mills
- Tues., Oct. 29 — Black River Falls

There is no cost to attend, but pre-registration is required. Each session will begin at 10 a.m. and wrap up after lunch by about 1 p.m. Watch for sign-up details soon.



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Focus on Energy exploring opportunities for underserved

During the Public Service Commission's planning process in 2022 that set four-year priorities and goals for the Focus on Energy Program, Commissioners emphasized enhancing program services to low-income populations and other underserved utility customers with historically limited levels of Focus participation. The Commission directed Focus's program administrator to explore community-based pilot programs, coordinating with the state's low-income weatherization program, and developing strategies to reduce barriers in marginalized communities. Additionally, the Commission asked for an analysis to help identify underserved customers and develop key performance indicators (KPIs) for the Focus program.

The analysis presented to the Commission offered a data-driven framework to enhance Focus on Energy access for program-eligible Wisconsin communities. The framework identifies underserved customers and locates communities with low Focus activity. It builds on previous efforts addressing barriers for income-qualified, rural, and small business customers.

Areas of the state with lower proportional shares of Focus participation, incentives, and energy savings, combined with higher proportional share of high energy burden and low- and moderate-income populations are identified in the analysis as *Communities of Focus*. These communities account for a quarter of Wisconsin households but received only 20 percent of Focus activity in the past five years, indicating underservice.

At its July 18 Open Meeting, the Commission concurred with the proposed framework, requesting further refinement to more accurately identify populations of the state served by electric cooperatives that do not participate in Focus on Energy.

The Commission also established new KPIs for the Focus program to achieve over the next two years that reflect an emphasis on historically underserved customers. One KPI sets a target to increase the energy savings occurring in the *Communities of Focus* census tracts by five percent by the end of 2026 over the 2023 savings baseline. The second KPI directs Focus to partner with a minimum of three community-based organizations in an underserved *Communities of Focus* area to spread awareness and cultivate an understanding of the energy programs.

LIVELines Classifieds

MEUW is pleased to promote job openings with its member utilities across Wisconsin. New positions are regularly added to our website — check them out [here](#).

When your utility is hiring, be sure to email the job posting to office@meuw.org.

While Focus on Energy incentives and resources are available to every customer of municipal electric utilities, investor-owned utilities, and participating electric cooperatives, there are a variety of barriers that can make it difficult for some to take advantage of what Focus offers. Knowing who those customers are and understanding the challenges they face in participating are critical to designing program elements that expand access to Focus on Energy.

More information about the Commission's decision and the underserved research and analysis provided by the Focus program administrator is available in PSC Docket 5-FE-104 and can be accessed through agency's [Electronic Filing System](#). ●

MEUW provides Focus on Energy the opportunity to regularly contribute content to LIVE LINES because of the organizations' shared support of municipal utilities.