



MEMORANDUM

DATE: June 11, 2025

TO: Daniel Duchniak, General Manager

FROM: Cortney Nagel, Administrative Services Manager

RE: Cross Connection Control Program

A Cross Connection Control Program is required to be completed for all properties on a regular basis by the Department of Natural Resources (DNR). Currently, HydroCorp completes all of our cross connection compliance appointments and inspections, including follow-ups, customer care, and program administration for our Commercial, Industrial, and large Multi-family (four family and above) customers. Residential single family through three-family are done by Utility staff as part of the meter replacement program. This effectively balances in-house and third-party expertise to complete this State mandated program for the Utility.

The current three-year contract with HydroCorp will be expiring in October. We would like to extend our current contract for an additional 39-month period and make HydroCorp a preferred provider going forward. It is labor intensive to transfer all of the data needed for the cross connection program to a new provider and customers have gotten used to how HydroCorp operates their program, making the process easier and more consistent year after year for customers.

The proposed costs for HydroCorp to complete the cross connection inspections for Commercial, Industrial, and large Multi-family customers include 760 initial inspections per year. We can also purchase compliance inspections for those that do not comply on the initial visit at \$140.81 per inspection. Historically, we have needed about 152 compliance inspections per year to remain compliant with the WI DNR which would be an additional \$21,403.12 per year. Costs for the 760 initial cross connection inspections are provided below:

Year	Monthly Amount	Annual Amount
1	\$8,570.90	\$102,850.80
2	\$8,913.53	\$106,962.40
3 (15 months)	\$9,270.10	\$139,051.50

Unless there is a significant increase after year three, the Utility will retain HydroCorp and will include program costs in the budget each year. Costs will also be included as part of the blanket purchase order approval process each year.

Recommended Motion: Move to approve Commercial, Industrial, and large Multi-family cross connection program services with HydroCorp pending staff approval.