



## MEETING AGENDA – APRIL 26, 2016

BOARD ROOM  
4000 EAST RIVER ROAD NE  
ROCHESTER, MN 55906

4:00 PM

### **Call to Order**

#### **1. Approval of Agenda**

#### **2. Approval of Minutes**

Public Utility Board - Regular Meeting - Mar 29, 2016 4:00 PM

#### **3. Approval of Accounts Payable**

A/P Board Listing

#### **4. Recognitions: Earl Kvittem & Ed Laughton**

NEW BUSINESS

### **Open Comment Period**

*(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)*

#### **5. Consideration of Bids**

##### **1. Switchgear**

Resolution: Switchgear

##### **2. Relay and Control Panels**

Resolution: Relay and Control Panel

#### **6. Regular Agenda**

##### **1. Addition of LED Security Lighting Rate**

Resolution: Addition of LED Security Lighting Rate

##### **2. Purchase of VMware NSX**

Resolution: Purchase of VMware NSX

##### **3. Application for Service(s) Policy**

Resolution: Application for Service(s) Policy

##### **4. Audit Presentation – 2015 Annual Audit Results**

#### **7. Informational**

##### **1. Westside Energy Station Project**

##### **2. 2016 Hydro Renovation - Informational Only**

##### **3. Electric Engineering & Operations Report for 2015**

##### **4. Customer Care and SAP Enterprise Resource Update**

#### **8. General Managers Report**

**9. Division Reports & Metrics**

**10. Other Business**

**11. Adjourn**

*The agenda and board packet for Utility Board meetings are available on-line at [www.rpu.org](http://www.rpu.org) and <http://rochestercitymn.iqm2.com/Citizens/Default.aspx>*



MEETING MINUTES – MARCH 29, 2016

BOARD ROOM  
4000 EAST RIVER ROAD NE  
ROCHESTER, MN 55906

4:00 PM

**Call to Order**

Attendee Name	Title	Status	Arrived
Michael Wojcik	Board Member	Present	
Dave Reichert	Board President	Present	
Mark Browning	Board Member	Present	
Melissa Graner Johnson	Board Member	Present	
Tim Haskin	Board Member	Present	
Terry Adkins	City Attorney	Present	

**1. Approval of Agenda**

- Motion to:** approve the agenda as presented

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Mark Browning, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

**2. Approval of Minutes**

The minutes were approved with the correction of #5 which listed Michael Wojcik as absent.

Public Utility Board - Regular Meeting - Feb 23, 2016 4:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Mark Browning, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

**3. Approval of Accounts Payable**

AP Board listing

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Mark Browning, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

**NEW BUSINESS**

**Open Comment Period**

*(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)*

President Reichert opened the meeting for public comment. No one came forward to speak.

**4. Consideration Of Bids**

1. Digger Derrick (V577) Chassis

Steve Monson, Supervisor of Facilities and Fleet explained this was the chassis for the Digger Derrick truck and came in under budget.

Resolution: Digger Derrick (V577) Chassis

The Board approved the resolution reading as follows:

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a purchase order with Maney International Inc for:

One 2017 International Truck Chassis

The amount of the purchase order to be ONE HUNDRED EIGHT THOUSAND TWO HUNDRED SEVENTY SEVEN AND 00/100 DOLLARS (\$108,277.00) plus applicable taxes.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

2. John Adams Water Storage Tank Repair/Repainting

Cary Johnson, Manager of Water Maintenance and Construction explained that there was only one bid that was very high. Terry Adkins, City Attorney suggested a revision in the wording asking the board to reject all bids.

Resolution: John Adams Water Storage Repair/Repainting

The Board approved the modified resolution to read "reject all bids" as follows:

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to reject all bids received for:

John Adams High Level Tower Repair/Repainting

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

3. Douglas Trail Substation Site Improvement

Neil Stiller, Senior Electrical Engineer, explained that the bids were higher because of soil exploration costs that were higher than expected. Additional footing was also needed because of the soil, retaining wall required and the look

Minutes Acceptance: Minutes of Mar 29, 2016 4:00 PM (Approval of Minutes)

that EPIC requested in the MOU. With cost sharing, RPU will only be responsible for 1/5 of total costs.

Resolution: Douglas Trail Site Improvement

The Board approved the resolution reading as follows:

*BE IT RESOLVED* by the Public Utility Board of the City of Rochester, Minnesota, to enter into a contract with Elcor Construction Inc. for:

*Douglas Trail Site Improvement*

and allow for change orders to be managed by existing approval structure and authorization levels.

The amount of the purchase order to be SIX HUNDRED SIXTY-EIGHT THOUSAND, SIX HUNDRED FIFTY-TWO AND 00/100 DOLLARS (\$668,652.00).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Mark Browning, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

4. Douglas Trail Substation Construction

Neil Stiller, Senior Electrical Engineer explained the request for the Douglas Trail Substation Construction was for excavation, conduit, concrete foundations, pre-cast concrete control building, screening wall, aesthetic quality perimeter for the screening wall. The control building was originally 2 buildings and now will be one building which is more economical.

Mr. Wojcik asked the reason for rejecting the low bidder. The reason being they provided a descriptive document but not the additional documents requested.

Ms. Graner Johnson asked why the resolution is worded without 3rd bidder. City Attorney, Terry Adkins said we are not required to list all bidders, just the rejected and winning bid.

Resolution: Douglas Trail Substation Construction

The Board approved the resolution reading as follows:

*BE IT RESOLVED* by the Public Utility Board of the City of Rochester, Minnesota, to reject the bid received from Weis Builders, Inc. And enter into a contract with Alvin E. Benike, Inc. And authorize the Mayor and the City Clerk to execute the agreement for

*Douglas Trail Substation Construction*

and allow for change orders to be managed by existing approval structure and authorization levels.

*The amount of the contract to be ONE MILLION, FIVE HUNDRED SEVENTY-SIX THOUSAND, THIRTY-SIX AND 18/100 DOLLARS (\$1,576,036.18).*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

5. Q6 Transmission Line Relocation

*Steve Cook, Senior Electrical Engineer, introduced the action requested which includes the relocation of the Q6 transmission line.*

*Mr. Cook said Hooper Corporation has done work for us in the past. The reason for the large spread in bids is usually because of how it fits in their schedule.*

Resolution: Q6 Transmission Line Relocation

*The Board approved the resolution reading as follows:*

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to reject the bid received from The L.E. Myers Company and enter into a contract with Hooper Corporation and authorize the Mayor and the City Clerk to execute the agreement for*

*Q6 Transmission Line Relocation*

*and allow for change orders to be managed by existing approval structure and authorization levels.*

*The amount of the contract to be TWO HUNDRED FIFTY-NINE THOUSAND, FIVE HUNDRED FOURTEEN AND 29/100 DOLLARS (\$259,514.29).*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Mark Browning, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

5. Regular Agenda

1. Approving and Consenting to the Issuance of Electric Utility Revenue Bonds, of the City of Rochester

*Ms. Graner Johnson has recused herself from the discussion and the vote.*

*Peter Hogan, Director of Corporate Services, summarized the action requested. In the original parameters it was included that the rate would not exceed 4.5%*

Minutes Acceptance: Minutes of Mar 29, 2016 4:00 PM (Approval of Minutes)

however because the rate is variable, it is requested that the terms and conditions sheet be approved with the change.

City Counsel was asked to approve this item at their 3/21 Council meeting. No action was to be taken until the RPU Board officially approved the changes as well.

Resolution: Approving and Consenting to the Issuance of Electric Utility Revenue Bonds, of the City of Rochester

The Board approved the resolution reading as follows:

*Resolution Approving and Consenting to the Terms of the  
Issuance of Temporary Subordinate Electric Utility Revenue Bond, Series 2016A  
by the City of Rochester, Minnesota*

*BE IT RESOLVED* By the Public Utility Board (the “Board”) of Rochester Public Utilities (“RPU”) as follows:

1. Recitals.

*On December 15, 2015, the Board adopted a resolution (the “Concurring Resolution”) concurring in the issuance of Temporary Subordinate Electric Utility Revenue Bond, Series 2016A, in an aggregate principal amount not to exceed \$25,000,000 (the “Bond”) by the City of Rochester, Minnesota (the “City”) pursuant to Resolution No. 620-15 of the Common Council (the “Council”) of the City (the “Initial Resolution”); and*

2. Request, Consent and Approval.

- (a) *The Board hereby further consents to and concurs in the resolution adopted by the Council on March 21, 2016, approving the terms of the Bond as set forth in Exhibit A thereto (the “Terms”) and amending the Initial Resolution to incorporate and conform to the Terms (the “Final Resolution”) and Section 2(b) of the Concurring Resolution is hereby amended and restated to authorize issuance of the Bond in accordance with the Terms;*
- (b) *The Final Resolution is hereby incorporated into this Resolution to the same extent as though set forth in full herein, and each capitalized term which is used in this Resolution but not otherwise defined herein shall have the meaning given to that term in the Final Resolution.*
- (c) *The approval hereby given to the Final Resolution includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate.*

- (d) *The Board hereby covenants and pledges to cooperate with the Council (and to take such actions, or refrain from acting, as the case may be, as may be necessary) in order to fully effectuate the intent, purposes and obligations of the City under the Resolution.*
- (e) *Except as specifically amended herein, the Concurring Resolution remains in full force and effect.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29<sup>th</sup> day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Michael Wojcik, Dave Reichert, Mark Browning, Tim Haskin
<b>ABSTAIN:</b>	Melissa Graner Johnson

2. Approval of Settlement Agreements

*Mark Kotschevar, General Manager, summarized the approval of the SMMPA Settlement agreement which was sent to the board under Terry Adkins confidential cover. Once approved the agreement will be filed with FERC for approval.*

*Mr. Wojcik asked what does the utility gain and lose from this contract. Kotschevar replied that the benefits are:*

- *A guaranteed revenue stream from SMMPA*
- *Additional third party revenues passed on to RPU from SMMPA*
- *Avoids a protracted legal process at FERC*
- *Provides for certainty in the collection of RPU's transmission revenue requirement going forward*

*Ms. Graner Johnson pointed out a couple of changes:*

- *Attachments 5.1 1 & B*
- *8.4 font*

Resolution: Approval of Settlement Agreements

*The Board approved the resolution reading as follows:*

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the*

*Settlement Agreement and Joint Pricing Zone Agreement*

*with minor non-material changes to be approved the City Attorney and General Manger and that the Common Council authorize the Mayor and the City Clerk to execute the agreements.*



*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Member
<b>SECONDER:</b>	Michael Wojcik, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

3. IBM Generator Maintenance Agreement

*President Reichert has abstained from the discussion so Mark Browning took over the chair role.*

*Don Coldiron, Material Manager explained this was a renewal for 5 years bringing the total over the \$100,000 approval limit, this is why it is being brought to the Board.*

*RPU is 100% reimbursed through IBM.*

Resolution: IBM Generator Maintenance Agreement

*The Board approved the resolution reading as follows:*

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a five year maintenance agreement with Zeigler Power systems and authorize the Mayor and the City Clerk to execute the agreement for*

*IBM Generator Maintenance Agreement*

*The amount of the agreement to be ONE HUNDRED THIRTY SIX THOUSAND, TWO HUNDRED SIXTY NINE AND 00/100 DOLLARS (\$136,269.00) and approve any other attendant or subsequent agreement as determined by the General Manager and City Attorney, subject to Board and City Council of the annual budget.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Member
<b>SECONDER:</b>	Michael Wojcik, Board Member
<b>AYES:</b>	Michael Wojcik, Mark Browning, Melissa Graner Johnson, Tim Haskin
<b>ABSTAIN:</b>	Dave Reichert

4. Correction to Westside Energy Station Project Resolution Approval of Engineer, Procure, Construction (EPC) Open Book Agreement

*Wally Schlink, Director of Power Resources asked for a wording change to clarify the language of the resolution to include Westside Energy Partners, a general partnership between The Boldt Company and Sargent & Lundy, LLC. It was also*

Minutes Acceptance: Minutes of Mar 29, 2016 4:00 PM (Approval of Minutes)

*requested to add a comma to the dollar amount in the second paragraph of the resolution.*

Resolution: Correction to Westside Energy Station Project Resolution Approval of Engineer, Procure, Construction (EPC) Open Book Agreement

*The Board approved the revised resolution reading as follows:*

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to proceed with the negotiations and execution of an EPC Open Book Contract with the Westside Energy Partners, a general partnership between The Boldt Company and Sargent & Lundy, L.L.C. for the*

*Engineering, Procurement and Construction of the Westside Energy Station*

*Contingent on the approval of the RPU General Manager and the Rochester City Attorney for a total amount, not to exceed \$38,683,453.00 and authorize the Mayor and the City Clerk to execute the contract and allow for change orders to be managed by internal authorization procedures.*

*The estimated amount of the agreement and approved contingencies are broken down as follows; THREE MILLION, SEVEN HUNDRED AND NINETY EIGHT THOUSAND TWO HUNDRED AND EIGHTY NINE 00/100 DOLLARS (\$3,789,289.00) for a firm price for engineering, construction management and startup management, TWENTY EIGHT MILLION FOUR HUNDRED AND THIRTY SEVEN THOUSAND, NINE HUNDRED AND TWENTY TWO 00/100 DOLLARS (\$28,437,922.00) for procurement, subcontractor and markup for the balance of plant infrastructure and SIX MILLION FOUR HUNDRED AND FORTY SEVEN THOUSAND TWO HUNDRED AND FORTY TWO 00/100 DOLLARS (\$6,447,242.00) for contingency including granting authorization for the RPU Project Manager to perform the acts to execute the project.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Member
<b>SECONDER:</b>	Michael Wojcik, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

5. Board Organization Policy

*Mark Kotschevar, General Manager, explained that this captures the requested changes made at the last board meeting and the addition of the following requested changes:*

- The last line in paragraph 2 “quorum” is present*
- The effective date will not change*

Resolution: Board Organization Policy

*The Board approved the resolution reading as follows:*

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a resolution accepting the revised*

*Board Organization Policy*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Wojcik, Reichert, Browning, Johnson, Haskin

- 6. Annual Update of Cost and Rate Schedules for Cogeneration & Small Power Production Rate (SPP) Tariff

*Mike Heppleman, Senior Financial Analyst introduced the action item.*

*Schedule C shows the calculation. It is required by State Statute to file the Power Production Tariff annually with the governing board.*

Resolution: Small Power Producer Rate

*The Board approved the resolution reading as follows:*

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the updated Schedule C, to be attached to the previously approved Rules Covering Co-generation and Small Power Production Facilities.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.*

<b>RESULT:</b>	<b>ADOPTED [4 TO 0]</b>
<b>MOVER:</b>	Tim Haskin, Board Member
<b>SECONDER:</b>	Mark Browning, Board Member
<b>AYES:</b>	Dave Reichert, Mark Browning, Melissa Graner Johnson, Tim Haskin
<b>ABSTAIN:</b>	Michael Wojcik

**6. General Managers Report**

Mark Kotschevar gave his General Managers report:

- Arbor Day will be held on April 29<sup>th</sup> at Silver Lake Park 11:30-1:30.
- Wenck presentation for the Energy Action Plan- Melissa and Dave attended. The final plan will be brought back to board and Council for final approval.
- DMCC meeting 4/12; adopting goals and objectives.
- SMMPA; Working on changes to the agency agreement, will need Board and Council approval.

Minutes Acceptance: Minutes of Mar 29, 2016 4:00 PM (Approval of Minutes)

- We can talk about at upcoming study session
- Dave Geschwind presentation
- Kudos to Cary Johnson, Doug Klamarus and The Water Department; Rochester won the best tasting water 4 out of 5 years!
- APPA E &O conference and Lineworkers Rodeo will be held in Shakopee on Saturday April 2<sup>nd</sup> at 8 am.
- Board emails; we will use GOOD for enterprise.

**7. Division Reports & Metrics**

Sidney Jackson reported there were no outages during the recent snow storm.  
 Wally Schlink had 2 meetings with our WES(Westside Energy Station) partners Sargent & Lunde. The layout and design was discussed.  
 Mary Tompkins gave an update on the new Everbridge outage communication system.

**8. Other Business**

- President Reichert wanted us to pass on the board's congratulations to Bill Cook who is retiring tomorrow.
- APPA National Conference- board members Reichert and Wojcik encouraged the new board members to attend. The conference will be held June 11-14 in Phoenix AZ.
- Board emails
- MMUA Legislative Session April 19th at the State Capital.
- Study Session- May 12 4:00-6:00 PM.

**9. Adjourn**

1. adjourn the meeting at 5:02 PM

*The agenda and board packet for Utility Board meetings are available on-line at [www.rpu.org](http://www.rpu.org) and <http://rochestercitymn.iqm2.com/Citizens/Default.aspx>*

Submitted by:

\_\_\_\_\_  
 Secretary

Approved by the Board

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 Date

Minutes Acceptance: Minutes of Mar 29, 2016 4:00 PM (Approval of Minutes)

# ACCOUNTS PAYABLE

Meeting Date: 4/26/2016

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**SUBJECT: A/P Board Listing**

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**PREPARED BY: Terri Engle**

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Please Approve

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 03/15/2016 To 04/14/2016  
**Consolidated & Summarized Below 1,000**

1	<b><u>Greater than 50,000 :</u></b>		
2			
3	SOUTHERN MN MUNICIPAL POWER A	March Billing	7,011,665.08
4	XCEL ENERGY CORP	CapX LaCrosse CMA	963,067.01
5	MN DEPT OF REVENUE	February Sales and Use Tax	500,996.68
6	CONSTELLATION NEWENERGY-GAS D	Gas at SLP-February 2016	156,309.43
7	ULTEIG ENGINEERS INC	Douglas Trail Substation Design EPIC	77,322.00
8	BORDER STATES ELECTRIC SUPPLY	Meter, FM2S CL200 240V 2WAY W/Disconnect	71,820.00
9	CITY OF ROCHESTER	Vrs Street Opening Repairs	66,598.80
10	BERGERSON CASWELL INC	Pump Unit and Motor for Well #41	53,585.00
11	BORDER STATES ELECTRIC SUPPLY	Meter, FM2S CL200 240V 2WAY W/Disconnect	53,266.50
12			
13		<b>Price Range Total:</b>	<b>8,954,630.50</b>
14			
15	<b><u>5,000 to 50,000 :</u></b>		
16			
17	GGP LIMITED PARTNERSHIP	CIP Conserve & Save Rebates	43,789.00
18	BILLTRUST dba	Credit Card/Billing/Mailing/IVR Services	42,550.74
19	STUART C IRBY CO INC	Trans, PM, 3ph, 2500kVA, 13.8/8, 480/277	33,935.00
20	ROCHESTER PUBLIC SCHOOLS	CIP Conserve & Save Rebates	30,872.50
21	PEOPLES ENERGY COOPERATIVE (P)	Services compensable to PCPA 3/1-3/31/16	30,451.28
22	BLUESPIRE STRATEGIC MARKETING	2016 RPU Plugged In Contract	28,672.27
23	RESCO	Switch, PM, Air, 3ph, 3-600SW/1-200F,PSE	27,788.00
24	CONSTELLATION NEWENERGY-GAS D	Gas at Cascade Creek-February 2016	27,691.05
25	JENNINGS, STROUSS & SALMON PL	2016 Legal Fees	27,654.66
26	ZIEGLER INC	2016 Customer Support Agreement -IBM DGs	27,253.80
27	BORDER STATES ELECTRIC SUPPLY	Meter, FM2S CL200 240V AMR	26,098.88
28	OPOWER INC	Bi-monthly direct mail	24,000.00
29	ALL SYSTEMS INSTALLATION INC	System Ops camera and access upgrades	22,507.88
30	BORDER STATES ELECTRIC SUPPLY	Meter, 12S CL200 120V 2-WAY W/Disconnect	22,461.80
31	NELSON AUTO CENTER	2016 GMC Terrain (V580)	22,059.90
32	THE ENERGY AUTHORITY INC	March services	21,678.75
33	PLC INC	CIP Conserve & Save Rebates	20,986.88
34	CORPORATE RISK SOLUTIONS INC	NERC Compliance Training Program	20,268.36
35	WESCO DISTRIBUTION INC	Wire, ACSR, 556, 18/1, Osprey	18,169.24
36	HIMEC INC (P)	Air Handler and Condenser SC	17,200.00
37	U S ALLIANCE GROUP	March fees	16,720.23
38	STUART C IRBY CO INC	Trans, PM, 3ph, 150kVA, 13.8/8, 208/120	16,320.00
39	CITY OF ROCHESTER	Workers Comp	15,364.89
40	STUART C IRBY CO INC	Trans, PM, 3ph, 300kVA, 13.8/8, 208/120	15,004.00
41	LEXMARK ENTERPRISE SOFTWARE U	ImageNow Upgrade	15,000.00
42	VISION COMPANIES LLC (P)	Org. Strategy	13,950.00
43	STUART C IRBY CO INC	Wire, ACSR, 336.4, 18/1, Merlin	12,759.00
44	CENTURYLINK	2016 Monthly Telecommunications	12,713.11
45	McGRANN SHEA CARNIVAL STRAUGH	2016-Quarterly Misc Legal	12,500.00
46	MINNESOTA ENERGY RESOURCES CO	February gas SLP	12,394.08
47	BARR ENGINEERING COMPANY (P)	Water Sustainability Study Phase 3A	12,226.50
48	ALL SYSTEMS INSTALLATION INC	Card Access Upgrades SLP, SC, DR Site	11,729.53
49	STUART C IRBY CO INC	Trans, PM, 3ph, 500kVA, 13.8/8, 208/120	11,539.00
50	TRIPWIRE INC	TW App- Whitelist Profiler	11,061.56
51	ST MARYS UNIV MN CASCADE MEAD	2016 Annual Lease at Cascade Meadows	11,000.00
52	WRIGHT TREE SERVICE INC	2016 Hourly Tree Trimming~	10,330.54
53	GENERAL REPAIR SERVICE	Metering pump, DDA 7.5-16	9,500.00

Attachment: AP Board CRMO (5483 : A/P Board Listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 03/15/2016 To 04/14/2016  
**Consolidated & Summarized Below 1,000**

54	CONSOLIDATED COMM ENTERPRISE	2016 Network Maintenance Services	9,289.60
55	CDW GOVERNMENT INC	Large format printer	8,612.71
56	TRIPWIRE INC	TW Consulting Services	8,500.00
57	STUART C IRBY CO INC	Trans, PM, 1ph, 37.5kVA,13.8/8,240/120	7,590.00
58	WELLS FARGO BANK ACCT ANALYSI	2016 Banking Services	7,501.50
59	DAVIES PRINTING COMPANY INC	GIS Circuit book large print	7,202.68
60	WRIGHT TREE SERVICE INC	911H Hourly Tree Removal~	6,864.70
61	BAKER TILLY VIRCHOW KRAUSE LL	2015 FERC Review	6,623.00
62	TWIN CITY SECURITY INC	Security Services Apr-Oct 2016	6,559.98
63	WORKS COMPUTING INC	HPE Found Care Hdwre Software Support	6,461.90
64	CITY OF ROCHESTER	Jan - March 16 City Attorney Services	6,250.00
65	MAYO FOUNDATION	CIP Conserve & Save Rebates	5,977.85
66	DAKOTA SUPPLY GROUP	Meter, FM2S CL200 240V AMR	5,912.33
67	ARNOLDS SUPPLY & KLEENIT CO (	2016 SC Monthly Cleaning Services	5,887.74
68	D P C INDUSTRIES INC	2016 Carus 8500 Aqua Mag F35	5,599.10
69	PITNEY BOWES PURCHASE POWER	Fill postage meter	5,045.00
70			
71		<b>Price Range Total:</b>	866,080.52
72			
73	<b><u>1,000 to 5,000 :</u></b>		
74			
75	AUTOZONE INC	CIP Conserve & Save Rebates	4,754.05
76	BARR ENGINEERING COMPANY (P)	Engineering Svs for Hydro Unit 2 Repair	4,703.22
77	BAKER TILLY VIRCHOW KRAUSE LL	2015 Audit Fees	4,674.00
78	VERIZON WIRELESS	2016 Cell & Ipad Monthly Service	4,654.61
79	VALHALLA MANAGEMENT ASSOCIATI	CIP Conserve & Save Rebates	4,400.00
80	ZOHO CORPORATION	ManageEngine Firewall Analyzer Subscript	4,323.09
81	WESCO DISTRIBUTION INC	P/C, 120V-305V, 20 yr	4,294.77
82	CORPORATE WEB SERVICES INC	Website - Redesign Phase 1	4,250.00
83	SHI INTERNATIONAL CORP (P)	Safeword Hardware Tokens	4,250.00
84	GW ANDERSON & ASSOCIATES INC	Transformer Consulting Services	4,200.00
85	RESCO	Bulb, 100W, HPS	4,161.07
86	CITY OF ROCHESTER	Insurance WC Fees 2016 #2 inst prem	4,157.65
87	WORKS COMPUTING INC	HP 2TB 6G SAS	4,125.00
88	CITY OF ROCHESTER	WC	4,038.60
89	RESCO	Crossarm, FG, 12' HD	4,022.24
90	SD VENTURES LLC	CIP Conserve & Save Rebates	3,924.00
91	TSP INC	TSP Design System Operations	3,654.14
92	HIGH VOLTAGE SERVICE LLC	ZRT1 Test Servs	3,600.00
93	BAIER GERALD	2015-16 Snow Removal (Oct	3,483.33
94	USIC LOCATING SERVICES INC	2016 Locating Services	3,426.18
95	HALO BRANDED SOLUTIONS	Football giveaways for 2016 Arbor Day Ce	3,313.12
96	BIF	BIF Model 20182-10 Insert Venturi Tube	3,258.62
97	STEVE BENNING ELECTRIC	Well house #41 electrical services	3,243.16
98	QUANTITATIVE MARKET INTELLIGE	2016 Qtly Customer Satisfaction Survey	3,206.25
99	ALIENVAULT INC	USM All-in-one 25A virtual license	3,205.29
100	McGRANN SHEA CARNIVAL STRAUGH	Fees & costs through Oct 31, 2015	3,098.75
101	JOHNNY MANGO'S CATERING	RPU Employee Appreciation Breakfast	3,078.00
102	CONSOLIDATED COMMUNICATIONS d	2014-2017 Collocation Agreement	3,046.81
103	PITNEY BOWES GLOBAL FINANCIAL	Inserter and Mailing System Lease	2,759.65
104	HALO BRANDED SOLUTIONS	Sunglasses giveaways for 2016 Arbor Day	2,703.94
105	ROSEMOUNT INC	Differential transmitter, Well #41	2,622.77
106	PAYMENT REMITTANCE CENTER	Lineman Rodeo registrations and banquet	2,610.00

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**ROCHESTER PUBLIC UTILITIES**  
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107	MINNESOTA ENERGY RESOURCES CO	Gas-2/1-3/1/16-Cascade Creek	2,594.75
108	AGVANTAGE SOFTWARE INC	CIP Conserve & Save Rebates	2,560.00
109	UNITED RENTALS INC	Boom - Zumbro Sub	2,559.16
110	MIDCONTINENT ISO INC	March services	2,544.46
111	AFFILIATED CREDIT SERVICES IN	2016 Third Party Collections	2,531.99
112	CONSOLIDATED COMMUNICATIONS d	2014-2017 Monthly Data Services	2,523.79
113	RIVER BLUFF SENIOR CENTER	CIP Conserve & Save Rebates	2,520.00
114	PAYMENT REMITTANCE CENTER	Circuit Books	2,507.12
115	SHORT ELLIOTT HENDRICKSON INC	AT&T St. Mary's Rochester II Ant Review~	2,469.75
116	POWER SYSTEMS ENGINEERING INC	2015 Core Downtown Electric Study Scope	2,435.00
117	TRIPWIRE INC	12 Month Support- Whitelist Profiler	2,322.93
118	CONSOLIDATED COMM ENTERPRISE	Professional Services	2,306.36
119	WIRE CLOTH MANUFACTURERS INC	Pole Wrap, Wire Fence Fabric, .50" Hole	2,304.00
120	MED CITY COLLISION INC	Repair V502	2,302.98
121	GL NOBLE DENTON INC	2016 Electric Load Flow Core Software Li	2,298.60
122	SHI INTERNATIONAL CORP (P)	SAMx Mobile Pass	2,281.78
123	MN DEPT OF NATURAL RESOURCES	Water Crossing Lic/App Fee-NE1/4-NW1/4,S	2,250.00
124	MN DEPT OF NATURAL RESOURCES	Water Crossing Lic/App Fee-Hadley Valley	2,250.00
125	TSP INC	Douglas Trail sub HVAC Calcs	2,250.00
126	D P C INDUSTRIES INC	2016 Chlorine, 150 lb Cyl	2,192.00
127	BORDER STATES ELECTRIC SUPPLY	Steel Deadend, .375" Guy, HS	2,150.00
128	ALIENVAULT INC	USM All-in-one support	2,137.50
129	MIDWEST RENEWABLE ENERGY TRAC	MRETS Subscription Fee	2,100.00
130	UNITED RENTALS INC	Boom - 1814 7 ST NW	2,094.90
131	ADVANCED DISPOSAL SVC SOLID W	2016 Waste Removal Services - SC	2,052.82
132	STUART C IRBY CO INC	2016 Rubber Goods Testing & Replacement	2,026.78
133	STUART C IRBY CO INC	Guy Wire, .375", Extra Hi Strength Steel	2,025.00
134	VISION COMPANIES LLC (P)	Consulting Services	2,025.00
135	NALCO COMPANY	DI Vessels, Anion, CC	2,019.94
136	U S POSTMASTER	Replenish postage due account	2,000.00
137	WORKS COMPUTING INC	HP StorageWorks Disk Enclosure	1,993.75
138	WORKS COMPUTING INC	HP 3 Year 24x7 with Defective Media Ret	1,993.75
139	NETWORKFLEET INC	2016 Monthly Charge - GPS Fleet Tracking	1,972.20
140	WENCK ASSOCIATES INC	Air Quality Consulting Services	1,970.60
141	PAYMENT REMITTANCE CENTER	2-SN 6000 Routers	1,951.97
142	PAAPE ENERGY SERVICE INC	2016 Continuum System and Sofware	1,913.06
143	BORDER STATES ELECTRIC SUPPLY	Junction, LB, 200A, 5 Pos, w/Strap	1,879.12
144	ADVANTAGE DIST LLC (P)	Duragard/oil/anti-freeze	1,815.81
145	mitsubishi electric power pro	2015-2016 Maint Contract SC/DR UPS	1,765.00
146	BADGER METER INC (P)	Meter, Bare 1" Badger Disk	1,743.69
147	POWER ENGINEERS INC	GIS Performance Tuning Support	1,735.69
148	GRAYBAR ELECTRIC COMPANY INC	Conn, CRP SL, #4-2/0 CU only	1,724.16
149	WHKS & CO	Consulting Services	1,710.00
150	TRIPWIRE INC	Travel for Consulting Services	1,665.56
151	RONCO ENGINEERING SALES INC	PLastic hose & fitting	1,640.25
152	DELL MARKETING LP	Latitude E6540 laptop	1,615.06
153	STUART C IRBY CO INC	Animal Guard, 2.50"-3.50" (guthie guard)	1,597.78
154	STURM DANNY K	Emp Advance Doble Spring Conf, Boston Ma	1,592.50
155	KRANZ JEFFREY A	Emp Advance Doble Spring Conf, Boston Ma	1,592.50
156	SPARTA CONSULTING INC	2016 SAP Application Support Travel	1,550.92
157	NELSON AUTO CENTER	License, Tax, & Registration (Terrain)	1,549.64
158	EMERY WINSLOW SCALE CO dba	Floor scale, 2,000lbs	1,532.00
159	MINNESOTA ENERGY RESOURCES CO	Monthly billing - Natural Gas SC	1,527.89

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160	INSTITUTE FOR ENVIRONMENTAL	2016 Asbestos Trng	1,516.12
161	MORRIS MEMORIAL LLC	Lease agreement	1,500.00
162	SENECA FOODS	CIP Conserve & Save Rebates	1,497.83
163	HOGAN PETER	Travel, SANS IT Sec Con, Orlando FL, Lod	1,471.50
164	THOMAS & BETTS POWER SOLUTION	Labor for transisters // RM	1,455.00
165	RESCO	Luminaire, Rental, LED, 30-50W, 120V	1,434.69
166	MADSEN BRIAN	2016-2017 Printer Maintenance contract	1,419.30
167	KRANZ JEFFREY A	Travel, Doble Conf, Boston, MA, Lodging	1,413.45
168	STURM DANNY K	Travel, Doble Conf, Boston, MA, Lodging	1,413.45
169	MELDAHL BRUCE	CIP Conserve & Save Rebates	1,369.16
170	NOVASPECT INC	Time and Material for Automation Services	1,368.01
171	MN PIPE & EQUIPMENT	WB67 Breakoff Flange Kit, K528	1,350.00
172	ONLINE INFORMATION SERVICES I	2016 Utility Exchange Report	1,328.55
173	COURTESY CORPORATION OF ROCHE	CIP Conserve & Save Rebates	1,312.75
174	CITY OF ROCHESTER	Insurance/Spec assess	1,304.50
175	NIETZ ELECTRIC INC	Install Conductors to replace overhead 2	1,288.52
176	TRENDEX INC	Clear plastic sheets, 11" X 17"	1,286.78
177	DAKOTA SUPPLY GROUP	Fittings water // CLL	1,277.34
178	KORTERRA INC	Ticket Splitting Service Fee - Electric	1,276.11
179	KORTERRA INC	Ticket Splitting Service Fee - Water	1,276.10
180	BORDER STATES ELECTRIC SUPPLY	Lock, Trans. Security	1,261.13
181	DELL MARKETING LP	Latitude E5470 Laptop	1,251.78
182	D P C INDUSTRIES INC	2016 Hydrofluorosilicic Acid - Delivered	1,239.90
183	PAYMENT REMITTANCE CENTER	TT-128-Internal Meetings & Training	1,215.00
184	ZARNOTH BRUSH WORKS INC	P487 Broom repair parts and materials	1,189.09
185	CDW GOVERNMENT INC	8-port KVM switch w/USB cables	1,164.73
186	BADGER METER INC (P)	Measuring Chamber, 6" Turbo T-2000	1,162.70
187	JACKSON SIDNEY	Travel, Schneider Conf, RPU mtg, flight,	1,147.16
188	CONSOLIDATED COMM ENTERPRISE	2014-2017 Total Care Support	1,135.00
189	PAYMENT REMITTANCE CENTER	GIS Circuit Book Tabs	1,132.70
190	TRAVIS SCOTT	CIP Conserve & Save Rebates	1,130.00
191	GL NOBLE DENTON INC	2016 Cable Ampacity Module Software Lice	1,122.19
192	PAYMENT REMITTANCE CENTER	Exhibit space rental home show	1,120.00
193	MSC INDUSTRIAL SUPPLY CO INC	Filter, Water, Elkay Drinking Fountain	1,100.39
194	MAYO CLINIC	CIP Conserve & Save Rebates	1,080.00
195	EXPRESS SERVICES INC	2016 Bob Freund - Cascade Meadows	1,073.45
196	RESCO	Crossarm, Deadend, 12'	1,058.88
197	CDW GOVERNMENT INC	Projection screen, 130"	1,049.61
198	STUART C IRBY CO INC	Leather Glove Protector 10.0	1,047.16
199	ROCHESTER ARMORED CAR CO INC	2016 Pick Up Services	1,041.89
200	STUART C IRBY CO INC	Saw, FG Square Pole 1.250" x 6', 4106	1,032.00
201			
202		<b>Price Range Total:</b>	279,225.74
203			
204	<b><u>0 to 1,000 :</u></b>		
205	REBATES	Summarized transactions: 156	23,890.64
206	EXPRESS SERVICES INC	Summarized transactions: 20	13,491.97
207	PAYMENT REMITTANCE CENTER	Summarized transactions: 71	12,223.71
208	BORDER STATES ELECTRIC SUPPLY	Summarized transactions: 33	7,771.94
209	Customer Refunds (CIS)	Summarized transactions: 65	7,648.01
210	STUART C IRBY CO INC	Summarized transactions: 36	7,538.29
211	MN PIPE & EQUIPMENT	Summarized transactions: 26	7,264.84
212	GRAINGER INC	Summarized transactions: 44	5,484.19

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213	CINTAS CORP	Summarized transactions: 124	5,009.61
214	VIKING ELECTRIC SUPPLY INC	Summarized transactions: 39	4,357.49
215	WESCO DISTRIBUTION INC	Summarized transactions: 16	4,008.23
216	CITY OF ROCHESTER	Summarized transactions: 14	3,220.06
217	U S A SAFETY SUPPLY	Summarized transactions: 18	3,160.61
218	INNOVATIVE OFFICE SOLUTIONS L	Summarized transactions: 34	3,043.34
219	ARNOLDS SUPPLY & KLEENIT CO (	Summarized transactions: 12	2,509.62
220	GRAYBAR ELECTRIC COMPANY INC	Summarized transactions: 10	2,332.71
221	SUTTON JEREMY	Summarized transactions: 7	2,204.71
222	CDW GOVERNMENT INC	Summarized transactions: 17	2,129.58
223	SCHLINK WALTER	Summarized transactions: 13	2,087.10
224	DAKOTA SUPPLY GROUP	Summarized transactions: 8	2,024.65
225	ZEE MEDICAL SERVICE INC (P)	Summarized transactions: 4	2,002.12
226	BENSON ANTHONY	Summarized transactions: 6	1,927.17
227	GL NOBLE DENTON INC	Summarized transactions: 2	1,794.11
228	ALDEN POOL & MUNICIPAL SUPPLY	Summarized transactions: 10	1,783.30
229	PROFESSIONAL INSTRUMENT COMPA	Summarized transactions: 5	1,774.13
230	FLUKE ELECTRONICS INC	Summarized transactions: 7	1,682.00
231	METRO SALES INC	Summarized transactions: 4	1,653.85
232	ALL SYSTEMS INSTALLATION INC	Summarized transactions: 2	1,607.36
233	FCX PERFORMANCE INC	Summarized transactions: 6	1,558.57
234	MONSON STEVE	Summarized transactions: 4	1,436.97
235	GUNDERSON BRADLEY	Summarized transactions: 3	1,425.06
236	GARCIA GRAPHICS INC	Summarized transactions: 14	1,420.59
237	SHI INTERNATIONAL CORP (P)	Summarized transactions: 3	1,365.22
238	GARTNER LORI	Summarized transactions: 3	1,334.53
239	CITY OF ROCHESTER	Summarized transactions: 3	1,320.51
240	CENTURYLINK	Summarized transactions: 6	1,310.41
241	LAWSON PRODUCTS INC (P)	Summarized transactions: 8	1,211.77
242	REBATES	Summarized transactions: 19	1,200.00
243	WRIGHT TREE SERVICE INC	Summarized transactions: 2	1,104.84
244	NAPA AUTO PARTS (P)	Summarized transactions: 40	1,067.19
245	WORKS COMPUTING INC	Summarized transactions: 5	1,063.96
246	J & W INSTRUMENTS INC (P)	Summarized transactions: 4	1,055.08
247	FERGUSON ENTERPRISES INC #165	Summarized transactions: 4	1,051.78
248	HALO BRANDED SOLUTIONS	Summarized transactions: 4	1,035.61
249	McGRANN SHEA CARNIVAL STRAUGH	Summarized transactions: 2	1,005.00
250	UNITED RENTALS INC	Summarized transactions: 10	988.60
251	DZUBAY TONY	Summarized transactions: 4	978.52
252	ROCH SAND & GRAVEL INC	Summarized transactions: 1	971.25
253	CRESCENT ELECTRIC SUPPLY CO	Summarized transactions: 6	943.56
254	DAKOTA SUPPLY GROUP	Summarized transactions: 10	933.98
255	JACKSON SIDNEY	Summarized transactions: 4	922.68
256	NORTHERN / BLUETARP FINANCIAL	Summarized transactions: 5	912.54
257	WAGENAAR JEFFREY	Summarized transactions: 3	899.14
258	GOPHER STATE ONE CALL	Summarized transactions: 4	893.18
259	GOPHER STATE ONE CALL	Summarized transactions: 4	893.17
260	FIRST-SHRED LLC	Summarized transactions: 2	882.20
261	FIRST CLASS PLUMBING & HEATIN	Summarized transactions: 5	874.23
262	G A ERNST & ASSOCIATES INC	Summarized transactions: 2	869.00
263	THOMAS TOOL & SUPPLY INC	Summarized transactions: 2	866.38
264	MERCHANT & GOULD INC	Summarized transactions: 1	850.00
265	MCMASTER CARR SUPPLY COMPANY	Summarized transactions: 34	828.22

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266	ANDERTON RANDY	Summarized transactions: 3	822.42
267	KEACH TODD	Summarized transactions: 3	818.28
268	HEWLETT PACKARD ENTERPRISE CO	Summarized transactions: 1	810.63
269	CINTAS CORP	Summarized transactions: 5	806.95
270	CORPORATE WEB SERVICES INC	Summarized transactions: 2	800.85
271	CLEMENTS CHEVROLET CADILLAC S	Summarized transactions: 6	789.76
272	TRENDEX INC	Summarized transactions: 2	779.31
273	AUTHORIZE.NET	Summarized transactions: 1	775.15
274	CDW GOVERNMENT INC (P)	Summarized transactions: 6	761.38
275	ENVIRONMENTAL INITIATIVE	Summarized transactions: 1	750.00
276	MN POLLUTION CONTROL AGENCY	Summarized transactions: 2	745.98
277	HELWIG CARBON PRODUCTS INC	Summarized transactions: 1	744.62
278	HACH COMPANY	Summarized transactions: 4	704.24
279	ROSEMOUNT INC	Summarized transactions: 2	696.74
280	BEHRENS MATT	Summarized transactions: 3	694.96
281	KOTSCHEVAR MARK	Summarized transactions: 4	686.50
282	TUPPER MATTHEW	Summarized transactions: 2	675.78
283	KELLER AMERICA (P)	Summarized transactions: 7	658.86
284	REINDERS INC	Summarized transactions: 4	657.79
285	FASTENAL COMPANY	Summarized transactions: 28	651.84
286	FOGARTY KEVIN	Summarized transactions: 4	650.22
287	BADGER METER INC (P)	Summarized transactions: 5	637.17
288	RED SEAL ELECTRIC CO INC	Summarized transactions: 2	624.07
289	WERNER ELECTRIC SUPPLY	Summarized transactions: 4	619.80
290	DENBOER MITCH	Summarized transactions: 3	617.63
291	PETERSON CHAD	Summarized transactions: 3	613.58
292	KOSHIRE LARRY J	Summarized transactions: 4	605.99
293	HOGAN PETER	Summarized transactions: 2	592.00
294	WEBB COLLIN	Summarized transactions: 3	590.42
295	MEINERS TYLER J	Summarized transactions: 3	589.82
296	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 2	569.03
297	KOSTER COLTON	Summarized transactions: 3	553.98
298	ADAMSON ROBERT	Summarized transactions: 3	542.30
299	RESCO	Summarized transactions: 4	541.35
300	SMS SYSTEMS MAINTENANCE SERVI	Summarized transactions: 1	540.68
301	STURM DANNY K	Summarized transactions: 3	530.68
302	WINTER TANNER	Summarized transactions: 3	523.30
303	CENTER FOR ENERGY AND ENVIRON	Summarized transactions: 1	519.41
304	KRANZ JEFFREY A	Summarized transactions: 2	512.30
305	TOTAL TOOL SUPPLY INC (P)	Summarized transactions: 12	509.83
306	WIRE CLOTH MANUFACTURERS INC	Summarized transactions: 1	505.39
307	GOPHER SEPTIC SERVICE INC	Summarized transactions: 2	500.00
308	BREG INTERNATIONAL	Summarized transactions: 3	485.11
309	JOHNSON PRINTING CO INC	Summarized transactions: 1	480.94
310	HUDSON WORKWEAR CO INC	Summarized transactions: 8	471.32
311	QUANDT JARED	Summarized transactions: 2	460.02
312	CASTILLO ROB	Summarized transactions: 2	460.02
313	GRINHAUG CHAD	Summarized transactions: 2	460.02
314	GLEASON HUNTER	Summarized transactions: 2	460.02
315	FIEK STEVEN	Summarized transactions: 2	457.51
316	PRO-VISION INC	Summarized transactions: 3	457.19
317	R D O - POWERPLAN OIB	Summarized transactions: 3	446.02
318	DELL MARKETING LP	Summarized transactions: 5	444.39

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319	SOMA CONSTRUCTION INC	Summarized transactions: 1	440.58
320	BOLTON AND MENK (P)	Summarized transactions: 1	435.00
321	FEDEX FREIGHT INC	Summarized transactions: 2	424.92
322	FORSTNER JAY	Summarized transactions: 3	421.90
323	RONCO ENGINEERING SALES INC	Summarized transactions: 6	418.96
324	PAYMENT REMITTANCE CENTER	Summarized transactions: 1	418.95
325	ALTEC INDUSTRIES INC	Summarized transactions: 4	416.74
326	ALTERNATIVE TECHNOLOGIES INC	Summarized transactions: 2	415.00
327	AMERICAN PAYMENT CENTER	Summarized transactions: 1	413.00
328	ST MARIE THOMAS	Summarized transactions: 2	407.10
329	OSMOSE UTILITIES SERVICES INC	Summarized transactions: 2	400.43
330	OLM COUNTY HAZARDOUS WASTE	Summarized transactions: 1	400.00
331	FRONTIER	Summarized transactions: 1	388.08
332	LOWER PHOTOGRAPHY & STUDIO db	Summarized transactions: 1	384.75
333	POMPS TIRE SERVICE INC	Summarized transactions: 2	369.63
334	MISSISSIPPI WELDERS SUPPLY CO	Summarized transactions: 2	368.54
335	HAWK & SON'S INC	Summarized transactions: 1	360.00
336	RONCO ENGINEERING SALES INC	Summarized transactions: 2	353.93
337	A T & T	Summarized transactions: 1	346.44
338	NALCO COMPANY	Summarized transactions: 8	339.86
339	STILLER NEIL	Summarized transactions: 2	339.00
340	CENTURYLINK	Summarized transactions: 1	325.95
341	WHKS & CO	Summarized transactions: 1	325.00
342	COLDIRON DONALD	Summarized transactions: 2	320.00
343	ARROW ACE HARDWARE-ST PETER	Summarized transactions: 8	317.55
344	ADVANCED DISPOSAL SVC SOLID W	Summarized transactions: 1	316.87
345	SNAP ON INDUSTRIAL	Summarized transactions: 1	316.48
346	CLAREY'S SAFETY EQUIPMENT dba	Summarized transactions: 1	310.00
347	PENTEK CHARLES	Summarized transactions: 2	305.50
348	MSC INDUSTRIAL SUPPLY CO INC	Summarized transactions: 7	302.61
349	MN DEPT OF LABOR & INDUSTRY	Summarized transactions: 1	300.00
350	CULLIGAN OF ROCHESTER INC	Summarized transactions: 4	295.90
351	PAAPE ENERGY SERVICE INC	Summarized transactions: 1	285.00
352	BLOM BRYAN	Summarized transactions: 1	280.00
353	TOTAL RESTAURANT SUPPLY	Summarized transactions: 3	279.52
354	TAUZELL JOHN	Summarized transactions: 4	278.26
355	SAFELITE FULFILLMENT INC	Summarized transactions: 2	274.48
356	GARCIA GRAPHICS INC	Summarized transactions: 4	274.13
357	MCDOWELL SEAN W	Summarized transactions: 2	269.50
358	WPS ANTENNAS.COM DBA	Summarized transactions: 1	267.18
359	MCMASTER CARR SUPPLY COMPANY	Summarized transactions: 7	266.89
360	ZAMZOW MELISSA	Summarized transactions: 2	260.98
361	CONSOLIDATED COMM ENTERPRISE	Summarized transactions: 2	260.50
362	LUHMANN ABE	Summarized transactions: 1	256.50
363	INSTITUTE FOR ENVIRONMENTAL	Summarized transactions: 1	255.40
364	ALS LABORATORY GROUP TRIBOLOG	Summarized transactions: 1	246.00
365	IRON MOUNTAIN DBA	Summarized transactions: 1	244.91
366	THOMPSON GARAGE DOOR CO INC	Summarized transactions: 1	240.00
367	HATHAWAY TREE SERVICE INC	Summarized transactions: 1	240.00
368	BEST BUY BUSINESS ADVANTAGE d	Summarized transactions: 4	235.12
369	DAVIES PRINTING COMPANY INC	Summarized transactions: 1	230.19
370	MENARDS ROCHESTER SOUTH	Summarized transactions: 3	227.87
371	SARGENTS LANDSCAPE NURSERY IN	Summarized transactions: 1	225.00

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372	POST BULLETIN CO	Summarized transactions: 3	216.00
373	NU-TELECOM dba	Summarized transactions: 1	208.93
374	CANADIAN HONKER RESTAURANT &	Summarized transactions: 2	207.06
375	WRIGHTS SMALL ENGINE SERVICE	Summarized transactions: 3	196.33
376	OLM COUNTY PROPERTY RECORDS	Summarized transactions: 2	196.00
377	JOHNSON PRINTING CO INC	Summarized transactions: 2	191.31
378	WARNING LITES OF MN INC	Summarized transactions: 2	190.00
379	JETTER CLEAN INC	Summarized transactions: 1	189.00
380	ZEP SALES & SERVICE	Summarized transactions: 2	188.53
381	FEDEX	Summarized transactions: 6	182.00
382	USA BLUE BOOK DBA	Summarized transactions: 2	181.08
383	SLEEPY EYE TELEPHONE CO	Summarized transactions: 2	169.52
384	OLSON BJORN	Summarized transactions: 2	169.50
385	LIFELINE INCORPORATED	Summarized transactions: 2	167.84
386	TALLMAN EQUIPMENT CO INC	Summarized transactions: 3	166.56
387	NEWARK	Summarized transactions: 6	166.25
388	MCNEILUS STEEL INC	Summarized transactions: 1	164.16
389	EGGERT MIKE	Summarized transactions: 1	160.31
390	MENARDS ROCHESTER NORTH	Summarized transactions: 5	152.74
391	EMERY WINSLOW SCALE CO dba	Summarized transactions: 1	151.82
392	PRAIRIELAND UTILITY COORD COM	Summarized transactions: 1	150.00
393	JOHNSON CARY	Summarized transactions: 1	150.00
394	VIKING ELECTRIC SUPPLY INC	Summarized transactions: 4	144.11
395	BOBCAT OF ROCHESTER	Summarized transactions: 3	144.03
396	ALL SEASONS POWER & SPORT INC	Summarized transactions: 2	138.87
397	FIFTH PLACE AWARDS	Summarized transactions: 1	134.66
398	SHERWIN WILLIAMS CO	Summarized transactions: 3	129.92
399	BROWN C O INS AGENCY INC	Summarized transactions: 1	125.00
400	STEVE BENNING ELECTRIC	Summarized transactions: 1	125.00
401	MISSISSIPPI WELDERS SUPPLY CO	Summarized transactions: 3	120.76
402	STEFFL TIM	Summarized transactions: 3	113.24
403	AMAZON.COM	Summarized transactions: 3	109.90
404	OSWEILER TODD	Summarized transactions: 1	102.60
405	VIKING BUICK GMC INC	Summarized transactions: 1	99.95
406	INTERSTATE MOTOR TRUCKS INC	Summarized transactions: 1	96.16
407	KAMAN INDUSTRIAL TECHNOLOGIES	Summarized transactions: 3	96.04
408	OLLENDIECK PHIL	Summarized transactions: 1	92.88
409	HY VEE	Summarized transactions: 3	92.46
410	ROCH PLUMBING & HEATING CO IN	Summarized transactions: 1	90.00
411	DIAMOND RIDGE PRINTING	Summarized transactions: 1	88.71
412	KURTZ DALE	Summarized transactions: 1	86.50
413	VANCO SERVICES LLC	Summarized transactions: 1	84.00
414	LORTON DATA INC	Summarized transactions: 1	81.38
415	VERIZON WIRELESS	Summarized transactions: 1	79.26
416	NORTHERN TOOL & EQUIPMENT CO	Summarized transactions: 1	79.06
417	CRESCENT ELECTRIC SUPPLY CO	Summarized transactions: 4	78.50
418	CUSTOM COMMUNICATIONS INC	Summarized transactions: 1	74.81
419	BLACKHAWK INC	Summarized transactions: 2	67.01
420	ZARNOTH BRUSH WORKS INC	Summarized transactions: 1	66.26
421	MN PIPE & EQUIPMENT	Summarized transactions: 2	60.98
422	GRAINGER INC	Summarized transactions: 1	60.36
423	MIDWEST RENEWABLE ENERGY TRAC	Summarized transactions: 2	57.64
424	AFFILIATED GROUP INC	Summarized transactions: 1	57.00

Attachment: AP Board CRMO (5483 : A/P Board Listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 03/15/2016 To 04/14/2016  
**Consolidated & Summarized Below 1,000**

425	T E C INDUSTRIAL INC	Summarized transactions: 2	55.83
426	QUANDT STEVE	Summarized transactions: 1	55.00
427	PUTZIER KRISTOPHER	Summarized transactions: 1	55.00
428	PRATT & WHITNEY POWER SYSTEMS	Summarized transactions: 2	53.00
429	CYNMAR LLC	Summarized transactions: 2	52.57
430	SEMA	Summarized transactions: 1	51.08
431	ALLIED PRODUCTS CORPORATION	Summarized transactions: 1	50.18
432	HEIMER WILLIAM T	Summarized transactions: 1	50.00
433	MN DEPT OF HEALTH - WELL MGMT	Summarized transactions: 1	50.00
434	ON SITE SANITATION INC	Summarized transactions: 1	48.09
435	FEDEX	Summarized transactions: 1	48.06
436	MENARDS ROCHESTER NORTH	Summarized transactions: 2	42.38
437	ADAMSON MOTORS INC	Summarized transactions: 1	40.91
438	HACH COMPANY	Summarized transactions: 2	40.28
439	VERIFIED CREDENTIALS INC	Summarized transactions: 1	37.00
440	ARROW ACE HARDWARE-ST PETER	Summarized transactions: 2	33.13
441	DOUBLETREE HOTEL - BGDS HOTEL	Summarized transactions: 1	30.00
442	AFFILIATED CREDIT SERVICES IN	Summarized transactions: 1	28.84
443	OLM COUNTY CENTRAL FINANCE	Summarized transactions: 1	28.80
444	A T & T MOBILITY	Summarized transactions: 1	26.94
445	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 1	24.94
446	LITTLE DAVID	Summarized transactions: 2	23.00
447	MEYERS KEVIN	Summarized transactions: 1	23.00
448	BREKKE MATTHEW	Summarized transactions: 1	23.00
449	FASTENAL COMPANY	Summarized transactions: 1	20.96
450	LANGUAGE LINE SERVICES INC	Summarized transactions: 1	18.78
451	BIERBAUM DIRK	Summarized transactions: 1	15.00
452	HUMPHREY STEPHANIE	Summarized transactions: 1	15.00
453	BLEVINS JAN	Summarized transactions: 1	15.00
454	HANSON PATRICIA S	Summarized transactions: 1	15.00
455	GOODIN COMPANY	Summarized transactions: 2	14.97
456	TOP PERFORMANCE SALES	Summarized transactions: 1	13.84
457	ROCH AREA BUILDERS INC	Summarized transactions: 1	13.00
458	MENARDS ROCHESTER SOUTH	Summarized transactions: 1	10.98
459	THRONDSO OIL & LP GAS CO	Summarized transactions: 1	9.30
460	UNITED PARCEL SERVICE	Summarized transactions: 1	8.84
461	LARSON GUSTAVE A COMPANY INC	Summarized transactions: 1	7.80
462	ADLERS SPORTING GOODS INC	Summarized transactions: 1	6.00
463	CHS ROCHESTER	Summarized transactions: 1	4.01
464			
465		<b>Price Range Total:</b>	228,650.23
466			
467		<b>Grand Total:</b>	10,328,586.99

Attachment: AP Board CRMO (5483 : A/P Board Listing)

## FOR BOARD ACTION

Agenda Item # (ID # 5470)

Meeting Date: 4/26/2016

**SUBJECT: Switchgear**

**PREPARED BY: Neil Stiller**

**ITEM DESCRIPTION:**

Sealed bids were opened on April 1, 2016 for the purchase of three sections of 13.8 kV 2000 amp distribution switchgear and three assemblies of 15kV non-segregate phase bus duct for the new Douglas Trail Substation.

The switchgear results are below:

Vendor	Bid Amount
ABB Inc.	\$ 999,157.00
Crown Technical Systems	\$1,097,963.39
Powell/Delta	\$1,250,630.00
Wesco/Eaton	\$1,272,354.00
Border States/Square D	\$1,390,334.84

Following the technical evaluation completed by Ulteig Engineers, it was determined that ABB Inc. failed to comply with the technical specifications and has been determined unresponsive. Although there were several areas which did not comply, the primary issue was the low voltage control enclosure provided in their bid was 19" tall. This deviated from the requirement of a 30" tall compartment such that all relaying, controls and test switches would be mounted. ABB substitution would create undesirable access, and potential personnel safety concerns in regard to anticipated maintenance and testing.

The second low bidder, Crown Technical Systems, submitted a responsive and responsible bid and was determined to meet the specifications.

This purchase was included in the budget for the Douglas Trail Substation project.

## FOR BOARD ACTION

Agenda Item # (ID # 5470)

Meeting Date: 4/26/2016

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### UTILITY BOARD ACTION REQUESTED:

Staff recommends the board reject the bid from ABB Inc. as non-responsive and approve a resolution to enter into a contract with Crown Technical Systems in an amount not to exceed \$1,097,963.39, plus applicable tax.





## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to reject the non-responsive bid from ABB Inc. and enter into a contract with Crown Technical Systems for:

Switchgear

The amount of the purchase order to not to exceed ONE MILLION NINETY-SEVEN THOUSAND, NINE HUNDRED SIXTY THREE AND 39/100 DOLLARS (\$1,097,963.39).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 26th day of April, 2016.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 5468)

Meeting Date: 4/26/2016

**SUBJECT: Relay and Control Panels**

**PREPARED BY: Neil Stiller**

**ITEM DESCRIPTION:**

Sealed bids were opened on April 13, 2016 for the purchase of relay and control panels for the new Douglas Trail Substation being built on West Circle Drive NW.

The relay and control panels bid results are below:

<b>Vendor</b>	<b>Bid Amount</b>
Electrical Power Products	\$127,198.00
Keystone Electrical Mfg.	\$129,662.94
Crown Technical Systems	\$145,579.00
Myers Controlled Power LLC	\$183,027.00

Electrical Power Products submitted a responsive and responsible bid and they have performed well on past purchases.

This purchase was included in the budget for the Douglas Trail Substation project and the costs are less than estimated.

**UTILITY BOARD ACTION REQUESTED:**

Staff recommends the board approve a resolution to enter into a contract with Electrical Power Products in the amount not to exceed \$127,198.00, plus applicable tax.



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the bid from Electrical Power Products and enter into a contract for:

Relay and Control Panels

The amount of the purchase order not to exceed ONE HUNDRED TWENTY-SEVEN THOUSAND, ONE HUNDRED NINETY EIGHT AND 00/100 DOLLARS (\$127,198.00), plus applicable tax.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 26th day of April, 2016.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 5343)

Meeting Date: 4/26/2016

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**SUBJECT: Addition of LED Security Lighting Rate**

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**PREPARED BY: Mike Heppelmann**

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ITEM DESCRIPTION:

RPU wishes to provide customers with the most energy efficient and reliable services available. In keeping with this goal, RPU will be offering new Light Emitting Diode (LED) Security Lights in two different sizes, a LED Area Light for lighting small areas such as driveways and building entrances, and a LED Roadway Light for lighting large areas such as a parking lot. LED Technology is more energy efficient, using fewer KWH to provide the same light compared to traditional fixtures, and are projected to require less periodic maintenance. With these two new light offerings, new rates are needed for monthly billing purposes. The proposed rates were developed by the consulting firm that completed the most recent cost of service/rate study using data from that study and engineering specifications for the new lights. The new rates, if approved, will be added to the Security Lighting Rate tariff in the Rochester Public Utilities 2016 Rate Schedules.

Additionally all rates under the High Pressure Sodium (HPS) are proposed to be closed meaning that customers can no longer request installation of a new HPS light. All of the rates for Mercury Vapor (MV) lights were closed to new installations several years ago. RPU will continue routine maintenance of the existing HPS/MV light installations, such as replacing burned out bulbs, but should a HPS or MV fixture fail, RPU will only replace it with a LED fixture, assuming the customer wants to continue to have a security light.

An excerpt of the Security Lighting Rate tariff as it will appear is attached.

UTILITY BOARD ACTION REQUESTED:

It is recommended that the Utility Board request Common Council approve the updated RPU Rate Schedule with the addition of the LED Security Lighting Rates and closing all rates under the HPS classification from new installations.

**ROCHESTER PUBLIC UTILITIES  
(RPU)**

**RATE SCHEDULE SL  
SHEET 1 OF 2**

SECURITY LIGHTING

**AVAILABILITY:**

At all locations whenever the service can be provided with overhead wiring on an existing RPU owned pole.

**APPLICATION:**

To all classes of customers contracting for security lighting.

**RATE:**

Mercury Vapor Lights (Closed)

Monthly Charge

<u>Size</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
175 Watt Mercury Vapor	\$ 9.90	\$10.30	\$10.50
250 Watt Mercury Vapor	\$12.55	\$12.70	\$12.85
400 Watt Mercury Vapor	\$16.60	\$17.50	\$18.25

High Pressure Sodium Vapor Lights (Closed)

<u>Size</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
70 Watt (Closed)	\$ 9.09	\$ 9.09	\$ 9.15
100 Watt	\$10.82	\$10.82	\$10.90
150 Watt (Roadway)	\$12.05	\$12.05	\$12.25
250 Watt	\$15.19	\$15.19	\$15.25
400 Watt (Closed)	\$18.90	\$19.80	\$20.00

Light Emitting Diode (LED) Lights

<u>Size</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
LED Area Light	N/A	10.82	10.90
LED Roadway Light	N/A	15.19	15.25

**PAYMENT:**

Bills will be rendered monthly; payments are due on or before the due date.

**CONDITIONS OF DELIVERY:**

- RPU will furnish, install, own, and maintain a standard lighting unit consisting of a luminaire, complete with lamp and control device wired for operation, supported by a bracket mounted on an RPU owned pole, and will supply all electrical energy necessary for the operation of the unit.
- When RPU does not have a suitable pole or secondary service available at the desired location and it is necessary to install a transformer or a pole or to extend secondary lines a distance greater than 150 feet, the customer shall pay RPU the actual costs for installing the transformer or pole and/or making such line extensions.
- Service under this rate is not available underground or in underground areas unless the customer pays RPU the complete cost of the necessary underground facilities.
- Lamps will automatically be switched on approximately 30 minutes after sunset and off 30 minutes before sunrise, providing dusk to dawn operation of approximately 4,200 hours per year.
- RPU will make every attempt to replace inoperative lamps and maintain luminaries during regular daytime work hours within 3 working days after notification by the customer. No credit will be allowed for periods during which the lamp was out of service.
- RPU will, at the customer's expense, relocate or change the position of any lamp or pole as requested in writing by the customer.

**ROCHESTER PUBLIC UTILITIES  
(RPU)****RATE SCHEDULE SL  
SHEET 2 OF 2**SECURITY LIGHTING (Cont.)**CONDITIONS OF DELIVERY:**

7. Service furnished under this rate is subject to applicable provisions of RPU's published Electric Service Rules and Regulations.
8. RPU shall not be liable for any damage or loss sustained by customer resulting from interruptions, deficiencies, or imperfections of service provided under this rate.

Attachment: 2016 Rental Light Rates Except (5343 : Addition of LED Security Lighting Rate)

Approved by Rochester Public Utility Board:  
Effective Date:

April 26, 2016  
May 1, 2016



## RESOLUTION

BE IT RESOLVED by the Public Utility Board and the City Council of the City of Rochester, Minnesota, to approve the updated

RPU Rate Schedule with the addition of the LED Security Lighting Rates

and closing all rates under the HPS classification from new installations.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 29th day of March, 2016.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 5365)

Meeting Date: 4/26/2016

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**SUBJECT: Purchase of VMware NSX**

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**PREPARED BY: Phil Teng**

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**ITEM DESCRIPTION:**

RPU's IT infrastructure continues to evolve and develop to support the Utility's mission and functions. IT infrastructure agility, reliability and security are in demand while the complexity grows. VMware NSX is the network virtualization and security platform for the software-defined data center. NSX brings virtualization to our existing network and transforms network operations and economics. NSX will enable us to ensure greater service delivery, security and change management. The total cost is \$164,520.84, exclusive of sales tax.

This is within RPU's approved 2016 budget.

**UTILITY BOARD ACTION REQUESTED:**

Management recommends that the Utility Board approve a purchase order with Works Computing Inc. in the amount of \$164,520.84 to purchase VMware NSX.





## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a purchase order with Works Computing, Inc. for

VMware NSX for VSphere

The amount of the purchase order to be ONE HUNDRED AND SIXTY FOUR THOUSAND FIVE HUNDRED TWENTY AND 84/100 DOLLARS (\$164,520.84).

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 26th day of April, 2016.

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President

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Secretary

## FOR BOARD ACTION

Agenda Item # (ID # 5471)

Meeting Date: 4/26/2016

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**SUBJECT: Application for Service(s) Policy**

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**PREPARED BY: Mary Tompkins**

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**ITEM DESCRIPTION:**

The Application for Service(s) Policy is intended to eliminate the various circumstances of fraudulent activity that are attempted to avoid payment of bills when establishing service. Each Applicant will be held financially responsible for any outstanding debt incurred from past and/or current Service(s).

Staff will also request the landlord of the property to complete the Landlord Affidavit Form (attached) to ensure that the Applicant has not occupied the premise during the time any outstanding debt was accumulated or the Applicant benefited from the Service(s).

The Application for Service(s) Policy and the Landlord Affidavit document have been reviewed by the City Attorney, Terry Adkins.

**UTILITY BOARD ACTION REQUESTED:**

Staff requests that the Utility Board approve the Application for Service(s) Policy



### Rochester Public Utilities Landlord's Resident(s) Affidavit

Any customer or applicant of Rochester Public Utilities (RPU) may need an affidavit from the owner, landlord, or property manager of a location, verifying the name(s) of their current resident(s) of that location. This information may be verified with the Rochester Housing Department and City Attorney's Office.

Before me, the undersigned authority, this day personally appeared \_\_\_\_\_, who upon being duly sworn by me, deposes and says as follows:

My name is \_\_\_\_\_ and I hereby certify as follows:  
*(Print Name)*

I am the Owner, Landlord, or Property Manager of the property located at this address:

\_\_\_\_\_

As of \_\_\_\_\_ *(date)* the resident(s) of this location are *(list all residents)*:

\_\_\_\_\_  
\_\_\_\_\_

The previous renter(s) \_\_\_\_\_ is/are *no longer living* at this location.

By signing this affidavit, I agree under the penalties of perjury that all statements made above are true, to the best of my knowledge, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_:

\_\_\_\_\_  
Signature of Property Owner, Landlord, or Property Manager

\_\_\_\_\_  
Print Name

Notary Stamp

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_  
Sworn to (or affirmed) and signed before me on \_\_\_\_\_, 201\_\_  
By \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public – State of Minnesota

[Type text]

Attachment: Landlord Affidavit (5471 : Application for Service(s) Policy)

ROCHESTER PUBLIC UTILITIES  
BOARD POLICY STATEMENT

POLICY SUBJECT: APPLICATION FOR SERVICE

POLICY OBJECTIVE:

The policy is to safeguard customers' identity and to hold Applicants accountable in situations whereby an Applicant falsely presents themselves to gain the benefit of utility service provided by Rochester Public Utilities (RPU). Service(s) is defined as electric and/or water service provided by RPU. An Applicant is defined as anyone applying for service(s) and any person who has benefited from the service(s).

POLICY STATEMENT:

The intent is to eliminate circumstances of fraudulent or dishonest activity in the attempt to avoid payment when establishing application of new service, and to hold each Applicant financially responsible for any outstanding debt that may have incurred from past and/or current service(s) s provided by RPU. Applicants establishing service(s) must be at least 18 years of age or legally emancipated.

1. Application of New Service(s)

A. In accordance with the Red Flags Rule by the Federal Trade Commission to help prevent identity theft, RPU developed a Theft Prevention Program to identify relevant red flags for new and existing accounts to prevent identity theft. RPU reserves the right to notify the proper authorities of any fraudulent activity relating to one's identity and/or property. Residential Applicants requesting to establish service(s) shall provide, at a minimum, the following information:

- Legal name of Applicant
- Service address and/or mailing address
- Date of service connection
- Social security number or valid photo ID (must be presented in RPU service center)
- Other adult occupants including those on the lease (if applicable)
- Daytime phone number
- Renter or owner specification

Commercial accounts are requested to provide a Tax ID number as well as name(s) of the individual(s) acting on behalf of the organization/business.

B. Upon application of service(s), RPU staff will run a query on the customer's social security number through a third party service. If the report returns a "Red Flag" then RPU reserves the

right to further investigate the true identity of the Applicant and may request further information before providing service. Suspicious activity may include, but is not limited to the following:

- Unpaid bills
- Disconnected service(s)
- Attempts to change the name of the account holder
- Invalid social security number
- Multiple inquiries on the account by individuals other than the current account holder
- The property was declared uninhabitable or in violation of city codes and ordinances
- Property address is listed as homestead (non-rental) and Applicant indicates they are renting
- Falsified or forged lease
- Cancellation of service

C. If such suspicious activity occurs, RPU may request the Applicant to come to the office and provide a valid picture ID, social security card, current and legal lease, verification by the landlord, or proof of ownership to make this determination.

D. If proper documentation is not presented in fulfillment to RPU's requests, then RPU reserves the right to postpone connection of Service(s). RPU may also notify the Department of State of possible passport fraud and/or the Social Security Administration of possible security number fraud.

## 2. Prior Indebtedness

**A.** RPU may withhold or discontinue service(s) to an Applicant until all outstanding debt with RPU has been paid or settled in full. This includes all prior indebtedness to RPU for the same class of service(s) at any one or more locations. RPU may also delay utility service or request payment for prior indebtedness by a previous customer if the current Applicant or customer occupied the premises and/ or received the benefits of the service(s) at the time the prior indebtedness occurred, and/or the previous customer continues to occupy the premises.

**B.** In the event that an individual attempts to change names on an account, anyone who has benefited from the service(s) will be held equally responsible for the outstanding bill regardless of whose name is actually on the billing statement. If a service(s) has been disconnected for non-payment, the disconnection will stand until the outstanding bills have been paid.

## 3. Resumption of Service(s)

**A.** Utility service that has been discontinued for any federal, state, or local code of violation, fraud, failure to pay, or violation of any part of RPU policy and/or procedure, Service(s) will not be resumed until the situation requiring such action has been corrected to the satisfaction of

RPU and/or any other government agency. Some properties may require an inspection from Rochester Building Safety department before service(s) may be reinstated.

**B.** If a service has been reconnected without RPU's authorization, RPU may discontinue service(s) without notice to the customer. Meter tampering fees and other legal action may be taken in such circumstances.

**C.** Disconnected service(s) will not be resumed for any other individual(s) who remain at the residence or have occupied the premise during the time any outstanding debt was accumulated. Reinstatement of Service(s) will occur after all charges/debts/fees have been paid.

**D.** RPU reserves the right to request any landlord to fill out the Landlord Affidavit form. This form must be signed and notarized before any other individual receives service(s). If RPU finds the Landlord Affidavit form to be forged or falsified, RPU may disconnect the service(s).

**E.** RPU may interrupt service(s) if the property is declared uninhabitable or condemned. In this event, service(s) will not be reinstated until the property is declared inhabitable and not a safety concern.

#### 4. Third Party Disclosure

**A.** In accordance with Minnesota Statute 13.685 regarding customer data, RPU will classify all Applicants' information as private. RPU may only release information to those specified within the statute unless permission is granted by the account holder.

**B.** In the event that a disconnection for non-payment may occur at a rental property, RPU may notify the homeowner/landlord that a disconnection may be performed based on such circumstances; however, RPU may not disclose any other account information other than the fact that service(s) will be terminated due to lack of payment. RPU may disclose information to third parties with the consent of the account holder. RPU may request written documentation from the account holder to release any billing information and/or to make other changes to the account.

#### 5. Intentional Interruption of Service(s)

**A.** In accordance to Minnesota Statute 504B.225, RPU will not terminate service(s) as requested by a landlord, agent, or any other person acting under the landlord's direction or control, with the intent to unlawfully and intentionally remove or exclude a tenant from a residence.

#### RELEVANT LEGAL AUTHORITY:

Minnesota Statute 504B.22

Minnesota Statute 504B.225

Minnesota Statute 13.685

Minnesota Administrative Rules 7820.0700

Minnesota Administrative Rules 7820.1000

Minnesota Administrative Rules 7820.1100

EFFECTIVE DATE OF POLICY: April 26, 2016

DATE OF POLICY REVIEW:

POLICY APPROVAL: April 26, 2016

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

Attachment: Application for Service Board Policy April 2016 (5471 : Application for Service(s) Policy)



## RESOLUTION

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the

Application for Service(s) Policy

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 26th day of April, 2016.

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President

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Secretary



## FOR BOARD ACTION

Agenda Item # (ID # 5478)

Meeting Date: 4/26/2016

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**SUBJECT: Audit Presentation – 2015 Annual Audit Results**

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**PREPARED BY: Peter Hogan**

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ITEM DESCRIPTION:

On April 26, 2016, the Audit Committee reviewed the results of 2015 financial audit with Mr. Aaron Worthman of Baker Tilly Virchow Krause, LLP. A brief overview of the audit process and results will be presented along with a copy of the annual report.

UTILITY BOARD ACTION REQUESTED:

Recommend the Board accept the financial audit report and place on file.

## FOR BOARD ACTION

Agenda Item # (ID # 5429)

Meeting Date: 4/26/2016

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**SUBJECT: Westside Energy Station Project**

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**PREPARED BY: Wally Schlink**

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**ITEM DESCRIPTION:**

Informational item to share status of key activities on the Westside Energy Station Project

- Air Permit-Onschedule
- Generator Interconnection Agreement -On schedule using the provisional process
  - o Started Facilities Study process
- Natural Gas Supply -Met with Northern Natural Gas and Minnesota Energy Resources to discuss supply arrangement & options -reviewing results.
- Westside Energy Partners (WEP) Reached agreement on contract.
  - o Support documents and signatures are being processed.
- WEP RPU Kick-off Meeting -March 22 / 23, 2016 -Project meeting notes attached
- Action Item List -Attached
- General Arrangement /Site Arrangement -Attached
- General Arrangement / Plant Arrangement -Attached

Sustainable Design Options - Attached

**UTILITY BOARD ACTION REQUESTED:**

No action, for information only.

**Westside Energy Station  
Project Kick-Off Meeting Notes  
March 22/23, 2016**



Rochester Public Utilities  
Westside Energy Station

Project Kick-Off Meeting Notes

March 22 & 23, 2016

## INTRODUCTION:

A project kick-off meeting between RPU and WEP was held in S&L's Chicago office on 3/22 and 3/23. The notes from that meeting are provided below.

## ATTENDEES:

W. Schlink - RPU  
D. Coldiron - RPU  
T. Dzubay - RPU  
J. Sutton - RPU

R. DeMeuse - Boldt

A. Patel - S&L  
N. Rosado - S&L

T. Cavalcante - S&L  
B. Deroo - S&L  
R. Kalins - S&L  
S. Kolin - S&L  
F. Massi - S&L  
R. Miller - S&L  
M. Piunti - S&L  
A. Redd - S&L  
R. Stanek - S&L  
M. Teslik - S&L

## MEETING NOTES:

The meeting took place in S&L's Chicago Offices to discuss the general, administrative, and technical items associated with the design engineering of the RICE facility for the RPU Westside Energy Station. Representatives from RPU, Boldt, and S&L were in attendance. A summary of the discussion items is provided below. Timely responses to action items are critical to support the project schedule.

### 1. General & Administrative

- **Contract Redlines**
  - RPU requested feedback for impacts to change umbrella to \$10M
  - Define contract price in section 5.1 of contract. Contract price is combination of firm and indicative price.
  - RPU board authorization in progress for defining WEP as a joint venture between Boldt and S&L.
- **Lines of Communication**
  - Project Contacts List; refer to Attachment A
  - Communications Protocol
    - Points of contact
      - a. Tony and Jeremy will be primary point of contact for RPU.
    - E-mail distribution list
      - a. Include a copy to Wally, Don, Tony, and Jeremy on all correspondence. Don can be removed when contract negotiations are complete.
- **Document Control & Distribution**
  - S&L & Vendor Drawing Lists; refer to Attachments B & C for samples
  - File Transfer System; setup in progress.
- **Project Meetings**
  - Model Design Review (4<sup>th</sup> Wed) / Monthly Progress (2<sup>nd</sup> Fri)
    - Monthly progress meetings starting on May 13.



Rochester Public Utilities  
Westside Energy Station

Project Kick-Off Meeting Notes

March 22 & 23, 2016

- Meetings will initially be held in S&L's Chicago office.
  - 4<sup>th</sup> Wed. is acceptable for Wartsila model reviews.
  - **Accounting & Reporting**
    - Monthly Progress Report, RPU Invoicing Process, Change Order Process
      - Hardcopy samples provided for RPU review during meeting
      - WEP to review/adjust milestone payment schedule based on discussions held / decisions executed during KO meetings
2. **Project Schedule Overview**
- **Project Schedule**
    - Wartsila has submitted Preliminary & Basic Design documents per RPU Contract. In general, the mechanical design documents are project specific and support preliminary engineering efforts. Detailed Design Package is expected early April.
    - WEP evaluating procurement execution for critical equipment to support design engineering efforts, minimize holds on drawings, and support overall strategy for price assurity from subcontractors (i.e. electrical installation, commodity quantities, etc.).
    - Procurement packages being evaluated for award improvement include Wartsila BOP Subsupply, Fire Protection, HVAC, Fuel Gas, and GSU (Refer to Attachment D).
  - **Critical Schedule Inputs**
    - Project Milestones
    - Holidays: RPU, S&L, Boldt, & Wartsila
    - RPU Board Meetings
    - Project Related Public Events – Groundbreaking, dedication, etc.
      - RPU to provide schedule inputs for events
    - Durations of External Activities
3. **Engineering & Tools**
- **PLADES Overview & MDU L&C RICE Project Model Review**
    - An overview of S&L's design engineering software was provided to familiarize RPU with S&L's tools, approach for design integration, and measures undertaken to maintain project integrity and overall quality.
    - S&L also provided an overview of the L&C RICE Project to familiarize RPU with the Wartsila design and areas requiring critical design interface (i.e. EAM/EGM skids, charge air units, etc.).
  - **S&L Drawing Format & Content**
    - S&L Drawing Number Scheme
      - S&L's drawing number scheme is acceptable.
      - Use WES at beginning of drawing (i.e. WES-X-XXXX)
      - ANSI drawing sizes are acceptable.
    - Tagging & Labeling
      - Use 2 digits for units (i.e. 00, 01, 02, etc.)
      - Number from South to North and East to West
    - Proposed Westside Energy Title Block
      - Refer to Attachment E for Sample



# BOLDT



Rochester Public Utilities  
Westside Energy Station

Project Kick-Off Meeting Notes

March 22 & 23, 2016

- RPU to provide any considerations/suggestions for WEP logo.
- o As-Built – P&IDs, single lines, wiring, & undergrounds
  - Final deliverables to be provided in MicroStation.
- **Sample S&L Deliverables**
  - o Mechanical – P&IDs, Lists (equip., valve, & pipelines)
  - o Electrical – Single line, cable tabulation
  - o Civil/Structural – Grading drawings, foundation drawings
- **Vendor Drawing Review**
  - o Review Cycle and S&L review Status Stamp #1 through #4:
    - Status 1 – No exception taken. Proceed with fabrication or construction in accordance with contract.
    - Status 2 – Revise as noted and resubmit. Proceed in accordance with contract after incorporating noted revisions.
    - Status 3 – Does not meet contract requirements. Revise and resubmit. Hold fabrication and/or construction.
    - Status 4 – For information only.
  - o It is expected that drawings will undergo 1-review cycle, which consists of S&L processing the initial submittal, returning the submittal with comments as applicable, reviewing the supplier's resubmittal to ensure all comments were correctly incorporated, and returning it as Status 1.
- **WEP Proposal Basis**
  - o **Proposal General Arrangement**
    - Black start generator to be added into an enclosure
    - Enlarge maintenance area
    - Add locker room for 20 people.
    - Facility needs to have ability to house customer service in emergency event; expand conference room for temporary customer service center.
    - Add kitchenette into control room
    - Reduce size of facility eating area.
    - Include 4 offices in the facility
    - Add one records room
    - Include electrical/I&C room for 4 people
    - Include covered parking for RPU vehicles.
    - Add secured storage room.
    - Acceptable to move process equipment to engine hall.
    - Add acoustical enclosure for compressors if in occupied area.
    - Include space for future units to the south.
    - Do not expand building to the west. Size per Wartsila recommendation.
    - RPU will advise if the GSU transformer needs to be relocated from the plant area to within the substation fence.
  - o **Electrical**
    - Medium Voltage Switchgear
    - Station Auxiliary Transformer
    - 480 V Switchgear



Rochester Public Utilities  
Westside Energy Station

Project Kick-Off Meeting Notes

March 22 & 23, 2016

- Motor Control Centers
- Variable Frequency Drives
- Battery/UPS
- Lighting
- Electrical System Model
- Power System Stabilizer
- S&L discussed a comparison between the WEP proposal basis and the RPU RFP covering the technical features of the above equipment. A summary of the items discussed as well as S&L's recommendations have been provided to RPU. (See Attachment K)
- In addition to the above, the following electrical design features were confirmed:
  - a. All plant lighting will be LED type
  - b. The plant PA system will use Gaitronics equipment
  - c. The plant security system will include cameras, recorder and key card system
- o **Mechanical**
  - Fuel Gas System (WES-SKM-002) (Refer to Attachments G & I)
    - a. RPU shall provide fuel gas analysis and interface information.
    - b. Requirement for gas heater to be determined pending final terminal point information based on gas temperature and pressure.
    - c. RPU to confirm if gas is odorized/deodorized.
    - d. ASME B31.1 shall be used for gas piping design from the tie-in location.
  - Water quality requirements
    - a. Cooling water, turbowash, fuel gas heater, potable water
      - i. RPU shall provide water analysis and terminal point information.
  - Fire protection
    - a. Authority having jurisdiction (JHA)
      - i. RPU to confirm authority having jurisdiction (insurer/fire marshal, etc).
      - ii. RPU to provide information contact information of local fire marshal for discussion of site fire requirements.
  - Urea system
    - a. Unloading via truck pump
      - i. RPU to verify urea unloading truck pump is included with for urea delivery.
  - Potable water system
    - a. Quantity of washrooms, utilities, etc.
      - i. This will be confirmed follow approval of an updated general arrangement.
    - b. Water heater type
      - i. Heater shall be point of use.
    - c. Eyewash stations:



Rochester Public Utilities  
Westside Energy Station

Project Kick-Off Meeting Notes

March 22 & 23, 2016

- i. Per RPU stations shall be self-contained type.
  - Water Supply Terminal Point Design Basis (Refer to Attachment H)
    - a. S&L to mark up terminal point design basis with information required. RPU to provide minimum conditions.
  - Service air system users
    - a. Inclusion with instrument air capacity
      - i. Instrument/service air shall be separate from starting air system.
  - Heat tracing
    - a. Cooling water
      - i. Cooling water shall be insulated for personal protection only. No heat trace.
    - b. Compressed air
      - i. Outdoor compressed air shall be heat traced.
- o **Architectural/Civil/Structural**
- Existing Utilities and Structures
    - a. Demolition, remediation, or removal by RPU if necessary
      - i. RPU commented that existing underground utilities and structures are not present in the area of the new facility.
      - ii. Natural gas line runs east to west on the north side of the switchyard.
  - Geotechnical Investigation
    - a. S&L will utilize the switchyard geotechnical investigation as the starting point to determine what is necessary for new investigation.
    - b. S&L will inform RPU if someone needs to be on-site to provide access to the geotechnical firm.
  - Foundations
    - a. Excavation accomplished without dewatering, over-excavation, etc.
    - b. Existing soil suitable for backfill
    - c. Non-frost susceptible fill utilized to limit foundation thickness
    - d. Mat foundations utilized for a majority of the foundations
      - i. Provide housekeeping pads under equipment.
      - ii. Concrete coatings provided per requirements of RFP. No additional coatings required.
    - e. Ring foundation for fire protection tank
    - f. Piles for stack foundation
      - i. Proposal includes piles for stack foundation only. The results of the geotechnical investigation will be used to determine where piles are required.
  - Oily-water separator
  - Septic tank
    - a. One septic tank will be provided for the facility.
  - Pre-engineered buildings





# BOLDT

Rochester Public Utilities  
Westside Energy Station

Project Kick-Off Meeting Notes

March 22 & 23, 2016

- a. Power Generation Building - Engine hall, maintenance shop, electrical & battery rooms, control room, and administration area.
  - b. Lube Oil/Urea Building – lube oil and urea tank and pumps
  - c. Natural Gas Enclosure – natural gas regulating skid
- **Critical Input from RPU**
    - Building Layout
      - Building layout discussed in detail while reviewing the general arrangement drawings.
    - Energy Efficiency/LEED
      - Specific LEED rating not required.
      - Prefer a self-defined implementation strategy.
      - Focus on efficiency for lighting, insulation, HVAC, and renewables.
      - Add renewables to achieve 0 net auxiliary power usage from building.
        - a. Evaluate the output and cost of renewable energy supply options based on project auxiliary load.
        - b. Do not use vertical turbines.
      - No good uses for grey water in the area.
      - Provide solar water heaters if possible.
      - Geothermal not an option.
      - Investigate adding day lighting to engine hall.
    - Noise requirements
      - RPU stated that limit was 55 dBA at property line. To be confirmed during noise study.

**Westside Energy Station**

**Action Items List**

**April 11, 2016**

Status Date: April 11, 2016


STATUS	ITEM NO.	ACTION ITEM DESCRIPTION	ORIGINATOR	RESPONSIBILITY	ORIGINATION DATE	COMPLETION DATE (TARGET)	NOTES/RESOLUTION
O	1	Adjust contract per discussions (umbrella policy, contract price definition, etc.)	S&L & RPU	WEP (Patel)	Kick-Off Meeting (3-22-16)	(4/15/16)	
O	2	Determine the number of engine FATs performed/witnessed for LC RICE.	RPU	WEP (Redd)	Kick-Off Meeting (3-22-16)	(4/15/16)	
O	3	Provide schedule inputs for project related public events such as groundbreaking, dedication, etc.	S&L	RPU	Kick-Off Meeting (3-22-16)	4/29/2016	Wally Schlink
O	4	Determine if pipe color coding is required or if labeling is acceptable.	S&L	RPU	Kick-Off Meeting (3-22-16)	4/29/2016	Tony Dzubay
C	5	Determine location of transformer and whether transmission design is required for WEP.	S&L	RPU	Kick-Off Meeting (3-22-16)	3/25/2016	Per E-mail from Wally Schlink on 3/25, transformer will be located inside the substation fence. RPU will retain engineering and construction on the substation work, so WEP scope will stop at high side of GSU.
O	6	Provide logo for WEP drawings.	S&L	RPU	Kick-Off Meeting (3-22-16)	4/20/2016	Don Coldiron
C	7	Determine if road can go through switchyard or needs to remain in current config.	RPU	RPU	Kick-Off Meeting (3-22-16)	3/25/2016	Per W. Schlink email of 3/25/16 entry road can extend through east side of substation.
C	8	Investigate need for 2 locker rooms near maintenance area.	RPU	RPU	Kick-Off Meeting (3-23-16)	3/25/2016	2 reflected on General Arrangement Plant Arrangement and agreed to by RPU
O	9	Determine required number of covered parking spots.	S&L	RPU	Kick-Off Meeting (3-23-16)	(4/20/16)	Tony Dzubay
O	10	Provide estimated cost increase for moving transformer to switchyard	RPU	WEP (Stanek)	Kick-Off Meeting (3-23-16)	(5/13/16)	
O	11	Add electrical outlets for covered parking	RPU	WEP (Stanek)	Kick-Off Meeting (3-23-16)	(4/29/16)	
C	12	Provide list of environmental efficiencies already incorporated into the design.	RPU	WEP (Deroo)	Kick-Off Meeting (3-23-16)	4/8/2016	List should be based upon items which are included in the base design which are beyond code requirements. List sent to RPU by e-mail on 4/8/16.
C	13	Provide list and estimated costs for further efficiency enhancements.	RPU	WEP (Deroo)	Kick-Off Meeting (3-23-16)	4/8/2016	List should focus on HVAC, lighting, insulation, and renewables. List sent to RPU by e-mail on 4/8/16.
O	14	Provide natural gas information.	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/15/16)	Jeremy Sutton - Meeting with NNG & MERC scheduled for 4/8/16
O	15	Provide water analysis	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/15/16)	Jeremy Sutton / Tony Dzubay
O	16	Provide authority having jurisdiction for fire protection and contact information for the local fire marshal.	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/15/16)	Wally Schlink
O	17	Determine if deluge system is required for transformer.	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/15/16)	RPU Engineering / Jeremy Sutton
O	18	Provide preferred location for water tie-in.	RPU	WEP (Teslik)	Kick-Off Meeting (3-23-16)	(4/29/16)	
C	19	Mark-up Table 4: Piping Material and Standards to show additional information required from RPU	WEP	WEP (Teslik)	Kick-Off Meeting (3-23-16)	3/25/2016	Min pressure and temperature required. Table 4 mark-up sent to RPU on 3/25/16.
O	20	Confirm that urea supplier will have forwarding pump on delivery truck.	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/29/16)	Tony Dzubay
O	21	Provide preferred model of eye wash	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/29/16)	Tony Dzubay
C	22	Add drop for portable air.	RPU	WEP	Kick-Off Meeting (3-23-16)	3/25/2016	Air system shall be designed with a quick disconnect for hook up of tools and portable compressed air unit.
C	23	Confirm if insulation is required for urea piping for personal protection.	RPU	WEP (Teslik)	Kick-Off Meeting (3-23-16)	3/25/2016	Insulation will be required. Design temp is above 140F. Urea also has process heat tracing for maintaining urea solution.
O	24	Provide building facade to RPU for comments.	WEP	WEP (Redd)	Kick-Off Meeting (3-23-16)	(4/15/16)	

Notes:  
1) For closed and future Action Items, see hidden rows of this file.

O	25	Determine preferred extent of interior liner panel in engine hall.	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/15/16)	Liner panel can extend 8'-0" from top of concrete to protect insulation and lagging or can cover the entire interior of the building.
O	26	Provide estimated cost for concrete pavement from radiators to west edge of engine hall	RPU	WEP (Redd)	Kick-Off Meeting (3-23-16)	(5/13/16)	
O	27	RPU to respond to Table 4 mark-up sent by M. Teslik	WEP	RPU	3/25/2016	(4/20/16)	RPU Engineering / Jeremy Sutton
O	28	RPU to provide standard transformer specification to be used for the GSU transformer	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/20/16)	RPU Engineering / Jeremy Sutton
O	29	RPU to provide substation drawings - Single Line/Physical layout/underground	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/20/16)	RPU Engineering / Jeremy Sutton
C	30	S&L to provide WEP proposal basis comparison for electrical equipment	WEP	WEP	Kick-Off Meeting (3-23-16)	4/4/2016	Comparison sent to RPU by e-mail on 4/4/16
O	31	RPU to provide GSU parameters (MVA, Volts, Impedance) used for Interconnect Agreement	WEP	RPU	Kick-Off Meeting (3-23-16)	(4/15/16)	Jeremy Sutton
O	32	WEP to review/adjust milestone payment schedule	WEP	WEP	Kick-Off Meeting (3-22-16)	5/13/2016	

Notes:  
1) For closed and future Action Items, see hidden rows of this file.


**Westside Energy Station**  
**General Arrangement**  
**Site Arrangement**

<b>NO. 1</b> <b>DESCRIPTION</b> <b>KICK-OFF MEETING NOTES ATTACHMENT I</b>	
<small>CONTRACTOR/INSTALLER SHALL TAKE ALL APPROPRIATE PRECAUTIONS TO PROTECT THE SAFETY OF ALL PERSONS PRESENT ON THE WORK SITE. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL PERSONS PRESENT ON THE WORK SITE. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL PERSONS PRESENT ON THE WORK SITE. THE USER OF THIS DOCUMENT SHALL BE RESPONSIBLE FOR THE SAFETY OF ALL PERSONS PRESENT ON THE WORK SITE.</small>	
<b>REV.</b> 1 <b>DATE</b> 02-04-2016 <b>COMMENTS</b>	<b>RELEASE INFORMATION</b>
<b>ISSUE PURPOSE- COMMENTS</b> SPECIFICATION: NA PROJECT NO: 5429 THIS DOCUMENT WAS PREPARED BY ME AND UNDER MY OWN SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER OF THE STATE OF ILLINOIS. I AM NOT PROVIDING ANY GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. I AM NOT PROVIDING ANY GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. I AM NOT PROVIDING ANY GUARANTEE OF THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.	
<b>ENTER NAME</b> R. MILLER <b>ISSUE DATE</b> 02-04-2016 <b>REVISION DATE</b> 02-04-2016 THIS DOCUMENT ONLY. <b>CAD FILE NAME:</b> WESM002.DGN <b>PREPARED BY:</b> R. MILLER <b>APPROVED BY:</b> _____ ANY MODIFICATION OR ADDITION TO THIS DRAWING BY AN ORGANIZATION OTHER THAN SARGENT & LUNDY, INC. SHALL BE AT THE USER'S SOLE RISK AND NOT THE RESPONSIBILITY OF SARGENT & LUNDY, INC.	
 SARGENT & LUNDY, INC. 55 EAST MONROE STREET CHICAGO, ILLINOIS 60603-5780	
<b>PROJECT</b> WESTSIDE ENERGY STATION	
<b>DRAWING TITLE</b> GENERAL ARRANGEMENT SITE ARRANGEMENT	
<b>DRAWING NUMBER</b> WES-MSK-002	<b>REVISION</b> 1

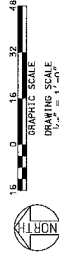
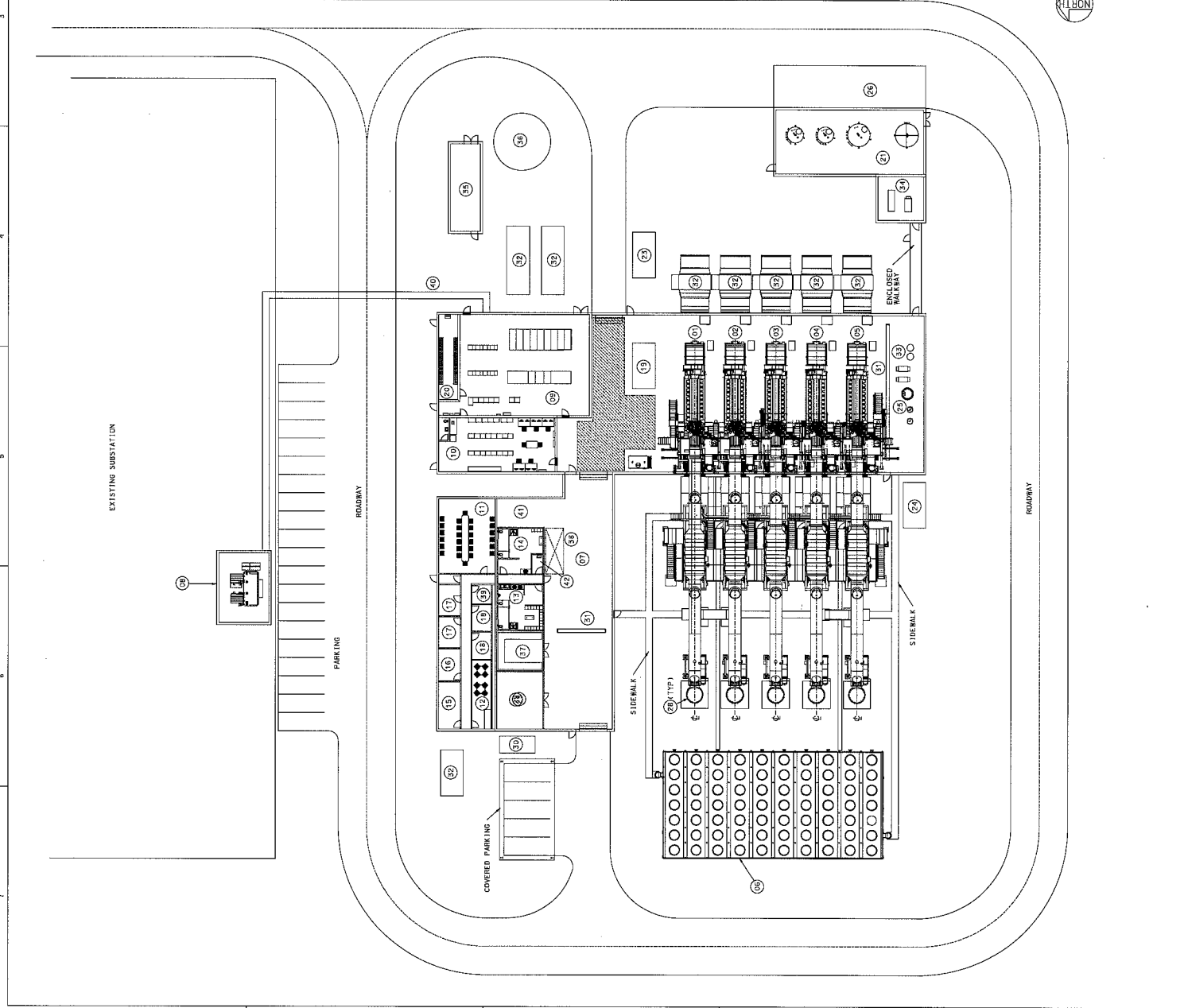


Attachment: Westside Energy Station Project Kick off Meeting notes (5429 : Westside Energy Station Project)

**Westside Energy Station**  
**General Arrangement**  
**Plant Arrangement**

NO. 1		HOLD INFORMATION	
NO.		DESCRIPTION	
REV.		DATE	
1		2-1-16	
2		3-22-16	
3		3-24-16	
4		3-28-16	
5		3-28-16	
DATE		DESCRIPTION	
2-1-16		INFO	
3-22-16		FOR INFO	
3-24-16		FOR INFO	
3-28-16		FOR INFO	
3-28-16		FOR INFO	
RELEASE INFORMATION			
CONTRACTOR/INSTALLER SHALL TAKE ALL THE SAFETY APPROPRIATE PRECAUTIONS TO PROTECT THE PUBLIC AND THE CONTRACTOR'S PERSONNEL FROM THE HAZARDOUS MATERIALS AND TO PROTECT THE PUBLIC AND THE CONTRACTOR'S PERSONNEL FROM THE HAZARDOUS MATERIALS AND TO PROTECT THE PUBLIC AND THE CONTRACTOR'S PERSONNEL FROM THE HAZARDOUS MATERIALS.			
ISSUE PURPOSES: COMMENTS			
SPECIFICATION NO.			
PROJECT NO. 1			
ENTER NAME			
ENTER DATE			
NO. OF SHEETS			
NO. OF SHEETS COVERED BY THIS DOCUMENT ONLY.			
CERTIFICATE OF AUTHORIZATION (WHEN REQ'D):			
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PREPARED BY: BM			
REVIEWED BY:			
APPROVED BY:			
ANY MODIFICATION OR ADDITION TO THIS DRAWING BY AN ORGANIZATION OTHER THAN SARGENT & LUNDY MUST BE APPROVED BY SARGENT & LUNDY.			
			
SARGENT & LUNDY 1111 LEXINGTON ROAD, SUITE 100 CHICAGO, ILLINOIS 60605-5780			
PROJECT			
WESTSIDE ENERGY STATION			
DRAWING TITLE			
GENERAL ARRANGEMENT			
PLANT ARRANGEMENT			
DRAWING NUMBER			
WES-MSK-001			
REVISION			
5			

MARK NO.	EQUIPMENT DESCRIPTION
01	GAS ENGINE / GENERATOR SET 1
02	GAS ENGINE / GENERATOR SET 2
03	GAS ENGINE / GENERATOR SET 3
04	GAS ENGINE / GENERATOR SET 4
05	GAS ENGINE / GENERATOR SET 5
06	RADIATOR
07	MAINTENANCE SHOP
08	GENERATOR STEP-UP TRANSFORMER
09	ELECTRICAL EQUIPMENT ROOM
10	CONTROL ROOM
11	CONFERENCE ROOM
12	KITCHEN / BREAK ROOM
13	LOCKER ROOM - MEN
14	LOCKER ROOM - WOMEN
15	OFFICE
16	OFFICE
17	OFFICE
18	OFFICE
19	BLACKSTART ROOM DIESEL GENERATOR
20	BATTERY ROOM
21	LUBE OIL & UREA TANK BUILDING
22	LUBE OIL TANKS AND PUMPS
23	DILY WATER SEPARATOR
24	NATURAL GAS SKID
25	AIR COMPRESSORS
26	LUBE OIL & UREA UNLOADING / CONTAINMENT
27	UREA TANK
28	STACK
29	LAG/ELECTRICAL SHOP
30	SEPTIC TANK
31	CRANE
32	HVAC
33	WATER TREATMENT
34	LUBE OIL PUMPHOUSE
35	FIRE PUMPHOUSE
36	FIRE WATER TANK
37	SECURED STORAGE ROOM
38	MOBILE EQUIPMENT PARKING
39	LIBRARY
40	HV CABLES
41	AREA FOR WATER TREATMENT EQUIPMENT
42	JANITOR CLOSET



Attachment: Westside Energy Station Project Kick off Meeting notes (5429 : Westside Energy Station Project)



**Westside Energy Station**  
**Sustainable Design Options**  
**Admin Maintenance Building**  
**Engine Hall**  
**Tank Building**

Rochester Public Utilities					
Westside Energy Center					
Admin - Maintenance Building					
Façade Improvements					
Concept	Baseline		Enhanced		
	Code Requirements	RFP Requirements	Condition	Cost Impact	O&M Impact
Additional wall insulation	Provide R-13 batt + R-13 continuous insulation	As per Code Requirements	Provide R-25 continuous insulated panels	Medium	None
Additional roof insulation	Provide R-30 continuous insulation or R-25 batt + R-11 continuous liner	As per Code Requirements	Provide R-49 continuous insulated panels	Medium	None
High efficiency personnel doors	Provide R-3 insulated exterior doors	As per Code Requirements	Provide R-11 insulated hollow metal doors	Low	None
High efficiency overhead doors	Provide R-4.75 insulated rolling door	As per Code Requirements	Provide R-8 insulated aluminum rolling door	Low	None
Sun screening	Not required	Not defined	Extend roof beyond face of walls to provide shading for building	Medium	None
Cool Roofing	Not required	Provide metal roofing panel as selected from the full line of manufacturer's PVDF color options	Provide "cool" highly reflective metal roof panel color. Minimum initial solar reflectance of 0.70 and minimum emittance of 0.75	Low	None
Solar light shelves	Not required	Not required	Add light shelves at windows to reflect sunlight deeper into the interior	Low	Low
Triple glazing	Meet envelope requirements	Provide double glazing with gas fill at office windows per RFP	Provide triple glazing with gas fill at office windows	Medium	None
Operable Windows	Not required by code	Provide non-operable fixed windows at office areas per RFP	Provide operable windows for user control at office areas	Low	Low
Additional sub slab insulation	Provide R-7.5 continuous vertical insulation and R-10 horizontal insulation for 24 inches	Not defined	Additional vertical and horizontal insulation at the floor slab and frost wall for a total value of R-20	Low	None

Automatic window shades	Not required	Provide Manual window shades at office windows	Provide low voltage powered window shades with daylighting controls at office windows	Low	Low
Electro chromatic glazing	Provide glazing with 0.40 SHGC per code at office windows	Not required	Provide self-tinting glazing that darkens to block solar gain and glare at offices	Medium	Low
Appliances	Not applicable	Not in Contract	Provide Energy Star rated appliances, copiers, computers and other devices	Low	None
Landscaping	Per local zoning code	TBD in design	Provide coniferous trees along north and west sides of the building to shield the building from winter winds	Low to Medium	Low to Medium
Landscaping	Per local zoning code	TBD in design	Provide deciduous trees along south side of the building to shield the building from summer sun	Low to Medium	Low to Medium
Vestibule	Not required for employee access only mechanical areas	Not defined	Provide vestibules at maintenance shop door locations to limit air infiltration	Low	Low
Air curtain	Not required	Not defined	Provide air curtain at overhead doors to limit air infiltration when door is open	Low	Medium
<b>Daylighting</b>					
<b>Concept</b>	<b>Baseline</b>		<b>Enhanced</b>		
	<b>Code Requirements</b>	<b>RFP Requirements</b>	<b>Condition</b>	<b>Cost Impact</b>	<b>O&amp;M Impact</b>
Clerestory windows	Not required	Not defined	Provide clerestory windows for daylighting in the Maintenance Shop	Low to Medium	Low
Translucent skylights	Not required	Not defined	Provide pyramid translucent panel (Kalwall) skylights in the non-perimeter offices	Low to Medium	Low
Translucent skylights	Not required	Not defined	Provide pyramid translucent panel (Kalwall) skylights in the Maintenance Shop	Low to Medium	Low

Attachment: Westside Energy Station Project Kick off Meeting notes (5429 : Westside Energy Station Project)

Solar tracking skylights	Not required	Not defined	Provide automatic sun tracking skylights in the non-perimeter offices	Low to Medium	Medium
Solar tracking skylights	Not required	Not defined	Provide automatic sun tracking skylights in the Maintenance Shop	Low to Medium	Medium
<b>On-site Generation</b>					
<b>Concept</b>	<b>Baseline</b>		<b>Enhanced</b>		
	<b>Code Requirements</b>	<b>RFP Requirements</b>	<b>Condition</b>	<b>Cost Impact</b>	<b>O&amp;M Impact</b>
Rooftop Solar Panels	Not required	Not defined	Provide integrated Photovoltaic roofing panels	Low to Medium	Medium
Solar powered site signage	As per zoning code	Standard site signage at entry drive	Provide integrated Photovoltaic panels at entry sign	Low to Medium	Low
Parking lot lighting	Provide required illumination levels	LED light fixtures	Provide PV integrated lighting with LED luminaires	Low to Medium	Low
Wind turbine	Not required	Not required	Provide wind turbine for on site generation	Low to Medium	Medium
<b>HVAC</b>					
<b>Concept</b>	<b>Baseline</b>		<b>Enhanced</b>		
	<b>Code Requirements</b>	<b>RFP Requirements</b>	<b>Condition</b>	<b>Cost Impact</b>	<b>O&amp;M Impact</b>
Enhanced HVAC	Provide heating, cooling and ventilation for occupied spaces	Provide conditioning for admin spaces	Provide high-efficiency HVAC units	Medium	Low
High Velocity Low Speed Ceiling Fan	Provide ventilation	HVAC per code requirements	Maximize interior air flow by use of HVLS fan in maintenance shop	Low	Low
VRF System	Provide heating and ventilation	HVAC per code requirements	Use Variable Refrigerant Flow (VRF) system at admin areas	Medium	Low
Expanded Comfort envelope	Provide heating and ventilation per IBC	Control Room, Toilets, and Admin Areas to be conditioned between 70 and 75 degrees Fahrenheit	Expand required thermal range to 68 and 78 degrees Fahrenheit	None	None
<b>Electrical</b>					
<b>Concept</b>	<b>Baseline</b>		<b>Enhanced</b>		
	<b>Code Requirements</b>	<b>RFP Requirements</b>	<b>Condition</b>	<b>Cost Impact</b>	<b>O&amp;M Impact</b>
Lighting	Meet code required lighting levels	Line voltage LED fixtures (120V, 208V or 480V)	Provide low voltage (12V) fixtures	Low	None

Lighting	Lighting density determined by area, occupancy sensors in admin area	LED light fixtures	Provide multi level light controls such as WattStopper that incorporate occupancy and daylighting controls	Low	Low
Appliances	Not applicable	Not in Contract	Provide Energy Star rated appliances, copiers, computers and other devices	Low	None
Electrical outlets	Electrical outlets in admin areas as required per code. Provide plug controls for 50% of electrical outlets	As per code requirements	Provide receptacle shut off for 75% of electrical outlets	Low	None
<b>Plumbing</b>					
Concept	Baseline		Enhanced		
	Code Requirements	RFP Requirements	Condition	Cost Impact	O&M Impact
Water conservation	Provide toilets based on occupancy requirements	Provide fixtures per code	Provide dual flush toilets at all water closets	Low	Low
Water conservation	Provide toilets based on occupancy requirements	Provide fixtures per code	Provide composting toilet fixtures that do not use potable water	Low	Medium
Water conservation	Provide sinks based on occupancy requirements	Provide fixtures per code	Provide sensor activated, auto shut off valves for all sinks	Low	Low
Water conservation	Provide hot and cold water for lavatories, showers and sinks	Provide fixtures per code	Provide instantaneous hot water heaters	Medium	Low
Water conservation	Provide landscaping per zoning code	Provide landscaping per zoning code	Provide landscaping that does not require additional potable water use	Low	Low
<b>Notes</b>					
Baseline Code Requirement		As required by International Building Code, Energy Conservation Code,			
Baseline RFP Requirement		As required by Westside Energy Center Design Basis			
Enhanced Condition		Option for upgrade over baselines set by Code or RFP			
Enhanced Cost Impact		Magnitude of cost increase for upgrade			
Enhanced Condition O&M Impact		Magnitude of increased operations and maintenance effort			

Rochester Public Utilities					
Westside Energy Center					
Engine Hall					
Façade Improvements					
Concept	Baseline		Enhanced		
	Code Requirements	RFP Requirements	Condition	Cost Impact	O&M Impact
Additional Wall Insulation	Provide R-13 batt + R-13 continuous insulation	Meet RFP sound requirements, perforated panels and batt insulation	Provide R-25 continuous insulated panels, plus sound attenuation blankets and perforated panels	Medium	None
Additional Roof Insulation	Provide R-30 continuous insulation or R-25 batt + R-11 liner	Meet RFP sound requirements, perforated panels and batt insulation	Provide R-49 continuous insulated panels, plus sound attenuation blankets and perforated panels	Medium	None
High Efficiency Personnel Doors	Provide R-3 insulated exterior doors	Meet STC requirements	Provide R-11 insulated hollow metal doors	Low	None
High Efficiency Overhead Doors	Provide R-4.75 insulated rolling door	Meet STC requirements	Provide R-8 insulated aluminum rolling door	Low	None
Sun screening	Not required	Not defined	Extend roof beyond face of walls to provide shading for building	Medium	None
Cool Roofing	Not required	Provide metal roofing panel as selected from the full line of manufacturer's PVDF color options	Provide "cool" highly reflective metal roof panel color. Minimum initial solar reflectance of 0.70 and minimum emittance of 0.75	Low	None
Additional sub slab insulation	Provide R-7.5 continuous vertical insulation and R-10 horizontal insulation for 24 inches	Not defined	Additional vertical and horizontal insulation at the floor slab and frost wall for a total value of R-20	Low	None
Landscaping	Per local zoning code	TBD in design	Provide coniferous trees along north side of the building to shield the building from winter winds	Low to Medium	Low to Medium
Landscaping	Per local zoning code	TBD in design	Provide deciduous trees along south side of the building to shield the building from summer sun	Low to Medium	Low to Medium

Vestibule	Not required for employee access only mechanical areas	Not defined	Provide vestibules at all exterior personnel door locations to limit air infiltration	Low	Low
Air curtain	Not required	Not defined	Provide air curtain at overhead doors to limit air infiltration when door is open	Low	Medium
<b>Daylighting</b>					
<b>Concept</b>	<b>Baseline</b>		<b>Enhanced</b>		
	<b>Code Requirements</b>	<b>RFP Requirements</b>	<b>Condition</b>	<b>Cost Impact</b>	<b>O&amp;M Impact</b>
Clerestory windows	Not required	Not defined	Provide clerestory windows for daylighting in the Engine Hall	Low to Medium	Low
<b>HVAC</b>					
<b>Concept</b>	<b>Baseline</b>		<b>Enhanced</b>		
	<b>Code Requirements</b>	<b>RFP Requirements</b>	<b>Condition</b>	<b>Cost Impact</b>	<b>O&amp;M Impact</b>
High Efficiency HVAC	Provide ventilation per code	Provide ventilation per code, provide heat in winter, limit maximum temperature	Provide high efficiency HVAC units	Medium	Low
Heat recovery	Not required	None	Provide heat recovery wheel	Medium	Medium
<b>Electrical</b>					
<b>Concept</b>	<b>Baseline</b>		<b>Enhanced</b>		
	<b>Code Requirements</b>	<b>RFP Requirements</b>	<b>Condition</b>	<b>Cost Impact</b>	<b>O&amp;M Impact</b>
Lighting	Meet code required lighting levels	Line voltage LED fixtures (120V, 208V or 480V)	Provide low voltage (12V) fixtures	Low	None
<b>Notes</b>					
Baseline Code Requirement		As required by International Building Code, Energy Conservation Code,			
Baseline RFP Requirement		As required by Westside Energy Center Design Basis			
Enhanced Condition		Option for upgrade over baselines set by Code or RFP			
Enhanced Cost Impact		Magnitude of cost increase for upgrade			
Enhanced Condition O&M Impact		Magnitude of increased operations and maintenance effort			

Rochester Public Utilities					
Westside Energy Station					
Tank Building					
Façade Improvements					
Concept	Baseline		Enhanced		
	Code Requirements	RFP Requirements	Condition	Cost Impact	O&M Impact
Additional wall insulation	Provide R-13 batt + R-13 continuous insulation	As per Code Requirements	Provide R-25 continuous insulated panels	Medium	None
Additional roof insulation	Provide R-30 continuous insulation or R-25 batt + R-11 liner	As per Code Requirements	Provide R-49 continuous insulated panels	Medium	None
High efficiency personnel doors	Provide R-3 insulated exterior doors	As per Code Requirements	Provide R-11 insulated hollow metal doors	Low	None
High efficiency overhead doors	Provide R-4.75 insulated rolling door	As per Code Requirements	Provide R-8 insulated aluminum rolling door	Low	None
Sun screening	Not required	Not required	Extend roof beyond face of walls to provide shading for building	Medium	None
Cool Roofing	Not required	Provide metal roofing panel as selected from the full line of manufacturer's PVDF color options	Provide "cool" highly reflective metal roof panel color. Minimum initial solar reflectance of 0.70 and minimum emittance of 0.75	Low	None
Additional sub slab insulation	Provide R-7.5 continuous vertical insulation and R-10 horizontal insulation for 24 inches	Not defined	Additional vertical and horizontal insulation at the floor slab and frost wall for a total value of R-20	Low	None
Landscaping	Per local zoning code	TBD in design	Provide coniferous trees along north and west sides of the building to shield the building from winter winds	Low to Medium	Low to Medium
Landscaping	Per local zoning code	TBD in design	Provide deciduous trees along south side of the building to shield the building from summer sun	Low to Medium	Low to Medium



Vestibule	Not required for employee access only mechanical areas	Not defined	Provide vestibules at all exterior personnel door locations to limit air infiltration	Low	Low
Air curtain	Not required	Not required	Provide air curtain at overhead doors to limit air infiltration when door is open	Low	Medium
<b>Daylighting</b>					
Concept	Baseline		Enhanced		
	Code Requirements	RFP Requirements	Condition	Cost Impact	O&M Impact
Clerestory windows	Not required	Not defined	Provide clerestory windows for daylighting in the Tank Building	Low to Medium	Low
<b>HVAC</b>					
Concept		Baseline	Enhanced		
		Condition	Condition	Cost Impact	O&M Impact
High Efficiency HVAC	Provide ventilation per code	Provide ventilation per code, provide heat in winter, limit maximum temperature	Provide high efficiency heating and ventilation units	Medium	Low
Natural Ventilation	Provide ventilation per code	None	Use natural ventilation, air flow through wall and vented through roof	Low	Low
<b>Electrical</b>					
Concept	Baseline		Enhanced		
	Code Requirements	RFP Requirements	Condition	Cost Impact	O&M Impact
Lighting	Meet code required lighting levels	Line voltage LED fixtures (120V, 208V or 480V)	Provide low voltage (12V) fixtures	Low	None
<b>Notes</b>					
Baseline Code Requirement		As required by International Building Code, Energy Conservation Code, Mechanical Code, Plumbing Code or Electrical Code			
Baseline RFP Requirement		As required by Westside Energy Center Design Basis			
Enhanced Condition		Option for upgrade over baselines set by Code or RFP			
Enhanced Cost Impact		Magnitude of cost increase for upgrade			
Enhanced Condition O&M Impact		Magnitude of increased operations and maintenance effort			

Attachment: Westside Energy Station Project Kick off Meeting notes (5429 : Westside Energy Station Project)

## FOR BOARD ACTION

Agenda Item # (ID # 5484)

Meeting Date: 4/26/2016

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**SUBJECT: Hydro Renovation - Informational Only**

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**PREPARED BY: Tony Dzubay**

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ITEM DESCRIPTION:

PwrRes staff and Facilities staff are working together with an outside Engineer/Architect for major renovation of the Lake Zumbro Hydro Facility's exterior. Project plans include roof replacement, exterior stucco repair/replacement, window repair and concrete and walkway repairs. Project schedule is planned for June-November of 2016. Staff plans to bring an FBA to the Board in May for approval of bid with a general contractor.

UTILITY BOARD ACTION REQUESTED:

None. Informational only.

## FOR BOARD ACTION

Agenda Item # (ID # 5458)

Meeting Date: 4/26/2016

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**SUBJECT: Electric Engineering & Operations Report for 2015**

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**PREPARED BY: Randy Anderton**

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**ITEM DESCRIPTION:**

The Electric E&O Report for 2015 has been provided to the Board under separate cover. The report is prepared annually to document the major accomplishments and performance statistics that reflect the work of the electric department for the year. Staff will make a brief presentation on the report and respond to any questions from the Board. Please bring your copy to the meeting.

**UTILITY BOARD ACTION REQUESTED:**

Not Applicable

## FOR BOARD ACTION

Agenda Item # (ID # 5477)

Meeting Date: 4/26/2016

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**SUBJECT: Customer Care and SAP Enterprise Resource Update**

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**PREPARED BY: Patty Hanson**

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ITEM DESCRIPTION:

In February, staff presented to the Board an informational update on our SAP enterprise system along with the results from our customer care system evaluation process. As a result of this process, staff shared drivers for moving away from SAP, budget comparisons, enterprise considerations, “next steps”, and organizational consensus that Cayenta was the best qualified provider for a new customer care system.

Today’s presentation is informational only. Staff will provide the following:

- A brief recap of February’s presentation.
- A follow - up on the “next steps”;
  - o investigate SAP interface scoping and costs;
  - o vet-out enterprise considerations and if the recommendation is to proceed with a full enterprise system;
  - o recommend an implementation approach (big bang vs. Phased).
- Staff’s final recommendation for the new customer care system.
- Share aspects of Cayenta and Vertex One project costs and contract agreements.  
Share a project timeline.

The current project plan calls for coming back to the Board in May to answer any final questions regarding the customer care recommendation and seek Board approval of:

- 1) Staff’s recommendation to accept Cayenta as the best qualified vendor for RPU’s new customer care system;

## FOR BOARD ACTION

Agenda Item # (ID # 5477)

Meeting Date: 4/26/2016

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- 2) The following three Cayenta contract agreements: *Support and Maintenance Agreement, Software Implementation Services Agreement, and Software License Agreement* and;
  - 3) Cayenta's Statement of Work.
  - 4) Vertex One's *Consulting Services Agreement*.

UTILITY BOARD ACTION REQUESTED:

No action required.