Menasha Utilities
THE POWER OF COMMUNITY

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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: June 20, 2025

Commission President Mark Allwardt has called for a meeting of the Menasha Utilities Commission to begin at 8:00 am on **WEDNESDAY**, June 25, 2025, **AT THE MENASHA WATER PLANT, located at 57 Manitowoc Street, Menasha, Wisconsin**. The Agenda for the meeting will be:

REGULAR MEETING OF THE MENASHA UTILITIES COMMISSION
June 25, 2025

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 May 28, 2025.
  B. Approve and warrant the following payments dated May 29 – June 25, 2025 in the amount of $1,632,200.77.
  C. Correspondence

IV. Claims Against the Utility – M. Krause

V. **Purchase Orders** – K. Hubertus

VI. Unfinished Business
  A. **Electric Rates Rg-3** – M. Krause
  B. Filter Construction Update – A. Smith
  C. Coagulation, Flocculation, and Sedimentation Process – A. Smith

VII. New Business
  A. **Sanitary Survey** – A. Smith
  B. **Jeff Lemke Resolution of Appreciation** – M. Allwardt
  C. **Change Order #1 Cardinal Construction** – K. Melchert

D. **2026 Strategic Plan, Budget, and Planning Schedule** – K. Hubertus

VIII. Strategic Reports

A. **Monthly Strategic Objective Update** – Management Team

B. **May 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

May 28, 2025

Draft

Commissioner Roy Kordus called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Antoine Tines (telephonically), and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; Paula Maurer, Customer Service Manager; Kurt Melchert, Electric Manager; Justin Hoffmann, Project Engineer; and Tammy Phillips, Accounting and Administrative Assistant. Also present was Colten Sprenger, Energy Services Manager.

Those excused were: Commissioner Mark Allwardt

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

Item III. The motion made by Comm. Kordus, seconded by Comm. Turchan, was unanimous on roll call to approve the following:

A. Minutes of the Regular Meeting of April 23, 2025.
B. Approve and warrant the following payments dated April 24 – May 28, 2025 in the amount of $6,585,615.99.
C. Correspondence as listed:
Copy of 2025 MU Tree Line USA Recognition for Reliable Electricity
Copy of Letter to PSC RE: WI Electric Boundary Agreement for Calumet and Winnebago Counties
Copy of Customer Service Mailer RE: Residential Rebates
Copy of Customer Service Mailer RE: 2025 120th Anniversary
Copy of MU May Newsletter

Comm. Hammond joined the meeting at 8:06 a.m.

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 Gaylen Haas, 2364 Woodland Hills Drive, and that he be advised of his statutory rights pursuant to Wis. Statute §893.80
B. Motion is in order for the Utilities Commission to issue a formal notice of disallowance for the claim of Michelle Dobbe, 751 Wilson Street, and that she be advised of her statutory rights pursuant to Wis. Statute §893.80

The motion made by Comm. Kordus, seconded by Comm. Turchan was unanimous on roll call to deny the claims against the Utility by Gaylen Haas and Michelle Dobbe.

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

The motion made by Comm. Kordus, seconded by Comm. Turchan was unanimous on roll call to approve the purchase orders as presented.

Item VI. Unfinished Business, Filter Bed Construction Update. Adam Smith updated the Commission on the Filter Bed Construction. All filters and media have been removed, and replacements parts are arriving.

Electric Rate Case – The application filed on 4/30/24 was reviewed and approved by the PSC staff. They are recommending a 1.15% increase, effective June 1, 2025.

Item VII. New Business, Menasha Utilities Bill Comparison. A comparison of monthly water and electric costs for Menasha Utilities and surrounding communities was presented.

Energy Assistance Support Email Program. Data from the Energy Assistance Support Email program, sponsored by WPPI, was presented.

Comm. Tines left the meeting at 8:41 a.m.

Water Plant Pre-Treatment - Adam Smith presented a PowerPoint showing the Water Plant Pre-Treatment process.

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

Comm. Tines rejoined the meeting at 9:00 a.m.

April Financial and Project Status Reports – Electric consumption was lower than budget by 8.65%, cost of power was lower by 8.3%, and net operating income was slightly higher for April.

Water consumption was 2.7% lower than budget, expenses were lower, and net operating income was higher than budget by $44,566. There were no main breaks or service leaks in April.

After discussion, the Commission accepted the April Financial and Project Status Reports as presented.

Project Reports, Electric Projects – Crews worked on several billable projects for Jefferson Park and Maplewood Middle School, work continues on the Office Complex remodel and ESRI mapping and upgrades. The new van for substation operators was purchased, with the old one transferred to Water Distribution.

Water Projects – A new Opti view kit for UV transmittance was purchased. Work continues on the water filter media removal, large meter testing, valve exercising, and ESRI mapping.

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

Item X. The motion by Comm. Kordus, seconded by Comm. Turchan, was unanimously approved on roll call at 9:10 a.m. to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. RE: Northside Substation – 972 Sleepy Hollow Lane (parcel #720077600 and #720077601).

There being no further business, the motion by Comm. Kordus, seconded by Comm. Turchan, was unanimously approved to adjourn from Closed Session and to reconvene into Open Session of the Water and Light Commission meeting at 9:43 a.m.

Item XI. The motion by Comm. Kordus, seconded by Comm. Hammond, was unanimously approved on roll call to adjourn at 9:44 a.m.

By: ROY KORDUS
Vice-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 June 25, 2025
Copy of 2025-26 MU/WPPI Scholarship Awards
Copy of Thank-You RE: Jaelyn Feller Scholarship Award
Copy of June Bill Stuffer RE: June Scavenger Hunt
Copy of 2024 Annual Focus on Energy Customer Participation Report
Copy of 2024 Annual CCR Report
Copy of MU June Newsletter

Menasha Utilities
THE POWER OF COMMUNITY

WPPI energy
The way energy should be

News Release

Date: June 3, 2025
FOR IMMEDIATE RELEASE
Contact: Tammy Phillips, Accounting & Administrative Assistant
920-967-3411

Local High School Students Receive Menasha Utilities Scholarships

Local students Gabrielle Farr and Jaelyn Feller have been awarded the Menasha Utilities/WPPI Energy Public Power scholarship for high school students at the Menasha High and Appleton East School Awards Programs held on May 20th and May 19th, respectively.

"As a municipally owned utility, we believe that providing educational opportunities for promising local students is a sound investment in our community," says Melanie Krause, General Manager. "We congratulate Gabrielle and Jaelyn on their accomplishments and extend our best wishes for their successful future."

The $1,000 scholarships are presented to high school seniors who plan to attend a two-year technical college or a four-year university. To be eligible, students or their parents or guardians must be customers of Menasha Utilities or reside in the City of Menasha. Applicants are judged on a variety of criteria, including their academic and extracurricular achievement, work and volunteer experience, and future career goals.

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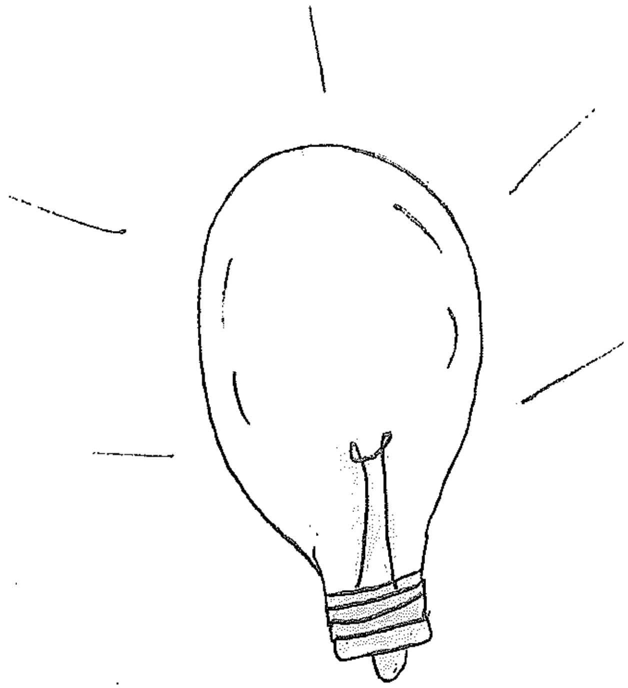
my future is bright!



thanks

♡A

Melanie Krause and the Menasha Utilities Scholarship Review Committee,

thank you so much for selecting me to recieve the Scholarship this year. This will be a huge help in paying for my college and I am beyond grateful.
Thank you so much and I will strive to make the most of my time in college and beyond!

Best wishes,

Jaelyn

EXPLORE YOUR COMMUNITY

DURING THE MONTH OF JUNE

Menasha Utilities is hosting a family-friendly scavenger hunt!

Starting June 1, and each week through June, send us a picture from the secret location or complete the scavenger hunt prompt to be entered to win! Prizes will include bill credits and energy efficient items.

Easily Manage Your Account with MyAccount! If you are not currently signed up to view your account through MyAccount on our website or MyMeter app on your phone, sign up today to receive the weekly clues via email.

How it works:

- Clues will be posted each Saturday in June by 9:00 a.m. at **menashautilities.com, shared on our Facebook page** and **sent to the email list.**
- Email a photo of yourself next to the secret locations or complete the scavenger hunt prompts, along with your name and address, to menashacs@menashautilities.com by Midnight on Sunday, July 6.
- Must be a Menasha Utilities customer to win. Limit one prize per utility account. Winners will be notified Monday, July 7. For more information visit menashautilities.com. Please submit all entries together, not separately. Contact our office to find out how you can participate without internet access!

WHAT DOES PUBLIC POWER MEAN FOR YOU?

CUSTOMER-FOCUSED HOMETOWN SERVICE

NOT-FOR-PROFIT AFFORDABLE POWER

LOCAL OWNERSHIP & CONTROL

SAFE & RELIABLE POWER

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

A WPPI ENERGY COMMUNITY

2024 ANNUAL PARTICIPATION REPORT

focus on energy
Partnering with Wisconsin utilities

Menasha Utilities

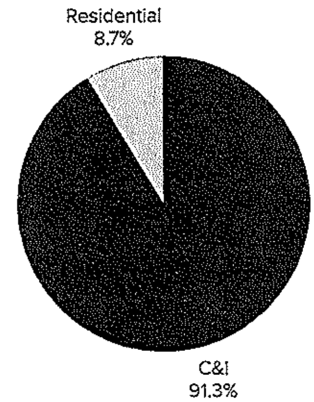
$769,897
CASH INCENTIVES PAID

1,255
PARTICIPANTS

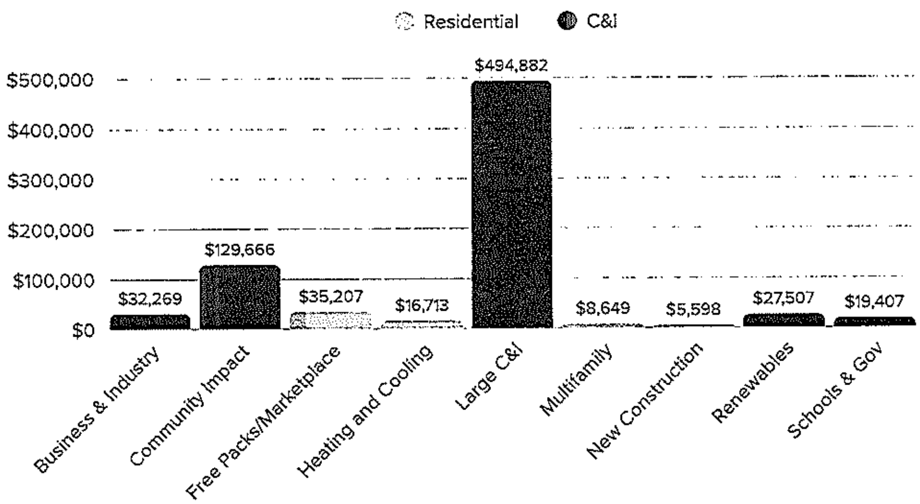
2,508,951
kWh SAVED (ANNUAL)

246
kW SAVED

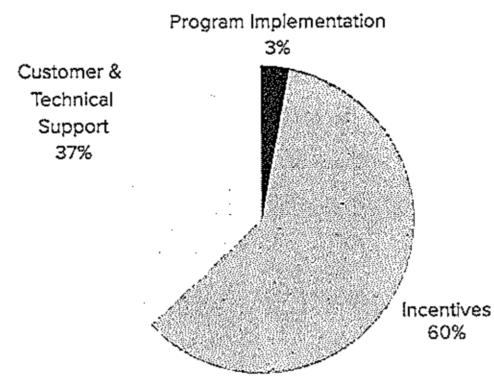
INCENTIVE DISTRIBUTION



INCENTIVE DISTRIBUTION BY PROGRAM



PARTICIPANT BENEFITS



2024 Participation Data from SPECTRUM.

2024 STATEWIDE PARTICIPATION

$53,779,295
CASH INCENTIVES PAID

175,258
PARTICIPANTS

9.4
PARTICIPANT SATISFACTION SCORE

446,024,448
kWh SAVED (ANNUAL)

64,941
kW DEMAND REDUCTION

18,865,485
THERMS SAVED (ANNUAL)

Verified values from 2024 Evaluation Report.

FOCUS ON ENERGY® GENERATES $4.17 IN BENEFITS FOR EVERY $1 INVESTED

June 2025

2024
Annual Drinking Water Consumer Confindence Report

To: All Menasha Water Utility Customers

We are pleased to present you with this year's Annual Drinking Water Consumer Confidence Report. This report is designed to keep you and/or your family informed about the quality of water and services we deliver to you every day. Our goal is to continuously provide you with a safe and reliable supply of drinking water. Menasha Water Utility is committed to improving the water treatment process and protecting our natural water resources.

Español: *Este informe contiene información importante acerca de su agua potable. Haga que alguien lo traduzca para usted, o hable con alguien que lo entienda.*
Hmoob: *Dlaim ntawv tshaabzu nuav muaj lug tseemceeb heev nyob rua huv kws has txug cov dlej mej haus. Kuas ib tug paab txhais rua koj, los nrug ib tug kws paub lug thaam.*

If you have questions about this report, please contact the water utility manager, Adam Smith at 920.967.3451. You can learn more about our water utility at www.menashautilities.com. We value our customers and want you to be informed. We also welcome you to provide public input at Menasha Utilities Commission meetings the fourth Wednesday of each month at 8:00 a.m.. The meetings are held at our Office & Operations Complex located at 321 Milwaukee Street.

Water Source

Our surface water source is Lake Winnebago. The lake water is treated, filtered, and disinfected at our Water Filtration Plant. It is then pumped to our customers through our water distribution system. Menasha Utilities has a source water assessment available for Menasha residents, if you would like this report please contact the water utility manager.

2024 Monitoring/Reporting Violations: NONE

Important Health Information

We continuously monitor and test the water we deliver to you in accordance with State and Federal regulations. Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. Some people may be more vulnerable to contaminants in drinking water than the general population. Immune-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/CDC guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Environmental Protection Agency Safe Drinking Water Hotline at (800)-426-4791.

Educational Information

The sources of drinking water, both tap water and bottled water, include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

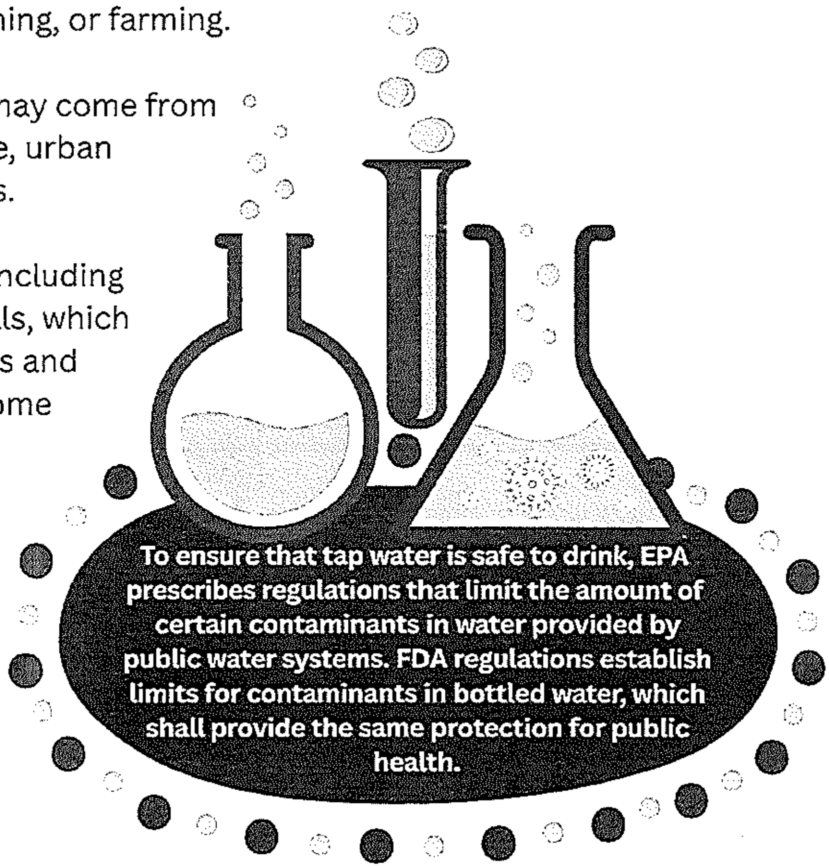
- *Microbial contaminants*, such as viruses and bacteria, may come from sewage treatment plants, septic systems, agricultural livestock operations and wildlife.

- *Inorganic contaminants*, such as salts and metals, which can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.

- *Pesticides and herbicides*, which may come from a variety of sources such as agriculture, urban stormwater runoff and residential uses.

- *Organic chemical contaminants*, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff and septic systems.

- *Radioactive contaminants*, which can be naturally occurring or be the result of oil and gas production and mining activities.

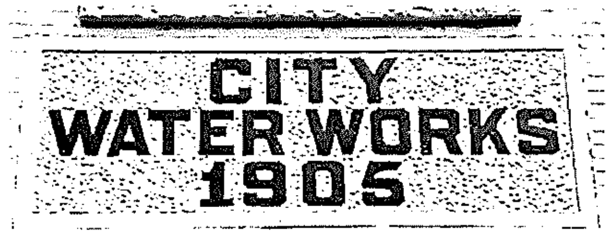


Detected Contaminants

Your water was tested for many contaminants last year. We are allowed to monitor for some contaminants less frequently than once a year. These tables list only those contaminants which were detected in your water. If a contaminant was detected last year, it will appear in the following tables without a sample date. If the contaminant was not monitored last year, but was detected within the last 5 years, it will appear in the tables alone with the sample date.

Cheers to 120 Years!

Menasha installed a public water system in 1905 which consisted of a brick building housing two 75 horsepower diesel engines driving triplex pumps drawing water from the Fox River and supplying the distribution system of mains, services, and hydrants.



Disinfectant Byproducts

Contaminant (units	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
HAA5 (ppb)	D35	60	60	21	15 - 28		No	By-product of drinking water chlorination
TTHM (ppb)	D35	80	0	30.5	22 – 39.6		No	By-product of drinking water chlorination
HAA5 (ppb)	D44	60	60	22	15 – 28		No	By-product of drinking water chlorination
TTHM (ppb)	D44	80	0	33.4	20.5 – 38.6		No	By-product of drinking water chlorination
HAA5 (ppb)	D45	60	60	21	15 - 28		No	By-product of drinking water chlorination
TTHM (ppb)	D45	80	0	30.5	20.8 – 39.7		No	By-product of drinking water chlorination
HAA5 (ppb)	D8	60	60	21	15 – 27		No	By-product of drinking water chlorination
TTHM (ppb)	D8	80	0	30.3	17.2 – 37.3		No	By-product of drinking water chlorination

Inorganic Contaminants

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
BARIUM (ppm)		2	2	0.01	0.01		No	Discharge of drilling wastes; Discharge from metal refineries; Erosion of natural deposits
FLUORIDE (ppm)		4	4	0.5	0.5		No	Erosion of natural deposits; Water additive which promotes strong teeth; Discharge from fertilizer and aluminum factories
NITRATE (N03-N) (ppm)		10	10	0.19	0.19		No	Runoff from fertilizer use; Leaching from septic tanks, sewage; Erosion of natural deposits
SODIUM (ppm)		n/a	n/a	41	41		No	n/a

Contaminant (units)	Action Level	MCLG	90th Percentile Level Found	Range	# of Results	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
COPPER (ppm)	AL=1.3	1.3	0.11	0.0064-0.2700	0 of 60 results were above the action level.	8/11/23	No	Corrosion of household plumbing systems; Erosion of natural deposits; Leaching from wood preservatives
LEAD (ppb)	AL=15	0	1.1	0.00-34.00	1 of 60 results were above the action level.	6/20/23	No	Corrosion of household plumbing systems; Erosion of natural deposits;

Radioactive Contaminants

Contaminant (units)	Site	MCL	MCLG	Level Found	Range	Sample Date (if prior to 2024)	Violation	Typical Source of Contaminant
GROSS ALPHA, EXCL. R & U (pCi/l)		15	0	1.8	1.8	4/21/20	No	Erosion of natural deposits

PFAS Contaminants with a recommended health advisory level

Perfluoroalkyl and polyfluoroalkyl substances (PFAS) are a large group of human-made chemicals that have been used in industry and consumer products worldwide since 1950. The following table lists PFAS contaminants which were detected in your water and that have a Recommended Public Health Groundwater Standard (RPHGS) or Health Advisory Level (HAL). There are no violations for detections of contaminants that exceed the RPHGS or HAL. The RPHGS are levels at which concentrations of the contaminant present a health risk and are based on guidance provided by the Wisconsin Department of Health Services.

Typical Source of Contaminant		Drinking water is one way that people can be exposed to PFAS. In Wisconsin, two-thirds of people use groundwater as their drinking water source. PFAS can get in groundwater from places that make or use PFAS and release from consumer products in landfills.			
Contaminant (units)	**Site**	**rphgs or hal (ppt)**	**Level Found**	**Range**	**Sample Date (if prior to 2024)**
PFBS (ppt)		450000	1	0.82 - 1.00	4/24/23
PFHXS (ppt)		40	0.64	0.60 - 0.64	4/24/23
PFOS (ppt)		20	1.7	1.20 - 1.70	4/24/23
PFOA (ppt)		20	1.2	1.2	4/24/23
PFHXA (ppt)		15000	1.5	0.98 – 1.50	1/17/23
PFOA AND PFOS TOTAL (ppt)		20	2.9	2.40 - 2.90	4/24/23

Note: The recommened health-based levels in the table above were in effect in 2024. These levels were revised by WDHS in 2025. They can be found here:

https://www.dhs.wisconsin.gov/water/gws.htm

Contaminants with a Public Health Groundwater Standard, Health Advisory Level, or a Secondary Maximum Contaminant Level

The following tables list contaminants which were detected in your water and that have either a Public Health Groundwater Standard (PHGS), Health Advisory Level (HAL), or a Secondary Maximum Contaminant Level (SMCL), or both. There are no violations for detections of contaminants that exceed Health Advisory Levels, Public Health Groundwater Standards or Secondary Maximum Contaminant Levels. Secondary Maximum Contaminant Levels are levels that do not present health concerns but may pose aesthetic problems such as objectionable taste, odor, or color. Public Health Groundwater Standards and Health Advisory Levels are levels at which concentrations of the contaminant present a health risk.

Contaminant (units)	Site	SMCL (ppm)	PHGS or HAL (ppm)	Level Found	Range	Sample Date (if prior to 2024)	Typical Source of Contaminant
SULFATE (ppm)		250		75	75		Runoff/leaching from natural deposits, industrial wastes

Unregulated Contaminants

Unregulated contaminants are those for which EPA has not established drinking water standards. The purpose of unregulated contaminant monitoring is to assist EPA in determining the occurrence of unregulated contaminants in drinking water and whether future regulation is warranted.

Contaminant (units)	Level Found	Range	Sample Date (if prior to 2024)	Violation
METOLACHLOR (DUAL) (ppb)	0.02	0.02-0.02	4/11/23	No
BROMOCHLOROACETIC ACID (ppb)	1.49	1.2-1.9	5/6/2019 - 2/10/2020	No
BROMODICHLOROACETIC ACID (ppb)	0.71	0.0-1.1	5/6/2019 – 2/10/2020	No
CHLORODIBROMOACETIC ACID (ppb)	0.05	0.0-0.41	5/6/2019 - 2/10/2020	No
DICHLOROACETIC ACID (ppb)	12.2	7.5-17.0	5/6/2019 - 2/10/2020	No
TRICHLOROACETIC ACID (ppb)	5.94	2.9-12.0	5/6/2019 – 2/10/2020	No
MONOBROMOACETIC ACID (ppb)	0.03	0.0-0.53	5/6/2019 – 2/10/2020	No
MONOCHLOROACETIC ACID (ppb)	0.38	0.0-3.9	5/6/2019 - 2/10/2020	No
DIBROMOACETIC ACID (ppb)	0.03	0.0-0.45	5/6/2019 - 2/10/2020	No

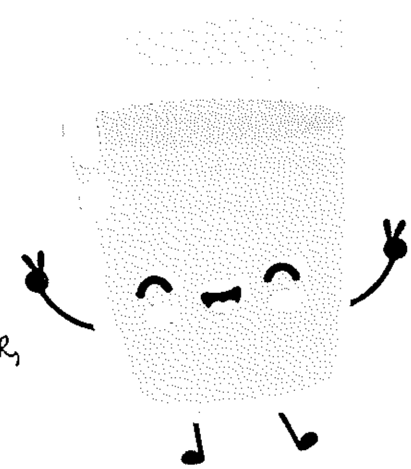
Additional Information on Service Line Materials

We are required to develop an initial inventory of service lines connected to our distribution system by October 16, 2024 and to make the inventory publicly accessible. You can access the service line inventory by visiting the Menasha Utilities web site at www.menashautilities.com

We're Honored to be Your

LOCAL UTILITY

We take pride in providing Menasha with clean drinking water, friendly hometown service. & local control



Additional Health Information

Lead can cause serious health effects in people of all ages, especially pregnant people, infants (both formula-fed and breastfed), and young children. Lead in drinking water is primarily from materials and parts used in service lines and in home plumbing. Menasha Utilities is responsible for providing high quality drinking water and removing lead pipes but cannot control the variety of materials used in the plumbing in your home. Because lead levels may vary over time, lead exposure is possible even when your tap sampling results do not detect lead at one point in time. You can help protect yourself and your family by identifying and removing lead materials within your home plumbing and taking steps to reduce your family's risk. Using a filter, certified by an American National Standards Institute accredited certifier to reduce lead, is effective in reducing lead exposures. Follow the instructions provided with the filter to ensure the filter is used properly. Use only cold water for drinking, cooking, and making baby formula. Boiling water does not remove lead from water. Before using tap water for drinking, cooking, or making baby formula, flush your pipes for several minutes. You can do this by running your tap, taking a shower, doing laundry or a load of dishes. If you have a lead service line or galvanized requiring replacement service line, you may need to flush your pipes for a longer period. If you are concerned about lead in your water and wish to have your water tested, contact Menasha Utilities at 906-967-3451. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available at https://www.epa.gov/safewater/lead.

Cryptosporidium and Radon

Menasha Water Utility uses UV Disinfection and Granular Activated Carbon Contactors to meet or exceed the level of treatment required for cryptosporidium by the EPA's Long Term 2 Enhanced Surface Water Treated Rule. Our water system did not monitor finished water for cryptosporidium during 2024. We are not required by State or Federal drinking water regulations to do so.

Turbidity Monitoring

In accordance with NR 810.29, Wisconsin Administrative Code, the treated surface water is monitored for turbidity to confirm that the filtered water is less than 0.3 NTU. Turbidity is a measure of the cloudiness of water. We monitor for it because it is a good indicator of the effectiveness of our filtration system. During the year, the highest single-entry point turbidity measurement was 0.18 NTU. The lowest monthly percentage of samples meeting the turbidity limit was 100 percent.

Menasha Utilities
THE POWER OF COMMUNITY

Definitions

AL: Action Level the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

HA: Health Advisory an estimate of acceptable drinking water levels for a chemical substance based on health effects information. Health Advisories are determined by US EPA.

HAL: Health Advisory Level the concentration of a contaminant which, if exceeded, poses a health risk, and may require a system to post a public notice.

MCL: Maximum Contaminant Level the highest level of a contaminant that is allowed in drinking water. MCL's are set as close to MCLG's as feasible using the best available treatment technology.

MCLG: Maximum Contaminant Level Goal the level of contaminant in drinking water below which there is no known or expected risk to health. MCLG's allow for a margin of safety.

NTU: Nephlometric Turbidity Units

pCi/l: Picocuries per liter (measure of radioactivity)

ppm: Parts Per Million, or milligrams per liter (mg/l)

ppb: Parts Per Billion, or micrograms per liter (µg/l)

ppt: Parts Per Trillion, or nanograms per liter (ng/l)

PHGS: Public Health Groundwater Standards: Found in NR 140 Groundwater Quality. The concentration of a contaminant which, if exceeded, poses a health risk, and may require a system to post a public notice.

RPHGS: Recommended Public Health Groundwater Standards proposed by Wisconsin Department of Health Services. The concentration of a contaminant which, poses a health risk, and may require a system to post a public notice.

SMCL: Secondary Drinking Water Standards or Secondary Maximum Contaminant Level for contaminants that affect taste, odor, or appearance of the drinking water. The SMCL's do not represent health standards.

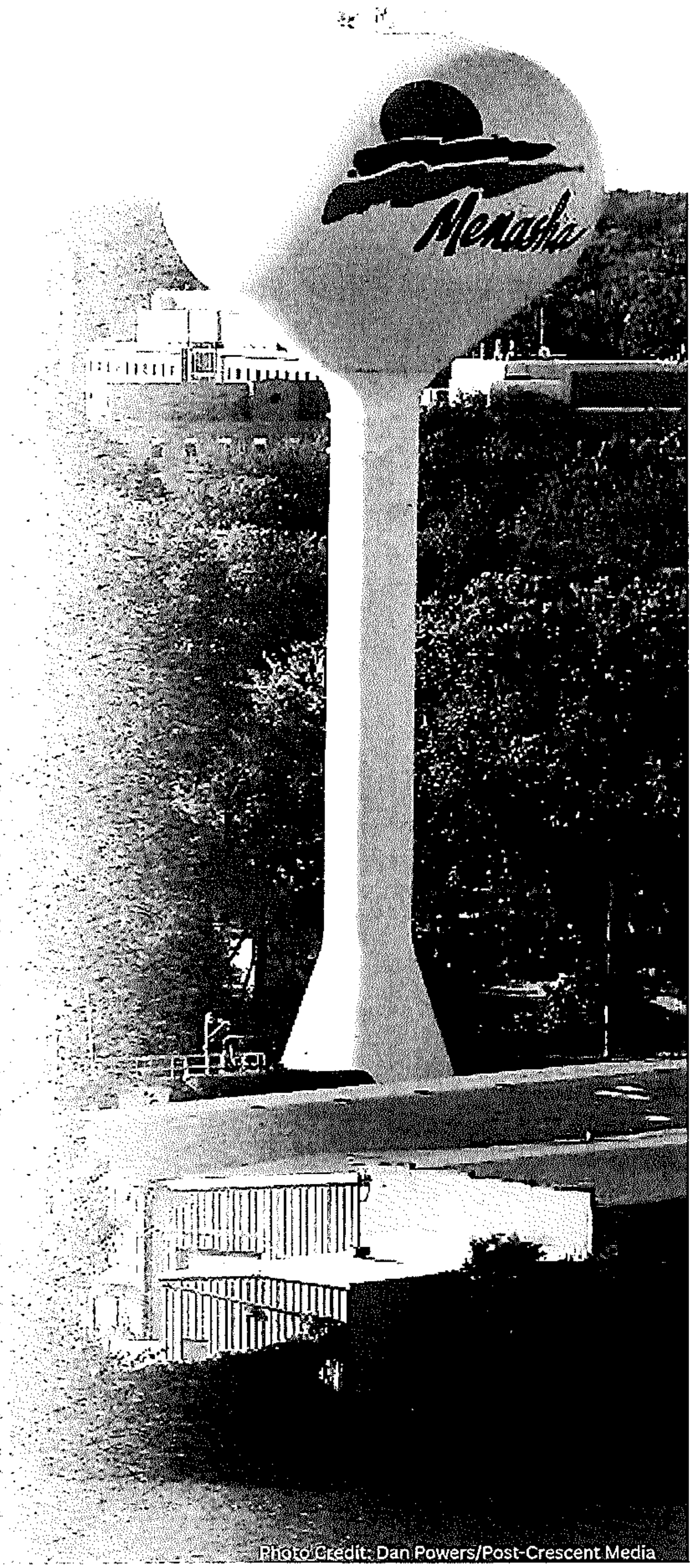


Photo Credit: Dan Powers/Post-Crescent Media

MU News

Menasha Utilities
120 YEARS!

MEUW Safety Award

Municipal Electric Utilities of Wisconsin (MEUW) recognized 43 of its public power members, including Menasha Utilities for their commitment to worker safety.

Wisconsin line workers and electric crews risk receiving serious or fatal injuries while providing affordable and reliable power. Public power communities across the state emphasize the importance of safety training and daily safe work practices.

MEUW recognizes and rewards safe operations through its annual Safety Achievement Awards. Utilities are placed into categories based on the total number of hours worked, receiving recognition based on the most incident-free records. The incidence rate used to evaluate utilities is based on the number of work-related recordable injuries or illnesses, compared to the total number of worker-hours during 2024, as defined by the Occupational Safety and Health Administration (OSHA). **Menasha received GOLD** for its safety performance in 2024.

"Work in the electric utility industry requires a constant focus on safety," said Tim Heinrich, MEUW President and CEO. "Our association is proud to recognize that on-the-job focus — following safety rules, using safe work practices, and watching out for one another.

Congratulations to our employees for their dedication to safety excellence.

Inside this issue:

hello June

"June is the time for dreams to take flight and soar into reality."

Happy Father's Day to all MU dads!

Public Power Day of Giving

Public Power Day of Giving is a proud tradition that exemplifies our unwavering commitment to strengthening communities through service. In its 17th year, this cherished event first began in New Orleans, where it continues to inspire volunteerism and connection. In honor of the Day of Giving, we are having a non-perishable food drive to collect pantry items to be donated to Cornerstone Church's food pantry. To make it interesting, the food drive will be a contest between departments, with the winning department receiving bragging rights AND a delicious treat from Manderfield's Bakery! Departments are going to be Water, Electric, and Customer Service/Accounting. The winning department will be determined by the number of items donated. A box will be provided to each department, and the donation timeframe is **June 1 through June 30.** Please bring your box (or boxes!) of items to Paula on July 1. Thank you – GOOD LUCK!

Food Truck – June 25th at MU

HIGH KALIBER
BARBECUE N' CATERING

High Kaliber Barbecue's food truck will be in the Menasha Utilities parking lot on Wednesday, **June 25th from 11 am until 1 pm.** Once we have a menu planned by them, it will be posted on the boards around the utility. Check them out ahead of time at highkaliberbbq.com.

There will be tables set up to eat outside courtesy of **Rob Ujazdowski.**

Office Renovation Update

Starting June 2, they will be plastering all the walls and that will last for the entire week. They will be first concentrating on the new work room and Ops/Metering room before moving onto the halls and Commission room. The plumber will also be moving the waterlines on Monday in the men's bathroom so they can start the drywall and finish in there.

The following week as of right now, the plan is to be moving onto sanding the walls and possible paint by the end of the week. During that time there will be a lot of dust in the air. Please keep your doors closed and limit travel throughout the building to only needed travel. They will have the "air scrubber" running but I am not sure how well that will keep down the dust since there are so many rooms they will be working on. We may have to turn the air handling unit off to limit the dust transfer throughout the building so some rooms may get hot, sorry in advance.

The week of the 16th would then be ceilings/flooring and then moving into the workroom and Ops room. The Commission Room is planning to be done by the end of the month.

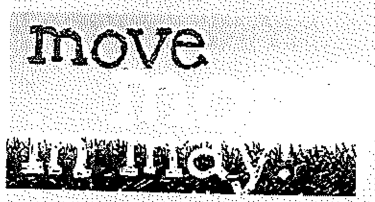
Safety Slogan of the Month

June has been recognized as National Safety Month since 1996. The National Safety Council aims to spread awareness of safety hazards and unintentional injuries for industrial workers of the United States.

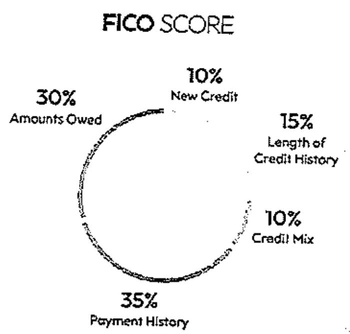
1. **Preventing Slips, Trips, and Falls**
   - Keep walkways clear of clutter and spills.
   - Use handrails on stairs and wear appropriate footwear.
   - Report uneven flooring or broken tiles.
2. **Workplace Safety Awareness**
   - Always follow safety protocols and wear proper PPE.
   - Don't bypass machine guards or take shortcuts.
   - Participate in safety drills and toolbox talks.
3. **Ergonomics and Injury Prevention**
   - Adjust your chair and monitor to maintain proper posture.
   - Take regular breaks to stretch and move.
   - Use lifting techniques — bend your knees, not your back.
4. **Home Safety Preparedness**
   - Test smoke alarms monthly and check fire extinguishers.
   - Store hazardous materials out of children's reach.
   - Create and practice an emergency evacuation plan.
5. **Mental Health and Wellbeing**
   - Take breaks and avoid burning out.
   - Talk openly about stress and ask for help when needed.
   - Encourage a supportive and respectful work environment.

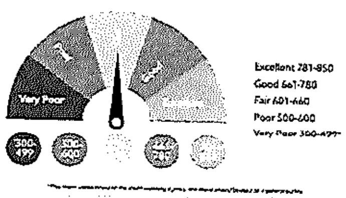
A name will be drawn at the end of the month to repeat the slogan or one of the key points.

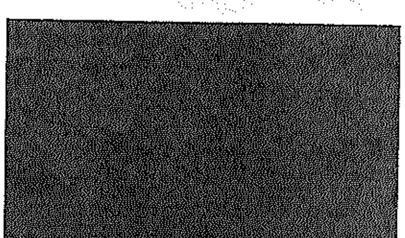
Last Month's Winner: TBD



Congratulations to our Move More in May participants: Natalie Markelz, Kristin Hubertus, Lori Volpintesta, Colten Sprenger, Caleb Hass, Kurt Melchert, and Melanie Krause. Prizes will be given out in the beginning of June for the winner with the most steps, and others who completed the 217,000 monthly step challenge!







Employee Recognition: Jeff Lemke

This month we would like to recognize Jeff for his **39 years** of service to Menasha Utilities. He started in the Electric Distribution department as a Journeyman Lineman and for the last 27 years he has been the Chief Meter Technician at the Utility. His last working day was May 29 with his official retirement in July. Thank you for your dedication to the Utility and Congratulations on your much deserved retirement!

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 – Financial Wellness

Credit Score/Report

If you pay off a loan or credit card, how does that impact your credit score? If you get rid of debt, can that hurt your credit score? The answer is YES to both. A credit score is a number, usually ranging from 300 to 850, that reflects your creditworthiness and helps lenders assess your ability to repay borrowed money. Your score will help determine how much you will pay for credit cards, auto loan, and mortgages. A high score means you have "good" credit, and a low score means you have "bad" credit in which you will most likely pay higher interest rates to get credit.

Lenders usually focus on your FICO score, and it is based on payment history (35%), credit utilization (30%), length of credit history (15%), credit mix (10%), and new inquiries (10%). If you have $10,000 in available credit across all your cards and your combined balance is $1,500, your credit utilization is 15% (which counts 30% towards your score). If you close a credit card and now your available credit is $5,000 and your combined balance is still $1,500, your credit utilization is now 30%, so your FICO score will drop a bit because of your credit utilization going up.

The credit scoring system likes to see a mix of different types of credit such as a car loan, a mortgage, and a couple of credit cards. Having a score of at least 750 is considered great for making you eligible for the best deals on interest rates. To get your number higher than this, don't charge much on your credit cards and pay every bill on time.

There are three nationwide credit bureaus – Equifax, Experian, and TransUnion. You can get a free report weekly at AnnualCreditReport.com. This website is the ONLY authorized website to give you these free credit reports. You can also call 877-322-8228 to get your free report.

Source: Costco Connection May 2025 "Know Your Number" by Suze Orman & Federal Trade Commission website

Wellness Event – Fresh Fruit for all Employees 6/24

On Tuesday, June 24th, fresh fruit cups will be in the break rooms at the Office Complex and the Water Plant for all employees. Help yourself! A big thank you goes to **Tricia Van Dinter** for assembling all these treats for our employees.

MU Apparel

The online storefront is open until Friday **June 13** at noon so get your MU apparel ordered. The online link was emailed out last week to all employees.

When ordering if you select the pickup option there will be no shipping charges and Creative Imprint will deliver all the clothing items to our office!

WDC Onsite

Our new representative Brianne Burnett will be here **June 26** for those that have expressed interest. A signup will be coming out 2 weeks prior to choose a time slot. All the spots are filled but if someone still would like to talk with her you can look to do them remotely. If you would like more information on this option, please let Melanie know.

WDC

Birthdays:

Don Kieper III June 20

Matt Off June 27

Happy Birthday to YOU!

June 2025

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	30					

Anniversaries:

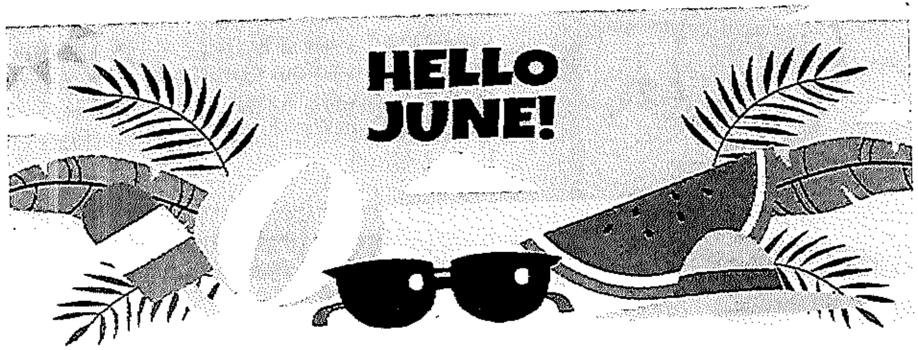
Gage Schmidt 3 Years

Vicki Jesko 9 Years

Don Kieper III 19 Years

Melanie Krause 28 Years

Congrats on your years of service!



Upcoming Events

MEUW Crew Visit	June 4
Safety Committee Meeting	June 10 1:00 p.m.
Payday	June 13
Wellness Fruit Cups	June 24
Fall Protection Training /Harness Inspection	June 25
Breakroom	7:15 – 8:15 a.m.
Water Plant	12:30 – 1:30 p.m.
Commission Meeting	June 25 8:00 a.m.
High Kaliber BBQ Food Truck	June 25 11:00 – 1:00 p.m.
WDC Onsite	June 26

Menasha Utilities

Purchase Orders over $25,000 issued since the last Commission Meeting on 5/28/2025

Date	P.O. #	Vendor	Amount	Purpose	Budget	Total $ Budgeted	Remaining Budget	% of Budget
5/28/2025	11448	Irby (1)	$ 38,680.03	8,661' of 15kv Primary Cable 1/0	Yes	$ 200,000.00	$ 200,000.00	19.34%
6/11/2025	11454	Primus Marketing (2)	$ 79,800.00	600 Water V4 modules and mounting kits for **2026**	Yes	$ 180,000.00	$ 180,000.00	44.33%

(1) This cable will be used at the Maplewood School project and is also the most common cable we use with underground projects.

(2) There is a 26 - 29 week lead time for ordering AMI water modules. We specified on the purchase order that we can only take delivery in 2026.
Using meter budget amount from 2025 budget that is listed for 2026. This amount will be included in the October budget meeting for the 2026 Budget.

WPPI ENERGY

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

June 6, 2025

Mr. Cru Stubley
Electric Division – Secretary to the Commission
Public Service Commission of Wisconsin
4822 Madison Yards Way
Madison, Wisconsin 53705-9100

RE: Menasha Electric and Water Utilities (PSC Utility No. 3560)
Application for Approval of Rg-3 Optional Three Tier Residential Time-of-Day Rate

Dear Secretary Stubley:

On behalf of Menasha Electric and Water Utilities ("Menasha " or "Utility"), WPPI Energy ("WPPI") submits this application for approval of the attached residential Optional Three-Tier Time-of-Day (TOD) rate, designated Rg-3, for Public Service Commission ("PSC") consideration and approval.

Overview

The proposed Rg-3 rate is a three-tier TOD rate which residential customers may choose in place of the Utility's standard Rg-1 flat residential rate. Menasha's forward-thinking implementation of AMI with interval metering and participation in WPPI's meter data management system and NorthStar billing program has provided Menasha with the customer usage data necessary to offer this three tier rate. The following table shows the proposed pricing periods and associated rates.

Proposed Rg-3 Pricing Periods and Rates

Period	Rate ($/kWh)	Hours
Peak	$0.1795	3:00 – 7:00 p.m. Monday-Friday, excluding holidays
Off-peak	$0.0605	Midnight – 5:00 a.m. everyday
Standard	$0.1140[1]	All other hours

Menasha's current optional residential TOD rate (Rg-2) has been in place for many years. Rg-2 has two pricing tiers[2], with the higher priced on-peak period spanning 12 hours each weekday. Participation is limited, with 40 residential customers currently served under Rg-2. Menasha believes that the proposed Rg-3 rate design will be more attractive to customers than Rg-2. It should be more feasible for customers to shift electric use to lower cost hours from a 4-hour peak period (Rg-3) than from a 12-hour on-peak period (Rg-2).

[1] This is the same energy rate as in Menasha's Rg-1 rate effective 6/1/2025.
[2] Menasha's Rg-2 rate is $0.1999/kWh on-peak (12-hour period each Monday through Friday, excluding holidays, and starting at 8:00 a.m.) and $0.0617/kWh all other hours.

The proposed Rg-3 TOD rate would be available for any Menasha residential customer and should be especially attractive to the increasing number of anticipated and current electric vehicles which Menasha's residential customers are charging at home with Level 2[3] chargers. Meter data indicates that these customers typically start charging their EVs about 5:00 p.m. This charging load coincides with Menasha's monthly system peak hour in over half of the months of the year, and that coincidence is likely to increase as the number of EVs increase[4]. The Rg-3 rate uses a "carrot and stick" to encourage customers not to charge their EVs during the monthly system peak hour. The "carrot" is a discounted energy rate from midnight to 5:00 a.m. which customers could capture by programming their car or their charger to begin charging at midnight (instead of when they come home from work). The "stick" is a higher energy price during the four-hour window when Menasha is most likely to encounter its monthly peak hour.

EV load is a consideration in the design of the Rg-3 rate, so this application follows the guidelines set forth by the PSC in docket 5-EI-156, Investigation of Electric Vehicle Policy and Regulation.

The proposed Rg-3 rate design is based on the Rg-3 rate the Commission approved for Waunakee Utilities in docket 6260-TE-111.

Menasha Electric and Water Utilities respectfully requests the Commission approve the proposed Rg-3 rate. Please give me a call if you have any questions regarding this filing

Respectfully Submitted,

Adam Dikeman

Adam Dikeman
Rate Analyst
WPPI Energy

Attachment

CC- Melanie Krause – Menasha Electric and Water Utilities
Tim Ament – WPPI Energy
Colten Sprenger – WPPI Energy

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[3] Level 2 chargers are generally 240 volts and draw about 7 kW when charging an EV.

RATE FILE

Public Service Commission of Wisconsin

Sheet No.	1 of 1
Schedule No.	Rg-3
Amendment No.	

MENASHA ELECTRIC AND WATER UTILITIES

Residential Service - Optional Three-Tier Time of Day

Application: This rate schedule is optional to all residential service customers. Customers that wish to be served on this rate schedule must apply to the utility for service. Once an optional customer begins service on this rate schedule, the customer shall remain on the rate schedule for a minimum of one year. Any customer choosing to be served on this rate schedule waives all rights to billing adjustments arising from a claim that the bill for service would be less on another rate schedule than under this rate schedule.

Once on this rate, the utility will review billing annually according to Wis. Admin. Code Ch. PSC 113.

Customer Charge:	Single-Phase:	$12.00 per month.
	Three-Phase:	$21.00 per month.
Energy Charge:	Off-Peak Hours:	$0.0605 per kWh.
	Standard Hours:	$0.1140 per kWh.
	On-Peak Hours:	$0.1795 per kWh
Power Cost Adjustment Clause:		Charge per kWh varies monthly. See schedule PCAC.
Pricing Periods:	Off-Peak Hours:	12:00 a.m. to 5:00 a.m. every day
	Peak Hours:	3:00 p.m. to 7:00 p.m. Monday through Friday, excluding holidays specified below
	Standard Hours:	All times not specified as Off-peak or On-Peak hours
Holidays:	New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, or the day designated to be celebrated as such.	

Prompt Payment of Bills: Same as Rg-1.

Minimum Monthly Bill: The minimum monthly bill shall be the customer charge.

Moving Provision: If a customer moves within the utility's service territory, both the original and the new customer have the option to remain on the Residential Service – Optional Three Tier Time of Day, Rg-3, or transfer to the Residential Service Schedule, Rg-1, at no cost to the customer.

Joint Residential/Commercial Customers: A customer occupying a building or apartment for residential and commercial purposed jointly shall be billed on another rate which is determined based on the customer's load.

EFFECTIVE:
PSCW AUTHORIZATION:

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
Agricultural Services Center
3369 West Brewster Street
Appleton WI 54914-1602

Tony Evers, Governor
Karen Hyun, Ph.D., Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711

June 4, 2025

PWS ID 47103342
Menasha Electric and Water Utility -MC
Winnebago County

Melanie Krause
City of Menasha
321 Milwaukee St.
P.O. Box 340
Menasha, WI 54952-0340

Subject: 2025 Sanitary Survey Report for the Water Supply Serving the City of Menasha

Dear Ms. Krause:

On May 6, 2025, McCrea Baker and I conducted a sanitary survey of the Menasha Utilities (Utility) water system. Also present were Adam Smith, Melanie Krause, Matt Schmeichel, and Dennis Van Dinter on behalf of the Utility. The purpose of a sanitary survey is to evaluate the Utility's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality.

At the completion of the survey, Adam Smith was briefed on the preliminary findings. This report outlines the final findings, discusses problems that need to be addressed, and provides timelines for corrective action where appropriate. This report also includes existing, non-conforming features and recommendations that the Utility should review and address as appropriate. Depending on the type of action you take to correct these issues; you may need to obtain prior approval and submit additional plans to the Department.

Required Action

Since there are no deficiencies, no response to this report is required. Please make this report available to City Council or Utility Board members.

Deficiencies

During the sanitary survey, no (0) significant deficiencies or non-significant deficiencies were identified. Deficiencies are problems in the drinking water system that have the potential to cause serious health risks, represent long-term health risks to consumers or may indicate noncompliance with one or more Wisconsin Administrative Codes.

Recommendations

During the sanitary survey, seven (7) recommendations were identified. Recommendations are problems in the water system that may hinder your public water system from consistently providing safe drinking water to consumers.

Recommendations
1. The existing intake and pre-sedimentation basin have been previously identified as a security risk and may not be supplying the plant with the best available water quality per s. NR 811.21, Wis. Adm. Code. The department recommends the Utility continue to pursue a new intake.
2. The hydrant and valve exercising program should be reviewed to ensure that it is appropriately tracked in the GIS database and appropriately reported to PSC. Section NR 810.13(2), Wis. Adm. Code requires that hydrants be exercised every 2 years and valves be exercised every 2 to 5 years. The City has been moving to GIS for record-keeping and the record documentation is improving but not fully compliant. Additionally, hydrant and valve exercising numbers in GIS did not match what had been reported to PSC.
3. Cyber-attacks have been striking critical infrastructure across the United States with increased frequency, including attacks to public water systems. The department recommends the Utility evaluate the existing cybersecurity practices and make improvements to reduce vulnerability to cyber-attacks. Consider using the following resources to determine if improvements can be made to the Utility's existing system. • The U.S. EPA Water Cybersecurity Assessment Tool and Risk Mitigation Plan can be used to assess your existing cybersecurity practices and provides a risk mitigation plan. • The U.S. EPA offers cybersecurity technical assistance for water utilities to help water systems improve their cybersecurity practices. • Additional information and resources on water system cybersecurity can be found at the U.S. EPA Cybersecurity Webpage.
4. The Utility should continue to prioritize the replacement of 4-inch water main, particularly in areas which may have limited access to fire hydrants on larger mains.
5. The department recommends the Utility develop a policy for flushing hydrants and maintaining valves on private property where the property owner pays for this service and the water used. The Public Service Commission does not allow communities to provide this service to private owners within the budget funded by all water rate payers.
6. The aerator basin is not covered. All treatment plant basins are required to be covered per s. NR 810.28, Wis. Adm. Code The water at this stage in the treatment process is still the equivalent of raw water, however it still acts as a treatment basin. The next time major work is done on the building, a cover shall be provided for the aerator to minimize contaminant risk from wildlife and environmental factors.
7. The department recommends utilities evaluate and determine the condition of the raw water intake(s) on a regular basis. Conducting routine inspections of these assets to identify damage and quantify sediment or zebra mussel build up both on the interior and exterior can be instrumental in planning for and completing routine maintenance. If significant maintenance, repair, or cleaning is required, approvals from the drinking water program and from other department programs may be required based on the nature of

Recommendations
the work. Contacting the department a minimum of one year in advance of any planned cleaning or maintenance work on the intake piping or structures is recommended to ensure adequate time is available to secure all necessary permits. This includes permitting backflushing activities to remove frazil ice during the winter. For WY permitting questions, please contact Sawyer Hanson at sawyer.hanson@wisconsin.gov or 608-669-4310. For WW permitting questions, please contact your regional representatives and supervisors to initiate the process. Waterways regional representatives and supervisors can be found at the following web link: https://dnr.wisconsin.gov/topic/Waterways/contacts.html

Non-Conforming Features

Non-Conforming Features are items that existed in a water system before a code change became effective. The following are not deficiencies, but do not conform to current standards for community systems. Correction of these features is required when a health risk is identified, the feature causes problems with the operation of the water system or the feature is located within a reviewable project. Note that some of these Non-Conforming Features have been identified on prior sanitary surveys. <u>If you choose to address the items below now or in the near future, note that prior DNR plan approval is required.</u>

Non-Conforming Features
1. The existing intake is non-conventional and does not conform to the requirements of NR 811.22, Wis. Adm. Code.
2. The distribution system includes customers with two or more connections to the water system that do not have check valves at each connection as required in s. NR 811.68(3), Wis. Adm. Code. Consider correcting these when work is being done nearby. If check valves are being used to correct the issue, the work requires prior plan approval. If the private main is being cut to eliminate the "flow through" DNR plan approval is not required, however, approval may be required through the Department of Safety and Professional Services. That agency oversees private plumbing.
3. The chloramine, soda ash, and sodium silicate chemical feed injectors, located in the UV effluent pipe, are not installed in accordance with s. NR 811.39(7)(f), Wis. Adm. Code. Chemical feed injectors installed in a horizontal pipe must be installed up into the bottom half of the pipe to minimize corrosion and potential leaks from dripping injectors. When changes are made to this piping, the injector locations shall be changed.
4. The chemical storage at the intake head house is not equipped with a vent system that conveys gasses to the outside atmosphere per s. NR 811.40(1)(n) Wis. Adm. Code. When changes are made to the head house, the ventilation system should be upgraded.

Non-Conforming Features
5. The plant process overflows (CT basins, filters, etc.) do not discharge perpendicular to the ground per s. NR 811.64(4) Wis. Adm. Code.
6. The exposed CT Tank roof does not have a membrane cover per s. NR 811.64(10)(i) Wis. Adm. Code.
7. There are no check valves on the older low lift pumps per s. NR 811.37(5) Wis. Adm. Code and the older low lift pumps are not above grade per s. NR 811.30(1) Wis. Adm. Code.

Reminders and Other Follow-Up

1. The City must ensure that cross connections are performed before water service is restored to vacant commercial and industrial facilities.
2. Following all water storage facility inspections, the Utility shall submit a completed Department inspection report (Form 3300-248) per s. NR 810.14(4), Wis. Adm. Code. Supplemental reports, photos or videos provided by the inspection company shall also be provided.
3. On an annual basis, the Utility must conduct and document inspections of the screening on the vents and overflows, watertight seals on the inspection hatches on your towers and ground storage reservoirs and make repairs as necessary, in accordance with s. NR 810.14(1), Wis. Adm. Code. Documentation of this inspection can be a notation in your daily logbook, monthly report, receipt by a private contractor or any other method to show the date the work was completed.
4. Relays of water mains require plan approval if any of the following have changed: size, material, or location (i.e., if it is not in the same trench as the original pipe).
5. An operator certified as an S1 shall be on duty at all times.
6. There are upcoming deadlines for the Americas Water Infrastructure Act (AWIA) for certification that Risk and Resiliency Assessments (RRAs) and Emergency Response Plans have been updated. For water systems serving a population between 3,301 and 49,999, the deadline to provide certification to the EPA that the RRA has been updated is June 30, 2026. The deadline to provide certification to the EPA that the ERP has been updated is 6 months following the RRA certification date. Visit https://www.epa.gov/waterresilience/awia-section-2013 for more information

System Description

Menasha Electric and Water Utilities is a Lake Winnebago surface water system serving a population of 15,144 people. The Utility pumped approximately 657 million gallons to the distribution system in 2024. The resulting average daily pumpage in 2024 was 1.8 million gallons per day (MGD). The treatment plant has a capacity of 6 MGD. The volume of available elevated storage is 750k gallons. The ground storage reservoir has a capacity of 3 MG.

According to the Department issued *SWTR Disinfection Requirements and Compliance Determination* document issued in 2012 and updated in 2014, 2016, 2022, and 2025 the Utility opted to provide Bin 4 treatment in lieu of conducting raw water cryptosporidium monitoring.

Intake - The existing intake is located at the end of a channel, which is supplied by and flows north from the Fox River. The water passes through a head house which includes a manual bar screen, adjustable weir to control flow, and seasonal potassium permanganate addition for zebra mussel control and to oxidize organics in the raw water. From the head house, water flows through an open pre-sedimentation basin.

Logs are placed upstream from the head house to prevent damage by debris. A pump operates opposite the channel from the head house to increase circulation of water in the channel and to pull scum and algae away from the pre-sedimentation basin and out into Lake Winnebago.

The pre-sedimentation basin is a large detention basin with baffles to direct the flow and prevent stagnant water. After passing through the pre-sedimentation basin, the water is treated with a second dose of potassium permanganate and then flows to the plant wet well through a 42-inch pipe that is screened at both the pre-sedimentation basin and the wet well. A chemical building is located at the exit point from the basin where additional potassium permanganate is added. There are also a pair of backup intakes in the river, one 24-inches in diameter and one 16-inches in diameter.

The existing intake has been identified as not conventional and likely not to be the best source of raw water available, as is required by ss. NR 811.21 and 811.22, Wis. Adm. Code. The department feels that the pre-sedimentation also represents a security risk. A *Source Water Supply Evaluation* was submitted to the Department in 2015. Since that time, the City has evaluated a number of options for alternative intake locations. Currently, there is not a practicable location for a new intake that would provide a sufficient improvement in water quality such that pursuing a new intake is required. The department recommends that the City keep a new intake in their future capital improvement plans. This previous deficiency will be recategorized as a non-conforming feature. The department will monitor for changes in water quality at the existing intake and/or heightened security risks at the sedimentation basins.

Low Lift Pumping - There are a total of five low lift pumps. There are two vertical turbine pumps (low lift pumps 4 and 5), each with a 1650gpm (2.5 MGD) capacity, installed above grade in 2015 and equipped with variable frequency drives. These two pumps alternate monthly to supply the plant. There are also three centrifugal pumps (low lift pumps 6-8), each with a capacity of 5 MGD installed below grade in the 1960's. These three pumps are exercised a minimum of twice a year as maintenance.

Aeration/PAC Mixing/Rapid Mix - The low lift pumps send water to a bank of spray aerators followed by a powdered active carbon (PAC) mixing tank for taste and odor control, after which point the water flows via gravity through the conventional filtration process of the plant. Use and operation of the aerators and PAC mixing tank area seasonal and depend on air temperature and water quality. The aerators are offline during winter months due to freezing and PAC is generally not needed or added during winter months due to the higher raw water quality.

Following PAC addition, water flows through a 24-inch pipe to an induced jet rapid mix system where alum is fed for coagulation.

Flocculation and Sedimentation - After the rapid mix system, the water flows through a multi-stage flocculation basin with variable speed vertical shaft impellers. Under normal operations, water flows through the first three chambers in the North basin and then through a sluice gate into chambers four through seven in the South basin. The basins are configured so that the sluice gate can be closed and either basin used separately when maintenance is required. Clarifloc 308-P polymer is added as a flocculation aid in the second chamber of the North basin. The impellers are operated at progressively lower speeds as the water moves through the chambers to aid in the formation of floc. From the flocculation basin, the water is routed through one of two sedimentation basins.

Filtration - After sedimentation, water flows through one of four dual media filters, each rated for 2 MGD. In the warmer months (approximately May-October), chloramines are added at the filter inlet channel at a rate based on the filter inlet flow meter. The target dose is less than 1 mg/L with a target residual of 0.3 mg/L in the water going into the filters. The inlet channel is equipped with an agitator to mix chlorine and prevent sediment from settling in the channel.

The filters contain 4 feet of anthracite and 1 foot of sand. Backwashing is initiated based on either head loss (5 feet), time (200 hours of operation) or turbidity (0.2 NTU). A backwash cycle typically consists of four minutes of air scour, four minutes of air scour and backwash, and then three to fifteen minutes of backwashing with water, depending on the condition of the filter. After backwashing, filter to waste occurs until the filter achieves a turbidity less than 0.2 NTU.

At the time of the survey, two of the filters were undergoing repairs due to sudden failure of the underdrain system in March 2025 during a backwash cycle. The filters were being replaced with in-kind filters and underdrains. The two working filters were being backwashed more frequently than typical to ensure their performance during the repairs.

Intermediate Pumping - From the filters, the water flows to the intermediate wetwell. There are three intermediate pumps that pull water from the wetwell to the GAC contactors. One pump operates at a time, with pumps rotated through monthly. Each of the pumps has a capacity of 3,200gpm (4.6 MGD), and one of the pumps is available on backup power.

A pair of backwash pumps also pull water from the intermediate wetwell for filter backwash. The floor of the wetwell is below groundwater level, so no virus credit is given prior to GAC.

Granular Activated Carbon (GAC) Contactors - The intermediate pumps discharge to the GAC inlet channel which distributes the water to four GAC contactors, each rated at 2 MGD. All finished water passed through the GAC contactors. Each contactor has 4 feet of GAC, which was installed in 2008. Backwashing occurs every 400 hours of operation. After backwashing, the GAC contactors are filtered to waste for 80 minutes or when turbidity drops to 0.2 NTU. The GAC to filter to waste water is directed to an equalization tank located below the GAC contactors. A pair of pumps recycle the backwash waste to the rapid mix at 9.5% of the plant flow rate.

CT Basins / Free Chlorine CT - After the GAC contactors, sodium hypochlorite is fed at an average dose of 2.5 mg/L (free chlorine) before the CT basins to maintain a minimum target of 0.5 mg/L (free chlorine residual) leaving the CT basins. The CT basins are designed to provide 4 logs of virus inactivation. Each of the two CT basins has a volume of 108k gallons for a total volume of 216k gallons when both are in service. Currently only one basin is operated at a time. Based on tracer testing completed in 2010 a baffle factor of 0.5 has been assigned. Typically, no chemicals are fed at the effluent of the CT basins, but the plant has the ability to feed ammonium hydroxide paced off the post CT flow meter.

UV Disinfection - From the CT basins, the water flows through a UV disinfection system. Two medium pressure Trojan UVSWIFT 4L24 UV reactors are piped in parallel with manual butterfly valves on each influent line and air actuated butterfly valves on each effluent line. A meter on the effluent weir from each CT basin measures the flow. Only one reactor operates at a time, switching monthly. The UV system is intended to provide a minimum of 2.5-log inactivation of cryptosporidium (and giardia). To receive disinfection credit for the UV disinfection, 99.9% of the water (by volume) sent to the distribution system must be treated within the validated range for the reactors.

Soda ash, sodium silicate, preformed chloramines and sodium fluorosilicate are added to the UV effluent prior to the high lift pump station clearwell.

Chloramine CT - The high lift pump station clearwell provides chloramine contact time. The clearwell has a capacity of 3 million gallons. A baffle factor of 0.7 has been assigned to the clearwell. The total inactivation ratio is the sum of the free chlorine inactivation ratio (from the CT Basins) and the chloramine inactivation ratio (from the clearwells).

Surface Water Treatment Rule (SWTR) Compliance – The Utility's water treatment plant uses a combination of conventional and GAC filtration plus UV disinfection to comply with the SWTR. The following table presents the log removal requirements and credits resulting from each treatment process:

Process	Giardia	Viruses	Cryptosporidium
Coagulation & filtration	2.5 logs[1]	0.0 logs[2]	3.0 logs[1]
GAC Filtration	0.0 logs	0.0 logs	0.5 logs[3]
Free Chlorine CT	0.0 logs	4.0 logs[4]	0.0 logs
UV Disinfection	2.5 logs[5]	0 logs	2.5 logs[5]
Chloramine CT	0.0 logs	0.0 or 4.0 logs[6]	0.0 logs
Total provided	**5.0 logs**	**4.0 to 8.0 logs**	**6.0 logs**
Required	3.0 logs	4.0 logs	5.5 logs[7]

1 Credit based on meeting IESWTR turbidity requirements.
2 No virus credit granted for filtration because the intermediate wetwell is located below groundwater.
3 Credit for GAC based on 100% of finished water flow through GAC filtration.
4 Credit based on meeting required Contact Time (CT) values for 4.0-log virus inactivation for free chlorine.
5 Credit granted provided 99.9% of the total water sent to the distribution system each month is treated with a minimum 38 mJ/cm^2 regulatory dose
6 Credit based on meeting required Contact Time (CT) values 4.0-log virus inactivation for chloramines.
7 Required removal due to LT2 ESWTR Bin 4 placement in lieu of conducting raw water cryptosporidium monitoring

Storage - There are two finished water storage facilities in the system. The elevated storage tank has a capacity of 750k gallons. It was originally constructed in 1967 and was last drained and inspected in 2023. The high lift pump station clearwell has a 3-million-gallon capacity. It was constructed in 1988 and was last inspected in 2023. A new membrane was installed with ballast in 2016. The next inspections of the clearwell and the elevated tower will be due in 2028.

High Lift Pumping - Four high lift pumps pull water from the clear well and pump to the distribution system. The pumps operate one at a time in a lead/lag configuration, rotated through monthly. All four high lift pumps are equipped with VFDs. A flow meter and continuous chlorine analyzer are in place on the pump discharge line. Pumps are triggered by system pressure at the pump station.

Distribution System - The single pressure zone distribution system consists of approximately 63 miles of water main, with approximately 2,400 feet of water main less than 6-inches in diameter. The Utility has an excellent materials inventory and has been proactive in removing lead service lines. There are eight underwater crossings of greater than 15 feet in the system, all with shutoff valves on both sides.

The Utility's SOP is to operate every hydrant in the system annually during routine flushing, and to exercise distribution system valves on a two-year frequency. At the sanitary survey, documentation was not provided to support this frequency of hydrant flushing or valve exercising. However, the department notes that each hydrant should be exercised every two years and valves every two to five years, and the City was not out of compliance with the code requirements. See recommendation section.

Auxiliary Power - Diesel generators at the plant and high lift pump station provide auxiliary power when needed. These are exercised monthly under full load. Portable generators are also exercised quarterly. The generators provide power to a subset of critical components and processes that allow the plant to continue to treat and provide water in the event of a power failure. The operating capacity on auxiliary power is approximately 4 MGD.

Water Quality Monitoring and Reporting

Your system has an excellent record of compliance with monitoring and reporting requirements, and we appreciate your sampler's continued efforts in complying with these Safe Drinking Water Act requirements. The most recent inorganic, synthetic organic, volatile organic and radionuclide chemical analysis of the entry point to the distribution system indicates that the water meets all applicable drinking water standards. Distribution system monitoring consists of routine bacteriological, total chlorine and silicate residuals, lead and copper, and disinfection-by-product (DBP) sampling. System monitoring indicates the distribution system water also meets all applicable drinking water standards.

pH – Raw water is monitored by grab sample daily and filter effluent and entry point pH are monitored continuously. The monthly operating report contains daily pH values for raw water and entry point.

Turbidity - The Surface Water Treatment Rule requires combined filter effluent (CFE) turbidity measurements be taken every 4 hours. The EMOR includes the number of turbidity measurements as well as the number, and percentage, of measurements less than 0.3 NTU. Turbidity is monitored continuously on the filter influent and effluent, GAC effluent and finished water. Turbidity is monitored once daily with a grab sample from the raw water. The maximum daily CFE turbidity is reported on the EMOR.

Chlorine Residual – The EMOR includes minimum daily total chlorine values at the entry point as well as the results of daily distribution system residual samples. Chlorine is monitored continuously before the GAC filters, at the entry to the North CT basin, at the end of the CT basins, as the water leaves the plant, and at the entry point. The distribution system chlorine monitoring consists of daily grab samples.

Fluoride Residual – Entry point fluoride residual is reported daily for both entry point and distribution system. Typical residuals are 0.6-0.9 mg/L, which correlates well to the optimal dosing range recommended by the Center for Disease Control. Split samples are summitted monthly, with field results consistently 0.1 mg/L higher than the corresponding lab result.

It's noted that the Utility has had difficulty securing fluoride chemical on a few occasions since the last sanitary survey. When fluoride is not being fed at the plant, the system residual drops to a background level of approximately 0.15 mg/L.

Sodium Silicate – Sodium silicate residual is recorded daily at the entry point and in the distribution system. The sodium silicate dose at the plant is approximately 10 mg/L. The entry point and distribution system samples are well correlated.

Distribution System Bacti – Operators collect daily bacti samples, though 15 distribution system bacti samples are required per month. These are spread appropriately throughout the system, rotating through approved monitoring sites and spread throughout the month. Total chlorine residual is documented with each sample. There have been no recent positive bacti samples and all recent chlorine residuals have been over 1 mg/L.

Total Organic Carbon (TOC) – Operators collect monthly raw and finished water TOC samples. Raw water TOC levels have varied between 7.4-12 mg/L in the past year and finished water TOC levels varied between 3.3-6.2 mg/L in the past year.

Disinfection By-Products (DBP) – DBP samples are required during four ten-day periods throughout the year, one each quarter. Four samples are required during each period. The running annual average computed after the most recent round of sampling indicated an average of 31.7 ug/L TTHM, and 21.2 ug/L HAA5 across the four sites.

Lead and Copper – The Utility had an action level exceedance (ALE) for lead in 2017. As a result, the Utility removed all known lead service lines and completed a corrosion control study. The Utility then completed two rounds of 60 samples in 2023 to return to compliance. The 90^{th} percentile in the most recent sampling indicated a lead level of 1.1 ppb and a copper level of 110 ppb. These are below the action level for both lead and copper, and the Utility has been moved to triennial monitoring.

UCMR - Due to its size, the Utility is required to participate in the EPA's Unregulated Contaminant Monitoring Rule (UCMR) sampling. Between 2019-2020, the Utility sampled for a variety of organic compounds and disinfection byproducts as part of UCMR 4. The Utility had detectable levels of manganese at the entry point and haloacetic acids (HAA5, HAA6Br, HAA9) in the distribution system. These results were reported on the Utility's annual CCR and should continue to be reported through the 2024 CCR.

In 2023, the Utility performed sampling per UCMR 5. This sampling included 29 per- and polyfluoroalkyl substances (PFAS) and lithium. There were no reportable detects, however the Utility should note their participation in UCMR 5 through the 2027 CCR.

Complaints – The Utility has a system for tracking water quality complaints, which includes the actions taken, sample results, and resolution of the complaint. The Utility responds to complaints in a timely manner, and there does not appear to be any systematic complaints about water quality from the Utility's customers.

Consumer Confidence Report (CCR) – The Utility completes and distributes the CCR electronically. The Utility notifies customers with a bill insert that provides a direct web link. Separate inserts are mailed directly to customers who pay electronically. The Utility distributes the CCR in a timely and appropriate manner, and the CCR includes all the required information.

Required Reports, Records, and City Programs

The Utility has maintained an excellent record of completion and submission of all reports required by the Department. Additionally, the Utility is implementing a detailed GIS-based system of records and documentation of maintenance work. The Utility has done an exceptional job with the lead and copper inventory.

The ISO classification for the Neenah-Menasha Fire Rescue is Class 01.

The Utility has 442 hydrants which are exercised annually and 1193 valves that are exercised routinely.

The Utility sells water to Fox Crossing Utilities East via two connections. Each connection has a meter and valving which is maintained by Fox Crossing. Fox Crossing is responsible for cross connection inspections and meter testing for areas within the City of Menasha which are served by Fox Crossing Utilities. Additionally, some City of Menasha residents in the southeast area of the city receive water from Harrison Utilities. In those areas, Harrison Utilities is responsible for cross connection inspections and meter testing. Residents who are served by either Fox Crossing or Harrison Utilities are billed by their respective suppliers and do not pay for, nor receive water services from Menasha Utilities.

There are several river crossings, all of which are equipped with valves on both sides but not all have meter vaults for sampling and infiltration testing.

The system contains some customers with multiple connections to the public water system. Some of these private main connections contain check valves and others do not.

Meters - The Utility is in year 6 of a 10-year meter change out program to convert to AMI meters. Meters are being tested at the appropriate frequencies. The City has a supply of meters in stock.

Material Inventory - The Utility submitted an inventory to the department to meet the requirements of the Lead and Copper Rule Revision. The material inventory was approved by the department to meet federal requirements. The Utility should continue to make this publicly accessible.

Ordinances - The City of Menasha has a Private Well Abandonment Ordinance. Two consecutive safe bacti samples are required for permit renewal. Cross connections between the well and piping connected to the public water system are prohibited by the ordinance as well. The City does not have any reported private wells currently permitted, and the private well that was a hand pump at Hart Park has been abandoned.

The City of Menasha passed an ordinance on Cross Connection Control in 2011 (Sec. 9-2-15 of Water Utility Regulations). Utility staff preform the residential cross connection surveys and they have contracted with HydroCorp for most commercial and industrial inspections. Note that per Wis. Adm. Code, cross connection inspection frequency for residences and commercial properties which have a similar risk to a residence shall be inspected at 10-year intervals or with meter replacement if the Utility were to move to a 20-year meter replacement program. All other properties shall be inspected every 2 years.

Lead and galvanized water service replacement is covered in section 9-2-18 of the City of Menasha Code. The code requires owners to replace lead and galvanized laterals in conjunction with Utility projects or within 120 days of a sampling result that exceeds the EPA's lead and copper rule limits.

The City does not have a private water main ordinance.

Certified Operators

There are thirteen certified operators for this water system and at least one operator with a surface water certification is on duty during each shift. Adam Smith is the operator in charge.

Water System Security

All water structures are provided with locks, entry alarms and video surveillance. The Utility also maintains three emergency connections with Neenah Waterworks along the south boundary of the service area. These connections are double valved. The Utility has an Emergency Operations Plan that is regularly updated. They also have an Emergency Chlorination meeting the requirements of s. NR 810.26(8), Wis. Adm. Code.

System Summary Information

A water system summary is attached. Please review this, along with the narrative above, for accuracy and let me know if there are changes that need to be made.

Capacity Development Evaluation

This sanitary survey serves as an evaluation of the capabilities of your water system. Your system has been determined to have sufficient technical, managerial, and financial capacity to provide safe drinking water. The ability to plan for, achieve, and maintain compliance with applicable drinking water standards has been demonstrated.

The 2024 average daily demand was 1,799,000 gallons and maximum demand was 4,995,000 gallons. The plant can produce 6,000,000 gallons per day, exceeding the maximum daily demand. Redundancy in the plant with respect to the pumping and treatment trains leads to a firm capacity which is equal to the design capacity.

With respect to financial capacity, an analysis of the cost recovery ratio was conducted from the most recent annual report from the Utility to the Wisconsin Public Service Commission (PSC). A cost recovery ratio greater than 1.0 indicates that Utility revenue covered Utility expenses during the prior year. A ratio less than 1.0 indicates that expenses exceeded revenue. The most recent PSC report shows a cost recovery ratio of 1.38.

The PSC recommends that all water utilities maintain several months' worth of cash on hand and a bare minimum of one billing cycle. The most recent PSC report shows that the Utility had sufficient cash on hand.

The next sanitary survey of your system is scheduled to take place in 2028. You will be contacted prior to the survey to schedule a date that is convenient for you.

Please extend my thanks to your operators. It was a pleasure meeting with them. If you have any questions, you can me by phone at 920-662-5461 (office), 920-362-6629 (cell) or by e-mail at jamie.douglas@wisconsin.gov.

Sincerely,

Jamie Douglas

Jamie Douglas, P.E.
Water Supply Engineer

Ecopy: FILE
Adam Smith, OIC, Menasha
JaNelle Merry, DNR
McCrea Baker, DNR

47103342 – Menasha Electric and Water Utility
Winnebago County

Water System Summary Information
Population: 15,144
Owner: CITY OF MENASHA
321 MILWAUKEE ST
PO BOX 340
MENASHA, WI 54952
(920) 967-3450 Fax: (920) 967-5196

Date ERP Complete:
Date ERP Last Exercised/Updated:
Emergency Phone: 920-967-3450
Emergency E-mail: asmith@menashautilities.com

Certified Operators

Name	Lic. #	Expires
ASH, SHELDON G	36108	11/01/2025
BOHNART, DANIEL E	300537	12/01/2027
JOHNSON, CHRISTOPHER D	39417	06/01/2026
JOHNSTON, BRANDI R	37146	05/01/2026
KIEPER, DONALD H	33940	11/01/2027
LUCKOW, DANIEL J	33689	11/01/2026
OTT, MATTHEW P	300147	04/01/2027
SANDERS, AARON J	37609	01/01/2026
SCHMEICHEL, MATTHEW A	37091	11/01/2025
SIMONS, LANCE M	34171	05/01/2028
SMITH, ADAM K	34742	05/01/2027
THIELE, GARY R	35901	05/01/2028
VAN DINTER, DENNIS M	22698	07/01/2028

Affiliations

Name	Affiliation	Phone
Adam Smith	CONTACT	920-967-3450 (Business)
Jamie Douglas	DNR_REP	920-362-6629 (Cellular)
Adam Smith	EMERGENCY	920-967-3450 (Business)
City Of Menasha	OWNER	920-967-3450 (Business)
Melanie Krause	PLAN_CON	920-967-3412 (Business)
Adam Smith	SAMPLER	920-967-3450 (Business)

Entry Points and Sources of Water (basic data)

Source ID	Name	Status	Type	Source
1	RAW WATER INTAKE	Active	Permanent	SOURCE OF WATER
2	RAW WATER INTAKE	Active	Emergency	SOURCE OF WATER
3	RAW WATER INTAKE	Active	Emergency	SOURCE OF WATER
81	LAKE WINNEBAGO	Active	Permanent	ENTRY POINT

Storage

ID/Location	Type	Vol. (gal)	Firm Pumping Capacity (gpm)	Height to Overflow (ft.)	Aux. Power?	Last Int. Inspect Date
Doty Island-Washington St	ELEVATED TANK	750000			No	2023
High lift pump station	GROUND STORAGE	3140000	7000		Yes	2023

Treatment Summary Data

Source ID	Description	Objective(s)	Comments
1	560 - Permanganate	O - Organics Removal	Seasonal
2	None	N - No Treatment at Source	
3	None	N - No Treatment at Source	
81	121 - Activated Carbon, Granular	T - Taste/Odor Control	
81	149 - Aeration, Spray	T - Taste/Odor Control	Seasonal
81	200 - Chloramines	D - Disinfection	
81	240 - Coagulation	O - Organics Removal	Alum
81	345 - Filtration, Rapid Sand	P - Particulate Removal	48 inches of anthracite over 12 inches of sand.
81	360 - Flocculation	O - Organics Removal	
81	380 - Fluoridation	Z - Other	
81	421 - Hypochlorination, Post	D - Disinfection	
81	449 - Inhibitor, Silicate	C - Corrosion Control	
81	600 - Rapid Mix	P - Particulate Removal	
81	660 - Sedimentation	P - Particulate Removal	
81	720 - Ultraviolet Radiation	D - Disinfection	
81	741 - pH Adjustment, Post	C - Corrosion Control	

Bacteriological Sampling History

Year	Distribution Absent	Distribution Present	Confirmed Present	Missed Samples	Raw Absent	Raw Present	Fecal Positive?
2025	120						N
2024	366						N
2023	365						N

Chemical Sampling History

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2025	DBP		4		
2025	FLUORIDE		4		
2025	TOC_FINISHED	81	4		
2024	DBP		16		
2024	FLUORIDE		12		
2024	IOC	81	1		
2024	TOC_FINISHED	81	12		
2024	VOC	81	1		
2023	DBP		16		
2023	FLUORIDE		12		

Year	Sample Group	Source ID	Samples Taken	Missed Samples	MCL Violations
2023	IOC	81	1		
2023	PBCU		120		
2023	SOC	81	3		
2023	TOC_FINISHED	81	12		
2023	VOC	81	1		
2022	DBP		16		
2022	FLUORIDE		12		
2022	IOC	81	1		
2022	PBCU			2	
2022	TOC_FINISHED	81	12		
2022	VOC	81	1		

Sample Group	Last Sampled
BACTI	2025
DBP	2025
FLUORIDE	2025
HAA5	2009
IOC	2024
NITRATE	1993
PBCU	2023
PBCU_RULE	2018
PFAS	2023
RAD	2020
SOC	2023
TOC_FINISHED	2025
TTHM	2009
VOC	2024

RESOLUTION OF APPRECIATION

WHEREAS, Jeff Lemke was employed at Menasha Utilities from September 22, 1986 through July 1, 2025 and

WHEREAS, Jeff Lemke dedicated over 38 years of his life to the Menasha Utilities, working in the Electric Distribution department as a Journeyman Lineman for 4 years, a Technician Assistant for 8 years, and then becoming the Chief Meter Technician for the remainder of his career.

WHEREAS, Jeff Lemke's positive attributes were the dedication he gave to his work, his determination and team spirit, the knowledge of his job, and the respect, courtesy, and cooperative attitude he portrayed towards his co-workers;

NOW THEREFORE BE IT RESOLVED by the Menasha Utilities Commission and the General Manager to extend to Jeff Lemke our sincere appreciation and thanks for his dedication and service to the Community.

RESOLVED FURTHER, by the Menasha Utilities Commission and the General Manager that a copy of this resolution be tendered to him as a record of this Appreciation and Thanks.

Passed and approved this 25th day of June 2025.

Mark L. Allwardt, President	Roy Kordus, Vice President
Gary Turchan, Secretary	Austin Hammond, Commissioner
Antoine Tines, Commissioner	Melanie S. Krause, General Manager

McMAHON
ENGINEERS ARCHITECTS

May 30, 2025

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

Email: mkrause@menashautilities.com

Re: Menasha Utilities
Operating Headquarters Office Alteration
Change Order #1
McM. No. M0002-06-24-00128

Enclosed herewith is Change Order #1 for the above referenced project. This change is an increase to the Contract in the amount of $8,195.00. The Contract Price after execution of this Change Order will be $247,778.00.

Please review and sign in the space provided. **Return copy to our office** and we will distribute accordingly.

Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

Derek J. Gruber, AIA
Associate / Senior Architect

DJG:lam

Enclosure: Change Order #1

McMAHON
ENGINEERS \ ARCHITECTS
McMAHON ASSOCIATES, INC.

1445 MCMAHON DRIVE NEENAH, WI 54956
P.O. BOX 1025 NEENAH, WI 54957-1025

TELEPHONE: 920.751.4200
FAX: 920.751.4284

CHANGE ORDER

Menasha Utilities
321 Milwaukee Street
PO Box 340
Menasha, WI 54952

Contract No.	M0002-06-24-00128
Project File No.	
Change Order No.	One
Issue Date:	May 16, 2025
Project:	Menasha Utilities
	Operating Headquarters Office Alteration

You Are Directed To Make The Changes Noted Below In The Subject Contract:

	(Item Description)	(Price)
	Remove CMU wall behind sink.	864.00
	Remove (3) 160 corridor doors and walls.	972.00
	Remove lavatory and relocate plumbing in 116 (SUB).	911.00
	Hang drywall to CMU wall along north side of ADA bathroom.	447.00
	Patch / replace ACT as needed (SUB).	870.00
	Patch CMU wall as needed.	864.00
	Insulate hollow cores of (2) block walls between bathroom and boardroom (SUB)	1,900.00
	Add lavatory.	485.00
	Add faucet (SUB).	226.00
	Contractor O&P (15%)	472.00
	Subcontractor O&P (5%)	184.00
	TOTAL	**$8,195.00**

The Changes Result in The Following Adjustments:

	CONTRACT PRICE	TIME
Prior To This Change Order	$239,583.00	days
Adjustments Per This Change Order	$8,195.00	days
Current Contract Status	**$247,778.00**	days

Recommended:	Accepted:	Authorized:
McMAHON ASSOCIATES, INC.	**CARDINAL CONSTRUCTION CO.**	**MENASHA UTILITIES**
Neenah, Wisconsin	Fond du Lac, Wisconsin	Menasha, Wisconsin
By:	By:	By:
Date: 5-23-2025	Date: 5/29/25	Date:

Execute And return to McMahon Associates, Inc. For Distribution

CARDINAL CONSTRUCTION

Change Order

Number: 1

1183 Industrial Parkway
FOND DU LAC, WISCONSIN 54937
Phone: (920) 922-4446 | FAX: (920) 922-1455

Attn: Derek Gruber

TO: McMahon Associates, Inc
1445 McMahon Drive
Neenah, WI 54956

Phone: 920-922-4446	Fax: 920-922-1455
Job Name: Operating Headquarters Office Alteration	
Job Location: Menasha Utilites	
Job No. 2025-MHQ	
Existing Contract No.: M0002-06-24-00128	Date Existing Contract: December 16, 2025

We hereby agree to make the change(s) specified below:

Additional Work per CB#1	$	-
	$	-
Remove CMU Wall behind sink	$	864.00
Remove (3) 160 corridor doors & walls	$	972.00
Remove lavatory and relocate plumbing in 116 (SUB)	$	911.00
Hang drywall to CMU wall along north side of ADA bathroom	$	447.00
Patch/replace ACT as needed (SUB)	$	870.00
Patch CMU Wall as needed	$	864.00
Insulate hollow cores of (2) block walls between bathroom and boardroom (SUB)	$	1,900.00
Add Lavatory	$	485.00
Add Faucet (Sub)	$	226.00
	$	-
	$	-
	$	-
Contractor O&P (15%)	$	472.00
Subcontractor O&P (5%)	$	184.00
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-
	$	-

NOTE: This Change Order becomes part of and in conformance with the existing contract.

WE AGREE hereby to make the change(s) specified above at this price ⟹	**ADD**	$	**8,195.00**
DATE:	PREVIOUS CONTRACT AMOUNT		
AUTHORIZED SIGNATURE (CONTRACTOR):	REVISED CONTRACT TOTAL	$	8,195.00

ACCEPTED – The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All works to be performed under same terms and conditions as specified in original contract unless otherwise stipulated.

Date of acceptance: ______________

Signature: ______________
(OWNER)

TEAMWORK
Divides the Task — Doubles the Success

W6166 Greenville Drive
Greenville, WI 54942

Turn to Us to Handle Your Needs!

1967 Jim's Plumbing

February 12, 2025

Cardinal Construction
Attn: Christian Leist
1183 Industrial Parkway
Fond du Lac, WI 54937

RE: Menasha Utilities ADA Restroom #116

Christian,

The cost to pull the lavatory in Room #116 at Menasha Utilities Headquarters at 321 Milwaukee Street in Menasha and modify the plumbing to allow for ADA compliance will be $911.00.

Breakdown:

5 hours @ $130	$650.00
Material:	
Drain and vent pipe & fittings	$ 50.00
Water pipe & fittings	$ 70.00
New supply stops, p-trap, grid strainer & trap wrap	$141.00

Please note the construction bulletin says nothing about a new lavatory or faucet but I would think this will be required.

Please check with the architect and see if they can provide a spec for a new lavatory and faucet and I will modify this change order letter to include the new lavatory and faucet.

Thanks,

Jeffrey A. Ujazdowski

JAU/tlj

Christian Leist

From: Jeff Ujazdowski <Jeff@jimsplumbing.com>
Sent: Tuesday, May 13, 2025 4:02 PM
To: Christian Leist
Cc: Jordan Tanck
Subject: RE: Menasha Utilities Lav Redo.....

The faucet price is $226.
I'll talk to Jordan and see what he says regarding what's left to do and let you know when he can sneak back in there.
Please let me know if you'd like us to order this faucet.
Thanks Christian.

From: Christian Leist <Christian@CardinalConstructionCo.com>
Sent: Tuesday, May 13, 2025 3:04 PM
To: Jeff Ujazdowski <Jeff@jimsplumbing.com>
Subject: RE: Menasha Utilities Lav Redo.....

Thanks Jeff, If you have some availability coming up we can get the water & vent line modified as well.

Christian Leist

Cardinal Construction
www.cardinalconstructionco.com
Cell: 920-579-1093

From: Jeff Ujazdowski <Jeff@jimsplumbing.com>
Sent: Tuesday, May 13, 2025 2:48 PM
To: Christian Leist <Christian@CardinalConstructionCo.com>
Subject: FW: Menasha Utilities Lav Redo.....

Waiting on our wholesaler. I'll get back to you, hopefully yet this aft.
Thanks Christian.

From: Christian Leist <Christian@CardinalConstructionCo.com>
Sent: Tuesday, May 13, 2025 1:29 PM
To: Jeff Ujazdowski <Jeff@jimsplumbing.com>
Subject: RE: Menasha Utilities Lav Redo.....

Jeff,

Owner will be providing the lavatory, but we need to provide a faucet. Can you price this up? Please see attached specs.

Thank You

Christian Leist

Cardinal Construction
www.cardinalconstructionco.com
Cell: 920-579-1093

From: Jeff Ujazdowski <Jeff@jimsplumbing.com>
Sent: Wednesday, February 12, 2025 11:51 AM
To: Christian Leist <Christian@CardinalConstructionCo.com>
Subject: Menasha Utilities Lav Redo.....

Here you go, Christian.
Please see if they will want a new lav and faucet.
Thanks.

Christian Leist

From: Chad Vander Logt <chadv@sopercompanies.com>
Sent: Thursday, March 27, 2025 2:52 PM
To: Christian Leist; Chad Vander Logt
Subject: CMU Core-fill

Hello Christian
Thanks for reaching out
For that core fill down in Menasha you would just be looking at our minimum charge for the Corefill rig which is $1900
Thanks any questions feel free to reach out

Chad Vanderlogt
Chadv@sopercompanies.com
Soper profoamit
9205621777

h.j. Martin and son, inc
Est. 1931
320 South Military Avenue, Green Bay, WI 54303 | P.O. Box 11387, Green Bay, WI 54307
Phone: 920-494-3461 | Fax: 920-494-4177 | Website: www.hjmartin.com

Residential Flooring | Shower Doors | Floorcare | Tiled Showers | Backsplashes | Accent Walls
Commercial Glass & Glazing | Walls & Ceilings | Flooring | Millwork Installation | Doors & Hardware | Floorcare
National Retail Solutions Construction Management | New Store Fixture Installation | Remodels & Rollouts
Casework Installation | Merchandising | Concrete Polishing

CHANGE ORDER NUMBER: 1

Job Number: ______ Job Name: Menasha Utilities Operating HQ Remodel Date: 1/27/25
Job Location: Menasha, WI
Company: Cardinal Construction Attention: Christian Leist
Phone: 920-922-4446 Email: christian@cardinalconstructionco.com

Change Order/Additional Work Request:

Patch existing acoustical ceilings at existing hallway where walls are removed and at 116 Toilet to accommodate wall being moved per Construction Bulletin 1. Please note that patching of existing ceilings at hallway may result in uneven patching due to existing layouts of ceilings not lining up with each other.

Add the sum of: $870.00

Pricing expires after 30 calendar days. **If this contract is acceptable, sign below and return within 30 days of its date.** Upon acceptance, this agreement is a binding contract. No merchandise may be returned for credit without prior written approval, and, will be subject to a 20% handling charge. Payments using a credit card may be subject to a 3.5% fee. No credit will be allowed on claims of error or shortage unless reported immediately. Unpaid invoices are subject to a 1.5% service charge with an annual rate of 18%. This agreement includes Additional Terms and Conditions set forth on its face or subsequent side. Terms of Payment: **Net 15 days.**

Proposed By: Ryan Racette Phone: 920-370-3084 Email: Ryan.racette@hjmartin.com
Accepted By: ______ Date: ______

ADDITIONAL TERMS AND CONDITIONS OF AGREEMENT

1. GENERAL. All sales of H. J. Martin & Son, Inc. (hereafter "Company") are subject to the following terms and conditions. Company objects to the inclusion of any different and/or additional terms proposed by Purchaser. Unless Company accepts any such different terms and/or additional terms in writing, Purchaser's acceptance of Company's delivery of labor and/or materials shall conclusively constitute Purchaser's acceptance of Company's terms and conditions herein.
2. FORCE MAJEURE. Company shall not be responsible for delays or defaults where occasioned by any causes of any kind and extent beyond its control, including, but not limited to, armed conflict or economic dislocation resulting therefrom; embargoes; shortages of labor, raw materials, production facilities or transportation; labor difficulties; civil disorders of any kind; action of civil or military authorities (including priorities and allocations); fire, flood, storm, accident or any act of God, or other causes beyond Company's control.
3. SECURITY OF MATERIALS. Purchaser will receive, and properly protect from all damage and loss, the materials necessary for carrying out this contract, and allow reasonable use of light, heat, water, power, available elevators, hoists, and other facilities required to further this agreement.
4. PROJECT SITE CONDITIONS. Surfaces on which the materials are to be applied shall be given to Company to work on at one time so that the work will not be interrupted. The surfaces shall be clean, dry, accessible and suitable for receiving our work. All electrical fixtures and other obstructions shall be removed at the expense of the Purchaser. Installations will not be performed at a temperature of less than 60 degrees Fahrenheit for flooring and 55 degrees Fahrenheit for drywall, from time of starting until completion of contract.
5. SPECIFICATIONS AND ALTERATIONS. Company shall not be responsible for any damages or expenses resulting from specifications not conforming to the requirements of the law. No credit or allowance shall be made for alterations, unless such credit or allowances has been agreed to by seller in writing before such alterations are made.
6. LABOR. Expenses of sending labor to the job on Purchaser's notification before surfaces are ready for the application of materials as agreed, or expenses due to any delays for which Purchaser may be responsible during the progress of the work, shall be borne by Purchaser. Work called for herein is to be performed during regular working hours. Overtime rates for all work performed outside such hours, will be paid by Purchaser.
7. INVOICING AND PAYMENT. The terms of payment are specified on the first page herein. Purchaser shall pay all costs of Company, including reasonable attorney's fees and court costs incurred by Company in collection of past due amounts from Purchaser.
8. TAXES. Any sales, excise, processing or any direct tax imposed upon the manufacture, sale or application of materials supplied in accordance with this proposal or any contract based thereon shall be added to the contract price.
9. DAMAGES. Any damage after completion, not caused by Company, will be the sole responsibility of Purchaser. Any expense incurred by Company for insurance or bond to cover liability under any "hold harmless" or "indemnify" clause or clause of a similar nature in any contract, specifications, letter or acceptance notice which in any way requires Company to assume any liability which is not imposed by law shall be paid by Purchaser. Company shall not be responsible for any damages to Purchaser, including compensatory, punitive, consequential, incidental, intentional, nominal or multiple damages.
10. RIGHT AND TITLE TO MERCHANDISE. The title and right of possession of the merchandise sold hereunder shall remain with Company, and such merchandise shall remain personal property until all payments hereunder (including deferred payments whether evidenced by note or otherwise) shall have been made in full in cash. Purchaser agrees to do all acts necessary to perfect and maintain such security interests and rights in Company.
11. DISCLAIMER OF CONSEQUENTIAL DAMAGES. In no event shall company be liable for consequential damages arising out of or in connection with this agreement, including without limitation, breach of any obligation imposed on Company hereunder or in connection herewith. Consequential damages for purposes hereof shall include, without limitation, loss of use, income or profit, or losses sustained as the result of injury (including death) to any person or loss of or damage to property (including without limitation property handled or processed by the use of product). Buyer shall indemnify Company against all liability, cost or expense which may be sustained by Company on account of any such loss, damage or injury.
12. WARRANTY. Pursuant to the warranty, if any, of a manufacturer, manufacturer's liability is limited to replacing any materials proved to be defective, provided, however, notice of the defective materials has been provided to manufacturer pursuant to any warranty thereof, if any, prior to said defective product being installed or used. The manufacturer's warranty, if any, does not apply to any materials which have been subject to misuse, mishandling, misapplication, neglect (including but not limited to improper maintenance or storage), accident, modification or adjustment. All claims made by Purchaser for breach of warranty, either express or implied shall be made within sixty (60) days after completion. There are no representations, promises, warranties, or agreements not expressed set forth herein.
13. CONSTRUCTION LIEN NOTICE. **IN THE EVENT WE ARE THE PRIME CONTRACTOR UNDER SEC. 779.02(2)(a), WIS. STATS., OR, THE SUBCONTRACTOR UNDER SEC. 779.02(2)(b), WIS. STATS., AS REQUIRED BY WISCONSIN CONSTRUCTION LIEN LAW, COMPANY HEREBY NOTIFIES OWNER THAT PERSONS OR COMPANIES FURNISHING LABOR OR MATERIALS FOR THE CONSTRUCTION ON OWNER'S LAND MAY HAVE LIEN RIGHTS ON OWNER'S LAND AND BUILDINGS IF NOT PAID. THOSE ENTITLED TO LIEN RIGHTS, IN ADDITION TO COMPANY, ARE THOSE WHO CONTRACT DIRECTLY WITH THE OWNER. FOR THOSE WHO GIVE THE OWNER NOTICE WITHIN SIXTY (60) DAYS AFTER THEY FIRST FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION. ACCORDINGLY, OWNER PROBABLY WILL RECEIVE NOTICES FROM THOSE WHO FURNISH LABOR OR MATERIALS FOR THE CONSTRUCTION, AND SHOULD GIVE A COPY OF EACH NOTICE RECEIVED TO HIS MORTGAGE LENDER, IF ANY. COMPANY AGREES TO COOPERATE WITH THE OWNER AND HIS LENDER, IF ANY, TO SEE THAT ALL POTENTIAL LIEN CLAIMANTS ARE DULY PAID.**
14. GOVERNING LAW, VENUE AND SEVERABILITY. This agreement shall be construed under and in accordance with the laws of the State of Wisconsin. The parties hereby consent to exclusive venue and personal jurisdiction in Brown County, Wisconsin for all disputes arising out of this agreement. If any provision of this agreement is invalid or unenforceable, the invalid or unenforceable provision should not affect any other provisions and this agreement shall be construed as if the invalid or unenforceable provisions have been omitted.

Menasha Utilities
THE POWER OF COMMUNITY

MEMORANDUM

DATE: June 20, 2025

TO: Menasha Utilities Commission and Managers

FROM: Kristin Hubertus, Finance Manager

RE: *2026 Strategic Plan, Budget, and Planning Schedule*

July	Meet with Managers on current year budget and what will be accomplished yet in 2025. This will assist them in preparation for the 2026 Budget.
July 15	Distribution of budget packet and strategic plan updates to Managers
July - August	Electric and Water Department meetings to include employees in Budget and Strategic Plan process. Work with Finance Department on any budget preparation questions.
August 18	Submit Electric, Water and Telecommunications Strategic Plan updates, Operating and Capital Budgets to Finance Department
September	Budget entered and reviewed with Managers
September 19	Preliminary Budget and Overall Strategic Plan finalized with General Manager
September 25	Preliminary Budget and Strategic Plan sent to the Commission
October 1	**Special Commission meeting scheduled at 8:00 a.m.:** Final Strategic Plan and Budget Approval for Electric, Water, Telecommunications and Energy Services

Menasha Utilities 120 YEARS! *May 2025 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

Outages Less Than 1 Minute (Trip & Reclose)

Date	Cause	Description	Customers
5/31/2025	Birds, Animals etc	No power - tripped & reclosed	361

Outages

Date	Cause	Description	Customers	Duration
5/4/2025	OH Equipment Failure	Replaced broken stinger	1	120
5/20/2025	OH Equipment Failure	Replaced broken cutout	5	46
5/29/2025	Birds, Animals etc	Replaced 20 amp line fuse	13	50
5/31/2025	Birds, Animals etc	Replaced blown fuse	16	60

Outages to Date

Cause		Outages	Customers	Duration	After Hours
Supply to City					
OH Equip. Failure		7	29	456	5
UG Equip. Failure					
Weather		1	29	30	
Birds, Animals, Snakes, etc.		4	42	435	1
Trees					
Foreign Interference					
Human		1	8	60	1
Other		1	147	240	1
Unknown					
	Total:	14	255	1,221	8

Water Quality, System Data and Main Break Information

Flow	X1000 Gallons	5yr Avg	% of Flow
High Lift to Dist	53,656	54,250	
Dist to Resale	12,812	12,466	23.9%
Largest Ind	4,895	5,480	9.1%
2nd Largest Ind	4,319	4,179	8.0%

Expense	Total Cost	5yr Avg	Cost Per 1000 Gallons
Chemicals	$29,132	$25,453	$0.543
Electricity	$9,625	$9,616	$0.179
Natural Gas	$226	$322	$0.004
Sewer User Fee	$10,680	$7,773	$0.199

System Reliability through improvements and technology (cont)

	Raw Water Avg	Raw 5yr Avg	Raw Ratio	Finished Water Avg	Finished 5yr Avg	Finished Ratio
Color	61.00	51.00	120.0%	4.00	3.00	133.0%
pH	8.34	8.39	99.4%	8.38	8.37	100.1%
T-Odor	38.10	27.10	140.6%	1.40	1.10	127.3%
Temp. C	17.90	17.60	101.7%	17.90	17.60	101.7%
Turbidity	4.40	3.80	115.8%	0.12	0.08	150.0%

Main Size	Address/Location	Cause Description	Est Water Loss in 1000/gal

Electric and Water Locates and Meter Information

	Month	Year to Date	Project to Date	% Complete
Electric and water locates	229	815	N/A	N/A
Total Electric AMR installed/changed out	1	1	2,645	28%
Total Electric AMI installed	13	173	6,843	72%
Electric Meters Tested	1,598	1,611	N/A	17%
Total Water AMR installed/changed out	-	-	1,556	31%
Total Water AMI installed	15	759	3,427	69%
Water Meters Tested	1	33	N/A	1%

Customer Service and Customer Satisfaction

* Ordered items for customer promos and giveaways
* Scholarships presented to high school students at awards ceremony
* Began planning for annual public power week expo
* Word scramble promo for kids with prize of seasonal pass to Jefferson Pool

Electric & Water Disconnections

Disconnections	May-24	May-25
Calls Made	279	305
Disconnected	65	61
Reconnected	51	52

* Upgrade to MDMS software to the next version
* Upgrades to the service order management software
* Residential customer newsletter sent out
* Continued work on promos and programs for 2025
* Worked with management and employees on reporting for integration into GIS mapping system
* Worked with WPPI to set up recommended solar and small power bill codes
* Seasonal sewer program began in May

Customer Service and Customer Satisfaction (cont)

* Worked with ESM to put together folder of info for small business visits
* Updates to the annual materials for water quality report mailing in June
* Continued work on interconnection agreements related to solar projects being installed
* DNR onsite to conduct the Sanitary Survey and inspection
* Discussions with the City on the Grow Solar Program that is available in Winnebago county

Financial and strategic focus including fair and competitive rates

* Financial and Project Status Report for month includes information on this objective.
* Plan investment strategy for six investments coming due with Ehlers and 1 CDARS investment with a local bank; evaluate rates at all establishments to earn the highest potential for each fund.
* Continued work on the Office Complex construction project to better utilize the space we have for Customer Service and Commission room
* Continued work with our consultants, contractors and insurance company on rebuilding the filters at the Water Plant
* Below is a 3-year comparison for key financial and operating ratios. Goals are listed on the left. All ratios shown are within our goals.

Financial and Operating Ratios (YTD Comparison)

		2022	2023	2024
Revenue per KWH	**(Revenue/KWH)**			
(Measures the amount of revenue for each kilowatt-hour sales)				
	All Retail Customers	0.0875	0.0817	0.0808
	Residential Customers	0.1333	0.1269	0.1242
	Commercial Customers	0.1252	0.1173	0.1157
	Industrial Customers	0.0798	0.0737	0.0726
	Municipal Customers	0.3172	0.2247	0.2601
Debt to Total Assets	**(Debt/Assets)**			
(Measures utility's ability to meet current and long term liabilities based on availability of assets)				
Goal < 1	Total	0.3982	0.3708	0.3271
	E	0.4371	0.4031	0.3603
	W	0.3529	0.3339	0.2903
	Telco	0.4285	0.3126	0.2127
Operating Ratio	**(Costs/Sales)**			
(Measures proportion of revenues required to cover operational costs)				
Goal < 1		0.9514	0.9539	0.9410
Current Ratio	**(Currents Assets/Current Liabilities)**			
(Measures the utility's short-term liquidity or the ability to pay bills)				
Goal > 1		1.65	1.82	1.43

Cultivate a strong and effective team through training and communication

* Management participation at WPPI committee meetings - Executive Committee Meeting, Finance and Audit Committee.
* Management participation at MEUW committee meetings - Board Meeting
* Water Plant tour given to the Institute of Management Accountants Winnebagoland Chapter to learn about the utility's process.
* Management participation at MEUW Annual Conference in La Crosse.
* Management and employee attendance at the WIAWWA Treatment Operations Seminar and Appleton Water Plant tour

Cultivate a strong and effective team through training and communication (cont)

* Employee participation in MDMS software virtual training
* Management and employees at GIS Conference
* Managment and employees at Tech Suite and Honeywell Metering Conference
* Review of applications for seasonal position
* APPA RP3 Application opened and management attended webinar series
* ESM meeting with large customer and a Focus on Energy rep to discuss potential projects and incentives
* ESM participation on industrial ventilation and heat recovery

Provide and Promote the Health and Safety of Employees

* OSHA rate monthly and year to date = 1 accident
* Move More in May wellness step challenge held - 7 people participated
* Wisconsin Deferred Compensation Rep onsite to meet with employees
* Discussions with consultants on insurance needs for 2026
* Safety Committee Meeting regarding Accident Reports and Training and Safety Programs.

Safety Training During the Month

Training	Attendance
Seasonal Safety Training	16

Menasha Utilities

120 YEARS!

May 2025

Financial And Project Status Reports

Menasha Utilities
THE POWER OF COMMUNITY

Memorandum

Date: June 20, 2025

To: Menasha Electric and Water Commission

From: Kristin Hubertus, Finance Manager

Re: May Financial Statements Compared to Budget

Electric Utility

The consumption of electricity was lower than budget by 2.6% overall, or 1 million kWh for the month of May which was driven by mainly industrial customers, but also commercial customers. The Industrial customer class was down 2.9% and the Commercial customer class was down 9.7%. The budgeted cost of power was $71.02/MWh and the actual cost for the month was very close at $70.47/MWh.

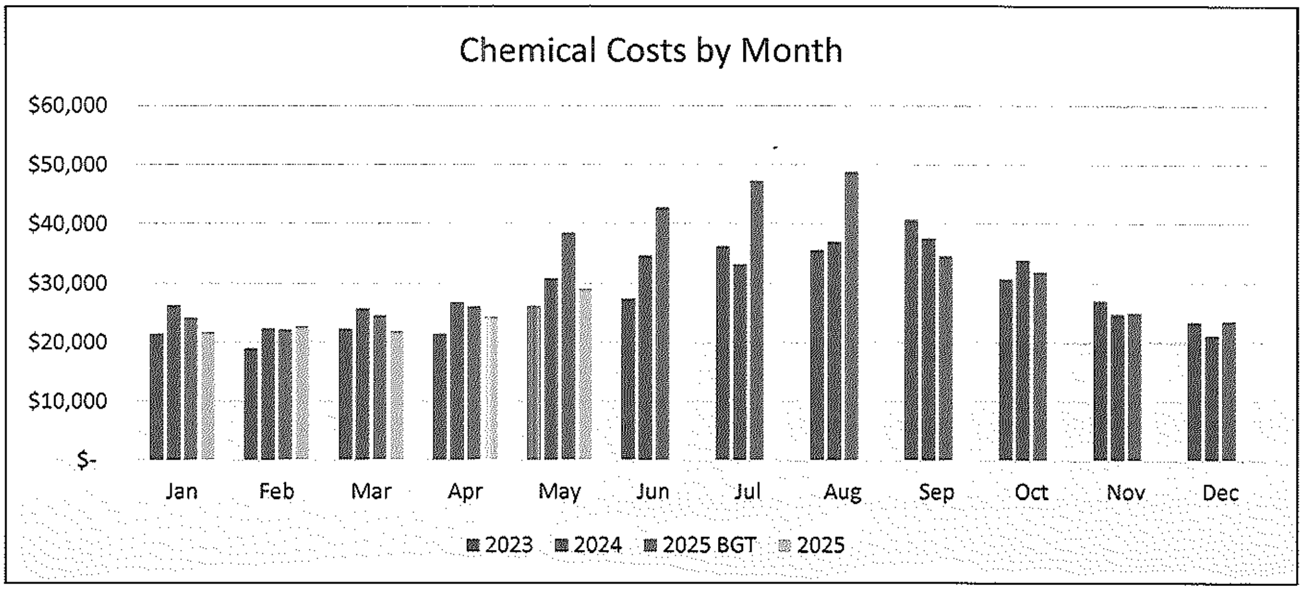
Net Operating Income was negative for the month of May mainly because of lower revenues and the cost of power being very close to the budgeted amount. The new electric rates go into effect on June 1st, and the application had been filed with the PSC on April 30, 2024. In Distribution expenses, there is a timing issue for substation expenses which will happen later in the year. All other expenses were very close to the budget.

The Electric Project Status Report shows the status of capital and large maintenance projects. In May, crews worked on the Maplewood School project for both the electric and solar portions of the project. We took delivery on several pad mount transformers and AMI meters. Work continued by the contractor and our internal electricians on the new commission room, work room, hallways, and operators' office.

Water Utility

Water usage decreased by 3.2 million gallons, or 6.9% compared to what was budgeted for the month. The Resale and Industrial customers took 10.2% and 12.8% less, respectively. For the year, our total consumption is down by 8.5 million gallons, or 4%.

Net Operating Income is higher by $46,286 for May due to lower operation and maintenance expenses. All categories were less than budget for the month. Water Treatment expenses were lower by 21%, or $24,492 because of lower chemical costs and lower Water Plant maintenance costs. See the graph on the next page for Chemical Costs by Month that are lower than budget and 2024. There were 0 main breaks and service leaks in May, so Transmission and Distribution expenses are lower. Administrative and General costs are lower due to less health insurance costs compared to budget. Depreciation and taxes are also lower.



On the Water Project Status Report, we took delivery and paid for a portion of the filters for the Water Plant project. All water main and services have been installed and paving needs to be completed. The project is joint with the City because of the sewer replacement, and they have been handling all pay requests and have not sent an invoice over yet.

Telecommunications Utility

In May we started billing a customer again that hadn't received a bill since October when the fiber connection went down between Northside and Tayco substations. There was also a back-billing completed for 2025 for the Racine bridge connection. The Operations Cash balance is negative on the financial report due to paying for a new fiber tool, so funds have been transferred from reserves in June to cover the shortfall.

MENASHA ELECTRIC UTILITY FINANCIAL REPORT

Kwh Consumption for May

	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Purchases	38,731,776	39,540,209	41,601,941	36,699,801	188,720,576	201,794,748
Residential	4,263,901	4,184,845	4,266,330	4,603,395	25,257,940	24,020,895
Commerical	1,228,154	1,360,120	1,127,787	1,257,935	6,799,218	6,782,532
Other	165,994	165,815	199,452	205,023	1,086,895	932,524
Industrial	32,474,088	33,437,941	35,093,443	30,488,881	154,288,798	168,060,829
Total Kwh	38,132,137	39,148,721	40,687,012	36,555,234	187,432,851	199,796,780
System Losses	1.55%	0.99%	2.20%	0.39%	0.68%	0.99%
Maximum Demand	63,286	60,999	65,121	58,016		

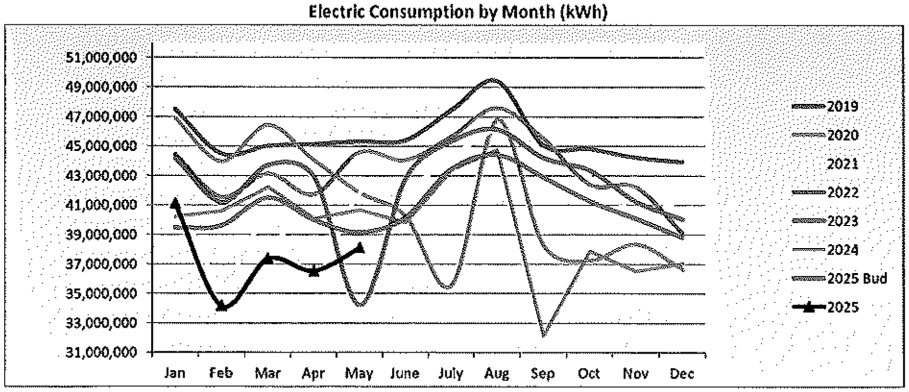
Income Statement for May

	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	$3,077,608	$3,283,498	$3,195,549	$2,885,439	$14,826,280	$16,878,475
Other	$20,043	$20,047	$19,314	$16,647	$85,196	$85,626
Total Revenues	$3,097,651	$3,303,546	$3,214,863	$2,902,086	$14,911,476	$16,964,101
Purchase Power	$2,729,312	$2,808,161	$2,785,356	$2,431,344	$12,599,863	$14,406,790
Expenses	$254,411	$272,294	$231,780	$241,204	$1,304,570	$1,504,498
PILOT (Taxes)	$55,145	$58,365	$52,432	$55,145	$275,727	$291,823
Depreciation	$104,186	$100,138	$99,738	$104,187	$520,937	$500,689
Total Expenses	$3,143,055	$3,238,958	$3,169,306	$2,831,880	$14,701,098	$16,703,800
Net Operating Income	-$45,404	$64,588	$45,557	$70,206	$210,379	$260,301
Revenues per Mwh	$80.74	$83.87	$78.57	$78.98	$79.16	$84.48
Ave Power Cost per Mwh	$70.47	$71.02	$66.95	$66.25	$66.76	$74.14

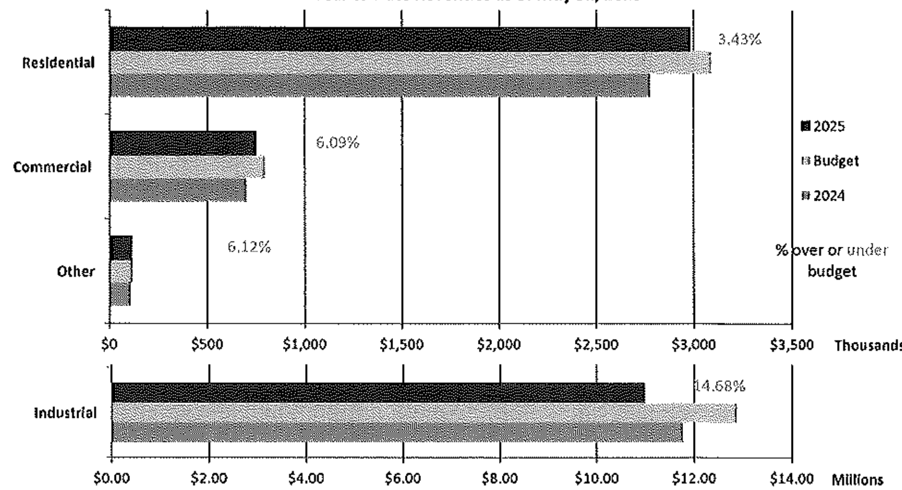
Ratios and Cash Flow for May

	Current Month	Budget/Auth	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	33.57%					
Rate of Return	3.43%	7.00%				
Liquidity Ratio	2.45	1.50				
Debt Service Coverage	0.77	2.09		Recommended > 1.25	1.86	1.93
Cash/Work Cap Balance	$6,660,254	$5,856,292	$5,936,093	$5,485,043		
# of Days Work Capital	62	52	55	49		

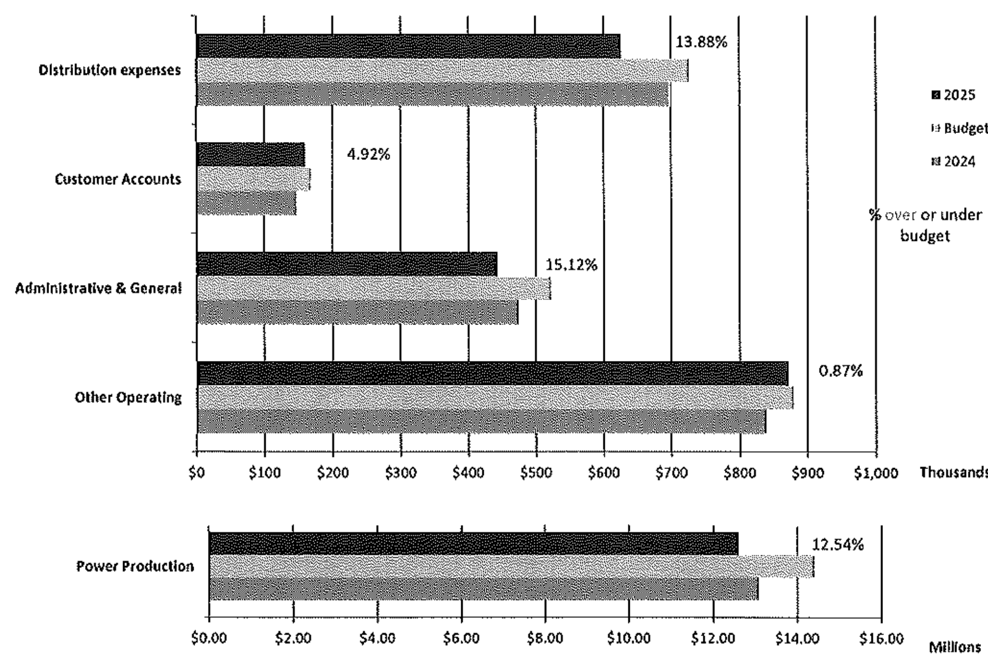
Electric Consumption by Month (kWh)



Year to Date Revenues as of May 31, 2025



Year to Date Expenditures as of May 31, 2025



Electric Project Status Report as of May 31, 2025

		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
	Electric Distribution												
	2025 Developer Projects (Billable work)		29,346				21,355	Labor only - 274 hours through May					Includes Maplewood School solar & electric.
2025-5	Unexpected/Unscheduled Projects	75,000	26,453	48,547	75,000	0	29,523	70,883	Jan-25	Jan-25	Dec-25		Includes replacing a basement, secondary ped & anchor. We also replaced 4 poles on Borenz Ct.
2025-4	New/Upgraded Service Installations	19,000	935	18,065	19,000	0	2,384	18,329	Jan-25	Jan-25	Dec-25		3 services worked on in May.
2025-11	Install Recloser on Circuit 13-4-2	20,000	4,856	15,144	20,000	0		11,531	Aug-25	May-25	Dec-25		Purchased switch & materials for reclosers.
2025-8	Transformer Purchases	252,000	89,117	162,883	252,000	0		40,045	Jan-25	Mar-25	Dec-25		URD Transformers arrived in May.
2025-9	Electric Meters & Metering Equipment	250,000	294,061		294,061	(44,061)		19,333	Jan-25	Jan-25	Dec-25		Submitted PO for 2026 meters in 11/24 & vendor sent early in May. Also received 2025 meters. Will take out of reserves.
2025-2	Tree Trimming	83,000	76,547	6,453	83,000	0	1,119	10,226	Jan-25	Jan-25	Dec-25		Internal work completed in May.
2025-7	Vehicle/Equipment Replacement for 2024/2025	539,000	448,061	90,939	539,000	0			Jul-24	Dec-24	Dec-25	No Change	Operators Van received in April. #61 transferred to water distribution.
2025-6	Tools & Equipment	25,000	16,144	8,856	25,000	0			Jan-25	Jan-25	Dec-25	No Change	Underground locator/receiver received in April.
2025-12	Five Oaks & Stillmeadow Voltage Change	10,000	412	9,588	10,000	0	23,503	17,448	Apr-25	Mar-25	Nov-25	No Change	17 pad mount xfmrs replaced to date.
2025-13	Underground Rebuild Between University & Home	200,000		200,000	200,000	0	3,439	11,531	May-25	Feb-25	Aug-25	No Change	Work at Leaven is part of this project.
2025-10	Box Tower Cp-3 Customer Parking Lot	100,000		100,000	100,000	0		9,225	May-25		Jun-25		
2025-14	Replace Lighting	10,000		10,000	10,000	0		5,453	Jan-25		Dec-25		
2025-16	Acquisitions	10,000		10,000	10,000	0		7,452	May-24		Dec-25		
2023-12/2024-11	Rebuild Overhead around Jefferson Park Area	42,469	16,604	15,000	31,604	10,865	1,546	25,467	Jun-23	Mar-23	Jun-25		Tabling project until 2026. Keep $15k for 2025.
2025-15	Racine/Valley Electric Relocate for Construction	361,001	192,271		192,271	168,731	54,113	13,086	Nov-24	Nov-24	Dec-25		Project closed out in May.
	Substations												
2024-1	Primary Bushings for Northside T1-3	50,000	15,930	28,799	44,728	5,272	13,033	13,824	May-24	Oct-24	Dec-25	No Change	The arresters arrived in April.
2025-8	Substation Security	6,800	4,846	1,954	6,800	0		1,531	Mar-25	Mar-25	Jun-25	No Change	Purchased 2 cameras for subs.
2025-15	Battery Charger Replacement at Tayco	7,992	6,957	1,035	7,992	0		6,123	Jan-25	Mar-25	Feb-25	No Change	Purchased in Mar. Need to install.
2023-15	Replace Gang Operated Disconnects at Tayco	80,500	60,030	20,470	80,500	0	11,043	15,492	Apr-23	Apr-23	Dec-24	No Change	2 of the 4 disconnects are installed. Next 2 are with spring outage.
2022-14	Meadows New Transformer/Bus Differential Relays	20,000	4,292	15,708	20,000	0		8,096	Apr-22	Jun-22	Jun-25	No Change	Carry project forward to 2024/2025.
2025-2	Underground Riser Maintenance Testing	12,000		12,000	12,000	0		9,567	Oct-25		Nov-25		
2025-7	Substation Tools & Equipment	5,000		5,000	5,000	0			Jan-25		Dec-25		
2025-9	Transformer Bushing Replacement	95,000		95,000	95,000	0		9,184	Apr-25		Dec-25		
2025-10	Additional Stone for Substations	8,451		8,451	8,451	0		6,123	May-25		Sep-25		Reallocated $49 to #17
2025-11	Replace Circuit Switcher 138-2-3 at Northside	150,000		150,000	150,000	0		18,368	Jul-25		Nov-25		Issued PO in February.
2025-12	Substation Grounding Evaluation & Upgrades	8,500		8,500	8,500	0		18,368	Apr-25		Oct-25		
2025-13	Gutter Replacement at Melissa Substation House	12,000		12,000	12,000	0		6,123	May-25		Jul-25		
2025-14	Smoke & Temperature Sensors to All Sub Houses	5,000		5,000	5,000	0			Mar-25		Nov-25		
2025-17	New Air Handling Unit	6,549	6,549		6,549	0		3,061	Apr-25	Mar-25	Aug-25	Mar-25	Contractor installed in Mar at Tayco.
2025-16	Specific Gravity Tester	5,008	5,008		5,008	0			Jan-25	Mar-25	Feb-25	Mar-25	Received in March. Reallocated $2,008 from #15.
	Business Operations												
2024-14/2015-10	Remodel Office Complex	407,314	291,162	116,152	407,314	0	72,560	44,507	Apr-24	Jul-24	Aug-25		Painting has started as of 6/9.
2025-3	Computerized W.O. Process/Central Database Sys	15,000	460	14,540	15,000	0			Jan-25	Mar-25	Dec-25	No Change	Utilized GIS services in Mar.
2025-6	Computer Upgrades	16,850	3,372	13,478	16,850	0			Mar-25	Jan-25	Dec-25	No Change	Purchased 3 computers in Jan.
2021-2023/2024-12	RF Readers for Garage Doors/Automate All Gates	28,508	23,809	4,699	28,508	0	16,923	3,023	Mar-21	Jun-21	Sep-24	No Change	Ordering more material in 2025.
2025-12	Replace Garage Fans	15,000		15,000	15,000	0		5,934	Feb-25		Apr-25		
2025-13	Renewable Generation / EV Charging Project	10,000		10,000	10,000	0			Oct-25		Nov-25		
2025-14	Educational Kiosks	10,000		10,000	10,000	0			Jun-25		Jul-25		UW Parkside continues to work on.
2024-9	GIS Server	32,000	16,629	15,371	32,000	0			Mar-24	Dec-23	Dec-24	No Change	Carry forward for potential additional server purchase for redundancy.
2025-8	Replace Radios	6,500		6,500	6,500	0			May-25		May-25		
2025-9	New Phone System	2,000		2,000	2,000	0			Feb-25		Apr-25		
2025-11	Infrared Heaters in Garage	16,000	15,799		15,799	201			Jan-25	Mar-25	Jan-25	Mar-25	Installed in the garage in Mar.
2025-15	Folder/Inserter Replacement	9,614	9,614		9,614	1			Jan-25	Jan-25	Feb-25	Jan-25	Purchased in Jan.
	Total	3,038,056	1,659,261	1,267,133	2,897,048	141,009	250,540	429,333					

MENASHA WATER UTILITY FINANCIAL REPORT

Gallons of Consumption for May (000)

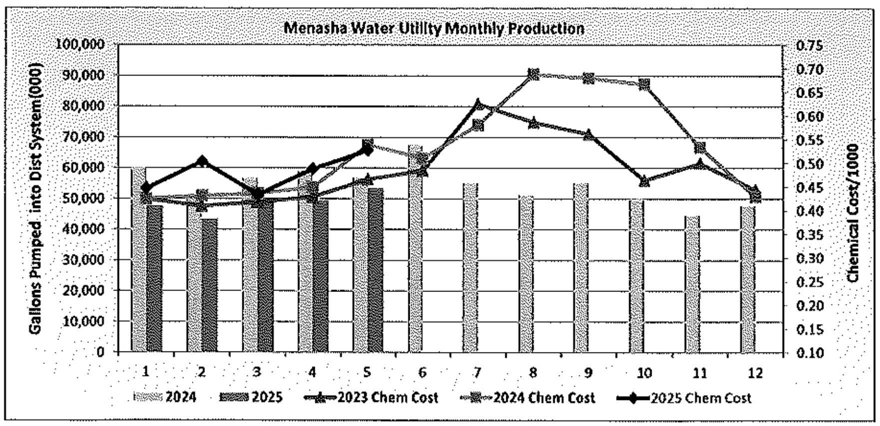
	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Water Produced	55,224	N/A	57,110	49,889	249,518	N/A
Pumped from HLPS to Dist	53,656	N/A	57,229	49,472	243,836	N/A
Residential	13,065	12,811	13,385	12,644	64,950	64,265
Residential Multi-Family	687	857	793	702	3,466	4,150
Commercial	3,637	3,385	3,309	3,328	16,849	15,020
Industrial	11,599	13,307	14,119	12,000	57,428	64,468
Resale	12,812	14,272	15,374	13,149	61,239	64,201
Municipal	1,612	1,996	1,378	700	4,109	4,489
Total Gallons	43,412	46,628	48,358	42,523	208,041	216,592
Internal Use	3,032		3,989	2,139	10,967	
Leaks	0		46	0	2,997	
Flow/Flushing/Fire	20		198	0	143	
System Losses	13.40%		8.10%	9.72%	8.89%	
Target Loss Ratio					8%	

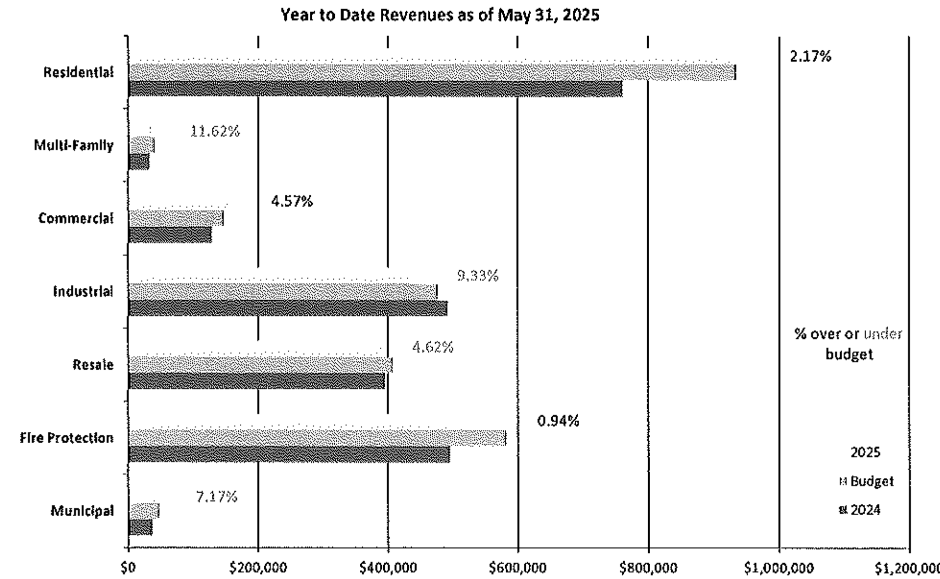
Income Statement for May

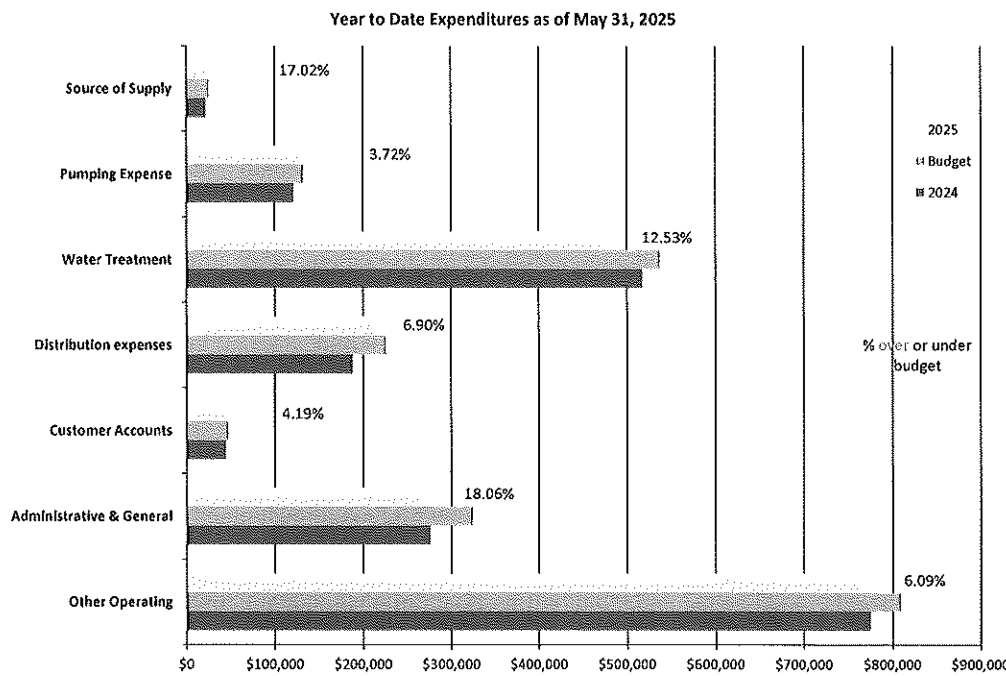
	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	$539,378	$556,205	$473,557	$525,860	$2,607,602	$2,642,732
Other	$5,463	$4,144	$2,678	$5,703	$29,624	$24,445
Total Revenues	$544,841	$560,349	$476,235	$531,563	$2,637,226	$2,667,177
Water Treatment	$94,113	$118,605	$111,133	$87,051	$470,177	$537,558
Expenses	$123,280	$152,224	$121,219	$128,142	$699,824	$792,830
PILOT (Taxes)	$57,784	$61,628	$55,723	$57,784	$288,921	$308,138
Depreciation	$88,440	$92,953	$93,498	$88,440	$442,198	$464,764
Total Expenses	$363,617	$425,410	$381,573	$361,417	$1,901,119	$2,103,290
Net Operating Income	$181,225	$134,939	$94,662	$170,146	$736,106	$563,887

Ratios and Cash Flow for May

	Current Month	Budget/Auth	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	23.44%					
Rate of Return	8.42%	6.20%				
Liquidity Ratio	4.32	1.50				
Debt Service Coverage	5.10	4.34		Recommended >1.25	4.32	3.78
# of Days Work Capital	234	150	208	189		
Net Cash Balance	$2,476,113	$1,657,971	$2,192,067	$2,090,167		







Water Project Status Report as of May 31, 2025

Year-Budget #	Project	Budget (External Costs)	Actual Costs (External Costs)	Needed to Complete (External Costs)	Forecast (External Costs)	Variance (Over)/Under (External Costs)	Actual Labor/Truck (Internal Costs)	Budgeted Labor/Truck (Internal Costs)	Target Start Date	Actual Start Date	Budgeted/ Projected End Date	Actual End Date	Comments
	Water Plant												
**	Filter #3 & #4 Failure	0	106,944	370,552	477,496	(477,496)	21,163	368 Hours		Feb-25	Sep-25		Pole testing complete. Will start assembling underdrain pans; concrete is next.
O&M Tracking	Filter media removel & nozzle cleaning	0	1,682		1,682	(1,682)	48,074	840 Hours				No Change	Media testing charged in April.
2025-6	Water Plant Equipment Failure	40,000	16,111	23,889	40,000	0		2,036	Jan-25	Apr-25	Dec-25	No Change	Purchased optiview kit for UV transmittance online measurement.
2025-11	HVAC Heater Replacements	30,000	20,444	9,556	30,000	0			Oct-25	Jan-25	Dec-25	No Change	Sterling heater purchased in March.
2025-10	Tools and Equipment	16,500	4,782	11,718	16,500	0			Jan-25	Jan-25	Dec-25	No Change	Purchased ultrasonic parts cleaner in Feb.
2014-2017/2021-10	Upgrade Plant PLC5 & Integrate with existing PLC	64,100	6,367	57,733	64,100	0	4,795	9,673	Feb-14	Feb-14	Aug-24	No Change	Received outside quotes; carry forward to 2025.
2025-5	Facility Modifications	100,000		100,000	100,000	0			Jul-25		Dec-25		Serves as a placeholder.
2025-7	Lab Equipment	5,000		5,000	5,000	0			Jan-25		Dec-25		
2025-8	Instrumentation	15,500		15,500	15,500	0		359	Jan-25		Dec-25		
2025-9	Sludge Scrapers Gearbox & Motor Repairs	25,000		25,000	25,000	0		1,569	Jan-25		Jul-25		PO issued in February.
2025-12	Water Plant Valve Replacements	10,000		10,000	10,000	0			Feb-25		May-25		
2025-13	Aerator Pipe Stands	10,000		10,000	10,000	0			May-25		Sep-25		
2018-2024/2025-14	Raw Water Intake & Pre-Treatment Basin	43,622	26,122	17,500	43,622	0			Jun-18	Dec-17	Dec-25	No Change	The DNR lists as a non-conforming item on the most recent sanitary survey completed in May.
	Water Distribution												
2025-8	Water Main Replacement for 2025	389,653	9,218	380,435	389,653	0	19,085	45,000	Apr-25	Aug-24	Dec-25		All water main & services are complete. Need to pave.
2024-6/2025-7	Water Meters - AMI Group Replacement	297,110	230,283	66,827	297,110	0	19,556	17,289	Jan-25	Jan-25	Dec-25	No Change	Received AMI modules & mounting kits in Apr.
2025-10	Tools and Equipment	9,000	7,667	1,333	9,000	0			Jan-25	Feb-25	Dec-25	No Change	Purchased ring saw & stethophon in Feb.
2025-5	Portable Large Meter Tester	15,000	7,325	7,675	15,000	0			Jan-25	Jan-25	Jan-25	No Change	Purchased additional parts in March.
2025-6	Replacement of Valves and Hydrants	20,000		20,000	20,000	0		6,639	Apr-25		Dec-25		
2025-9	Water Service Replacements	30,000		30,000	30,000	0		5,035	Jan-25		Dec-25		
2025-11	Water Dist Ford F650 Gas Vehicle	89,836	22,239	67,597	89,836	0			Apr-25		May-25		Reallocated at Feb commission meeting & reallocation of overage for 25% down payment on Knapheide box paid in Mar.
**	LSL Replacement Program (MU/City/Cust sides)				0								
	Business Operations												
2025-5	Water Plant UPS	14,350		14,350	14,350	0			Jan-25		Feb-25		This is the capital component only.
2025-6	Computer Upgrades	7,150	1,686	5,464	7,150	0			Mar-25	May-25	Dec-25		Purchased computer for Adam in May.
2023-2024/2025-7	Water Plant SCADA Upgrade	130,990	42,990	88,000	130,990	0	4,242	66,874	Nov-23	Sep-23	Dec-25	No Change	Getting quotes from Faith Tech for assistance.
2025-10	Water Plant Network Segregation	103,800	3,800	100,000	103,800	0	1,443			Apr-24	Dec-25	No Change	Using funds from PLC5 project to start in 2024.
	Total	1,380,111	357,697	1,022,414	1,380,110	(479,177)	49,121	152,438					

MENASHA ENERGY SERVICES AND TELECOMMUNICATIONS UTILITY FINANCIAL REPORT

Energy Services Income Statement for May 2025

	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	$0	$0	$1,081	$0	$2,805	$4,323
Other	$0	$0	$0	$0	$0	$0
Total Revenues	$0	$0	$1,081	$0	$2,805	$4,323
Expenses	$18	-$676	$27	$18	$92	$11,523
Depreciation	$302	$676	$676	$302	$1,512	$3,379
Total Expenses	$321	$0	$703	$321	$1,603	$14,902
Net Operating Income	-$321	$0	$378	-$321	$1,202	-$10,579

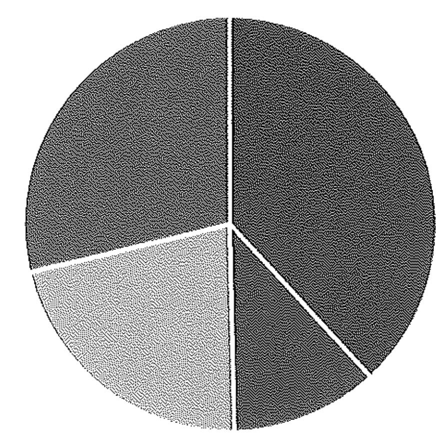
Telecommunications Income Statement for May 2025

	Current Month	Budget	LY Same Month	Last month	YTD	YTD Budget
Sales	$9,741	$9,612	$9,606	$8,360	$43,208	$48,053
Other	$0	$0	$0	$0	$0	$0
Total Revenues	$9,741	$9,612	$9,606	$8,360	$43,208	$48,053
Expenses	$3,299	$3,285	$5,733	$1,988	$10,154	$16,728
PILOT (Taxes)	$1,323	$1,415	$1,286	$1,323	$6,614	$7,074
Depreciation	$2,485	$2,638	$1,931	$2,485	$12,427	$13,191
Total Expenses	$7,107	$7,338	$8,950	$5,796	$29,194	$36,993
Net Operating Income	$2,634	$2,274	$655	$2,564	$14,013	$11,061

	Current Month	Budget	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	14.61%					
Rate of Return	26.88%					
Liquidity Ratio	13.94	1.50				
Debt Service Coverage	1.20	1.15		Recommended >1.25	1.24	1.14
Net Cash Balance	$217,594	$194,483	$209,477	$197,843		

Telecommunications Comparison

May 2025



Miscellaneous Telecommunication Financial Information

2025 Fiber Monthly Payment to Electric $4,378

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

Total Debt Outstanding 5/31/2025 $29,750

Total Assets for Telecommunications 5/31/2025 $464,992

Total Utility Plant 5/31/2025 $835,865

Utility Plant is 81% depreciated in total

Net Cash Balance includes Operations & Depreciation Funds
Operations 5/31/2025 = -$20,769
Depreciation 5/31/2025 = $238,362