

321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 • www.menashautilities.com

MENASHA ALDERMEN OCCASIONALLY ATTEND MEETINGS OF THIS BODY. IT IS POSSIBLE THAT A QUORUM OF COMMON COUNCIL MEMBERS MAY BE ATTENDING THIS MEETING; (NO OFFICIAL ACTION OF THIS BODY WILL BE TAKEN).

NOTICE OF PUBLIC MEETING

TO: Menasha Utilities Commission
FROM: Melanie Krause, General Manager
DATE: February 23, 2024

Commission President Mark Allwardt has called for a meeting of the Menasha Utilities Commission to begin at 8:00 am on **WEDNESDAY**, February 28, 2024, at the Menasha Utilities' Office and Operations Facility located at 321 Milwaukee Street, Menasha, Wisconsin. The Agenda for the meeting will be:

**REGULAR MEETING OF THE MENASHA UTILITIES COMMISSION
February 28, 2024**

- I. Roll Call
- II. People from the Gallery to be heard on any topic of public concern to the Utility
(five minute time limit for each person)
- III. **Consent Items:**
 - A. Approval of the Proposed Minutes of the Regular Meeting of January 24, 2024.
 - B. Approval of the Proposed Minutes of the Closed Meeting of January 24, 2024.
 - C. Approve and warrant the following payments dated January 25-February 28, 2024 in the amount of \$7,068,711.46.
 - D. Correspondence
- IV. Claims Against the Utility – M. Krause
- V. **Purchase Orders** – K. Hubertus
- VI. Unfinished Business
- VII. New Business
 - A. **Bucket Truck Purchase for 2026** – K. Melchert
 - B. **2024 Water Main Reconstruction Bid Opening** – A. Smith
- VIII. Strategic Reports

Regular Meeting of the Water and Light Commission
February 28, 2024
Page Two

- A. **Monthly Strategic Objective Update** – Management Team
- B. **December 2023 (unaudited) & January 2024 Financial and Project Status Reports** –
K. Hubertus
- C. Project Reports
 - 1. Electric Projects – S. Grenell, K. Melchert
 - 2. Water Projects – A. Smith

IX. People from the Gallery to be heard on only those items discussed at this meeting
(five minute time limit for each person)

X. ADJOURN

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

January 24, 2024

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Don Merkes, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; and Tammy Phillips, Accounting and Administrative Assistant.

Those excused were Comm. Tines and Steve Grenell, Engineering Manager

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Allwardt, seconded by Comm. Kordus, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of December 20, 2023.
- B. Approve and warrant the following payments dated December 21, 2023-January 24, 2024 in the amount of \$4,326,888.84.
- C. Correspondence as listed:
 - Copy of Email from DNR RE: Large Meter Documentation
 - Copy of Letter from Community Clothes Closet RE: December Donation
 - Copy of Thank-You from Adopt A Family RE: December Gifts & Bill Credit
 - Copy of Final Decision from PSC RE: Transfer of Two Customers to Wisconsin Electric Power Company
 - Copy of SDWLP SFY Final Funding List
 - Copy of MU January Newsletter

Item IV. Claims Against the Utility – A motion is in order for the Utilities Commission to issue a formal notice of disallowance for the claim of Michael Quinn, 937 Fourth Street, and that he be advised of their statutory rights pursuant to Wis. Statute §893.80.

Paula Maurer joined the meeting at 8:02 a.m.

The motion made by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to deny the claim against the Utility by Michael Quinn.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, No Unfinished Business was discussed at this meeting.

Item VII. New Business, The Site Observation Report for the Washington St. Elevated Water Tank was presented. A post repair report was provided by McMahon regarding the Water Tower Repairs that have been completed.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The December report was discussed.

After discussion, the Commission accepted the December Project Status Reports as presented.

Project Reports, Electric Projects – Work continues on locating assets for the ESRI database and new service installations.

Water Projects – Crews are working on AMI meter exchanges and SCADA training.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. CLOSED SESSION:

- A. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call at 8:19 a.m. to convene into Closed Session pursuant to Section 19.85(1)(f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. RE: FMLA Request
- B. May adjourn into Open Session to take action on items discussed in Closed Session.
- C. Actions, if any, needed as a result of the Closed Sessions Discussion

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

MENASHA UTILITIES

Correspondence Summary for the Meeting of February 28, 2024

Copy of "Proud to be a Locally Owned Utility"

Copy of Direct Payment Plan for Menasha Utilities Customers

Copy of Thank-You from St. Joesph Food Program RE: 437 lbs of Food Donation in January

Copy of DSPS Work-Related Injuries & Illnesses

Copy of Letter from WPPI RE: Kurt Melchert continuing service on the DSAG

Copy of Email from DNR RE: Disregard OWQP's Letter Dated 12/6/23

Copy of MU February Newsletter

<p>MENASHA UTILITIES</p> <p>Correspondence Summary for the Meeting of February 28, 2024</p>
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<p>Copy of Direct Payment Plan for Menasha Utilities Customers</p>
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<p>Copy of Email from DNR RE: Disregard OWQP's Letter Dated 12/6/23</p>
<p>Copy of MU February Newsletter</p>



PROUD TO BE YOUR LOCALLY OWNED UTILITY

What does public power mean for Menasha?
Menasha Utilities provides our customers
reliable, affordable power and responds quickly
to concerns with friendly, local service.

COMMUNITY SUPPORT

- Donating **150 energy and water efficiency kits**, collecting more than **\$12,000 annually in customer donations** for the Project Share fund, and participating in the **Adopt-a-Family program**.
- Sponsoring **performances by The National Theatre for Children** at local schools to teach youth about the importance of using energy wisely.
- Contributing towards **community projects and providing annual scholarships** to high school graduates.
- Participation in the **State of Wisconsin Home Energy Assistance Program** providing assistance to income qualified residents to help offset heating costs.
- **Hosting food drives** for the local pantry and a **personal care item drive** for a local domestic abuse shelter.

- **Economic Development** partnership with the city.
- Dollars collected locally go right back to the community to help fund **local energy efficiency** and low income programs in our community.

RESIDENTIAL PROGRAMS

- Preparing customized **Home Energy Reports** annually to help our residential customers understand their usage trends and identify ways to save.
- Offering a variety of rebate programs for residential customers, including Energy Star appliances, Tree Power, EV chargers, central air conditioner tune-up, and heat pump water heaters incentives.
- Offer **Renewable Energy** blocks.
- Partnership with **Focus on Energy** to bring programs to Menasha customers.
- Monthly customer newsletter.



BUSINESS PROGRAMS

- Assisting local businesses save energy and money with **energy efficiency incentives and financing programs**.
- Providing affordable power and access to **federal, state and local incentives** to ensure businesses remain competitive.
- Working with business customers to identify, design and fund **energy efficiency improvements** with assistance from an on-site Energy Services Manager.
- Offer **Renewable Energy** blocks.
- Annual **Landlord Guidebook** to provide information about energy efficiency programs for rental properties and regulatory updates.
- Quarterly newsletters.

COMMUNITY EVENTS

- **Support building 4 homes** in Menasha and Rock the Block through Habitat for Humanity.
- Providing energy-efficiency kits and prizes to hundreds of residential customers during annual **Public Power Week interactive event**.

- **National Night Out** - Bucket rides for 100+ kids and more than 350 kids attended.
- Participation in other **community events** such as Arbor Day Celebration, Halloween Trick-or-Treating, and Twisted Pistons in downtown Menasha with other local businesses.

YOU SAVE, EVERY DAY

In Menasha, our electric rates are **lower** than in surrounding communities. Our utility is funded solely through electric and water sales to customers, returning **over \$1.3 million in payments in lieu of taxes** to the city annually.

- Offer online portal **MyAccount**, to allow viewing more detail about energy and water usage.
- Work with customers interested in solar photovoltaic including review of proposals.
- Offer rebate programs for residents and businesses.

The Wisconsin Water Association recognized Menasha as "best surface water in Wisconsin" and runner-up for "overall best water" in Wisconsin in 2023.

VISIT MENASHAUTILITIES.COM
FOR MORE EVENT & PROGRAM INFORMATION



menashautilities.com • (920) 967-3400

At Menasha Utilities, we join forces with other local, not-for-profit utilities through WPPI Energy to share resources and lower costs.

DIRECT PAYMENT PLAN

Menasha Utilities offers a free electronic bill payment service through our Direct Payment Plan. Sign up today to have your monthly utility payment made automatically from your checking or savings account.

PARTICIPATION IN THE DIRECT PAYMENT PLAN:

- Saves you time with no checks to write.
- Ensures your payment is on time.
- Provides an easy and convenient way

HERE'S HOW IT WORKS:

- Authorize regularly scheduled payments to be made from your checking or savings account.
- Sit back and relax.
- Your payments will be made automatically on the due date and proof of payment will appear with your statement.

AUTHORIZATION FOR DIRECT PAYMENT

I authorize Menasha Utilities and the financial institution named below to initiate entries to my checking/savings account. This authority will remain in effect until I notify you in writing to cancel it in such time as to afford the financial institution a reasonable opportunity to act on it. I can stop payment of any entry by notifying my financial institution 5 days before my account is charged.

Name on Bill: _____

Account Number on Bill: _____

Customer Address: _____

Phone: _____

Email: _____

Name of Financial Institution: _____

Signature: _____ Date: _____

**SIGN UP FOR DIRECT
PAYMENT PLAN USING
MYACCOUNT DURING
THE MONTH OF FEBRUARY
AND BE ENTERED INTO
A PRIZE DRAWING!**

Attach voided check or letter from your financial institution listing routing number and bank account number.

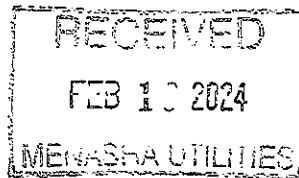
Return this completed form to:
Menasha Utilities
ATTN: Customer Service Department
321 Milwaukee Street, PO Box 340
Menasha, WI 54952-0340

**WATCH FOR INFORMATION ABOUT SOLAR AND
CHOOSE RENEWABLE IN MARCH**



menashautilities.com • (920) 967-3400

At Menasha Utilities, we join forces with other local, not-for-profit utilities through WPPI Energy to share resources and lower costs.



February 13, 2024

Menasha Utilities - Dawn Lucier
P.O. Box 340
Menasha, WI 54952

Dear Friends,

Thank you for your donation of 437 lbs. of staples on 1/4/2024.

With your help, St. Joseph Food Program has been assisting families in the Fox Valley region for 41 years. Your generous gift makes it possible for us to give an average of 80 pounds of food per visit to those who are experiencing food insecurity.

"I am on a fixed income and if it wasn't for places like St. Joe's I don't know how I would eat sometimes. May God bless you all for your time and effort." Grateful client.

Because of you, in addition to assisting local families, St. Joe's supports many organizations throughout the region. These include Harbor House, Christine Ann Center, COTS, Riverview Gardens, Pillars, and several pantries and meal sites. Because of your support, rather than worrying about food budgets, about 40 local programs can focus their resources on their missions. Through your donation, you touched the lives of over 9,000 individuals in 2023!

On behalf of our board, staff, volunteers, and clients, I thank you for your kindness and wish you a happy, healthy, and prosperous 2024.

With Gratitude,

Monica Clare
Executive Director



Department of Safety and Professional Services
 Industry Services Division
 P.O. Box 7302
 Madison, Wisconsin 53707-7302

Summary of Work-Related Injuries and Illnesses

Year: 2023

Per SPS 332.205, all Wisconsin public employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. If applicable, use a zero to indicate no cases. A "Log of Work-Related Injuries and Illnesses worksheet is provided and can be found at: [Log of Work-Related Injuries and Illnesses SBD10710A](#)

Number of Cases

Total number of deaths:	0
Total number of cases with days away from work:	0
Total number of cases with other recordable days of job transfer or restrictions:	0
Total number of other recordable cases:	0

Number of Days

Total number of days away from work:	0
Total number of days of job transfer or restrictions:	0

Employment Information

Annual average number of employees: 37
 Total hours worked by all employees last year: 67812

Contact Information

Employer contact name: Melanie Krause
 Telephone number: (920) 967-3412

Injury and Illness Types (Total number of):

(1) Injuries	0
(4) Poisonings	0
(2) Skin disorders	0
(5) Hearing losses	0
(3) Respiratory conditions	0
(6) All other illnesses	0

This summary must be posted in an employee area from February 1 to April 30 of the year following the year covered by the form.

SBD-10710 (R3/19)



1425 Corporate Center Drive Sun Prairie, WI 53590-9109 608.834.4500 wppienergy.org

January 25, 2024

Kurt Melchert
Electric Manager
Menasha Utilities
321 Milwaukee St
Menasha, WI 54952

Dear Kurt:

Thank you for indicating your willingness to continue serving on the WPPI Energy Distribution Services Advisory Group (DSAG). I am writing to let you know that at its January 2024 meeting the Executive Committee appointed you to a 3-year term on the DSAG. Deb Adams will contact you with details about upcoming meetings.

Active participation and leadership from across the WPPI membership is without a doubt the greatest strength of our member-owned, member-driven joint action agency. On behalf of WPPI's Board of Directors and the Executive Committee, please know that we greatly appreciate your volunteer service to the membership in this advisory group role.

Sincerely,

A handwritten signature in black ink that reads "James M. Stawicki". The signature is written in a cursive style with a large, prominent initial "J".

Chair Jim Stawicki
Executive Committee

cc: Chris Chartier
Deb Adams
Tom Paque

Melanie Krause

From: Douglas, Jamie C - DNR <jamie.douglas@wisconsin.gov>
Sent: Friday, January 19, 2024 8:43 AM
To: Melanie Krause; Adam Smith
Cc: Peppard, Brendon N - DNR; Munk, Samuel S - DNR; Merry, Janelle P - DNR
Subject: Menasha - OWQPs - follow up to letter dated 12/6/2023

Adam and Melanie,

The Department has reviewed the applicability of NR 809.543(7) Wis. Adm. Code (assigning optimal water quality parameters, OWQPs) in cases where compliance has been achieved without a change in treatment. The City of Menasha removed all of their lead service lines and performed two rounds of standard lead and copper monitoring in lieu of making changes to their corrosion control treatment.

Therefore, the Department has determined that Menasha will not be assigned OWQPs at this time and the OWQP portion of the letter dated 12/6/2023 can be disregarded.

Let me know if you have any questions, and please save a copy of this e-mail for your records. A letter will not be mailed.

Thanks,
Jamie

We are committed to service excellence.

Visit our survey at <http://dnr.wi.gov/customersurvey> to evaluate how I did.

Jamie Douglas, P.E.
Pronouns: she/her/hers
Water Supply Engineer – Drinking and Groundwater
Wisconsin Department of Natural Resources
3369 W. Brewster St, Appleton, WI 54914
Cell: 920-362-6629
jamie.douglas@wisconsin.gov



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

MU News



Inside this issue:

- Cybersecurity
- WDC Onsite
- Soup Cook Off
- Safety Update
- Employee Recognition
- Wellness Update
- HR News
- Upcoming Events

Cybersecurity Concern

Due to more security concerns and new attacks that have been happening to our system, make sure your personal devices are on the guest network or on cellular. The regular network should only be used with work devices.

cellular network and none of this is to be done on a company computer even on your break. Thank you for your cooperation in helping us try to minimize our exposure to threats that are out there on the web.

There should be no use of social media or web-based music platforms on work devices unless for a business purpose such as posting to our company Facebook or website page. There are too many links that are dangerous or spam to click on that can leave us vulnerable. Examples of prohibited websites: Facebook, Twitter(X), YouTube, TikTok, Snapchat, and Spotify. If you need to be on one of these sites during your break or lunch, it is best to be on your



“To understand the heart and mind of a person, look not at what they have already achieved, but on what they aspire to!”

Cybersecurity Training

In a continued effort to provide Cybersecurity education opportunities to protect both the Utility’s computing environment and your home computing environment, Heartland Business Systems will be putting on several 1-hour long presentations.

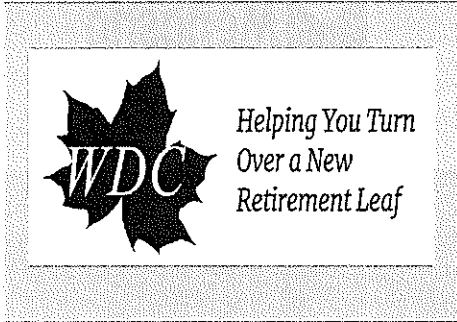
We will be teaming up with the City of Menasha & City of Neenah for a combined training and have sessions at both City Halls. You are free to attend the session that best fits your schedule as we are allowing employees from both Cities & Utility to attend at either location. Below is the training schedule:

Date	8:00 AM	1:00 PM
Tuesday, 2/6	Neenah	Menasha
Thursday, 2/8	Neenah	Neenah
Tuesday, 2/13	Neenah	Menasha
Wednesday, 2/14	Menasha	Neenah



Fun Facts:

- People born on Leap Day are called Leaplings or Leapers.
- Every year divisible by 4 is a leap year, but every year divisible by 100 is NOT unless divisible by 400.
- Julius Caesar adapted the Leap Day concept.



WDC Representative

Alex Brost will be onsite on Thursday, **April 11** to meet with employees to discuss their deferred compensation accounts. Please let Melanie know if you have interest in having a meeting, this is not committing you to a date and time however he can only meet with so many people in a day. An online sign-up sheet will be coming later for those that have interest.

Soup/Chili Competition

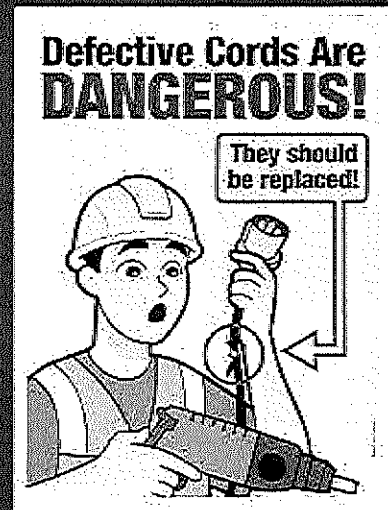
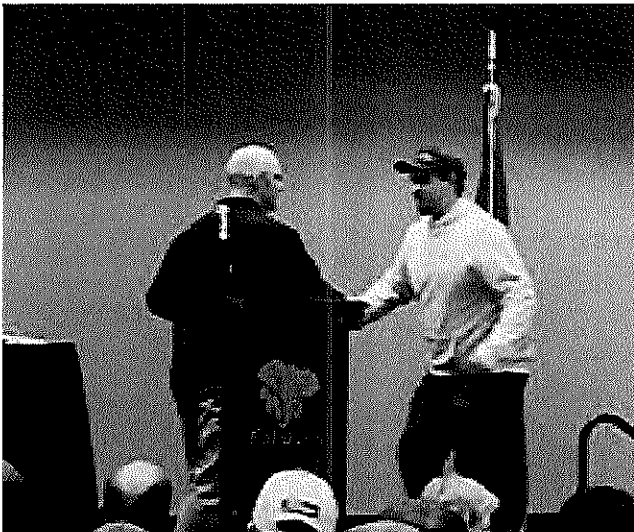
In celebration of February 4 National Homemade Soup Day and February 22 National Chili Day we are bringing back the Soup/Chili Cookoff. Anyone interested in making a crock pot of their favorite soup can bring it in on **Wednesday February 14 at 12pm** in the Mechanic's Bay. You do not need to bring a soup in order to come and eat lunch. In addition to all the different soups (and condiments for the soups) to sample, we will have Jimmy John's sandwiches to compliment your meal.

There will be 2 sign-up sheets on Kristin's door. One is for who will be joining to eat lunch that day. The other will be for those participating in the cook-off. You do not need to write down what soup or chili you will be making; however, let Kristin know so she can have additional toppings if needed. Employees will judge their favorite soups after eating.

The winner(s) will receive a \$25 gift card of their choice.

MEUW Lineman Graduation

At the Electric Operations Conference in January MEUW held a graduation ceremony for those individuals that completed the Journeyman Lineman program at NWTC the previous year. **Bryan Mergen** who completed his schooling in April 2023 and his training hours in August 2023 was recognized. Congratulations Bryan!



*Safety Slogan of the Month:
Defective Cords are Dangerous*

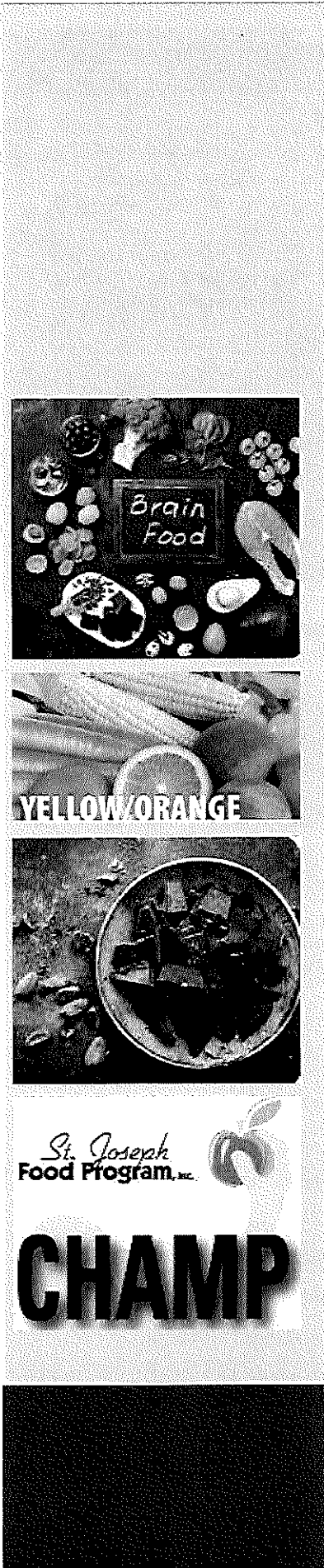
Extension Cord Safety

- Extension cords need to be UL approved.
- Be in good condition and properly grounded.
- Make sure the amperage is the proper size.
- Trouble lights need globe guards and non-metallic sockets.
- Extension cords are not a permanent solution.
- Need to be permitted by the Local, State, and Federal fire code.

A name will be drawn at the end of the month to repeat the slogan or one of the key points.

Last Month's Winner:

Jennifer Heller



Employee Recognition: Snow Removal Crew

With the big blizzard in January, we would like to recognize those that put the extra effort in to get the foot of snow removed from the sidewalks and around the facilities to keep our customers and employees safe and our buildings accessible. Thank you, **Rob Ujzdowski, Aaron Sanders and Dennis Van Dinter** for your hard work and dedication.

If you would like to nominate an employee or group of employees for their great work ethic, innovative or creative ideas, initiative, safety awareness etc. submit a letter explaining who this individual is and why you feel they should be recognized.



Submit a letter to your manager and all nominations will be considered.

Wellness Corner – Brain Food

There are foods and drinks out there that can give your brain the boost that it needs to feel sharp. There have been countless research studies that tea drinking is associated with better long-term memory. Regular tea drinkers also show more efficient brain organization.

Yellow and orange fruits and vegetables contain higher concentrations of lutein and zeaxanthin which protect against age-related declines in verbal learning and memory in older adults. These carotenoid pigments are found in cantaloupe, corn, carrots, orange/yellow peppers, fish, salmon, and eggs.

Blueberries have been found by studies to support a healthy memory and prevent cognitive degeneration. The berries protect brain cells from damage while also supporting how never cells communicate.

Omega-3 fatty acids found in fatty fish help contribute to the structure and functioning of the brain and nervous system. These fatty acids found in salmon, mackerel, anchovies, sardines, and herring help slow age-related cognitive decline.

Last, if you love CHOCOLATE, here is good news for you! Studies suggest that cocoa which is the key ingredient in chocolate, can help improve general cognition and working memory. This is helping with the ability to hold information for a short time for immediate use, particularly in older adults who are at risk of or with cognitive decline. In addition, the antioxidants in dark chocolate have been shown to lower blood pressure, reduce the risk of clotting, and increase the blood circulation to the heart. All of these lower the risk of stroke, coronary heart disease, and death from heart disease.

Source: Costco Connection December 2023, Food for Thought article by Marie Spano

Wellness Updates

We dropped off all the food collected with the Holiday Massage event and collected **97.6 pounds** of food for the St. Joseph's Food Pantry in Menasha. This came in short of beating our goal from 2022; however, was still an amazing effort by employees. Congratulations to Tammy Phillips who received a gift card for participating in the food drive who did not have a massage.

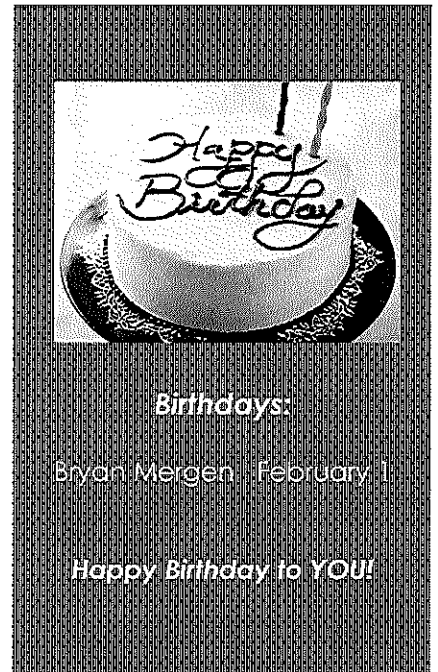
Congratulations to all of our Maintain Don't Gain winners: Paul Fane, Steve Grenell, Dan Hutter, Kristin Hubertus, Don Kieper III, Scott Maurer, Adam Nelson, and Matt Ott. The three lucky recipients of the \$50 Kwik Trip gift card drawing were Steve, DKill and Scott. Thanks for participating in this fun, yet challenging holiday event!

HR News

Congratulation to **Dan Huffer** for his promotion to GIS Specialist. Dan has been with Menasha Utilities since 2007 in the role of GIS Technician. Dan has been instrumental in getting our ESRI system off the ground.

On February 1, **Caleb Hass** joins Menasha Utilities as the GIS Technician. Caleb graduated from UW-Eau Claire with a degree in Geospatial Analysis and Technology. He comes to us with several years of experience working for SSP Innovations mapping and improving data quality for gas, electric, telecom and fiber infrastructure providers.

Please extend a warm welcome to Caleb and a congratulations to both for being part of the MU team.



FEBRUARY 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Anniversaries:

Noralee Markez 1 Year
 Christopher Johnson 11 Year
 Lance Simons 6 Years
 Brand Johnson 15 Years
 Matt Schmeiche 17 Years
 Bob Kobussen 8 Years
 Dennis Van Dinter 26 Years

Congrats on your years of service!



Upcoming Events

Cybersecurity Training	February 6, 8, 13 or 14
Locations on the Front Page	8:00 a.m. or 1:00 p.m.
Safety Training – Hazard Comm (all)	February 7
Commission Room	7:15 – 8:15 a.m.
Commission Room	8:30 – 9:30 a.m.
Water Plant	12:30 – 1:30 p.m.
Payday	February 9
Safety Committee Meeting	February 13 1:00 p.m.
Soup Cook-Off	February 14 12:00 p.m.
Happy Valentine's Day	February 14
Large Customer Meeting	February 21 7:00 a.m.
Payday	February 23
Audit Work by CLA	February 26-28
Commission Meeting	February 28 8:00 a.m.
Happy Leap Year	February 29



Purchase Orders over \$25,000 issued since the last Commission Meeting on 1/24/2024

Date	P.O. #	Vendor	Amount	Purpose	Budget	Total \$ Budgeted	Remaining Budget	% of Budget
1/29/2024	11198	Integrated Solutions	\$ 27,250.00	Managed services for licenses and subscriptions including off-site backup, servers, anti-virus, etc.	Yes	\$ 28,500.00	\$ 28,500.00	95.61%
2/8/2024	11208	Bell Lumber & Pole	\$ 53,540.00	Utility poles for the Racine and Water Street Projects	Yes	\$ 215,000.00	\$ 212,900.00	25.15%



To: Menasha Utilities Commission
From: Kurt Melchert
Date: 2/23/2024
Re: Bucket Truck Purchase for 2026

There continues to be long lead times of more than two years on bucket trucks, so we asked for quotes on getting one in 2026 when we are due to replace the oldest one. We received two quotes:

- Altec for \$306,496
- Utility Sales for \$352,012

The plan would be to give Altec a purchase order for \$306,496. Not only is it the least expensive, but the line crew also already tried a demo truck from there and preferred that truck over the Utility Sales truck that they currently have. Altec also wrote in the contract that the price cannot change by more than 5%. Currently, they have been seeing no change in price to up to 2% with the trucks they are delivering. The salesman said he doesn't see much if at all an increase for us, but with times still being unsure he wanted the up to 5% clause mentioned just to make sure. The delivery of the truck would be slated for end of quarter three 2026.

Recommendation: Approve creating a Purchase Order for an Altec TA-60 Bucket Truck at \$306,496, Quote 1407136-5. If there are any increases, we will alert the Commission.

McMAHON
ENGINEERS ARCHITECTS

January 31, 2024

Menasha Utilities
Attn: Melanie Krause, General Manager
321 Milwaukee Street
PO Box 340
Menasha, WI 54952

RECEIVED
JAN - 31 2024
MENASHA UTILITIES

Re: Menasha Utilities
2024 Water Main Reconstruction
Racine Street
Letter of Recommendation
McM. No. M0002-09-23-00288

Dear Melanie:

On January 31, 2024, bids were received at the office of Menasha Utilities for the above referenced project. Eight bids were received, ranging in price from \$1,198,379.57 to \$1,748,000.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract 1,198,379.57 to the low bidder, Calnin & Goss, LLC, in the amount of \$1,198,379.57.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return all copies to our office for incorporation into the Contract Documents.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.


Andrew W. Schmidt, P.E.
Associate / Municipal & Water Resources Engineer

AWS:car

Enclosures: Notice of Award
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: CALNIN & GOSS, LLC
505 West Edgewood Drive
Appleton, WI 54913

Contract No. M0002-09-23-00288

Project: 2024 WATER MAIN RECONSTRUCTION
RACINE STREET
For The MENASHA UTILITIES | Winnebago County, Wisconsin

You are notified that your Bid, dated January 31, 2024, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the 2024 Water Main Reconstruction (Racine Street) for Menasha Utilities, Winnebago County, Wisconsin.

The Contract Price of your Contract is One Million One Hundred Ninety-Eight Thousand Three Hundred Seventy-Nine & 57/100 Dollars (\$1,198,379.57).

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

MENASHA UTILITIES
Winnebago County, Wisconsin

(authorized signature)

(title)

Witness: _____

BID TABULATION

OWNER: MENASHA UTILITIES
Project Name: 2024 Water Main Reconstruction | Racine Street
Contract No.: M0002-09-23-00288
Bid Date/Time: January 31, 2024 @ 10:00 a.m., local time
Project Manager: Andy Schmidt, PE

Engineer: McMAHON ASSOCIATES, INC.
 1445 McMahon Drive
 PO Box 1025
 Neenah, WI 54956 / 54957-1025

CALNIN & GOSS, LLC
 505 West Edgewood Drive
 Appleton, WI 54913

DAVID TENOR CORPORATION
 2759 Dewey Decker Drive
 Green Bay, WI 54313

DONALD H
 1450 E. Nor
 PO Box 166
 Little Chute

BASE BID A | RACINE STREET WATER MAIN

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price
A-1	3,860	L.F.	8 Inch PVC Water Main	\$86.93	\$335,549.80	\$115.00	\$443,900.00	\$113.00
A-2	138	L.F.	6 Inch Water Main (Hydrant Lead)	\$76.86	\$10,606.68	\$94.00	\$12,972.00	\$71.00
A-3	12	Ea.	8 Inch Valve	\$3,526.54	\$42,318.48	\$2,870.00	\$34,440.00	\$2,675.00
A-4	2	Ea.	6 Inch Valve	\$2,757.56	\$5,515.12	\$2,085.00	\$4,170.00	\$2,000.00
A-5	1	Ea.	4 Inch Valve	\$2,229.82	\$2,229.82	\$1,785.00	\$1,785.00	\$1,650.00
A-6	5	Ea.	Hydrant with Auxiliary Valve	\$8,749.44	\$43,747.20	\$8,050.00	\$40,250.00	\$7,500.00
A-7	23	L.F.	6 Inch Water Service Replacement	\$135.98	\$3,127.54	\$167.00	\$3,841.00	\$150.00
A-8	50	L.F.	4 Inch Water Service Replacement	\$92.58	\$4,629.00	\$140.00	\$7,000.00	\$90.00
A-9	23	Ea.	Long Side Water Service Replacement	\$5,155.39	\$118,573.97	\$3,450.00	\$79,350.00	\$3,300.00
A-10	44	Ea.	Short Side Water Service Replacement	\$3,627.90	\$159,627.60	\$2,000.00	\$88,000.00	\$1,900.00
A-11	3	Ea.	Replace Storm Sewer Lead	\$1,318.78	\$3,956.34	\$1,900.00	\$5,700.00	\$1,000.00
A-12	3	Ea.	Replace Storm Sewer Inlet	\$2,524.16	\$7,572.48	\$2,850.00	\$8,550.00	\$1,400.00
A-13	1	Ea.	Reconnect Hydrant Lead	\$1,245.92	\$1,245.92	\$900.00	\$900.00	\$750.00
A-14	1	Ea.	Verify Depth of Existing Water Main	\$436.80	\$436.80	\$600.00	\$600.00	\$650.00
A-15	1	Ea.	Reconnect 1 Inch Service	\$693.82	\$693.82	\$550.00	\$550.00	\$1,000.00
A-16	1	Ea.	Reconnect 2 Inch Service	\$683.29	\$683.29	\$650.00	\$650.00	\$1,700.00
A-17	300	S.Y.	25 psi Polystyrene Insulation (Minimum 2 Inch Thick)	\$2.78	\$834.00	\$18.00	\$5,400.00	\$19.00
A-18	5	Ea.	Private Laterals - Replace Water Service to House	\$1,689.66	\$8,448.30	\$3,600.00	\$18,000.00	\$3,535.00
SUB-TOTAL BASE BID A (Items A-1 through A-18, Inclusive)					\$749,796.16		\$756,058.00	

BASE BID B | SANITARY SEWER LATERALS

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price
B-1	124	L.F.	12 Inch - 18 Inch SDR 35 PVC Sanitary Sewer Replacement, Granular Backfill	\$106.64	\$13,223.36	\$185.00	\$22,940.00	\$150.00
B-2	40	L.F.	15 Inch SDR 35 PVC Storm Sewer Replacement, Granular Backfill	\$148.31	\$5,932.40	\$114.00	\$4,560.00	\$170.00
B-3	4	Ea.	Remove Storm Manhole	\$1,275.81	\$5,103.24	\$550.00	\$2,200.00	\$500.00
B-4	1	Ea.	Remove Inlet and Lead	\$893.02	\$893.02	\$400.00	\$400.00	\$900.00
B-5	13	Ea.	Sanitary Main PVC Wye Connection Replacement	\$2,318.21	\$30,136.73	\$1,335.00	\$17,355.00	\$6,100.00
B-6	2	Ea.	Protruding Lateral Cutting	\$439.32	\$878.64	\$490.00	\$980.00	\$107.00
B-7	448	L.F.	4 Inch Schedule 40 Lateral Relay, Granular Backfill	\$43.55	\$19,510.40	\$102.00	\$45,696.00	\$112.00
B-8	1,687	L.F.	6 Inch Schedule 40 Lateral Relay, Granular Backfill	\$49.09	\$82,814.83	\$110.00	\$185,570.00	\$133.00
B-9	41	L.F.	8 Inch SDR Schedule 35 Lateral Relay, Granular Backfill	\$82.64	\$3,388.24	\$117.00	\$4,797.00	\$10.00
B-10	216	L.F.	4 Inch or 6 Inch Private Side Lateral Replacement	\$41.32	\$8,925.12	\$10.30	\$2,224.80	\$3,030.00
B-11	8	Ea.	Lateral Connection at House Foundation or Within Basement	\$434.63	\$3,477.04	\$3,100.00	\$24,800.00	\$2,172.00
B-12	12	Ea.	2 Foot Sanitary Main Spot Liner	\$2,361.35	\$28,336.20	\$3,400.00	\$40,800.00	\$95.00
B-13	78	Ea.	Post-Construction Lateral Televising, Main to Home	\$107.63	\$8,395.14	\$160.00	\$12,480.00	\$0.00
B-14	4,668	L.F.	Post-Construction Sanitary Main Televising (Racine St, Fifth St, Seventh St, and Eighth St)	\$0.70	\$3,267.60	\$1.60	\$7,468.80	
SUB-TOTAL BASE BID B (Items B-1 through B-14, Inclusive)					\$214,281.96		\$372,271.60	

BASE BID C | STREET RESTORATION

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price
C-1	5,605	S.Y.	2 Inch HMA Pavement, 4 LT 58-285 for Pavement Restoration	\$27.46	\$153,913.30	\$22.66	\$127,009.30	\$22.00
C-2	14,185	L.F.	Sawcut Street, Curb, Sidewalk and Driveways	\$2.09	\$29,646.65	\$2.20	\$31,207.00	\$27,820.00
C-3	1	L.S.	Traffic Control	\$30,258.19	\$30,258.19	\$28,585.00	\$28,585.00	\$8,835.00
C-4	1	L.S.	Erosion Control	\$2,635.92	\$2,635.92	\$4,800.00	\$4,800.00	\$15,250.00
C-5	1	L.S.	Turf Restoration	\$17,847.39	\$17,847.39	\$12,000.00	\$12,000.00	
SUB-TOTAL BASE BID B (Items B-1 through B-14, Inclusive)					\$234,301.45		\$203,601.30	
TOTAL BASE BID (Section A, B and C, Inclusive)					\$1,198,379.57		\$1,331,930.90	

SUPPLEMENTAL BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total	Unit Price
S-1	5	Ea.	Replace Offsite Water Service to House	\$2,047.37	\$10,236.85	\$4,635.00	\$23,175.00	\$3,800.00

Bid Security	10% Bid Bond	10% Bid Bond	10% Bid Bond
Addendum Acknowledgement	Yes - #1	Yes - #1	Yes - #1

	Subcontractor	Subcontractor	Subcontractor
Lining / Televising	n/a	Great Lakes TV	Speedy C
Private Laterals	n/a	M&E Construction	M&E Con
Asphalt	Peshigo Asphalt	Peshigo Asphalt	Peshigo
Traffic Control	n/a	Storm Companies	Storm Co

ETPAS & SONS, INC.
th Avenue
WI 54140

DE GROOT, INC.
4201 Champion Road
Green Bay, WI 54311

JOSSART BROTHERS, INC.
1682 Swan Road
De Pere, WI 54115

DORNER, INC.
E506 Luxemburg Road
PO Box 129
Luxemburg, WI 54217

PTS CONTRACTORS, INC.
4075 Eaton Road
Green Bay, WI 54311

KRUCZEK CONSTRUCTION, INC.
3636 Kewaunee Road
Green Bay, WI 54311

	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
00	\$438,495.00	\$115.28	\$448,840.80	\$145.00	\$551,980.00	\$138.00	\$532,680.00	\$129.00	\$497,940.00	\$127.50	\$492,150.00
25	\$9,832.50	\$85.33	\$11,775.54	\$133.00	\$18,354.00	\$116.00	\$16,008.00	\$155.00	\$21,390.00	\$164.50	\$22,701.00
00	\$32,100.00	\$3,160.29	\$37,923.48	\$3,150.00	\$27,800.00	\$3,197.00	\$38,364.00	\$2,840.00	\$34,080.00	\$3,200.00	\$38,400.00
00	\$4,000.00	\$1,883.65	\$3,767.30	\$2,275.00	\$4,550.00	\$2,344.00	\$4,688.00	\$2,100.00	\$4,200.00	\$2,300.00	\$4,600.00
00	\$1,650.00	\$1,970.51	\$1,970.51	\$1,900.00	\$1,900.00	\$2,004.00	\$2,004.00	\$1,750.00	\$1,750.00	\$1,900.00	\$1,900.00
00	\$37,500.00	\$8,384.01	\$41,920.05	\$8,000.00	\$40,000.00	\$8,049.00	\$45,245.00	\$8,050.00	\$40,250.00	\$9,600.00	\$48,000.00
00	\$3,450.00	\$136.13	\$3,130.99	\$160.00	\$3,680.00	\$180.00	\$4,140.00	\$195.00	\$4,485.00	\$315.00	\$7,245.00
00	\$4,500.00	\$94.34	\$4,717.00	\$155.00	\$7,750.00	\$144.00	\$7,200.00	\$127.00	\$6,350.00	\$268.00	\$13,400.00
00	\$75,900.00	\$3,862.59	\$88,839.57	\$4,550.00	\$104,650.00	\$4,889.00	\$112,447.00	\$4,575.00	\$105,225.00	\$5,650.00	\$129,950.00
00	\$83,600.00	\$2,227.89	\$98,027.16	\$2,800.00	\$123,200.00	\$3,307.00	\$145,508.00	\$2,725.00	\$119,900.00	\$3,270.00	\$143,880.00
00	\$3,000.00	\$2,527.07	\$7,581.21	\$1,800.00	\$5,400.00	\$2,880.00	\$8,640.00	\$2,275.00	\$6,825.00	\$2,175.00	\$6,525.00
00	\$4,200.00	\$3,232.00	\$9,696.00	\$4,000.00	\$12,000.00	\$3,241.00	\$9,723.00	\$1,770.00	\$5,310.00	\$4,165.00	\$12,495.00
00	\$750.00	\$1,515.00	\$1,515.00	\$1,200.00	\$1,200.00	\$1,925.00	\$1,925.00	\$965.00	\$965.00	\$1,600.00	\$1,600.00
00	\$650.00	\$1,515.00	\$1,515.00	\$1,200.00	\$1,200.00	\$1,086.00	\$1,086.00	\$870.00	\$870.00	\$1,000.00	\$1,000.00
00	\$1,000.00	\$1,212.00	\$1,212.00	\$500.00	\$500.00	\$1,073.00	\$1,073.00	\$775.00	\$775.00	\$600.00	\$600.00
00	\$1,700.00	\$3,030.00	\$3,030.00	\$800.00	\$800.00	\$1,398.00	\$1,398.00	\$1,260.00	\$1,260.00	\$1,200.00	\$1,200.00
00	\$5,700.00	\$38.03	\$11,409.00	\$15.00	\$4,500.00	\$15.00	\$4,500.00	\$16.00	\$4,800.00	\$12.00	\$3,600.00
00	\$17,675.00	\$3,535.00	\$17,675.00	\$3,700.00	\$18,500.00	\$3,695.00	\$18,475.00	\$3,700.00	\$18,500.00	\$3,570.00	\$17,850.00
	\$725,703.50		\$794,545.61		\$937,964.00		\$955,104.00		\$874,875.00		\$947,096.00

	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
00	\$18,600.00	\$386.38	\$47,911.12	\$400.00	\$49,600.00	\$306.00	\$37,944.00	\$556.00	\$68,944.00	\$360.00	\$44,640.00
00	\$6,800.00	\$126.92	\$5,076.80	\$300.00	\$12,000.00	\$175.00	\$7,000.00	\$316.00	\$12,640.00	\$318.00	\$12,720.00
00	\$2,000.00	\$505.00	\$2,020.00	\$600.00	\$2,400.00	\$771.00	\$3,084.00	\$465.00	\$1,860.00	\$1,144.00	\$4,576.00
00	\$900.00	\$606.00	\$606.00	\$800.00	\$600.00	\$1,216.00	\$1,216.00	\$1,030.00	\$1,030.00	\$825.90	\$825.90
00	\$79,300.00	\$1,703.17	\$22,141.21	\$1,100.00	\$14,300.00	\$4,170.00	\$54,210.00	\$5,000.00	\$65,000.00	\$3,380.00	\$43,940.00
00	\$808.00	\$424.20	\$848.40	\$420.00	\$840.00	\$422.00	\$844.00	\$425.00	\$850.00	\$100.00	\$200.00
00	\$47,936.00	\$95.16	\$42,631.68	\$135.00	\$60,480.00	\$148.00	\$66,304.00	\$185.00	\$82,880.00	\$175.00	\$78,400.00
00	\$188,944.00	\$100.15	\$188,953.05	\$140.00	\$236,180.00	\$159.00	\$258,111.00	\$170.00	\$286,790.00	\$182.00	\$307,034.00
00	\$5,453.00	\$110.13	\$4,515.33	\$135.00	\$5,535.00	\$137.00	\$5,617.00	\$165.00	\$6,765.00	\$205.00	\$8,405.00
00	\$2,181.60	\$10.10	\$2,181.60	\$8.40	\$1,814.40	\$10.60	\$2,289.60	\$11.00	\$2,376.00	\$8.00	\$1,728.00
00	\$24,240.00	\$3,181.50	\$25,452.00	\$3,500.00	\$28,000.00	\$3,167.00	\$25,336.00	\$3,200.00	\$25,600.00	\$3,100.00	\$24,800.00
00	\$26,064.00	\$2,280.08	\$27,360.96	\$2,300.00	\$27,600.00	\$2,270.00	\$27,240.00	\$2,275.00	\$27,300.00	\$2,200.00	\$26,400.00
00	\$7,720.44	\$103.93	\$8,106.54	\$103.00	\$8,034.00	\$103.00	\$8,034.00	\$105.00	\$8,190.00	\$100.00	\$7,800.00
00	\$3,034.20	\$0.68	\$3,174.24	\$0.80	\$3,734.40	\$0.70	\$3,267.60	\$0.70	\$3,267.60	\$0.70	\$3,267.60
	\$413,981.24		\$360,978.93		\$451,117.80		\$500,497.20		\$593,492.60		\$564,736.50

	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
22	\$124,543.10	\$23.33	\$130,764.65	\$23.50	\$131,717.50	\$27.00	\$151,335.00	\$23.00	\$128,915.00	\$22.50	\$126,112.50
16	\$30,639.60	\$2.20	\$31,207.00	\$2.00	\$28,370.00	\$1.50	\$21,277.50	\$2.00	\$28,370.00	\$3.00	\$42,555.00
00	\$27,825.50	\$31,910.00	\$31,310.00	\$50,000.00	\$50,000.00	\$34,493.00	\$34,493.00	\$30,587.40	\$30,587.40	\$55,000.00	\$55,000.00
00	\$8,838.00	\$4,545.00	\$4,545.00	\$10,000.00	\$10,000.00	\$4,980.00	\$4,980.00	\$2,550.00	\$2,550.00	\$2,500.00	\$2,500.00
00	\$15,250.00	\$17,170.00	\$17,170.00	\$30,000.00	\$30,000.00	\$8,312.00	\$8,312.00	\$17,210.00	\$17,210.00	\$10,000.00	\$10,000.00
	\$207,096.20		\$214,996.65		\$250,087.50		\$220,397.50		\$207,632.40		\$236,167.50
	\$1,346,780.94		\$1,370,521.19		\$1,639,169.30		\$1,675,998.70		\$1,676,000.00		\$1,748,000.00

	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
00	\$19,000.00	\$4,772.25	\$23,861.25	\$4,000.00	\$20,000.00	\$4,751.00	\$23,755.00	\$4,765.00	\$23,825.00	\$4,000.00	\$20,000.00

10% Bid Bond Yes - #1 10% Bid Bond Yes - #1 10% Bid Bond Yes - #1 10% Bid Bond Yes - #1 10% Bid Bond Yes - #1

Contractor	Subcontractor	Contractor	Subcontractor	Contractor	Subcontractor	Contractor	Subcontractor	Contractor	Subcontractor
	Great Lakes TV		Speedy Clean		Speedy Clean		Speedy Clean		n/a
	M&E Construction		MRJ, Inc.		M&E Construction		ME& Construction		MRJ, Inc.
	Peshigo Asphalt		Peshigo Asphalt		Peshigo Asphalt		Peshigo Asphalt		Peshigo Asphalt
	Storm Companies		Warning Lites of Appleton		Storm Companies		Storm Companies		Storm Companies



January 2024 Company Strategic Initiative Update

Our primary mission is to provide safe, reliable, and environmentally sound utilities at reasonable rates to all customers served by Menasha Utilities

System Reliability through improvements and technology

Electric Reliability Indices and Outage Information

will update prior to meeting

Outages Less Than 1 Minute (Trip & Reclose)

Date	Cause	Description	Customers

Outages

Date	Cause	Description	Customers	Duration

Outages to Date

Cause	Outages	Customers	Duration	After Hours
Supply to City				
OH Equip. Failure				
UG Equip. Failure				
Weather				
Birds, Animals, Snakes, etc.				
Trees				
Foreign Interference				
Human				
Other				
Unknown				
Total:	0	0	0	0

Water Quality, System Data and Main Break Information

Flow	x 1000 Gallons	Svr Avg	% of Flow
High Lift to Dist.	60,172	51,150	
Dist. to Resale	15,165	10,769	25%
Largest Ind	9,963	5,293	17%
2nd Largest Ind	6,168	7,375	10%

Expense	Total Cos	Svr Avg	Cost Per 1000 Gallons
Chemicals	\$26,280	\$18,102	\$0.437
Electricity	\$9,971	\$10,331	\$0.166
Natural Gas	\$6,013	\$6,589	\$0.100
Sewer User Fee	\$6,994	\$6,313	\$0.116



January 2024 Company Strategic Initiative Update

System Reliability through improvements and technology (cont)

	Raw Water			Finished Water		
	Avg	Avg	Ratio	Avg	Avg	Ratio
Color	37.00	30.00	123.3%	3.74	1.00	374.0%
pH	8.44	8.28	101.9%	8.40	8.43	99.6%
T-Odor	(Not Tested)			(Not Tested)		
Temp. C	2.80	2.50	112.0%	2.80	2.50	112.0%
Turbidity	2.90	2.10	138.1%	0.07	0.07	100.0%

Main Size	Address/Location	Cause Description	Est Water Loss in 1000/gal
6"	812 Warsaw St.	Shear	198
6"	864 5th St.	Shear	215
6"	525 7th St.	Shear	137
3/4"	905 Appleton St.		221

Electric and Water Locates and Meter Information

	Month	Year to Date	Project to Date
Electric and water locates	101	101	N/A
Total Electric AMR installed/changed out	29	29	3,846
Total Electric AMI installed	121	121	5,619
Electric Meters Tested	121	121	N/A
Total Water AMR installed/changed out			3,051
Total Water AMI installed	184	184	1,922
Water Meters Tested	184	184	N/A

Customer Service and Customer Satisfaction

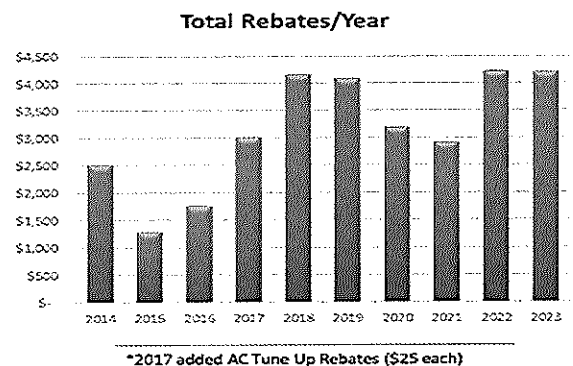
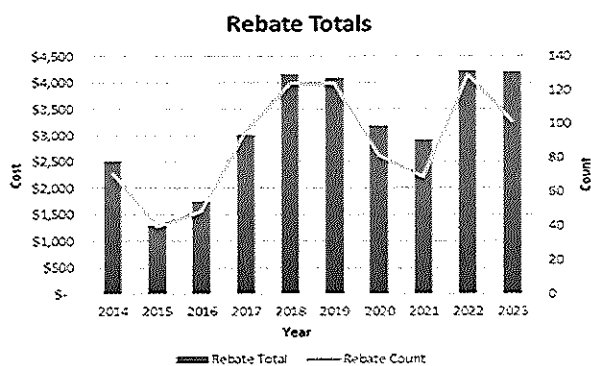
Focus on Energy- Savings by Program

Program	Offering	Customer Count	Project Count	kW Savings	kWh Savings (First Year)	Therm Savings (First Year)	kWh Savings (Lifecycle)	Therm Savings (Lifecycle)	Total Incentive
Business & Industry	C&I	5	5	32	206,515	12,967	2,607,184	194,505	\$18,727
Business & Industry	Design Assistance	1	1	25	193,449	2,056	3,858,980	41,120	\$17,751
Direct to Customer	OLM	29	36	0	9,444	640	83,833	5,997	\$1,411
Direct to Customer	Packs	752	761	6	65,141	12,826	604,652	141,673	\$28,707
Direct to Customer Solutions	Income Qualified	1	3	0	489	0	3,074	0	\$30
Direct to Customer Solutions	Retail Lighting	3	7	1	5,710	0	17,956	0	\$162
Large Industrial	Large Industrial	5	9	139	991,030	513,272	15,324,691	7,668,680	\$362,176
Midstream	CBO Distribution	5	14	3	43,551	2,675	238,609	27,625	\$3,236
Midstream	Residential Midstream	20	24	0	-2,931	456	-53,547	8,260	\$854
Multifamily	Multifamily	1	1	0	265	15	2,385	135	\$50
Multifamily	PEP	1	1	8	24,743	278	494,860	5,560	\$563
Residential New Construction	Residential New Construction	3	7	2	8,355	1,648	250,650	49,459	\$8,938
Schools & Government	Local Muni	2	2	3	136,305	0	1,873,845	0	\$6,454
Schools & Government	Private K-12	1	1	0	10,836	0	140,868	0	\$360
Schools & Government	Public K-12	1	1	0	0	0	0	0	\$1,000
Schools & Government	Wastewater	2	4	12	78,704	0	1,333,909	0	\$7,356
Schools & Government	Virtual Commissioning PILOT	1	1	0	74,742	0	373,710	0	\$14,575
Trade Ally Solutions	Building shell	6	6	3	5,124	810	128,100	20,250	\$3,600
Trade Ally Solutions	Heating and cooling	89	89	1	12,605	4,411	152,655	82,659	\$12,500
Trade Ally Renewables	Business	1	1	0	0	0	0	0	\$3,425
Trade Ally Renewables	Residential	4	4	16	44,483	0	1,112,087	0	\$2,000
Total		905	978	250	1,908,560	552,054	28,558,501	8,245,923	\$493,574



January 2024 Company Strategic Initiative Update

Customer Service and Customer Satisfaction (cont)



*2017 added AC Tune Up Rebates (\$25 each)

Electric & Water Disconnections

Disconnections	Jan-23	Jan-24
Calls Made	397	466
Disconnected	61	69
Reconnected	47	51

- * Updated bill inserts for 2024 and sent to printer
- * Verified billing of dusk to dawn lights in NS versus mapping
- * Worked on planning of Large Customer Breakfast set for February
- * Updated all calendars for 2024
- * Website updates
- * Program planning for 2024
- * Updates to procedures

Financial and strategic focus including fair and competitive rates

- * Financial and Project Status Report for month includes information on this objective.
- * CLA on site for interim audit work
- * Sent W2's and 1095-C to employees, along with 1099 NEC's to vendors. All were filed electronically with federal and state.
- * Closed all work orders for year end in Electric, Water, and Telecommunications.
- * 2024 watermain reconstruction project bid opening
- * Discussions with School and Miron on OEI Grant for Maplewood Electrification project

Cultivate a strong and effective team through training and communication

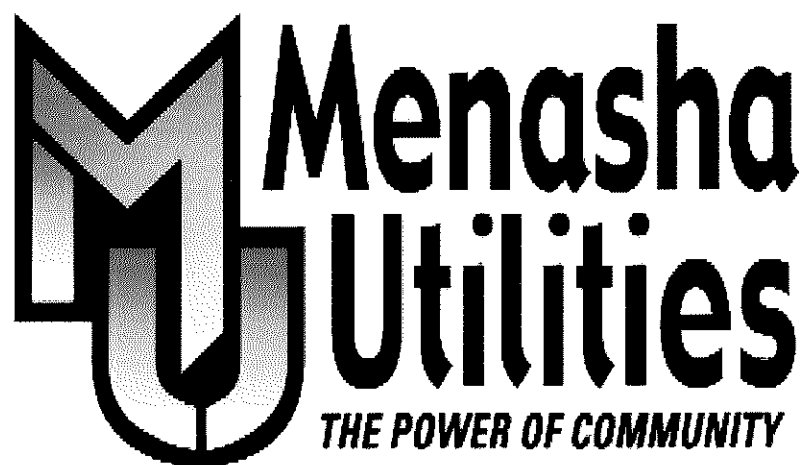
- * Management participation at WPPI committee meetings - Executive Committee Meeting, Finance and Audit Committee, DSAG, MSAG.
- * Management participation at MEUW committee meetings - Board Meeting
- * Employee and Management participation at the MEUW Electric Operations Conference
- * Management participation for Civic general ledger accounting year end procedures webinar
- * Management and Employee completed Application Server four day SCADA training
- * Management participation at JALC training at WPPI
- * Management participation in Cybersecurity System Training
- * Interviews for Engineering Technician



January 2024 Company Strategic Initiative Update

Provide and Promote the Health and Safety of Employees

- * OSHA rate monthly and year to date = 0 accidents.
- * Safety Committee Meeting regarding Accident Reports and Training and Safety Programs.
- * Filing of DSPS Injury Report for 2023 and APPA Safety Award
- * MEUW Safety School on Lockout/Tagout



December 2023

**Financial and
Project Status
Reports (Unaudited)**



Memorandum

Date: February 23, 2024

To: Menasha Electric and Water Commission

From: Kristin Hubertus, Finance Manager

Re: December/Year End Unaudited Financial Statements compared to Budget

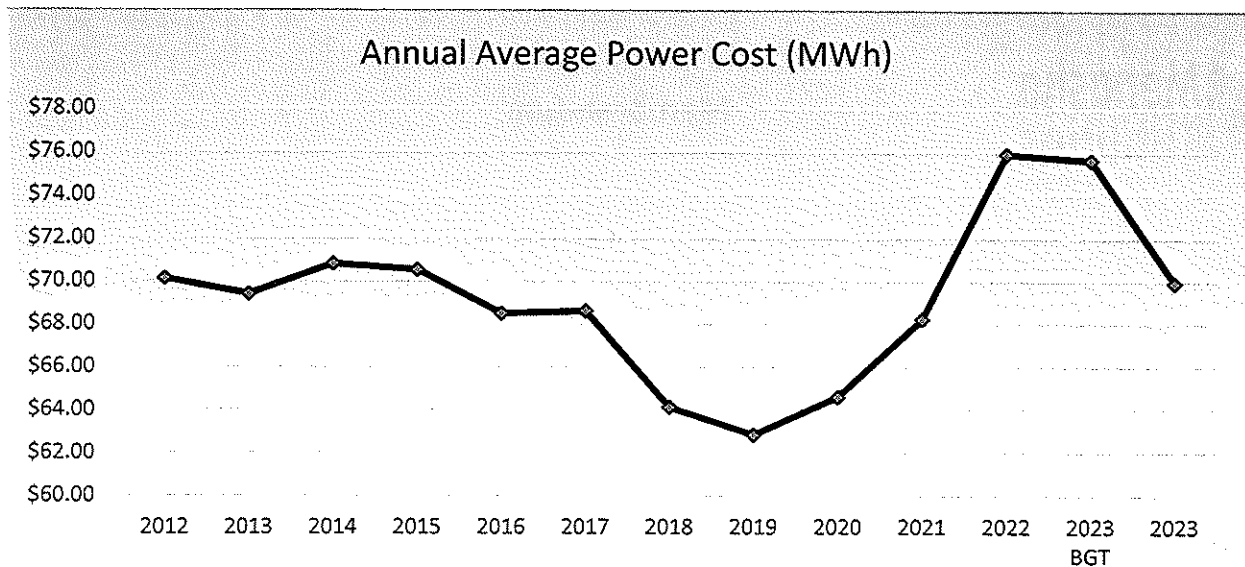
Electric Utility

For the month of December, the consumption of electricity decreased by 2.7%, or 1.1 million kWh overall compared to budget. Industrial customers were the driver and were down by 3.8%, or 1.3 million kWh, while all other customer classes consumed more electricity than anticipated.

Overall, Net Operating Income was higher for the month of December due to year-end adjustments for depreciation and taxes, and lower expenses. With the lower consumption, revenues were also lower and the pass-through costs (DCA, ECA and PCAC) were all lower than budget as well. The budgeted cost of power for December was \$74.43/MWh and the actual was 11.6% lower at \$65.78/MWh. This cost is very similar to what we experienced two years ago before costs started escalating. Compared to a year ago, the power cost is 9.8% less.

These unaudited financials do not include the adjustments for the lease accounting standard, the new standard for subscription-based IT agreements (SBITA), and the WRS and Life Insurance post-employment accrual entries in Administrative and General expense. These are non-cash entries that will be posted by the beginning of March after working with our auditors. They show Menasha's percentage of the net pension asset/liability. Besides these adjustments, all other expenses and accruals were recognized. Distribution expenses were lower for the year due to less in substation maintenance and pole inspections were not completed. Substation crews completed underground riser testing and load tap changer annual maintenance with lower than budget expenses. Administrative and General expenses were lower for the month because of adjustments on vehicle expenses and how that is allocated to all expense accounts which is trued up at year end. Employee benefits were also less because of less health insurance and HSA costs. Insurance costs were less because of a dividend received on our policy and office supplies were less because of less in contracted IT expenses, computer supplies and coming on the Civic Caselle accounting system later than when expected.

Electric consumption was lower than budget by 1.9% or nearly 9.8 million kWh for 2023 year-to-date. Compared to 2022, consumption was lower by 2.4% or 12.7 million kWh. Industrial customers decreased consumption from the previous year by nearly 14 million kWh and our largest customer had a large outage back in May. Residential consumption was consistent between the two years and increased by only 225k kWh from 2022. The cost of power was lower in 2023 compared to the budget and 2022. The historical average power cost is shown on the graph on the next page. The average for 2023 was \$69.90/MWh which was 7.6% lower than budget.



Year-to-date Net Operating Income was higher by \$656,039. Again, this does not include adjustments that we will be posting for lease accounting, SBITA, and WRS/Life Insurance post-employment accrual entries. All operating expenses were lower for the year as shown on the Expenditures graph on the right side of the Financial Report. PILOT and depreciation were lower because of a lower assessment ratio and less capital assets added into service than anticipated which is mainly due to the timing of the several substation projects that have been pushed back to 2024. There was substantially less substation maintenance completed and the pole inspections were not started in 2023. Purchase power expense was lower by 9.9%, or \$3.9 million compared to budget. All work orders were closed in 2023 except for the projects that are not complete.

The Electric Project Status Report shows all completed projects for the year in purple. In 2023 we added \$1,530,813 new Utility financed capital assets and retired \$403,441. Meters and transformers made up 30% of the assets added. The Tayco substation SCADA upgrade and the Seventh Street overhead rebuild were the largest projects completed in 2023. We completed \$103,597 of contributed plant, which was billable to customers and the largest projects were the Brin building and the new gas station on the corner of Ninth and Racine.

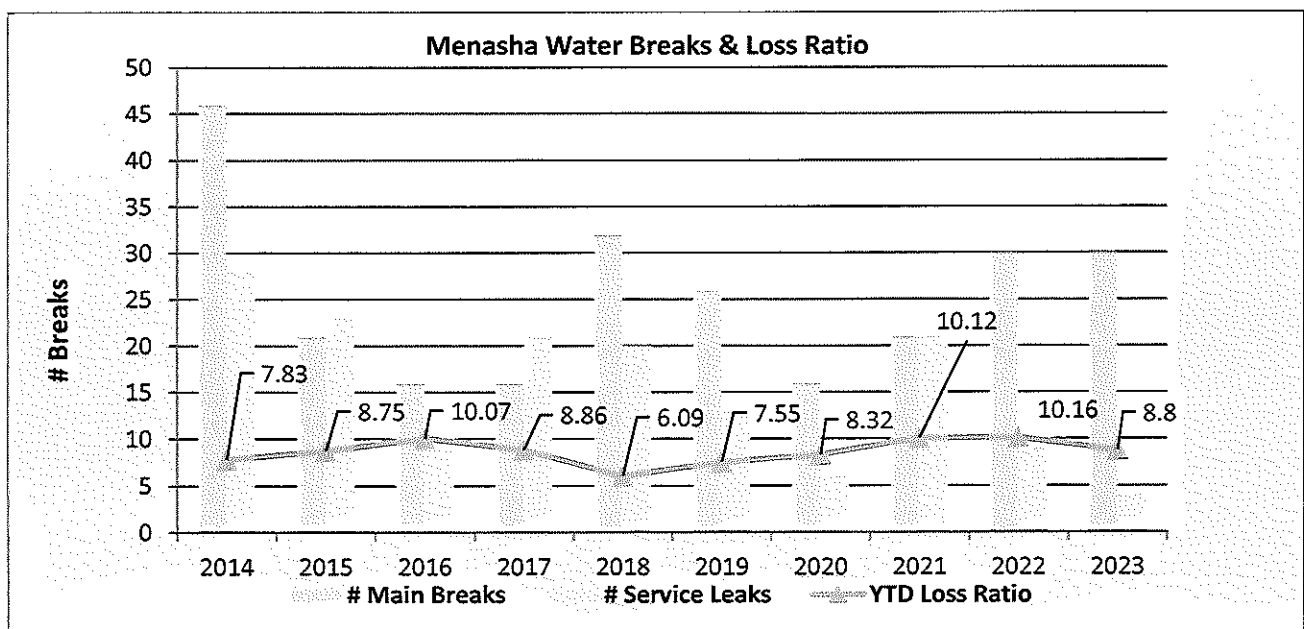
Water Utility

Water usage was 8.8%, or 3.5 million gallons higher than what we budgeted for the month of December. All customer classes were very similar to what we budgeted for the month except for the Resale customer who took 30.8%, or nearly 3 million gallons more water for the month.

Net Operating Income is higher for the month mainly due to adjustments for lower depreciation and taxes in December, along with adjustments for accruals for year end. Total revenues were higher by \$26,265 and expenses were lower partially due to all year-to-date accruals and true ups that were posted. Transmission and distribution expenses were higher in December because the interior painting maintenance was posted that totaled \$76,990 (engineering \$17,746, diesel pump \$1,374, and painting \$57,870). Administrative and General expenses do not include the adjustments for WRS and Life Insurance post-employment accrual entries. The year-to-date cost per thousand gallons treated was \$0.4879 which is 25% higher than 2022. It also shows that we pumped and treated 7%, or over 43 million gallons more water than the previous year.

For the year, total consumption was higher than budget by 7%, or 35.6 million gallons. The Resale customer took 31%, or 36.7 million gallons more while all other customer classes were very close to our budget. Compared to 2022, consumption was more by nearly 40 million gallons, or 7.8%. Our total system losses were 8.8%, which is slightly above our target of 8%. We experienced 30 main breaks and 4 service

leaks in 2023 compared to 30 main breaks and 9 services leaks in 2022. Please see the graph below for historical information.



For the year, Net Operating Income was higher than budget by \$702,980. Total revenues increased by \$192,704, or 3.6% for the year compared to budget. All expenses except for Source of Supply and Pumping were less than budget for the year. Source of Supply expense is higher because we traced the 42" raw water intake pipe for accuracy purposes because of construction coming up in Jefferson Park. Chemicals were less than budget by \$27,228, or 7.6% for the entire year; however, compared to 2022, chemical costs increased by \$92,228. Part of the increase is due to pumping more water, but another factor is the increase in costs from the suppliers. We have been budgeting more for chemicals in anticipation of supply chain issues and overall economic increases. Total water treatment costs were down from budget by \$134,173 because of less maintenance projects at the Water Plant. Distribution costs were less than budget by \$104,949, which is mainly due to delaying the repairs to the Clearwell walls and ceiling and less in main break costs. Administrative and General expenses were less for the year due to a decrease in employee pensions and benefits and office/computer supplies.

The Water Project Status Report shows that several projects were accomplished in 2023 and are listed in purple. In 2023 we added \$903,161 new capital assets and retired \$252,070. The main replacement contract, lead service replacements, and water tower piping project make up 74% of these new additions. The total main replacement project came in \$269 higher than the budget and was paid from the Depreciation fund and no new debt was taken out in 2023. We installed a total of 1,047' of main, 20 valves, 6 hydrants and 72 services. In addition, we replaced 27 customer-side lead services completing the lead removal project.

Energy Services and Telecommunications Utilities

Ballasts and lamps were replaced at Koslo Park for the Energy Services utility in 2023. This was ongoing from what was started in 2022 due to materials on backorder.

For Telecommunications, Net Operating Income was higher for the year due to less distribution expenses for the year. On the graph, year-to-date expenses are shown in which debt makes up 48% of annual expenditures. Depreciation and PILOT make up 35% combined in which the total depreciation expense continues to be less since assets are becoming fully depreciated. We continue to fund the Depreciation Fund for any infrastructure updates needed. The balance in the fund at year end is \$192,813.

MENASHA ELECTRIC UTILITY FINANCIAL REPORT

kwh Consumption for December

	Current Month	Budget	LY Same Month	YTD 2022	YTD 2023	YTD Budget
Purchases	41,327,780	41,806,419	40,686,040	528,563,653	514,136,260	527,198,765
Residential	4,624,128	4,505,479	4,783,426	62,166,170	62,391,014	61,707,163
Commercial	1,218,060	1,166,500	1,203,439	15,095,023	16,489,407	15,530,070
Other	235,860	180,779	252,653	2,753,131	2,349,486	1,898,833
Industrial	34,003,525	35,335,830	32,926,923	442,388,178	428,412,267	440,271,584
Total kwh	40,081,573	41,186,588	39,166,451	522,402,502	509,642,174	519,407,650
System Losses	3.02%	1.48%	3.73%	1.17%	0.87%	1.48%
Maximum Demand	67,024	69,981	70,464			

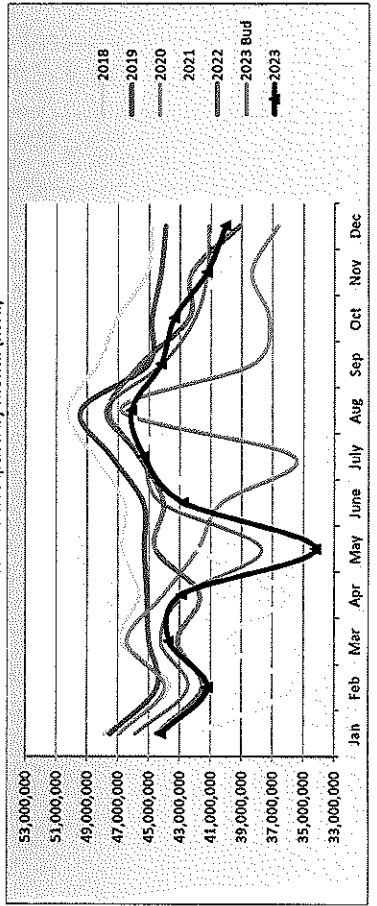
Income Statement for December

	Current Month	Budget	LY Same Month	YTD 2022	YTD 2023	YTD Budget
Sales	\$3,135,381	\$3,572,881	\$3,439,324	\$45,791,933	\$41,702,818	\$45,366,356
Other	\$15,123	\$15,656	\$14,883	\$219,357	\$204,272	\$206,783
Total Revenues	\$3,150,504	\$3,588,536	\$3,454,208	\$46,011,290	\$41,907,090	\$45,573,138
Purchase Power	\$2,718,740	\$3,111,856	\$2,967,631	\$40,117,414	\$35,940,546	\$39,870,964
Expenses	\$192,662	\$386,330	\$88,290	\$2,543,142	\$2,992,252	\$3,223,707
PILOT (Taxes)	-\$31,557	\$60,740	\$25,314	\$678,917	\$609,469	\$728,879
Depreciation	\$77,160	\$104,644	\$25,448	\$1,132,123	\$1,214,925	\$1,255,730
Total Expenses	\$2,957,005	\$3,663,570	\$3,106,683	\$44,471,595	\$40,757,193	\$45,079,281
Net Operating Income	\$193,498	-\$75,034	-\$347,525	-\$1,539,695	-\$1,149,897	-\$493,857
Revenues per Mwh	\$78.28	\$86.74	\$87.89	\$87.71	\$81.87	\$87.34
Ave Power Cost per Mwh	\$65.78	\$74.43	\$72.94	\$75.90	\$69.90	\$75.63

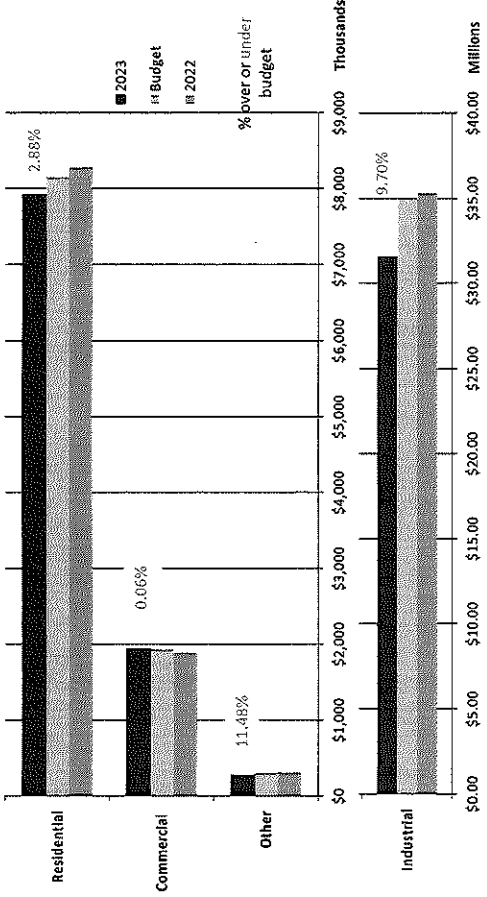
Ratios and Cash Flow for December

	Current Month	Budget/Auth	12/31/2022	Budget 12/31/23	YTD	YTD Budget
Debit to Total Assets	37.50%					
Rate of Return	7.75%	7.00%	9.20%			
Liquidity Ratio	3.23	1.50	2.94			
Debt Service Coverage	3.50	0.44	2.68	Recommended > 1.25	2.54	1.90
Cash/Work Cap Balance	\$7,306,116		\$6,877,021	\$4,834,448		
# of Days Work Capital	67		63			

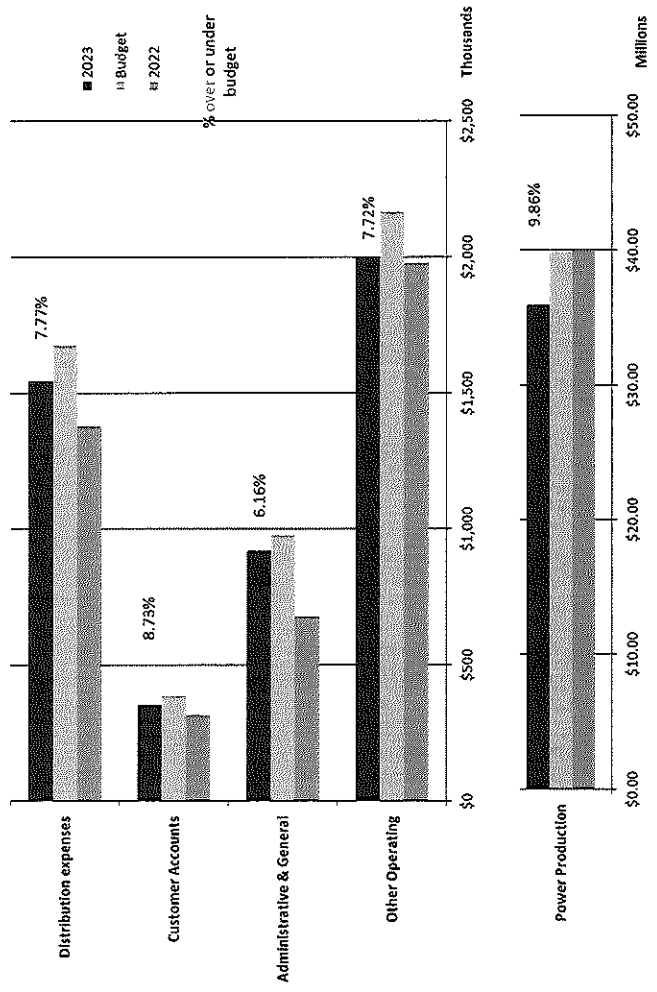
Electric Consumption by Month (kwh)



Year to Date Revenues as of December 31, 2023



Year to Date Expenditures as of December 31, 2023



Electric Project Status Report as of December 31, 2023

Year-Budget #	Project	External Costs			Internal Costs			Forecast	Variance (Over)/Under	Actual Labor/Truck	Budgeted Labor/Truck	Target Start Date	Actual Start Date	Budgeted/Projected End Date	Actual End Date	Comments
		Budget	Actual Costs	Needed to Complete	Actual Labor/Truck	Budgeted Labor/Truck	Actual Start Date									
Electric Distribution																
	2023 Developer Projects (billable work)		172,296				21,269									No billable work completed in Dec.
2022-9/2023-9	Vehicle/Equipment Replacement	168,000	79,704	65,356	145,060	22,941					May-22	Jan-22	Jan-24	No Change	Scheduled to receive forklift in Dec. Received \$6,003 for Fusion in Oct.	
2023-12	Rebuild Overhead around Jefferson Park Area	155,384	8,774	146,610	155,384	0	1,546			25,467	Jun-23	Mar-23	Dec-24	No Change	Installed a secondary pedestal in Oct	
2021-11/2022-17	Cp-3 Customer OH-URD Conversion/Radial Rebuild	205,000	165,773	39,227	205,000	0	22,929			29,237	Jan-21	Jul-21	Aug-24	No Change	Project continues into 2024 due to delays with arresters ordered 4/23.	
2020-2022/2023-11	Install Recloser on Circuit 13-4-2	142,000	72,310		72,310	69,690				11,072	Apr-20	Jun-20	Oct-24	No Change	Need to install 3-phase recloser. Multi-year project.	
2023-14	Ground CT Cabinet	80,000		80,000	80,000	0				11,632	May-23	May-23	Jun-24	No Change	Carry project forward to 2024.	
2023-15	Acquisitions	10,000		0	0	10,000					May-23		Dec-23	No Change	Adding to 2024 budget.	
2023-17	Water Street Upgrade	40,000		40,000	40,000	0				23,265	Aug-23		Nov-24	No Change	Carry \$40,000 forward to 2024. Add to 2024 budget.	
2023-13	Seventh Street OH Rebuild (Includes Appleton St)	130,000	116,770		116,770	13,230	123,830			49,890	Apr-23	Mar-23	Dec-23	Dec-23	Project completed.	
2023-5	Electric Meters & Metering Equipment	201,716	201,716		201,716	0	42,217			18,718	Jan-23	Jan-23	Dec-23	Dec-23	Capitalized 1,112 meters in 2023.	
2022-10/2023-10	Transformer Purchases	298,000	207,080	90,921	298,000	0	37,922			35,671	Jan-23	May-23	Dec-23	Dec-23	Added 44 padmount & 9 pole mount transformers in 2023.	
2020-2018	Rachne Bridge Rebuild (incl carry forward)	1,100,000	974,994		974,994	125,006	189,384			144,441	May-19	Oct-17	May-23	Nov-23	Invoiced DOT 29.87% = \$6,084; paid.	
2023-7	Unexpected/Unscheduled Projects	47,000	38,628		38,628	8,372	46,775			66,435	Jan-23	Jan-23	Dec-23	Dec-23	Includes cutout, arrester, and light replacements in December.	
2023-6	New/Upgraded Service Installations	25,000	7,991		7,991	17,009	14,706			36,829	Jan-23	Jan-23	Dec-23	Dec-23	Worked on 4 services in December.	
2023-8	Tools & Equipment	15,000	14,029		14,029	971					Jan-23	Mar-23	Dec-23	Dec-23	Purchased dead end arms and clamp stick in December.	
2023-2	Tree Trimming	90,000	89,075		89,075	925	9,207				Jan-23	Jan-23	Dec-23	Dec-23	Internal jobs in December.	
2022	Replace Koslo Lights - Energy Services	3,000	3,768		3,768	(768)	4,698			200	Sep-22	Jun-22	May-23	Jul-23	Completed at the end of May. Final internal costs posted in July.	
Substations																
2022-14	Meadows New Transformer/Bus Differential Relays	20,000	4,292	15,708	20,000	0				8,096	Apr-22	Jun-22	Jun-24	No Change	Carry project forward to 2024.	
2023-15	Replace Gang Operated Disconnects at Tayco	50,000	45,392	4,068	49,460	540				15,492	Apr-23	Apr-23	Sep-24	No Change	Will be installing w/circuit switcher.	
2023-14	Replace Circuit Switcher 138-CS1-4 at Tayco	150,000		150,000	150,000	0				15,492	Jul-23	Jul-23	Sep-24	Sep-24	Issued purchase order for materials.	
2023-11	Substation Grounding Evaluation & Upgrades	8,500		0	0	8,500				15,492	Apr-23	Apr-23	Oct-23	Oct-23	O&M only, no capital projects.	
2023-10	Transformer Bushing Replacement	85,000	37,599		37,599	47,401	7,584			7,746	Apr-23	Aug-23	Dec-23	Dec-23	Bushings replaced, sub back up.	
2023-13	Substation Security	6,600	4,794		4,794	1,806	344			5,164	Jan-23	Aug-23	Jun-23	Dec-23	Installed camera at Melissa in Oct.	
2023-7	Substation Tools & Equipment	3,000	2,143		2,143	857					Jan-23	Feb-23	Dec-23	Dec-23	Purchased misc. tools in Sept.	
2022-12/2023-12	Landscaping at Tayco Substation	25,500	25,459		25,459	41				16,192	May-22	Aug-22	Nov-23	Dec-23	Completed the project in December.	
2020-2022/2023-8	SCADA Upgrade - Replace 2030 Comm Processor	296,523	201,270		201,270	95,253	228,540			165,888	Jan-20	Mar-20	Oct-23	Nov-23	Completed project in May, have started project closeout.	
2023-4	Underground Riser Maintenance Testing	10,000	2,063		2,063	7,937	9,082			10,234	Sep-23	Oct-23	Nov-23	Nov-23	O&M tracking; worked only at Meadows substations.	
2023-9	Transformer T2-3 Radiator Replacement	60,000	47,374	2,000	49,374	10,626	31,064			12,910	Jan-23	Oct-22	Nov-23	Nov-23	Completed project beginning of Oct.	
2022-9	Install Conduit & Cable Sealing System	10,000	4,393		4,393	5,607	3,775			2,699	Mar-22	Aug-22	May-23	May-23	Finalized the project in February.	

Electric Project Status Report as of December 31, 2023

External Costs

Internal Costs

Year-Budget #	Project	Budget	Actual Costs	Needed to Complete	Forecast	Variance (Over)/Under	Actual Labor/Truck	Budgeted Labor/Truck	Target Start Date	Actual Start Date	Budgeted/Projected End Date	Actual End Date	Comments
Business Operations													
2021-2022/2023-11	RF Readers for Garage Doors/Automate All Gates	30,355	10,508	16,277	10,508	19,847	4,870		Mar-21	Jun-21	Jun-24		Purchased card readers in December.
2024-9	GIS Server	32,000	15,723	16,277	32,000	0			Mar-24	Dec-23	Apr-24		Received server in December.
2023-10	New Front Sign at the Office Complex	15,000	11,531	11,531	11,531	3,469			Aug-23	Nov-23	Mar-24		Paid deposit, work in 2024 Q1.
2023-12	Renewable Generation / EV Charging Project	25,000			0	25,000			Apr-23	Nov-23	Nov-23		Included in the 2024 Budget.
2023-6	Printer/Copier Replacement	3,100			0	3,100			Dec-23	Dec-23	Dec-23		Transfer \$3,900 to Computer Upgrade
2023-17	Educational Kiosks	6,000			0	6,000			Sep-23	Nov-23	Nov-23		
2023-9	Replace Office Lighting	4,000	2,108		2,108	1,892	1,305	2,642	Jan-23	Jan-23	Dec-23		Dec-23 Lights installed on the barn.
2022-11	Automate Garage Doors in Barn	5,025	5,023		5,023	2	601	1,241	Apr-22	Mar-23	Jul-23		Dec-23 Completed project in fall.
2023-7	Computer Upgrades	26,455	26,455		26,455	0			Mar-23	Jun-23	Dec-23		Dec-23 Purchased new computers for engineering and GIS in December.
2023-4	Computerized W.O. Process/Central Database Sys	30,000	8,899		8,899	21,101			Jan-23	Mar-23	Dec-23		Dec-23 Continued work on ARC GIS project.
2023-8	Office Complex Security	2,500	2,018		2,018	482	1,133		Sep-23	Aug-23	Nov-23		Dec-23 Received camera in October.
2023-15	Adjustable Desks	3,887	3,290		3,290	597			Jan-23	Apr-23	Dec-23		Dec-23 Purchased chair in October.
2023-8	Network Switch Upgrade	4,247	4,246		4,246	0			Jun-23	Aug-23	Jul-23		Dec-23 Purchased switch, need to configure.
2023-9	Replace Office Complex Copier	9,000	8,503		8,503	497			May-23	Aug-23	Oct-23		Dec-23 Allocated \$3,054 to Computers.
2023-14	Racking for the Storage Shed	15,113	15,113		15,113	0	2,871	4,684	Apr-23	Aug-23	Sep-23		Nov-23 Received \$700 for the old copier.
2023-11	Replace Server Room AC Unit	2,820	2,820		2,820	0			May-23	May-23	May-23		Oct-23 Crews installing in fall.
2022-8	Civic Systems Accounting Software Conversion	78,150	75,000		75,000	3,150			Oct-22	Sep-22	Apr-23		May-23 Transferred from Automate Gates since AC unit in server room failed.
2023-16	Water Bottle Filling Stations	2,400	2,208		2,208	192	322	1,957	Feb-23	Jan-23	Feb-23		Apr-23 Conversion took place from Feb - Apr.
2021-7	Security/Fire Alarm Upgrade at Office Complex	3,000	3,000		3,000	0			Nov-21	May-22	Sep-22		Mar-23 Purchased & installed in January.
2023-13	Replace AED Equipment	7,623	7,348		7,348	275			Feb-23	Mar-23	Feb-23		Mar-23 Purchased 5 units for Elec in March.
Total		3,740,898	2,731,479	650,167	3,209,349	531,548	804,841	739,919					

Water Project Status Report as of December 31, 2023

Year-Budget #	Project	External Costs			Internal Costs			Forecast	Variance (Over)/Under	Actual Labor/Truck	Budgeted Labor/Truck	Target Start Date	Actual Start Date	Budgeted/Projected End Date	Actual End Date	Comments
		Budget	Actual Costs	Needed to Complete	Actual Labor/Truck	Budgeted Labor/Truck										
Water Plant																
2022-11/2023-9	Water Tower Piping/Painting Project	239,216	216,395	22,821	239,216	0	10,446	2,833	Apr-22	Sep-22	Dec-23				Need to finish the insulation for the piping part.	
2018-2021/2023-13	Raw Water Intake & Pre-Treatment Basin	43,156	26,122	17,034	26,122	17,034			Jun-18	Dec-17	Dec-24	No Change	No Change	No Change	Sent letter to DNR after Nov commission meeting	
2013-16	Replace head & resin on water softener (O&M)	10,000	10,114	(114)	10,114	(114)	1,449	1,764	Aug-13	May-13	2024	No Change	No Change	No Change	Need to install with internal labor.	
2013-17	Conductivity Meter	3,000	2,615	385	2,615	385			Apr-13	May-13	2024	No Change	No Change	No Change	Need to install with internal labor with the water softener project above.	
2014-2017/2021-10	Upgrade Plant PLC5 & Integrate with existing PLC	67,900	6,367	61,533	67,900	0	4,795	9,673	Feb-14	Feb-14	Aug-24	No Change	No Change	No Change	As of Aug 2023, getting outside quotes. Carry forward to 2024 due to large projects in fall.	
2023-6	HVAC Heater Replacements	30,000	0	30,000	0	30,000	552		Jan-23	Dec-23	Dec-23				No replacements needed, just maintenance.	
2023-7	Facility Modifications	0	0	0	0	0			Jul-23	Dec-23	Dec-23				Reallocated from here at May meeting.	
2023-10	Fiber Optics Line & Surveillance for Water Tower	15,000	0	15,000	0	15,000	1,656		May-23	Nov-23	Nov-23				At this time, not completing this year.	
2023-12	Pre-treatment Optimization & Filter Aid	40,000	0	40,000	0	40,000	12,444		Jan-23	Dec-23	Dec-23				Trial started in October for new coagulant.	
2023-8	Water Plant Equipment Failure	24,396	24,396	0	24,396	0	2,760		Jan-23	Jul-23	Dec-23				Used for HPLS south header replacement in Oct.	
2023-4	Lab Equipment	3,081	568	2,513	568	2,513			Jan-23	May-23	Dec-23				Dec-23 \$1,919 transferred to Sludge Scrapers in Oct.	
2023-5	Tools and Equipment	13,422	6,953	6,469	6,953	6,469	5,105		Jan-23	Jan-23	Dec-23				Dec-23 Purchased a portable turbidimeter in Dec.	
2023-11	Sludge Scrapers Gearbox & Motor Repairs	21,919	21,919	0	21,919	0	1,380		Jun-23	Mar-23	Jun-23				Oct-23 Project completed; overage from lab equipment.	
2023-3	Fire & Security Panel	5,182	5,182	0	5,182	0			Mar-23	Apr-23	Mar-23				Had to add output module & sirens, complete. Took \$182 overage from Tools.	
Water Distribution																
2024-7	Water Main Replacement (for 2024)	8,645	8,645	0	8,645	0	2,210		May-23	May-23	Dec-24				Started engineering for SDWF.	
2023-7	Water Main Replacement (for 2023)	379,569	379,569	0	379,569	0	33,417	44,264	May-22	May-22	Dec-23				With final road repairs, the project came in \$269 over budget; took from Valves.	
2023-6	Water Meters - AMI Group Replacement for 2023	212,985	199,248	13,737	199,248	13,737	19,503	18,595	Jan-23	Nov-22	Dec-23				Dec-23 Received AMI modules for 2024.	
2022-9/2023-8	Water Service Replacements	286,625	286,624	0	286,624	0	52,146	32,164	Jan-22	Jan-22	Dec-23				Dec-23 Replaced 24 services in total; overage from Valves.	
2023-5	Replacement of Valves and Hydrants	31,049	21,200	9,849	21,200	9,849	1,323	7,234	Apr-23	Jan-23	Dec-23				Dec-23 4 valves were added in 2023	
2022-4	LSI Replacement Program (MU/City/Cust slides)	381,128	381,128	0	381,128	0	896		Jan-22	Mar-22	Mar-23				Dec-23 1 service replaced in Nov on Second Street.	
2023-9	Tools and Equipment	6,000	6,000	0	6,000	0			Jan-23	Jan-23	Dec-23				Nothing needed in 2023	
Business Operations																
2023-5	Water Plant SCADA Upgrade	34,000	31,446	2,554	34,000	0			Nov-23	Sep-23	Dec-24				Servers being installed in December; continuing on in 2024.	
2021-7/2023-8	Network Switch Upgrade	13,074	2,673	10,401	2,673	10,401			Jul-21	Apr-21	Jul-23				Dec-23 Switches purchased; need to configure.	
2023-7	Computer Upgrades	5,500	1,025	4,475	1,025	4,475			Mar-23	Sep-23	Dec-23				Dec-23 Received computer for Water Plant in Sept.	
2023-13	Replace AED Equipment	1,377	2,862	(1,485)	2,862	(1,485)			Feb-23	Mar-23	Feb-23				Received 2 AEDs for Water in March. Truck #32 was budgeted in electric.	
Total		1,249,003	1,414,769	70,087	1,484,856	145,275	120,843	132,486								

MENASHA WATER UTILITY FINANCIAL REPORT

Gallons of Consumption for December (000)

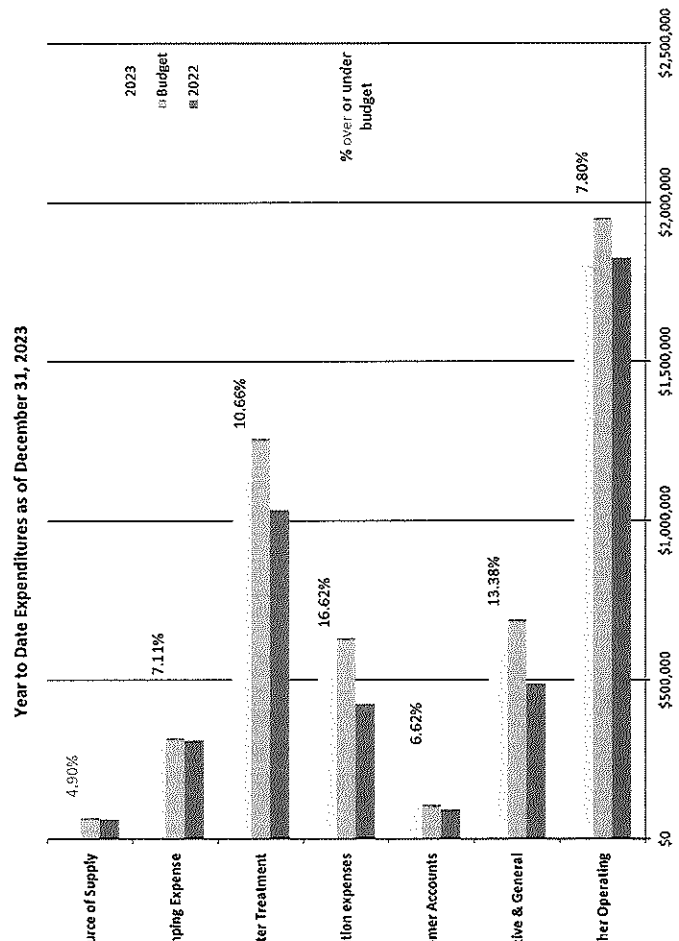
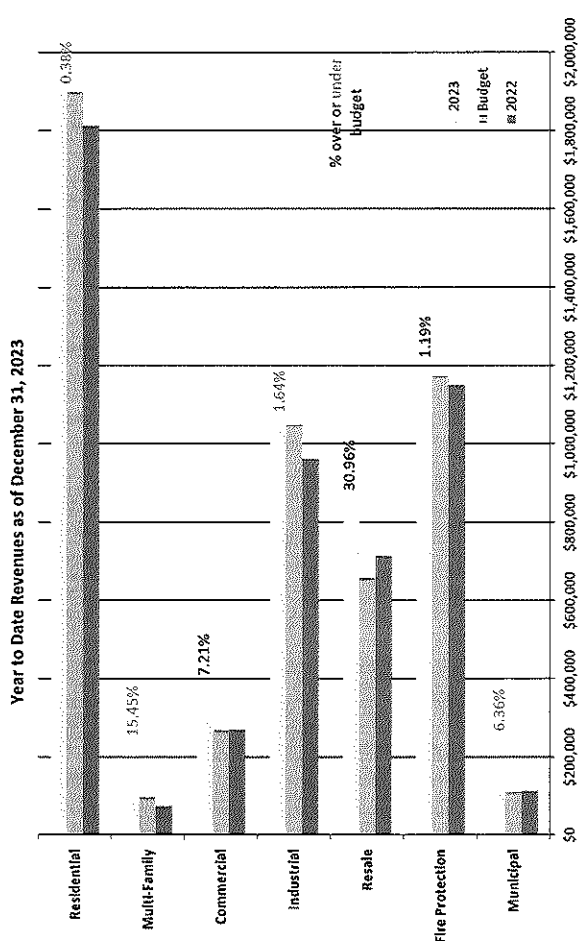
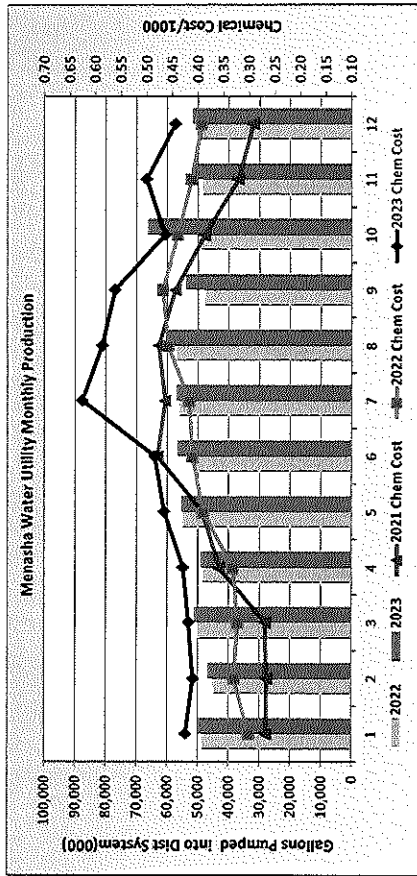
	Current Month	Budget	LY Same Month	YTD 2022	YTD 2023	YTD Budget
Water Produced	53,962	N/A	49,058	610,045	661,429	N/A
Pumped from HPS to Dist	51,984	N/A	49,223	606,956	650,584	N/A
Residential	12,816	12,804	12,767	160,150	165,925	166,585
Residential Multi-Family	884	892	822	10,321	10,645	10,645
Commercial	3,156	2,869	2,454	35,038	36,230	36,127
Industrial	13,308	13,048	12,791	155,542	165,145	164,680
Resale	12,478	9,541	9,061	131,402	155,463	118,711
Municipal	582	570	568	13,568	12,254	12,951
Total Gallons	43,224	39,724	38,463	505,621	545,339	509,698
Internal Use	1,807		1,404	25,785	28,799	
Leaks	125		912	13,553	17,413	
Flow/Flushing/Fire	14		113	2,322	1,776	
System Losses	13.11%		16.92%	10.16%	8.80%	8%
Target Loss Ratio						

Income Statement for December

	Current Month	Budget	LY Same Month	YTD 2022	YTD 2023	YTD Budget
Sales	\$460,268	\$414,968	\$412,143	\$5,109,084	\$5,456,962	\$5,265,975
Other	\$3,923	\$3,058	\$4,220	\$34,580	\$35,177	\$33,560
Total Revenues	\$444,291	\$418,026	\$416,363	\$5,143,665	\$5,492,139	\$5,299,435
Water Treatment	\$86,942	\$116,694	\$110,560	\$1,035,410	\$1,124,269	\$1,258,442
Expenses	\$204,476	\$176,095	\$318	\$1,440,001	\$1,657,149	\$1,890,934
PILOT (Fees)	-\$21,942	\$64,861	\$35,939	\$731,102	\$664,725	\$778,336
Depreciation	\$65,368	\$91,666	\$51,190	\$1,037,940	\$1,071,284	\$1,099,991
Total Expenses	\$334,844	\$449,316	\$197,370	\$4,244,452	\$4,517,427	\$5,027,704
Net Operating Income	\$109,447	-\$31,290	\$218,993	\$899,213	\$974,712	\$271,731

Ratios and Cash Flow for December

	Current Month	Budget/Auth	12/31/2022	Budget 12/31/23	YTD	YTD Budget
Debt to Total Assets	32.25%					
Rate of Return	4.94%	4.90%	3.67%			
Liquidity Ratio	3.05	1.50	3.44			
Debt Service Coverage	1.59	0.61	1.62	Recommended +1.25	1.44	0.96
# of Days Work Capital	133	0	130	14		
Net Cash Balance	\$1,257,233		\$1,225,677	\$155,929		



MENASHA ENERGY SERVICES AND TELECOMMUNICATIONS UTILITY FINANCIAL REPORT

Energy Services Income Statement for December 2023

Current Month	Budget	LY Same Month	YTD 2022	YTD 2023	YTD Budget
Sales	\$1,081	\$1,081	\$12,968	\$12,968	\$12,968
Other	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1,081	\$1,081	\$12,968	\$12,968	\$12,968
Expenses	\$3	\$7,156	\$7,425	\$1,658	\$2,630
Depreciation	\$676	\$676	\$8,110	\$8,110	\$8,110
Total Expenses	\$678	\$7,831	\$15,535	\$9,768	\$10,739
Net Operating Income	\$402	-\$6,751	-\$2,567	\$3,200	\$2,229

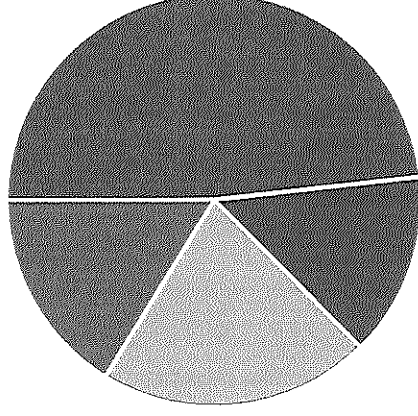
Telecommunications Income Statement for December 2023

Current Month	Budget	LY Same Month	YTD 2022	YTD 2023	YTD Budget
Sales	\$9,691	\$9,687	\$115,276	\$117,176	\$116,257
Other	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$9,691	\$9,687	\$115,276	\$117,176	\$116,257
Expenses	\$3,811	\$2,621	\$18,819	\$17,583	\$19,780
PILOT (Taxes)	-\$628	\$827	\$17,546	\$15,553	\$18,347
Depreciation	\$1,751	\$1,924	\$22,985	\$23,097	\$23,053
Total Expenses	\$4,934	\$6,128	\$59,350	\$56,233	\$61,180
Net Operating Income	\$4,757	\$4,314	\$55,927	\$60,943	\$55,077

Current Month	Budget	Proj Year End	1/1/2023	YTD	YTD Budget
Debt to Total Assets	25.58%		37.48%		
Rate of Return	34.84%		28.69%		
Liquidity Ratio	14.01	1.50	10.54		
Debt Service Coverage	1.57	1.34	Recommended >1.25	1.69	1.57
Net Cash Balance	\$194,172	\$168,584	\$160,429		

Telecommunications Comparison

Year to Date 2023



■ Debt ■ PILOT ■ Depreciation ■ Expenses

Miscellaneous Telecommunication Financial Information

2023 Fiber Monthly Payment to Electric \$4,405

Debt to be paid off in 2025, Rate = 3%

Total Debt Outstanding 12/31/2023 \$100,500

Total Assets for Telecommunications 12/31/2023 \$456,574

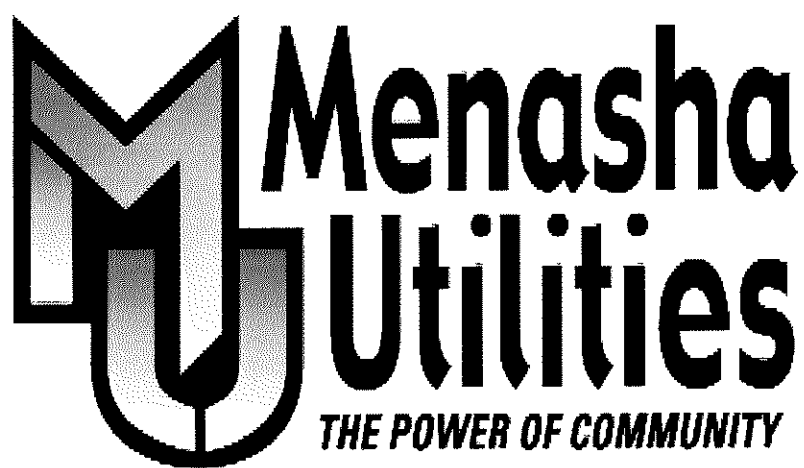
Total Utility Plant 12/31/2023 \$800,716

Utility Plant is 80% depreciated in total

Net Cash Balance includes Operations & Depreciation Funds

Operations 12/31/2023 = \$1,358

Depreciation 12/31/2023 = \$192,813



January 2024

**Financial and
Project Status
Reports**



Memorandum

Date: February 23, 2024

To: Menasha Electric and Water Commission

From: Kristin Hubertus, Finance Manager

Re: January Financial Statements compared to Budget

Electric Utility

The consumption of electricity was lower than budget by 8.9% overall, or 3.9 million kWh for the month of January. Industrial customers were the driver for lower consumption in which they consumed 4.1 million kWh less than expected while all other customer classes were very close to what was budgeted. The budgeted cost of power was \$72.04/MWh and the actual cost for the month was 18.7% lower at \$58.60/MWh. Our power provider stated that there were lower market energy prices, lower IOU system purchase costs and lower MISO transmission costs.

Total revenues were lower for the month by \$709,893 and the power cost for the month was also lower by \$841,714. The pass-through rates, which include the DCA and ECA for large industrial customers and the PCAC for all other customers, were lower than what was budgeted, which contributed to the large swings listed above. Administrative expenses are lower because we budgeted for the company HSA contribution to be distributed at the beginning of the year, but we are now paying this out to employees quarterly. In addition, we budgeted for expenses from the PSC in January in which nothing was received until February for dockets they are working on for MU.

The Electric Project Status Report shows the current status of capital and large maintenance projects. Projects from the 2024 Budget were added to the list of projects that were carried over from 2023. In January we purchased transformers and worked on seven services during the month.

Water Utility

Water consumption was higher than budget by 8 million gallons, or 18.5% for the month of January. The Resale customer and the Industrial customer class took 28% and 27% more, respectively. This is nearly identical to what we experienced in the last two years.

Higher revenues and lower expenses were the main reasons for the higher Net Operating Income for the month. In Water Treatment expense, chemicals are lower than budget by \$3,609. In January we had 3 main breaks and 1 service leak. Depreciation and taxes are lower for the month because of lower than anticipated plant values and a lower assessment ratio compared to our budget.

Only a few projects were carried over to 2024. These projects were combined with the 2024 Budget items which are noted on the left side of the project report indicating what year and budget numbers the projects pertain to. In January we purchased meters and a chlorine analyzer for the High Lift Pump Station. Two employees started their training for the new SCADA system for the Water Plant as well.

MENASHA WATER UTILITY FINANCIAL REPORT

Gallons of Consumption for January (000)

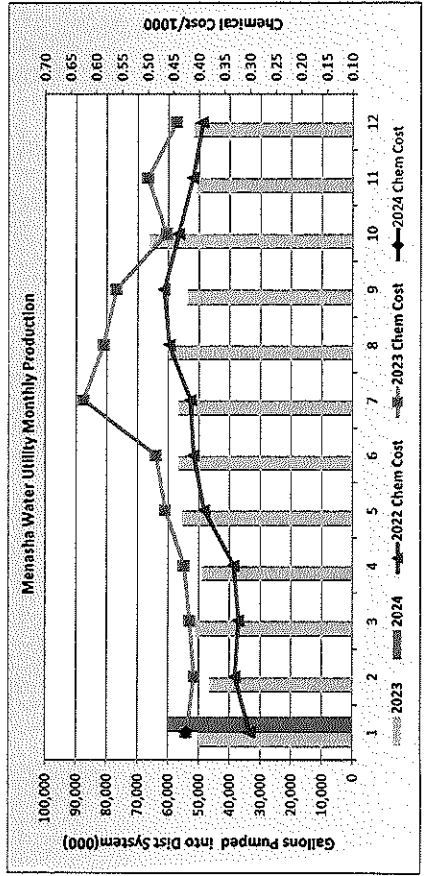
	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Water Produced	61,815	N/A	50,663	53,962	61,815	N/A
Pumped from HLPs to Dist	60,172	N/A	50,187	51,984	60,172	N/A
Residential	13,371	12,922	13,016	12,816	13,371	12,922
Residential Multi-Family	962	789	813	884	962	789
Commercial	3,133	2,933	3,136	2,428	3,133	2,933
Industrial	18,411	14,420	15,516	13,308	18,411	14,420
Resale	15,165	11,848	12,432	12,478	15,165	11,848
Municipal	549	617	596	582	549	617
Total Gallons	51,589	43,529	44,801	43,224	51,589	43,529
Internal Use	1,798		1,404	1,807	1,798	
Leaks	771		912	125	771	
Flow/Flushing/Fire	7		113	14	7	
System Losses	9.98%		5.89%	13.11%	9.98%	
Target Loss Ratio					8%	

Income Statement for January

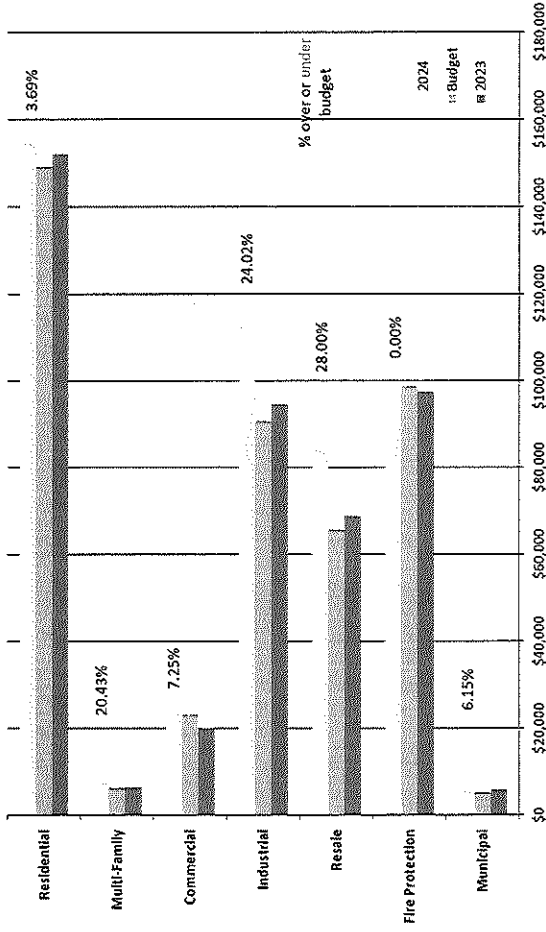
	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	\$488,048	\$439,075	\$445,921	\$440,368	\$488,048	\$439,075
Other	\$3,918	\$3,487	\$3,882	\$3,923	\$3,918	\$3,487
Total Revenues	\$491,966	\$442,562	\$449,802	\$444,291	\$491,966	\$442,562
Water Treatment	\$95,892	\$102,317	\$91,770	\$86,942	\$95,892	\$102,317
Expenses	\$122,504	\$177,700	\$170,789	\$204,476	\$122,504	\$177,700
PILOT (Taxes)	\$55,723	\$69,598	\$67,424	-\$21,942	\$55,723	\$69,598
Depreciation	\$93,498	\$92,573	\$91,447	\$65,368	\$93,498	\$92,573
Total Expenses	\$367,617	\$436,188	\$416,430	\$334,844	\$367,617	\$436,188
Net Operating Income	\$124,348	\$6,375	\$33,373	\$109,447	\$124,348	\$6,375

Ratios and Cash Flow for January

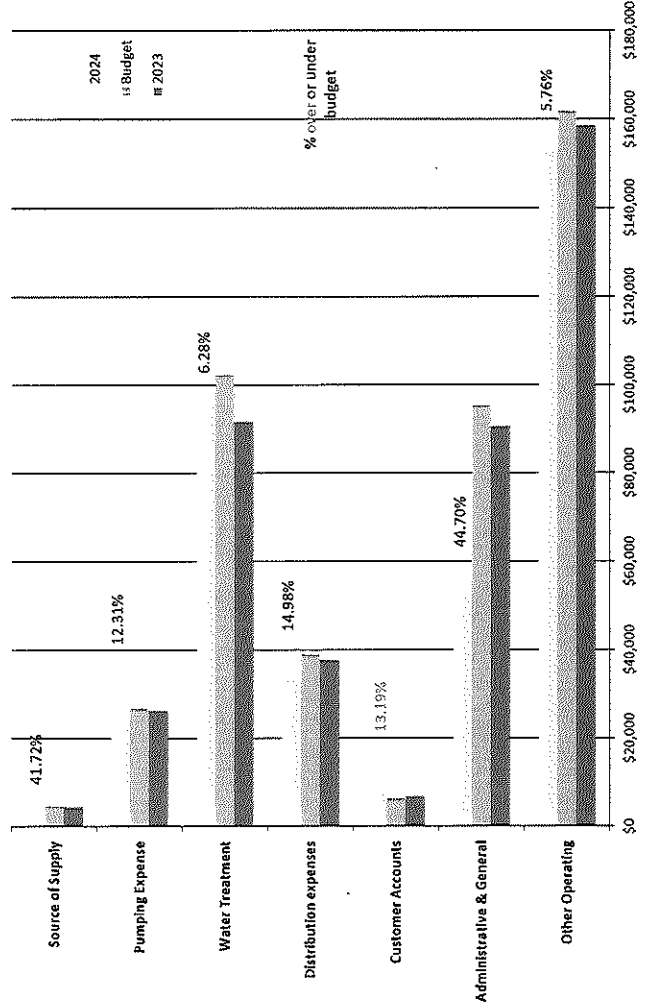
	Current Month	Budget/Auth	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	31.80%					
Rate of Return	6.98%	4.90%				
Liquidity Ratio	3.04	1.50				
Debt-Service Coverage	1.91	0.92	Recommended 1.25		1.83	0.83
# of Days Work Capital	304	66	49		7	
Net Cash Balance	\$-1,133,187	\$734,153	\$539,429	\$83,368		



Year to Date Revenues as of January 31, 2024



Year to Date Expenditures as of January 31, 2024



Water Project Status Report as of January 31, 2024

Year-Budget #	Project	External Costs			Forecast	Variance (Over)/Under	Internal Costs			Target Start Date	Actual Start Date	Budgeted/Projected End Date	Actual End Date	Comments
		Budget	Actual Costs	Needed to Complete			Actual Labor/Truck	Budgeted Labor/Truck						
Water Plant														
2024-11	Instrumentation	15,000	4,427	10,574	15,000	0	0	348	348	Jan-24	Jan-24	Dec-24		Purchased chlorine analyzer for the HPLPS in Jan.
2022-11/2023-9	Water Tower Piping/Painting Project	239,216	216,395	22,821	239,216	0	0	2,833	10,446	Apr-22	Sep-22	Dec-23		No Change Need to finish the insulation for the piping part.
2018-2023/2024-9	Raw Water Intake & Pre-Treatment Basin	43,622	26,122	17,500	43,622	0	0			Jun-18	Dec-17	Dec-24		No Change Sent letter to DNR after Nov commission meeting
2014-2017/2021-10	Upgrade Plant PLC5 & integrate with existing PLC	67,900	6,367	61,533	67,900	0	0	9,673	4,795	Feb-14	Feb-14	Aug-24		As of Aug 2023, getting outside quotes. Carry forward to 2024 due to large projects in fall.
2024-3	North HPLPS 24" Pipe Replacement	35,000		35,000	35,000	0	0	1,654		Mar-24		Oct-24		
2024-4	Tools and Equipment	18,000		18,000	18,000	0	0	630		Jan-24		Dec-24		
2024-5	HVAC Heater Replacements	30,000		30,000	30,000	0	0			Oct-24		Dec-24		
2024-6	Facility Modifications	100,000		100,000	100,000	0	0			Jul-24		Dec-24		Continues to be a placeholder.
2024-7	Water Plant Equipment Failure	40,000		40,000	40,000	0	0	2,790		Jan-24		Dec-24		
2024-8	Pre-treatment Optimization & Filter Aid	40,000		40,000	40,000	0	0	6,966		May-24		Sep-24		
2024-10	Lab Equipment	5,000		5,000	5,000	0	0			Jan-24		Dec-24		
2024-12	Scale Replacements	14,000		14,000	14,000	0	0	3,100		Apr-24		Oct-24		
2024-13	Sludge Scrapers Gearbox & Motor Repairs	24,000		24,000	24,000	0	0	1,550		Jan-24		Dec-24		
Water Distribution														
2024-7	Water Main Replacement for 2024	767,036	8,973	758,063	767,036	0	0	2,438		May-23	May-23	Dec-24		Bid opening held on 1/31/24.
2024-6	Water Meters - AMI Group Replacement	146,708	74,660	72,048	146,708	0	0	19,632		Jan-24	Jan-24	Dec-24		Purchased 5/8" & 2" meters in January.
2024-5	Replacement of Valves and Hydrants	18,000		18,000	18,000	0	0	7,579		Apr-24		Dec-24		
2024-8	Water Service Replacements	18,000		18,000	18,000	0	0	9,095		Jan-24		Dec-24		
2024-9	Tools and Equipment	6,000		6,000	6,000	0	0			Jan-24		Dec-24		
2024-10	Large Meter Plumbing	7,500		7,500	7,500	0	0			Jan-24		Dec-24		
Business Operations														
2023-5/2024-8	Water Plant SCADA Upgrade	114,000	41,456	72,544	114,000	0	0	1,623		Nov-23	Sep-23	Dec-24		Software training started in January.
2024-6	Computer Upgrades	8,590	1,261	7,329	8,590	0	0			Jan-24	Jan-24	Dec-24		Replace water tablet
Total		1,757,572	379,660	1,377,912	1,757,571	0	0	19,302						222,672

MENASHA ENERGY SERVICES AND TELECOMMUNICATIONS UTILITY FINANCIAL REPORT

Energy Services Income Statement for January 2024

	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	\$1,081	\$1,081	\$1,081	\$1,081	\$1,081	\$1,081
Other	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1,081	\$1,081	\$1,081	\$1,081	\$1,081	\$1,081
Expenses	\$27	\$28	\$27	\$3	\$27	\$28
Depreciation	\$676	\$676	\$676	\$676	\$676	\$676
Total Expenses	\$703	\$704	\$703	\$678	\$703	\$704
Net Operating Income	\$378	\$376	\$378	\$402	\$378	\$376

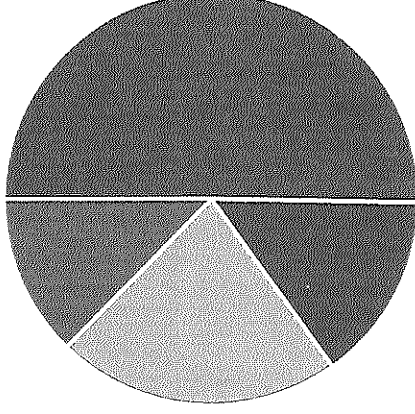
Telecommunications Income Statement for January 2024

	Current Month	Budget	LY Same Month	Last month	YTD	YTD Budget
Sales	\$9,691	\$9,691	\$9,694	\$9,691	\$9,691	\$9,691
Other	\$0	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$9,691	\$9,691	\$9,694	\$9,691	\$9,691	\$9,691
Expenses	\$1,105	\$1,488	\$1,283	\$3,811	\$1,105	\$1,488
PILOT (Taxes)	\$1,286	\$1,479	\$1,471	-\$628	\$1,286	\$1,479
Depreciation	\$1,931	\$1,954	\$1,941	\$1,751	\$1,931	\$1,954
Total Expenses	\$4,322	\$4,920	\$4,695	\$4,934	\$4,322	\$4,920
Net Operating Income	\$5,369	\$4,771	\$4,999	\$4,757	\$5,369	\$4,771

	Current Month	Budget	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	24.60%					
Rate of Return	37.25%					
Liquidity Ratio	14.26	1.50				
Debt Service Coverage	1.73	1.59	Recommended >1.25		1.73	1.59
Net Cash Balance	\$202,372	\$192,795	\$220,636	\$214,176		

Telecommunications Comparison

January 2024



■ Debt ■ PILOT ■ Depreciation ■ Expenses

Miscellaneous Telecommunication Financial Information

2024 Fiber Monthly Payment to Electric \$4,376

Debt to be paid off in 2025, Rate = 3%

Total Debt Outstanding 1/31/2024 \$96,375

Total Assets for Telecommunications 1/31/2024 \$458,026

Total Utility Plant 1/31/2024 \$800,716

Utility Plant is 80% depreciated in total

Net Cash Balance includes Operations & Depreciation Funds

Operations 1/31/2024 = \$7,884

Depreciation 1/31/2024 = \$194,489

