

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

Vice President Amundson called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., April 6, 2020.

MEMBERS PRESENT: Commissioners Amundson, Meyer, Mocol, Brennan and Fox. Also present, Finance Director Schmid, Planning and Engineering Director Adams, Water Superintendent Schemel, Electric Superintendent Drent and Marketing/Customer Relations Director Walsh. Commissioners Meyer, Mocol, Brennan and Fox attended via WebEx.

Motion by Mocol, seconded by Meyer to approve the minutes of the March 16, 2020 Commission meeting. Motion carried.

Under Communications, Vice President Amundson stated there were two thank you letters in the agenda packets. The letters were for SPU donations to the Shakopee Senior Graduation Party and the Shakopee Rotary Foundation.

Vice President Amundson offered the agenda for approval.

Motion by Brennan, seconded by Meyer to approve the agenda as presented. Motion carried.

Motion by Meyer, seconded by Mocol to approve the Consent Business agenda as presented. Motion carried.

Vice President Amundson stated that the Consent Items were: Item 8c: MN DNR Certificate of Completion, Item 8d: Quarterly Nitrate Results – Review, Item 11a: Financial Results – February 2020, Item 11f: SPU Website Analytics and Item 11g: Tom Bovitz Memorial Scholarship.

The warrant listing for bills paid April 6, 2020 was presented.

Motion by Meyer, seconded by Fox to approve the warrant listing dated April 6, 2020 as presented. Motion carried.

Commissioner Brennan presented the Liaison report. It was stated Mayor Mars had initiated a State of Emergency for Shakopee and that it is posted on the City of Shakopee website.

Water Superintendent Schemel provided a report of current water operations. It was reported that operations have been normal since events began with the COVID-19 pandemic. One emergency service call was responded to and the Water Operator wore a mask and gloves as he entered the residence and maintained social distancing during the entire response. The customer

thanked the Water Department for their procedures for both the homeowners and the Water Operators health and well-being. Some valve operations and hydrant flushing has taken place. Two sampling sites have been substituted as two businesses normally used have closed during recent the Governor's Stay at Home has been instituted.

Planning and Engineering Director Adams reviewed the formal bidding for SPU Water Tank #8. The bids were opened on March 16. There were two bidders. Due to a bankruptcy, CBI did not respond to the bid. The apparent low bid was Phoenix Fabricators, however, upon legal review they did not provide the proper form and were determined to have an invalid formal bid. The next lowest complete formal bid was Caldwell Tanks. Their submittal was determined to be correct. The amount of the bid was \$3,753,000, very close to \$3,716,885.98 provided by Phoenix Fabricators. The Commission heard from the SPU consultant from Sambatek, Mike Burdorf. He agreed the bid from Phoenix was improper and recommended accepting the Caldwell Tank bid. It was discussed that rebidding the project would result in higher bids. Issues with the CIP funding for the project was discussed and a mistake was made concerning the engineers bid. Additional dollars will be adjusted in the 2021 CIP.

Motion by Meyer, seconded Brennan to award the construction contract to Caldwell Tanks, Inc. in the amount of \$3,753,000. Motion carried.

Item 8c: MN DNR Certificate of Completion was received under Consent Business.

Item 8d: Quarterly Nitrate Results – Review was received under Consent Business.

Electric Superintendent Drent provided a report of current electric operations. There were two electric outages to review. The first was caused by the Xcel Blue Lake Substation. Details of the outage were provided. The second much smaller outage was caused when a cut-out failed. Construction projects were updated. Commissioner Mocol asked about a blinking issue in the Southbridge neighborhood. Staff will investigate and provide further information, as this did not show on the SCADA system.

COVID-19 preparedness planning and protocol were discussed by Finance Director Schmid and Marketing/Customer Relations Director Walsh. Preparedness planning that has been put in place was reviewed for all SPU employees and the public. Discussion centered on the transition to remote working for office staff. This was accomplished with no disruption for SPU customers.

Item 11a: Financial Results – February 2020 was received under Consent Business.

Vice President Amundson presented the SPU Governance Handbook for Commission review. Commissioners were asked to sign an acknowledgment page within the document.

Vice President Amundson presented an overview of Commission Meeting Protocol and Procedure.

Mr. Adams announced the 2020 election for officers and officials to the Shakopee Public Utilities Commission. Each officer; President, Vice President and Secretary, are to be elected to a 1-year term.

Mr. Adams called for nominations for the office of President of the Shakopee Public Utilities Commission.

Motion by Brennan, seconded by Mocol to nominate Vice President Amundson for the office of President of the Shakopee Public Utilities Commission. There were no further nominations.

Mr. Adams moved to close the nominations and move to Commission voice vote. Vote was unanimous. Motion carried.

Mr. Adams acknowledged the vote and Vice President Amundson was elected unanimously to the office of President of the Shakopee Public Utilities Commission.

Mr. Adams called for nominations for the office of Vice President of the Shakopee Public Utilities Commission.

Motion by Brennan, seconded by Meyer to nominate Commissioner Mocol for the office of Vice President of the Shakopee Public Utilities Commission. There were no other nominations.

Mr. Adams moved to close the nominations and move to Commission voice vote. Vote was unanimous. Motion carried.

Mr. Adams acknowledged the vote and Commissioner Mocol was elected unanimously to the office of Vice President of the Shakopee Public Utilities Commission.

Mr. Adams called for nominations for the office of Secretary to the Shakopee Public Utilities Commission.

Motion by Meyer, seconded by Amundson to nominate Utilities Manager Crooks for the office of Secretary to the Shakopee Public Utilities Commission. There were no further nominations.

Mr. Adams moved to close the nominations and move to Commission voice vote. Vote was unanimous. Motion carried

The vote was acknowledged and Mr. Crooks was elected unanimously for the office of Secretary to the Shakopee Public Utilities Commission.

President Amundson then set to make the appointment for the Representative to the Minnesota Municipal Power Agency (MMPA) for the Shakopee Public Utilities Commission. Utilities Manager Crooks was re-appointed as Representative to MMPA for the Shakopee Public Utilities Commission.

President Amundson then set to make the appointment for the Alternate Representative to MMPA for the Shakopee Public Utilities Commission. Commissioner Amundson was re-appointed as Alternate Representative to MMPA for the Shakopee Public Utilities Commission.

Item 11f: SPU Website Analytics was received under Consent Business.

Item 11g: Tom Bovitz Memorial Scholarship was received under Consent Business.

The tentative commission meeting dates of April 20 and May 4 were noted.

Motion by Meyer, seconded by Mocol to adjourn to the April 20, 2020 meeting. Motion carried.



Commission Secretary: John R. Crooks