

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
FEBRUARY 20, 2018

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - 8b) Riverview Booster Station Construction Update
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
10. **Reports: Human Resources**
11. **Reports: General**
 - 11a) Financial Audit Services
 - 11b) Resn. #1185 - Allowing the Use of Facsimile Signature for Check Signing
 - 11c) Investment of Funds
 - 11d) Electronic Funds Transfer
 - 11e) Pre-Payment of Bills
 - 11f) Resn. #1186 – Regulating Wage and Contract Terms
12. **New Business**
13. **Adjourn to Commission Goals and Objectives Work Session**
14. **Reconvene to Regular Session**
15. **Tentative Dates for Upcoming Meetings**

- Regular Meeting	--	March 5
- Mid Month Meeting	--	March 19
- Regular Meeting	--	April 2
- Mid Month Meeting	--	April 16
16. **Adjourn to 3/5/18** at the SPUC Service Center, 255 Sarazin Street

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

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., February 5, 2018.

MEMBERS PRESENT: Commissioners Joos, Amundson and Weyer. Also present, Liaison Mocol, Utilities Manager Crooks, Finance Director Schmid, Planning & Engineering Director Adams, Line Superintendent Drent, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh.

Motion by Joos, seconded by Weyer to approve the minutes of the January 16, 2018 Commission meeting. Motion carried.

There were no Communication items.

President Amundson offered the agenda for approval.

Motion by Weyer, seconded by Joos to approve the agenda as presented. Motion carried.

There were no items on the Consent agenda.

The warrant listing for bills paid February 5, 2018 was presented.

Motion by Joos, seconded by Weyer to approve the warrant listing dated February 5, 2018 as presented. Motion carried.

Liaison Mocol presented her report. The Council will be discussing the possible TIF District for the Canterbury Commons Project. Open Board positions were also discussed.

Water Superintendent Schemel provided a report of current water operations. Two watermain breaks were reviewed. The first break was on Quincy Avenue and the second break was on Marschall Avenue.

Line Superintendent Drent provided a report of current electric operations. Two electric outages were discussed and an update on projects was provided.

Utilities Manager Crooks read the January 2018 MMPA Board meeting public summary.

Mr. Crooks presented a Saints Healthcare Foundation donation request.

Motion by Weyer, seconded by Joos for SPU to become a Sponsor of Hope with the Saints Healthcare Foundation in 2018. The donation is in the amount of \$4000. Motion carried.

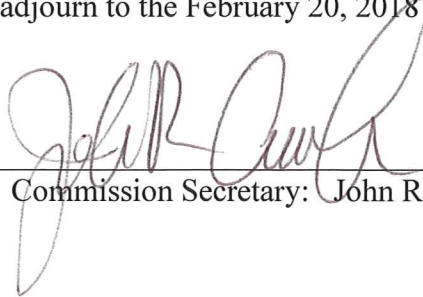
Motion by Joos, seconded by Weyer to adjourn to Closed Session – Annual Review of Utilities Manager.

Motion by Joos, seconded by Weyer to reconvene to Regular Session.

President Amundson stated that no official business took place during the Closed Session.

The tentative commission meeting dates of February 20 (Tuesday) and March 5 were noted.

Motion by Weyer, seconded by Joos to adjourn to the February 20, 2018 meeting. Motion carried.



Commission Secretary: John R. Crooks

SHAKOPEE PUBLIC UTILITIES
MEMORANDUM

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TO: John R. Crooks, Utilities Manager *JRC*
FROM: Lon R. Schemel, Water Superintendent *LS*
SUBJECT: Riverview Booster Station Update
DATE: February 15, 2018



Pumps and motors are in place. Piping is now completed. Items are being covered or masked in preparation for the painters.

Electrical control panels are mounted and energized. Initial testing for local SCADA control is complete. Remote control will be established as soon as the weather breaks. A taller antenna for SCADA will be installed at the building.



John Karwacki of Sambatek and Tony Myers of SPU conduct an inspection prior to painting.

Next steps:



- Interior painting
- SCADA I/O commissioning
- Motor rotation
- Flush internal piping to waste



SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

February 12, 2018

TO: John Crooks, Utilities Manager 
FROM: Renee Schmid, Director of Finance and Administration 
SUBJECT: Auditor

Background

In 2015, the Commission engaged the firm of berganKDV for audit services for a three year contract. Staff is requesting direction from the Commission on how to proceed with respect to engagement of an audit firm for the year 2018 and beyond.

Other factors the Commission should be made aware of as this topic is contemplated:

- Audit Services fall under the category of professional services and the Commission is not required to solicit formal bids.
- There are no statutes that restrict the number of years an audit firm can be retained for services.
- Retention of the same audit firm usually results in efficiencies for staff in preparing for the audit and development of financial reporting. Changing audit firms will require additional staff time and resources to prepare for the audit.

Options

Some of the options the Commission could consider to engage an audit firm include:

1. Request a quote from berganKDV for another three year term or some other specified number of years.
2. Request berganKDV to renew their contract on a one year basis at the current rate.
3. Direct staff to solicit formal requests for proposals from various audit firms for a three year term or some other number of specified years.

Recommendation

Staff recommends that the Commission direct staff to request a quote for audit services for a three year period from berganKDV and if the quote is reasonable and comparable to the current contract, proceed with engaging berganKDV for audit services for the period 2018 – 2020.

RESOLUTION #1185

A RESOLUTION ALLOWING THE USE OF FACSIMILE SIGNATURE FOR CHECK
SIGNING

WHEREAS, the Shakopee Utilities Commission will utilize a check signing software and facsimile signatures for the Shakopee Utilities Commission President, Utilities Manager, and Director of Finance and Administration Director for the purposes of check signing.

NOW THEREFORE BE IT RESOLVED, by the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota that use of a check signing software and facsimile signatures for the Shakopee Public Utilities Commission President, Utilities Manager, and Director of Finance and Administration for the purposes of check signing is hereby approved.

Adopted in regular session of the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota held this 20th day of February, 2018.

Commission President: Deb Amundson

ATTEST:

Commission Secretary: John R. Crooks





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SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

February 5, 2018

TO: John Crooks, Utilities Manager 

FROM: Renee Schmid, Director of Finance and Administration 

SUBJECT: Investment of Funds

Background

Action by the Shakopee Utilities Commission is needed to allow the Director of Finance and Administration to invest surplus cash as needed within the limitation set by law and the guidelines of the Commission’s approved Investment Policy.

Recommendation

Grant the Director of Finance and Administration or his/her designee the authority to invest surplus funds without prior approval of the Utilities Commission within the limitation set by law and the guidelines of the Commission’s approved Investment Policy and to complete required wire transfers for such transactions.

Action Requested

Grant the Director of Finance and Administration or his/her designee the authority to invest surplus funds without prior approval of the Utilities Commission within the limitation set by law and the guidelines of the Commission’s approved Investment Policy and to complete required wire transfers for such transactions.




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SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

February 5, 2018

TO: John Crooks, Utilities Manager 

FROM: Renee Schmid, Director of Finance and Administration

SUBJECT: Electronic Funds Transfer

Background

Minnesota Statutes 471.38, Subd. 3 and 3A requires the District to have controls relating to electronic funds transfers.

Recommendation

Grant the Director of Finance and Administration or his/her designee the authority to make electronic funds transfers (EFT) through the official depository. The official depository shall receive a certified copy of this authorization. The official depository will notify Shakopee Public Utilities of an EFT within one day of receiving an EFT. EFT transfers will be documented and included in the warrant lists for approval by the Utilities Commission.

Action Requested

Grant the Director of Finance and Administration or his/her designee the authority to make electronic funds transfers (EFT) through the official depository. The official depository shall receive a certified copy of this authorization. The official depository will notify Shakopee Public Utilities of an EFT within one day of receiving an EFT. EFT transfers will be documented and included in the warrant lists for approval by the Utilities Commission.

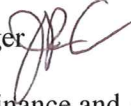



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SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

February 5, 2018

TO: John Crooks, Utilities Manager 

FROM: Renee Schmid, Director of Finance and Administration 

SUBJECT: Pre-Payment of Bills

Background

There are times when the prompt payment of bills allows us to receive a discount or is required to be paid by a certain date. In some instances, we cannot take advantage of these discounts if we must wait for formal approval of these bills.

Recommendation

Grant the Director of Finance and Administration or his/her designee the authority to pay bills prior to approval of those bills, so that it may take advantage of discounts offered for prompt payment. All bills will be included in the warrant lists for commission approval.

Action Requested

Grant the Director of Finance and Administration or his/her designee the authority to pay bills prior to approval of those bills, so that it may take advantage of discounts offered for prompt payment. All bills will be included in the warrant lists for commission approval.

RESOLUTION # 1186
RESOLUTION REGULATING WAGE
AND CONTRACT TERMS

BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION,
in meeting duly assembled on February 20, 2018 that the Shakopee Public Utilities
Commission does hereby affirm wage and contract terms offered and accepted
in accordance with the Appendix "A" to this Resolution.

BE IT FURTHER RESOLVED that said wage and contract terms are to
become effective from and after January 1, 2018.

BE IT FURTHER RESOLVED that the salary range and wage will be adjusted
annually on January 1, as determined by the Shakopee Public Utilities Commission.

BE IT FURTHER RESOLVED, that all things necessary to carry out the
terms and purpose of this Resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission this
20th day of February, 2018.

Commission President: Deb Amundson

ATTEST:

Commission Secretary: John R. Crooks