

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
March 2, 2020

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communication**
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) MDH Sanitary Survey Report
  - C=> 8c) Monthly Water Production Dashboard
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) Forensic Analysis of Switchgear
  - 9c) CR 42 Underground vs. Overhead Cost Analysis
10. **Reports: Human Resources**
11. **Reports: General**
  - 11a) SPU Logo – Development and Review
  - 11b) Donation Request – Saints Foundation
  - 11c) SPU / Council Joint Meeting - Update
  - 11d) 2020 Goals and Objectives Workshop - Schedule
  - 11e) Coronavirus Preparations
  - C=> 11f) Financial Results for January 2020
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**

- Mid Month Meeting	--	March 16
- Regular Meeting	--	April 6
- Mid Month Meeting	--	April 20
- Regular Meeting	--	May 4
14. **Adjourn to 3/16/20** at the SPUC Service Center, 255 Sarazin Street

MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
(Regular Meeting)

President Joos 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 18, 2020.

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

Motion by Mocol, seconded by Clay to approve the minutes of the February 3, 2020 Commission meeting. Motion carried.

There were no Communication items to report.

President Joos offered the agenda for approval.

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

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

President Joos stated that the Consent Items were: Item 8c: Monthly Water Production Dashboard.

The warrant listing for bills paid February 18, 2020 was presented.

Motion by Mocol, seconded by Meyer to approve the warrant listing dated February 18, 2020 as presented. Motion carried.

Liaison Lehman presented his report. Mr. Lehman stated that the City Council will be holding a Closed Session to discuss potential legal action against SPU in regards to the change in calculation for the City Contribution. He also asked about the large electric outage that happened on February 15. Electric Superintendent stated a detailed report on the outage will take place later in the meeting.

Water Superintendent Schemel provided a report of current water operations. Some mineral analyses have been received from the test well and more results are expected within 2 weeks. Advertising for bidding on the construction of Water Tank 8 has been posted. There was no impact on the water system from the February 15 electric outage.

Utilities Manager Crooks reviewed the Fence Issue / Encroachment Agreement for 1369 Danita Drive. SPU Staff met with the property owners and agreed with the City that an agreement could be reached. There was discussion to make sure the agreement extended to the future property owners for the address.

Item 8c: Monthly Water Production Dashboard was received under Consent Business.

Electric Superintendent Drent provided a report of current electric operations. A detailed discussion centered upon the electric outage that was caused by a fire in a pad mounted switch. 1200 customers were out of service for 40 minutes and a remaining 87 customers were out for 80 minutes. More information will be brought back to the Commission when a forensic analysis is completed on the switch. Construction and projects updates were also provided.

Marketing/Customer Relations Director Walsh presented the MN Department of Commerce 2018 SCIP Results and 2020 Plan Approval Letter. SPU achieved a KWH savings of 2.3%, well above the 1.5% goal. SPU will also be changing the method of calculating low income customer savings to align with State guidance.

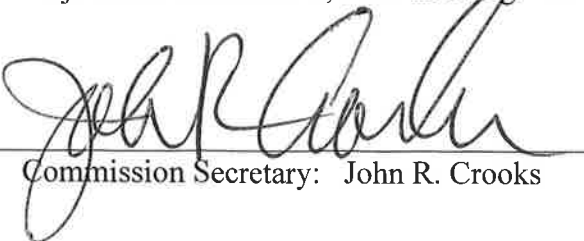
Finance Director Schmid presented the financial results for December 2019, year to date 2019 and 2018-2019 comparative financial results.

Ms. Walsh provided an overview of the 2020 Tom Bovitz Scholarship Award as offered by MMUA and by SPU.

Mr. Crooks stated that the potential meeting date for a SPU / Council Joint Meeting was going to be discussed at the City Council meeting being held tonight, February 18. It was proposed by President Joos that a formal request be made to the City Council that the City Administrator and the SPU Utilities Manager meet to discuss the joint meeting agenda, preparations and location of the meeting.

The tentative commission meeting dates of March 2 and March 16 were noted.

Motion by Mocol, seconded by Meyer to adjourn to the March 2, 2020 meeting. Motion carried.

  
Commission Secretary: John R. Crooks

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**  
**SUBJECT: MDH SANITARY SURVEY REPORT - 2020**  
**DATE: FEBRUARY 1, 2020**

Attached is the 2020 MDH Sanitary Survey Report for the SPU Public Water System. This is an annual survey and is performed by Staff at the Community Public Water Supply Unit.

There were no deficiencies for Pumps, Facilities and Controls.

Under Water Storage, a requirement is listed for overflows for water storage. SPU meets the requirement for all storage tanks.

Under Distribution, a recommendation is listed for water distribution dead ends. SPU meets this recommendation.

Under Monitoring/Report Data Verification, SPU does maintain the applicable records as listed.

Under Water System Management/Operation, a cross connection program is in place for SPU.

Under Operator Compliance with State Requirements, SPU Water Operators and Management have the required number of contact hours with information forwarded to the MDH.

February 20, 2020

Shakopee Public Utilities Commission  
c/o Mr. Lon Schemel, Utilities Manager  
255 Sarazin Street, P.O. Box 470  
Shakopee, Minnesota 55379-0470

Gentlemen/Ladies:

SUBJECT: Sanitary Survey Report for Shakopee Public Water System (PWS), Scott County,  
PWSID 1700009

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Tony Myers and Don Overby were present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 651/201-4562.

Sincerely,



Jessie Kolar  
Community Public Water Supply Unit  
Environmental Health Division  
P.O. Box 64975  
St. Paul, Minnesota 55164-0975

JK  
Enclosures  
cc: Water Superintendent



**MINNESOTA DEPARTMENT OF HEALTH**  
Section of Drinking Water Protection  
Sanitary Survey Report



System Name: **Shakopee**

PWSID: **1700009**

System Contact: **Lon Schemel**

Survey Date: **02/05/2020**

Surveyor: **Jessie Kolar**

PWS Type: **Community**

**Requirements and Recommendations**

**Water Source**

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn. Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

**Pumps/Pump Facilities and Controls**

No deficiencies observed.

**Treatment**

No deficiencies observed.

**Water Storage**

It is required that the overflow for the water storage structure be extended to within 12-24 inches of the ground and be discharged over a splash plate. Vents on water storage must open downward and be fitted with either four mesh non-corrodible screen, or with finer mesh non-corrodible screen in combination with an automatically resetting pressure-vacuum relief mechanism. [Recommended Standards for Water Works 7.0.7.]

**Distribution**

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]

It is recommended that a total chlorine residual of at least 1.0 milligrams per liter be maintained on all points of the distribution system.

**Monitoring/Reporting Data Verification**

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
  - b. Chlorine residual results - 5 years
  - c. Chemical results - 10 years
  - d. Sanitary survey reports - 10 years
  - e. All lead and copper materials - 12 years
  - f. Consumer confidence reports - 3 years
  - g. Public Notices - 3 years
  - h. Fluoride quarterly results and monthly reports - 1 year
  - i. Turbidity results - 3 years
- [Minn. Rules 4720.0350]



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: <b>Shakopee</b>	Survey Date: <b>02/05/2020</b>
PWSID: <b>1700009</b>	Surveyor: <b>Jessie Kolar</b>
System Contact: <b>Lon Schemel</b>	PWS Type: <b>Community</b>

**Requirements and Recommendations**

**Water System Management/Operation**

It is recommended that a comprehensive program of cross-connection surveillance be instituted to protect the water supply. This includes:

- a. The detection and correction of cross-connections to unsafe water supplies.
- b. The education of the public on the dangers of cross-connections.
- c. The installation of vacuum breakers on all threaded hose bibbs in new and old buildings.
- d. The replacement of defective plumbing in older buildings.
- e. Periodic cross-connection inspections of potentially hazardous industries and commercial establishments.
- f. The education of the employees on the dangers of cross-connections.

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including watermains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

**Operator Compliance with State Requirements**

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
  - Class B 24 contact hours
  - Class C 16 contact hours
  - Class D 8 contact hours
  - Class E 4 contact hours
- [Minn. Rules 9400.1200]



MINNESOTA DEPARTMENT OF HEALTH  
Section of Drinking Water Protection  
Sanitary Survey Report



System Name: **Shakopee** Survey Date: **02/05/2020**  
PWSID: **1700009** Surveyor: **Jessie Kolar**  
System Contact: **Lon Schemel** PWS Type: **Community**

**Bacteriological Results and Chlorine Residuals**

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual Free / Total (mg/L)</u>	<u>Coliform Bacteria</u>	<u>E.Coli</u>
02/04/2020	GNC 0.66	0.59 / 0.66	Absent	
02/05/2020	Well 2 Entry Point 2.20	1.75 / 2.20	Absent	
02/05/2020	Well 8	/	Absent	
02/05/2020	Well 2	/	Absent	
02/05/2020	Valley View Booster Station 1.02	0.44 / 1.02	Absent	
02/05/2020	Well 12 Entry Point 1.62	1.22 / 1.62	Absent	
02/05/2020	Well 12	/	Absent	
02/05/2020	Well 13	/	Absent	
02/05/2020	Well 13 Entry Point 0.69	0.54 / 0.69	Absent	
02/05/2020	Well 4	/	Absent	
02/05/2020	Well 5	/	Absent	
02/05/2020	Holiday Inn 0.88	0.54 / 0.88	Absent	



# Monthly Water Dashboard

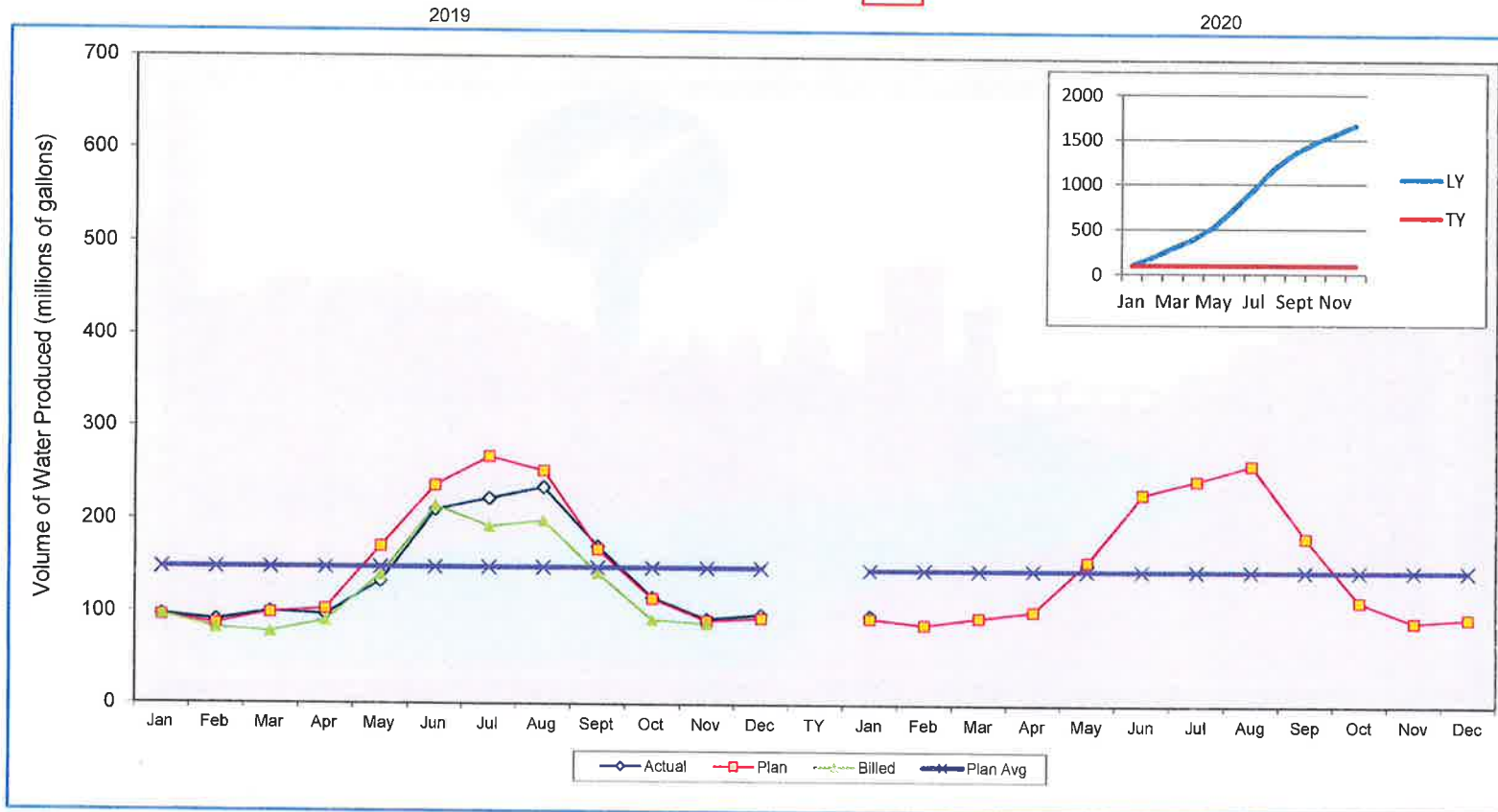
As of: **January 2020** **Shakopee Public Utilities Commission**

ALL VALUES IN MILLIONS OF GALLONS

## Element/Measure Water Pumped/Metered

Last 6 months actuals	234	171	116	93	98	97
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Averages	
2017	147
2018	153
2019	<b>139</b>



LY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Actual	97	91	100	97	133	210	222	234	171	116	93	98		97												
Plan	96	87	99	103	171	236	267	252	168	115	91	94		94	87	95	102	156	229	244	261	183	114	92	96	
YTD % *														103%												
Billed	97	82	78	90	140	214	192	198	142	92	88															

\* Actual gallons pumped vs. Plan




# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

February 28, 2020

TO: John Crooks, Utilities Manager 

FROM: Greg Drent, Electric Superintendent 

Subject: Cooper Eaton Forensic Analysis update


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The Cooper Eaton account rep for the switchgear came to SPU facility on Thursday February 20, 2020 to start the investigation process. The switch had an internal failure on February 15, 2020, was removed from service that day, and has been in the SPU facility until Cooper Eaton gives up further direction on where to ship the unit. The rep took lots of pictures and some gasket material to send to the factory for their engineers to evaluate. SPU sent the oil in for analysis and moisture content.

On February 26, 2020, we had a follow up conference call with the manufacture to see if they had any answers. They gave us a power point presentation on a service bulletin and testing procedures. They are still evaluating the photos and would like to have our switch shipped to them so they can do some more evaluation on the unit. It was Cooper Eaton feeling that the oil was contaminated. With as much damage on the unit, they are not sure they will fully conclude how it was contaminated.

We started to do visual inspections on the remaining units on our system and are about half way done with that process. We saw some minor rusting on a few of the units, but no cracks have been found. When the oil temperature gets above 59 degrees, we will be doing oil samples as indicated in the advisory bulletin.

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager   
FROM: Joseph D. Adams, Planning & Engineering Director  
SUBJECT: CR 42 Overhead Facilities Relocation  
DATE: February 27, 2020

**ISSUE**

Scott County is re-constructing CR 42 from CR 17 to CR 83 during 2020-21. The planned improvements to this section of the roadway will require the relocation of approximately 7,605 feet of the overhead three phase electric utility feeder line designated SS-31 that originates out of the South Shakopee Substation in Jackson Township.

**BACKGROUND**

This leg of SS-31 runs along the north side of CR 42 in the project area, extending east from CR 17 and serves primarily rural residential customers and portions of the SMSC public works facilities and some SMSC residential lots south of CR 42 along Dakota Parkway. This leg of SS-31 also serves as an important express feeder tie as back-up to another feeder circuit PL-71 that originates out of the Pike Lake Substation in Prior Lake.

**DISCUSSION**

Staff has reviewed the preliminary construction plans for the right of way improvements and has determined:

Portions of this leg of DL-41 must be relocated due to the planned road improvements while other portions do not. The project area can be divided into three sections. The first section being approximately 975 feet on the west end; the second section being approximately 4,230 feet in the middle; and the third section being approximately 2,400 feet on the east end. The first two sections on the west end and in the middle are located within the City of Shakopee. The third section on the east end is located in the City of Prior Lake.

The City of Shakopee has adopted a Right-of-Way Management Ordinance that includes establishing their authority to order utility facilities be placed underground when they have to be relocated due a public improvement in a public right of way. The City of Prior Lake's adopted Right-of-Way Ordinance does not contain such a provision.

On the west section of the project, the improvements do not affect the location of the existing overhead electric facilities. However, the Utilities Commission may want to consider placing those facilities underground should the City order the facilities in the middle section to be placed underground. The reason being that the existing facilities for feeder circuit SS-31 located north and south of CR 42 along CR 17 were placed underground during a previous county project by order of the City of Shakopee. Leaving a relatively short section of line overhead when it is connected to underground sections in three directions may be undesirable aesthetically.

In the middle section of the project, the improvements do require relocation of the existing overhead facilities and those facilities do include a three phase voltage regulator bank to tie the 12.47 kV distribution voltage from the South Shakopee Substation to the 13.8 kV distribution voltage of the Pike Lake Substation. This is one of several voltage regulators tie banks in the SPU distribution system.

On the east end section of the project, located in Prior Lake, SPU three phase facilities are over built on a joint use pole line with Minnesota Valley Electric Cooperative (MVEC) who has a single phase line under built on the joint use pole line to serve their customers in Prior Lake. Although the City of Prior Lake does not currently have the authority to order relocated facilities to be placed underground like in Shakopee, MVEC is considering placing their single phase facilities underground with this project. The Utilities Commission may want to consider placing their facilities underground also in this area of the project, since it is an express feeder and there are not any taps to serve customers. And, if MVEC relocates their facilities underground, then SPU would bear the full cost of the new pole line. Also, it should be noted when the feeder approaches the intersection of CR 42 with CR 83 both the SPU and the MVEC lines dip under the intersection because of a previous county road project left the intersection crossings too long for overhead construction of a joint pole line to be feasible.

The estimated costs associated with relocating the facilities within each section of the project are as follows:

West Section approximately 975 feet in length

Overhead costs = \$0

Underground costs = \$25,000 (includes removal of overhead facilities)

Middle Section approximately 4,230 feet in length

Overhead costs = \$100,000

Underground costs = \$325,000 (includes pad mount voltage regulators and removal of overhead facilities)

East Section approximately 2,400 feet in length

Overhead costs = \$35,000

Underground costs = \$60,000 (includes removal of overhead facilities)

Since these facilities are all located within county road right of way and not in utilities easements, the cost for construction of new overhead facilities plus removal and retirement of the existing overhead facilities that have to be relocated would normally be absorbed as an operating expense.

Should the City of Shakopee under their right of way management authority order the relocated facilities be placed underground in the middle section, the additional cost of \$225,000 (\$325,000-\$100,000) would per Commission policy be funded out of the Underground Relocation Fund. There is a line item of \$269,750 (including \$112,000 for the pad mount voltage regulators) for this purpose in the 2020 Capital Projects. Relocating overhead facilities and keeping them overhead is funded from the Electric Operating Fund under the category of re-building overhead lines. There is a line item of \$162,500 for re-building overhead lines in the 2020 Capital Projects for the \$100,000 cost to relocate the facilities overhead in the middle section.

And the same line item of \$162,500 for re-building overhead lines in the 2020 Capital Projects will be sufficient for the \$35,000 cost to relocate the facilities overhead in the east section.

Should the Utilities Commission desire to place the facilities underground on either the west section (\$25,000) or the east section (\$60,000-\$35,000=\$25,000), those additional costs would be funded out of the Electric Operating Fund. There is a line item of \$175,000 for miscellaneous expenses in the 2020 Capital Projects that could be designated as the funding source for the additional \$25,000 or \$50,000 cost to place either or both end sections underground.

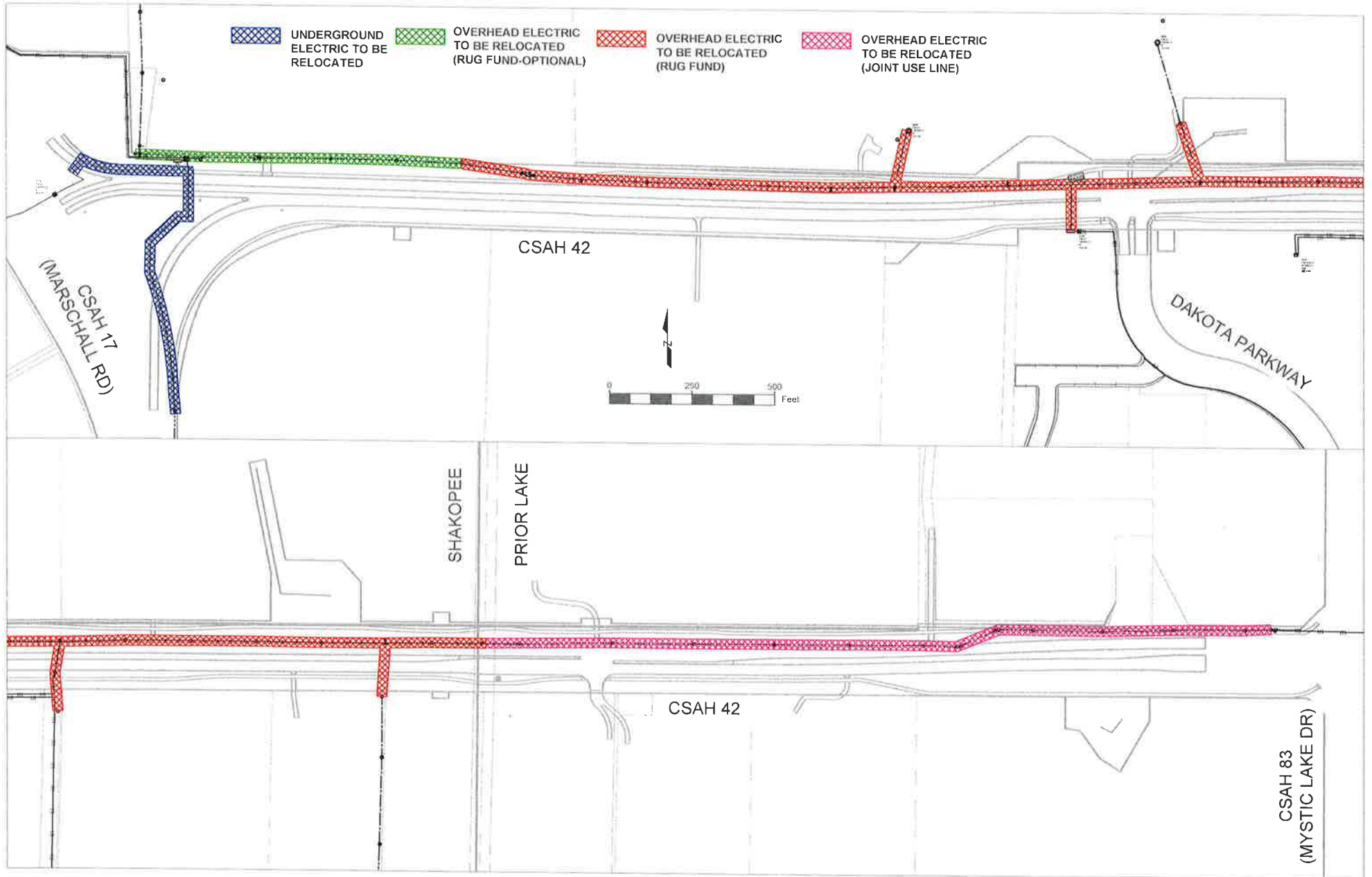
## RECOMMENDATIONS

Staff recommends:

1. The Utilities Commission accepts the estimated costs to relocate the SS-31 overhead facilities in the middle section of the project due to the planned 2020-21 CR 42 road improvements.
2. The Utilities Commission directs staff to forward the estimated costs to relocate the SS-31 overhead facilities in the middle section of the project to the City of Shakopee to aid the City in making their determination under the City's Right of Way Management Ordinance whether or not to order the affected overhead facilities to be relocated underground.
3. The Utilities Commission should consider the pros and cons of voluntarily placing the SS-31 overhead facilities in the west section underground with this project. The primary pro being a consistent aesthetic look of the area and a longer continuous underground line segment to operate and maintain. The con being the added cost estimate of \$25,000.
4. The Utilities Commission should consider the pros and cons voluntarily of placing the SS-31 overhead facilities in the east section (within Prior Lake) underground with this project. The primary pro being a consistent aesthetic look of the area and a longer continuous underground line segment to operate and maintain. The con being the added cost estimate of \$25,000.

## REQUESTED ACTION

Staff requests the Utilities Commission adopt recommended items 1 and 2 and provide direction on items 3 and 4.









# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

February 26, 2020

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations 

SUBJECT: New SPU Logo Design

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Overview

As part of our rebranding efforts, approval of a new Shakopee Public Utilities logo design is requested. This has been a comprehensive process, with multiple rounds of options based on input from both staff and Commission.

We had several objectives in designing this new logo:

1. Differentiate SPUC from the City of Shakopee to eliminate confusion between the two entities among our customers, developers, vendors and the general public.
2. To transition from SPUC to SPU, as we are ‘Shakopee Public Utilities’ governed by a Commission. We (staff) are not the Commission.
3. Update and refresh our image.
4. Build brand recognition.
5. Create a logo that represented both services provided by Shakopee Public Utilities.


We are at the point in the design process where we believe all of these objectives are met. The proposed logo design will be revealed at the March 2, 2020 meeting.

Action Requested

Approval of the new SPU logo as presented at the March 2, 2020 meeting.



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: SAINTS HEALTHCARE FOUNDATION DONATION REQUEST**  
**DATE: MARCH 2, 2020**

Shakopee Public Utilities has been approached by Michael Morris, Director of the Saints Healthcare Foundation, with our annual sponsorship opportunity with the Foundation.

Attached to this memo is additional information regarding this donation request. The attached items are listed below:

- Saints Healthcare Foundation Project Descriptions and Sponsorship Levels
- Shakopee Public Utilities Donation Policy

This will be the only Saints Healthcare Foundation request for 2019. Sponsorship amenities for both events are outlined in the sponsorship levels. A single donation would provide SPU sponsorship at both events.

The donation request would fall under two of the five core values defined in our Donations Policy; the first being the #2 core value-Community Vitality and Enrichment and the second being the #4 core value-Health and Human Services.

In 2019, SPU was a Sponsor of Hope.

**RECOMMENDATION –**

This would be the sixth year of SPU sponsoring the Golf Ball Drop and the seventh year of being a Sponsor of Hope for the Gala. This year's sponsorship of both events would be combined as a Hope Sponsorship for a \$4000 donation.



# **SHAKOPEE PUBLIC UTILITIES COMMISSION**

## **DONATIONS POLICY**

The primary purpose of the donations policy is to assist charitable, educational and civic organizations within the Shakopee Public Utilities service area or which serve community needs within the service area. As a public utility, SPUC exists to serve its customers and its community.

At SPUC, we know that a community's energy does not always arrive through the power lines. It also comes from actions and efforts of those who live there. Our goal is to engage, support and improve the programs that foster growth and development of youth, provide sponsorship of causes that help the underprivileged and those that concentrate on civic and community development.

To achieve maximum impact in helping address the needs of our community, our donations policy focuses on the following 5 areas:

- 1. Education and Youth Development**
- 2. Community Vitality and Enrichment**
- 3. Culture and Fine Arts**
- 4. Health and Human Services**
- 5. Environmental Stewardship**

Donations will be guided under the direction of the Utilities Manager. The Commission has designated up to \$20,000 annually for donations to the worthwhile causes that focus on the areas listed above.

The Utilities Manager may disburse, in the Commission's behalf, amounts up to \$1000. The Commission itself can choose to designate recipients if so desired. If the Utilities Manager or Commission request an amount exceeding \$1000, the Commission must approve such a donation.

The Utilities Manager will present the yearly donation recipients and their donation amounts to the Commission in January of each year.

# Saints Foundation 2020 Sponsorship Bundles

## **\$32,000 Changing Lives Exclusive Title Sponsorship**

- Opportunity to be the presenting sponsor for all four events: Spirit of the Saints Gala, Saints Golf Classic, Saints Trigger Tournament and President's Dinner
- Two gala tables with premium seating, logo placement on website, event signage and slide deck during event programming, full page color ad at the Spirit of the Saints Gala program and speaking opportunity at all four events
- Two foursomes and hole sponsorship at the Saints Golf Classic
- Two groups and station sponsorship at the Saints Trigger Tournament
- Invitation to annual Donor Appreciation Event
- Invitations to President's Dinner to converse with St. Francis and St. Gertrude's leadership teams and doctors
- Six social media mentions/profiles during 2020
- Earn Your Scrubs invitations

## **\$16,000 Raising Hope Sponsorship**

- Two gala tables, logo placement on website, event signage and slide deck during event programming, ½ page color ad at the Spirit of the Saints Gala program
- Two foursomes and hole sponsorship at the Saints Golf Classic
- Two groups and station sponsorship at the Saints Trigger Tournament
- Invitations to President's Dinner to converse with St. Francis and St. Gertrude's leadership teams and doctors
- Invitation to annual Donor Appreciation Event
- Four social media mentions/profiles during 2020
- Earn Your Scrubs invitations

## **\$8,000 Commitment to Care Sponsorship**

- One table at the Spirit of the Saints Gala, logo placement on website, event signage and slide deck during event program, ½ page color ad at the Spirit of the Saints Gala program
- One foursomes and hole sponsorship at the Saints Golf Classic
- Invitation to annual Donor Appreciation Event
- Two social media mentions/profiles during 2020
- One groups and logo placement at the Saints Trigger Tournament

## **\$4,000 Hope Sponsorship**

- One table at the Spirit of the Saints Gala program and logo placement on website
- One foursome at the Saints Golf Classic
- Social media mention

## **\$2,500 Corporate Table Sponsorship**

- One table at the Spirit of the Saints Gala
- Website recognition and link

**\$200 Individual Gala Tickets**

Note: Additional opportunities to sponsor a table or seats for caregivers will be added

**\$1,000 Golf foursome**

**\$1,200 Trigger foursome**


- \$250 station sponsorship
- \$40 dinner only ticket

**Golf Tournament Possibilities (one of each available at \$2,500 each and each include one foursome):**

- Putting green sponsorship (logo displayed on putting green)
- Golf ball sponsorship (includes logo on golf balls)
- Driving range sponsorship (logo displayed on driving range)
- Beverage sponsor (logo displayed on beverage carts)

11C

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: SPU / CITY COUNCIL JOINT MEETING - UPDATE**  
**DATE: FEBRUARY 28, 2020**

Attached is the February 14 email sent by the City Administrator in regards to the Joint Meeting date proposal as directed from the February 3 Commission meeting.

As indicated, the City Council was to discuss the Joint Meeting date at their February 18 meeting. I have received no further information from the City Administrator.

Staff will continue to seek a mutually agreed upon date for the Joint Meeting.

## Crooks, John

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**From:** Bill Reynolds <BReynolds@ShakopeeMN.gov>  
**Sent:** Friday, February 14, 2020 4:05 PM  
**To:** Crooks, John  
**Subject:** RE: Proposed Joint Meeting Date

John,  
We will be discussing this issue on Tuesday night.



**William H. Reynolds**  
City Administrator, City of Shakopee  
952-233-9311  
[www.ShakopeeMN.gov](http://www.ShakopeeMN.gov)



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**From:** Crooks, John <jcrooks@shakopeeutilities.com>  
**Sent:** Tuesday, February 11, 2020 12:55 PM  
**To:** Bill Reynolds <BReynolds@ShakopeeMN.gov>  
**Subject:** RE: Proposed Joint Meeting Date

Good Afternoon Bill,

I have followed up with the SPU Commission regarding the joint meeting dates and location. I was asked by the SPU Commission to have the Council again consider the February 18 date. The meeting could be held at the SPU Commission Room at 500pm, before the City Council meeting. Historically the meetings have rotated between City Hall and the SPU Service Center. Since the agenda appears to be only 2 issues, the meeting would not be expected to last long. I realize from the email below the position of the City, which was shared at the Feb. 3 Commission meeting, however I am following the direction that I received from my Board.

It was also directed by the Commission to request a meeting with you to agree to the framework for the joint meeting and agree with the proposed agenda. Please let me know if you have any questions.

Regards,  
John

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**From:** Bill Reynolds <BReynolds@ShakopeeMN.gov>  
**Sent:** Tuesday, January 28, 2020 1:49 PM  
**To:** Crooks, John <jcrooks@shakopeeutilities.com>; William Mars <WMars@ShakopeeMN.gov>; William.Mars <William.Mars@target.com>; Joos, Terry <TJoos@MNSupply.com>; Terry Joos <terryjoos@gmail.com>  
**Subject:** RE: Proposed Joint Meeting Date

Unfortunately this date will not work. It is the night of a City Council meeting. Also, after consultation with the City Council, the meeting will be held here at city hall. The meeting was called by the City Council in regards to the highly

unusual SPUC transfer adjustment. In the future, I would suggest that there be an agreement as to the meeting location as opposed to demanding where it is to be held.

I suggest the 17<sup>th</sup> or 19<sup>th</sup> of March for a meeting date.



**William H. Reynolds**  
City Administrator, City of Shakopee  
952-233-9311  
[www.ShakopeeMN.gov](http://www.ShakopeeMN.gov)



**2019 AWARD RECIPIENT**

**From:** Crooks, John <[jcrooks@shakopeeutilities.com](mailto:jcrooks@shakopeeutilities.com)>

**Sent:** Tuesday, January 28, 2020 11:08 AM

**To:** Bill Reynolds <[BReynolds@ShakopeeMN.gov](mailto:BReynolds@ShakopeeMN.gov)>; William Mars <[WMars@ShakopeeMN.gov](mailto:WMars@ShakopeeMN.gov)>; William.Mars <[William.Mars@target.com](mailto:William.Mars@target.com)>; Joos, Terry <[TJoos@MNSupply.com](mailto:TJoos@MNSupply.com)>; Terry Joos <[terryjoos@gmail.com](mailto:terryjoos@gmail.com)>

**Subject:** Proposed Joint Meeting Date


Good Morning,

While somewhat preliminary, I would propose a date of Tuesday, February 18 for the Joint Meeting. This date would need to be accepted by the SPU Commission at their February 3 Commission meeting. As previously provided, This Joint Meeting would be held in the Shakopee Public Utilities Commission Room. Please let me know if you have any questions.

Regards,  
John

11d

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: GOALS AND OBJECTIVES WORK SESSION - SCHEDULE**  
**DATE: FEBRUARY 28, 2020**

As discussed during the Utilities Manager's annual performance evaluation, I am in the process of setting the date and time of the work session.

In the past the sessions has been held immediately following a Commission meeting.

**Recommendation**

Meeting after the March 16 SPU Commission meeting is being requested. Staff also recommends Monday, March 16, 2020.

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**

**FROM: JOHN R. CROOKS, UTILITIES MANAGER**



**SUBJECT: CORONAVIRUS PREPARATIONS**

**DATE: FEBRUARY 28, 2020**

With the continued global spreading of the coronavirus (COVID-19), SPU has begun the initial preparations if there becomes regional virus transmission.

We are currently reviewing guidance protocol as issued this month by the Center for Disease Control and Prevention. Attached to this memo is Interim Guidance for Businesses and Employers, Prevention and Treatment, and Prevention Guidance for this particular strain of virus.

Internal preparation has taken place in the past. With the potential Avian Flu virus transmission in the early 2000's, SPU had developed a preliminary preparation plan that could have been enacted, had the disease continued to spread outside of China.

Staff is again reviewing several options in preparation of regional transmission. Options include:

- Mandatory internal employee protocol and posting of CDC information
- Requiring on-line payments, drop box payments or even delayed billing, if the SPU Lobby were to close to the public/customers
- Requiring employees with respiratory symptoms to remotely work from home
- Minimal Staffing levels for all Departments
- Communication with local health officials for medical treatment for employees maintaining critical water and electric service

As Staff continues to monitor the situation, more detailed information and preparations will be provided to the Commission.





## Coronavirus Disease 2019 (COVID-19)

# Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), February 2020

This interim guidance is based on what is currently known [about the coronavirus disease 2019 \(COVID-19\)](#). The Centers for Disease Control and Prevention (CDC) will update this interim guidance as needed and as additional information becomes available.

### CDC Industry Guidance

- [Resources for Airlines](#)
- [Resources for the Ship Industry](#)

CDC is working across the Department of Health and Human Services and across the U.S. government in the public health response to COVID-19. Much is unknown about how the virus that causes COVID-19 spreads. Current knowledge is largely based on what is known about similar coronaviruses.

Coronaviruses are a large family of viruses that are common in humans and many different species of

### CDC Business Sector

Dr. Messonnier provides a situational update on COVID-19 for CDC private sector partners.

animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between people, such as with MERS-CoV and SARS-CoV. The virus that causes COVID-19 is spreading from person-to-person in China and some limited person-to-person transmission has been reported in countries outside China, including the United States. However, respiratory illnesses like seasonal influenza, are currently widespread in many US communities.

The following interim guidance may help prevent workplace exposures to acute respiratory illnesses, including COVID-19, in non-healthcare settings. The guidance also provides planning considerations if there are more widespread, community outbreaks of COVID-19.

To prevent stigma and discrimination in the workplace, use only the guidance described below to determine risk of COVID-19. Do not make determinations of risk based on race or country of origin, and be sure to maintain confidentiality of people with confirmed COVID-19. There is much more to learn about the transmissibility, severity, and other features of COVID-19 and investigations are ongoing. Updates are available on CDC's web page at [www.cdc.gov/coronavirus/covid19](http://www.cdc.gov/coronavirus/covid19).

## Recommended strategies for employers to use now:

- **Actively encourage sick employees to stay home:**
  - Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). Employees should notify their supervisor and stay home if they are sick.
  - Ensure that your sick leave policies are flexible and consistent with public health guidance and that employees are aware of these policies.

- Talk with companies that provide your business with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- Do not require a healthcare provider's note for employees who are sick with acute respiratory illness to validate their illness or to return to work, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- Employers should maintain flexible policies that permit employees to stay home to care for a sick family member. Employers should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- **Separate sick employees:**
  - CDC recommends that employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).
- **Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees:**
  - Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to your workplace and in other workplace areas where they are likely to be seen.
  - Provide tissues and no-touch disposal receptacles for use by employees.
  - Instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
  - Provide soap and water and alcohol-based hand rubs in the workplace. Ensure that adequate supplies are maintained. Place hand rubs in multiple locations or in conference rooms to encourage hand hygiene.
  - Visit the coughing and sneezing etiquette and clean hands webpage for more information.
- **Perform routine environmental cleaning:**
  - Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
  - No additional disinfection beyond routine cleaning is recommended at this time.
  - Provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks) can be wiped down by employees before each use.
- **Advise employees before traveling to take certain steps:**
  - Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found at on the CDC website.
  - Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
  - Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
  - If outside the United States, sick employees should follow your company's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evacuate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- **Additional Measures in Response to Currently Occurring Sporadic Importations of the COVID-19:**
  - Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
  - If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with

Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

## Planning for a Possible COVID-19 Outbreak in the US

The severity of illness or how many people will fall ill from COVID-19 is unknown at this time. If there is evidence of a COVID-19 outbreak in the U.S., employers should plan to be able to respond in a flexible way to varying levels of severity and be prepared to refine their business response plans as needed. For the general American public, such as workers in non-healthcare settings and where it is unlikely that work tasks create an increased risk of exposures to COVID-19, the immediate health risk from COVID-19 is considered low. The CDC and its partners will continue to monitor national and international data on the severity of illness caused by COVID-19, will disseminate the results of these ongoing surveillance assessments, and will make additional recommendations as needed.

### Planning Considerations

All employers need to consider how best to decrease the spread of acute respiratory illness and lower the impact of COVID-19 in their workplace in the event of an outbreak in the US. They should identify and communicate their objectives, which may include one or more of the following: (a) reducing transmission among staff, (b) protecting people who are at higher risk for adverse health complications, (c) maintaining business operations, and (d) minimizing adverse effects on other entities in their supply chains. Some of the key considerations when making decisions on appropriate responses are:

- Disease severity (i.e., number of people who are sick, hospitalization and death rates) in the community where the business is located;
- Impact of disease on employees that are vulnerable and may be at higher risk for COVID-19 adverse health complications. Inform employees that some people may be at higher risk for severe illness, such as older adults and those with chronic medical conditions.
- Prepare for possible increased numbers of employee absences due to illness in employees and their family members, dismissals of early childhood programs and K-12 schools due to high levels of absenteeism or illness:
  - Employers should plan to monitor and respond to absenteeism at the workplace. Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
  - Cross-train personnel to perform essential functions so that the workplace is able to operate even if key staff members are absent.
  - Assess your essential functions and the reliance that others and the community have on your services or products. Be prepared to change your business practices if needed to maintain critical operations (e.g., identify alternative suppliers, prioritize customers, or temporarily suspend some of your operations if needed).
- Employers with more than one business location are encouraged to provide local managers with the authority to take appropriate actions outlined in their business infectious disease outbreak response plan based on the condition in each locality.
- Coordination with state  and local  health officials is strongly encouraged for all businesses so that timely and accurate information can guide appropriate responses in each location where their operations reside. Since the intensity of an outbreak may differ according to geographic location, local health officials will be issuing guidance specific to their communities.

## Important Considerations for Creating an Infectious Disease Outbreak Response Plan

All employers should be ready to implement strategies to protect their workforce from COVID-19 while ensuring continuity of operations. During a COVID-19 outbreak, all sick employees should stay home and away from the workplace, respiratory etiquette and hand hygiene should be encouraged, and routine cleaning of commonly touched surfaces should be performed regularly.

## Employers should:

- Ensure the plan is flexible and involve your employees in developing and reviewing your plan.
- Conduct a focused discussion or exercise using your plan, to find out ahead of time whether the plan has gaps or problems that need to be corrected.
- Share your plan with employees and explain what human resources policies, workplace and leave flexibilities, and pay and benefits will be available to them.
- Share best practices with other businesses in your communities (especially those in your supply chain), chambers of commerce, and associations to improve community response efforts.

## Recommendations for an Infectious Disease Outbreak Response Plan:

- Identify possible work-related exposure and health risks to your employees. OSHA has more information on how to protect workers from potential exposures [☞](#) to COVID-19.
- Review human resources policies to make sure that policies and practices are consistent with public health recommendations and are consistent with existing state and federal workplace laws (for more information on employer responsibilities, visit the Department of Labor's [☞](#) and the Equal Employment Opportunity Commission's [☞](#) websites).
- Explore whether you can establish policies and practices, such as flexible worksites (e.g., telecommuting) and flexible work hours (e.g., staggered shifts), to increase the physical distance among employees and between employees and others if state and local health authorities recommend the use of social distancing strategies. For employees who are able to telework, supervisors should encourage employees to telework instead of coming into the workplace until symptoms are completely resolved. Ensure that you have the information technology and infrastructure needed to support multiple employees who may be able to work from home.
- Identify essential business functions, essential jobs or roles, and critical elements within your supply chains (e.g., raw materials, suppliers, subcontractor services/products, and logistics) required to maintain business operations. Plan for how your business will operate if there is increasing absenteeism or these supply chains are interrupted.
- Set up authorities, triggers, and procedures for activating and terminating the company's infectious disease outbreak response plan, altering business operations (e.g., possibly changing or closing operations in affected areas), and transferring business knowledge to key employees. Work closely with your local health officials to identify these triggers.
- Plan to minimize exposure between employees and also between employees and the public, if public health officials call for social distancing.
- Establish a process to communicate information to employees and business partners on your infectious disease outbreak response plans and latest COVID-19 information. Anticipate employee fear, anxiety, rumors, and misinformation, and plan communications accordingly.
- In some communities, early childhood programs and K-12 schools may be dismissed, particularly if COVID-19 worsens. Determine how you will operate if absenteeism spikes from increases in sick employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from school. Businesses and other employers should prepare to institute flexible workplace and leave policies for these employees.
- Local conditions will influence the decisions that public health officials make regarding community-level strategies; employers should take the time now to learn about plans in place in each community where they have a business.

- If there is evidence of a COVID-19 outbreak in the US, consider canceling non-essential business travel to additional countries per [travel guidance](#) on the CDC website.
  - Travel restrictions may be enacted by other countries which may limit the ability of employees to return home if they become sick while on travel status.
  - Consider cancelling large work-related meetings or events.
- Engage [state](#) and [local](#) health departments to confirm channels of communication and methods for dissemination of local outbreak information.

## Resources for more information:

### CDC Guidance

- [COVID-19 Website](#)
- [What You Need to Know About COVID-19](#)
- [What to Do If You Are Sick With COVID-19](#)
- [Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 \(COVID-19\) Exposure in Travel-associated or Community Settings](#)
- [Health Alert Network](#)
- [Travelers' Health Website](#)
- [National Institute for Occupational Safety and Health's Small Business International Travel Resource Travel Planner](#)
- [Coronavirus Disease 2019 Recommendations for Ships](#)

### Other Federal Agencies and Partners

- OSHA Guidance: [https://www.osha.gov/SLTC/novel\\_coronavirus/index.html](https://www.osha.gov/SLTC/novel_coronavirus/index.html)

Page last reviewed: February 26, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases



## Coronavirus Disease 2019 (COVID-19)

### Prevention & Treatment

#### Prevention

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - CDC does not recommend that people who are well wear a facemask to protect themselves from respiratory diseases, including COVID-19.
  - Facemasks should be used by people who show symptoms of COVID-19 to help prevent the spread of the disease to others. The use of facemasks is also crucial for [health workers](#) and [people who are taking care of someone in close settings](#) (at home or in a health care facility).
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.

For information about handwashing, see [CDC's Handwashing](#) website

For information specific to healthcare, see [CDC's Hand Hygiene in Healthcare Settings](#)

These are everyday habits that can help prevent the spread of several viruses. CDC does have [specific guidance for travelers](#).

#### Treatment

There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

See [Interim Guidance for Healthcare Professionals](#) for information on persons under investigation.

Page last reviewed: February 15, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases



## Coronavirus Disease 2019 (COVID-19)

# Interim Guidance for Preventing the Spread of Coronavirus Disease 2019 (COVID-19) in Homes and Residential Communities

Update: February 14, 2020

(This guidance provides clarification regarding evaluation for home isolation and a new section with information regarding preventative steps for [household members](#), [intimate partners](#), and [caregivers](#) in a nonhealthcare setting of a person with symptomatic, laboratory-confirmed COVID-19.)

This interim guidance is based on what is currently known about the epidemiology of COVID-19 and the transmission of other viral respiratory diseases. CDC will update this interim guidance as needed and as additional information becomes available.

Coronaviruses are a large family of viruses, some causing illness in people and others that circulate among animals, including camels, cats, and bats. Rarely, animal coronaviruses can infect people exposed to infected animals, and then spread among people, as has been seen with [MERS-CoV](#) and [SARS-CoV](#), and likely now with SARS-CoV-2, the virus that causes COVID-19. This interim guidance may help prevent this virus from spreading among people in their homes and in other residential communities.

This interim guidance is intended for:

- [People with confirmed or suspected COVID-19](#), including persons under investigation, who do not need to be hospitalized and who can receive care at home (see [Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for Coronavirus Disease 2019 \(COVID-19\)](#));
- [People with confirmed COVID-19](#), who were hospitalized and then determined to be medically stable to go home (see [Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for Coronavirus Disease 2019 \(COVID-19\)](#));
- Household members, intimate partners, and caregivers in a nonhealthcare setting of a person with symptomatic, laboratory-confirmed COVID-19.

## Prevention steps for

People with confirmed or suspected COVID-19 (including persons under investigation) who do not need to be hospitalized

*and*

People with confirmed COVID-19 who were hospitalized and determined to be medically stable to go home



Your healthcare provider and public health staff will evaluate whether you can be cared for at home. If it is determined that you do not need to be hospitalized and can be isolated at home, you will be monitored by staff from your local or state health department. You should follow the prevention steps below until a healthcare provider or local or state health department says you can return to your normal activities.

### **Stay home except to get medical care**

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Avoid using public transportation, ride-sharing, or taxis.

### **Separate yourself from other people and animals in your home**

**People:** As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.

**Animals:** You should restrict contact with pets and other animals while you are sick with COVID-19, just like you would around other people. Although there have not been reports of pets or other animals becoming sick with COVID-19, it is still recommended that people sick with COVID-19 limit contact with animals until more information is known about the virus. When possible, have another member of your household care for your animals while you are sick. If you are sick with COVID-19, avoid contact with your pet, including petting, snuggling, being kissed or licked, and sharing food. If you must care for your pet or be around animals while you are sick, wash your hands before and after you interact with pets and wear a facemask. See COVID-19 and Animals for more information.

### **Call ahead before visiting your doctor**

If you have a medical appointment, call the healthcare provider and tell them that you have or may have COVID-19. This will help the healthcare provider's office take steps to keep other people from getting infected or exposed.

### **Wear a facemask**

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) or pets and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

### **Cover your coughs and sneezes**

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can; immediately wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

### **Clean your hands often**

Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid sharing personal household items**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people or pets in your home. After using these items, they should be washed thoroughly with soap and water.

**Clean all “high-touch” surfaces everyday**

High touch surfaces include counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables. Also, clean any surfaces that may have blood, stool, or body fluids on them. Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.

**Monitor your symptoms**

Seek prompt medical attention if your illness is worsening (e.g., difficulty breathing). **Before** seeking care, call your healthcare provider and tell them that you have, or are being evaluated for, COVID-19. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people in the office or waiting room from getting infected or exposed. Ask your healthcare provider to call the local or state health department. Persons who are placed under active monitoring or facilitated self-monitoring should follow instructions provided by their local health department or occupational health professionals, as appropriate.

If you have a medical emergency and need to call 911, notify the dispatch personnel that you have, or are being evaluated for COVID-19. If possible, put on a facemask before emergency medical services arrive.

**Discontinuing home isolation**

Patients with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low. The decision to discontinue home isolation precautions should be made on a case-by-case basis, in consultation with healthcare providers and state and local health departments.

## **Recommended precautions for household members, intimate partners, and caregivers in a nonhealthcare setting<sup>1</sup> of**

**A patient with symptomatic laboratory-confirmed COVID-19**

*or*

**A patient under investigation**

Household members, intimate partners, and caregivers in a nonhealthcare setting may have close contact<sup>2</sup> with a person with symptomatic, laboratory-confirmed COVID-19 or a person under investigation. Close contacts should monitor their health; they should call their healthcare provider right away if they develop symptoms suggestive of COVID-19 (e.g., fever, cough, shortness of breath) (see Interim US Guidance for Risk Assessment and Public Health Management of Persons with Potential Coronavirus Disease 2019 (COVID-19) Exposure in Travel-associated or Community Settings.)

Close contacts should also follow these recommendations:

- Make sure that you understand and can help the patient follow their healthcare provider's instructions for medication(s) and care. You should help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
- Monitor the patient's symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient has laboratory-confirmed COVID-19. This will help the healthcare provider's office take steps to keep

other people in the office or waiting room from getting infected. Ask the healthcare provider to call the local or state health department for additional guidance. If the patient has a medical emergency and you need to call 911, notify the dispatch personnel that the patient has, or is being evaluated for COVID-19.

- Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.
- Prohibit visitors who do not have an essential need to be in the home.
- Household members should care for any pets in the home. Do not handle pets or other animals while sick. For more information, see COVID-19 and Animals.
- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.
- Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer that contains 60 to 95% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- You and the patient should wear a facemask if you are in the same room.
- Wear a disposable facemask and gloves when you touch or have contact with the patient's blood, stool, or body fluids, such as saliva, sputum, nasal mucus, vomit, urine.
  - Throw out disposable facemasks and gloves after using them. Do not reuse.
  - When removing personal protective equipment, first remove and dispose of gloves. Then, immediately clean your hands with soap and water or alcohol-based hand sanitizer. Next, remove and dispose of facemask, and immediately clean your hands again with soap and water or alcohol-based hand sanitizer.
- Avoid sharing household items with the patient. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the patient uses these items, you should wash them thoroughly (see below "Wash laundry thoroughly").
- Clean all "high-touch" surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them.
  - Use a household cleaning spray or wipe, according to the label instructions. Labels contain instructions for safe and effective use of the cleaning product including precautions you should take when applying the product, such as wearing gloves and making sure you have good ventilation during use of the product.
- Wash laundry thoroughly.
  - Immediately remove and wash clothes or bedding that have blood, stool, or body fluids on them.
  - Wear disposable gloves while handling soiled items and keep soiled items away from your body. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after removing your gloves.
  - Read and follow directions on labels of laundry or clothing items and detergent. In general, using a normal laundry detergent according to washing machine instructions and dry thoroughly using the warmest temperatures recommended on the clothing label.
- Place all used disposable gloves, facemasks, and other contaminated items in a lined container before disposing of them with other household waste. Clean your hands (with soap and water or an alcohol-based hand sanitizer) immediately after handling these items. Soap and water should be used preferentially if hands are visibly dirty.
- Discuss any additional questions with your state or local health department or healthcare provider.

## Footnotes

<sup>1</sup>Home healthcare personnel should refer to Interim Infection Prevention and Control Recommendations for Patients with Known or Patients Under Investigation for Coronavirus Disease 2019 (COVID-19) in a Healthcare Setting.

<sup>2</sup>Close contact is defined as—

a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a health care waiting area or room with a COVID-19 case

- or -

b) having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on).

Page last reviewed: February 18, 2020

Content source: National Center for Immunization and Respiratory Diseases (NCIRD), Division of Viral Diseases



## Coronavirus Disease 2019 (COVID-19)

# Community Mitigation Guidance for COVID-19 Response in the United States: Nonpharmaceutical Interventions for Community Preparedness and Outbreak Response

Nonpharmaceutical interventions (NPIs) are public health actions that can slow the spread of emerging respiratory diseases like COVID-19 for which vaccines and drug treatments are not yet available.<sup>1</sup> They include personal protective measures implemented by individuals and community measures implemented by affected communities.<sup>1</sup> NPIs are used to build community preparedness in communities without known COVID-19 disease and to support outbreak responses in communities where local cases or cluster of diseases have occurred.

### NPIs for Community Preparedness

CDC recommends individuals and families follow everyday preventive measures:

- **Voluntary Home Isolation:** Stay home when you are sick with respiratory disease symptoms. At the present time, these symptoms are more likely due to influenza or other respiratory viruses than to COVID-19-related virus.
- **Respiratory Etiquette:** Cover coughs and sneezes with a tissue, then throw it in the trash can.
- **Hand Hygiene:** Wash hands often with soap and water for at least 20 seconds; especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with 60%-95% alcohol.
- **Environmental Health Action:** Routinely clean frequently touched surfaces and objects

Routine use of these measures by individuals and their families will increase community resilience and readiness for responding to an outbreak.

### NPIs for COVID-19 Outbreaks in Communities

- **Personal Protective Measures.** During an outbreak in your community, CDC recommends the everyday preventive measures listed above—especially *staying home when sick*—and taking these additional measures:
  - Keeping away from others who are sick.
  - Limiting face-to-face contact with others as much as possible
  - Consulting with your healthcare provider if you or your household members are at high risk for COVID-19 complications
  - Wearing a facemask if advised to do so by your healthcare provider or by a public health official
  - Staying home when a household member is sick with respiratory disease symptoms, if instructed to do so by public health officials or a health care provider (Voluntary Home Quarantine)

- **Community Measures.** If COVID-19 disease is occurring in your community, state and local public health authorities may decide to implement:
  - Temporary closures or dismissals of childcare facilities and schools
  - Other social distancing measures that increase the physical space between people, including:
    - Workplace social distancing measures, such as replacing in-person meetings with teleworking
    - Modifying, postponing, or cancelling mass gatherings.

Decisions about the implementation of community measures will be made by local and state officials, in consultation with federal officials as appropriate, and based on the scope of the outbreak and the severity of illness. Implementation will require extensive community engagement and ongoing and transparent public health communications.

## Footnote

<sup>1</sup>Additional information about the evidence base for each NPI and considerations for their implementation is available in: [Community Mitigation Guidelines to Prevent Pandemic Influenza — United States, 2017](#).

## Additional Resources:

[Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\), February 2020](#)

[CDC in Action: Preparing Communities for Potential Spread of COVID-19](#)

Page last reviewed: February 27, 2020

Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases](#)



**SHAKOPEE PUBLIC UTILITIES COMMISSION**  
"Lighting the Way - Yesterday, Today and Beyond"

February 24, 2020

Propose as Consent

TO: John Crooks *JRC*

CC: Joe Adams  
Greg Drent  
Sherri Anderson  
Lon Schemel  
Sharon Walsh  
Kelley Willemssen

FROM: Renee Schmid, *RS/SA* Director of Finance and Administration

SUBJECT: Financial Results for January, 2020

The following Financial Statements are attached for your review and approval.

Month to Date Financial Results – January, 2020

- Combined Statement of Revenue & Expense and Net Assets – Electric, Water and Total Utility
- Electric Operating Revenue & Expense Detail
- Water Operating Revenue & Expense Detail

Key items to note:

Month to Date Results – January, 2020

- Total Utility Operating Revenues for the month of January totaled \$4.0 million and were unfavorable to budget by \$0.3 million or 7.3%. Electric revenues were unfavorable to budget by \$283k or 7.1% driven by lower than plan power cost adjustment revenues and water revenues were unfavorable to budget by \$33k or 9.8% due to lower than plan usage in all revenue groups.
- Total operating expenses were \$3.8 million and were favorable to budget by \$248k or 6.1%. Total purchased power in January was \$2.5 million and was \$236k or 8.6% lower than budget for the month. Total Operating Expense for electric including purchased power was favorable to budget by \$241k or 6.7% due to lower than plan purchased power costs and timing of expenditures in conservation expense that were offset by higher labor costs as January included three pay periods. Total Operating Expense for Water was also favorable to budget by \$7k or 1.5% due timing of lower than plan expenditures in system operation and maintenance and partially offset by higher labor costs as January included three pay periods.



## SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

- Total Utility Operating Income was \$163k and was \$68k unfavorable to budget due to lower than plan operating revenues that were partially offset by lower than plan operating expenses.
- Total Utility Non-Operating Revenue was \$229k and was favorable to budget by \$22k driven by higher than plan investment income of \$24k.
- Capital Contributions for the month of January totaled \$87k and were unfavorable to budget by \$243k due to timing of collection of trunk and water connection fees.
- Transfers to the City of Shakopee totaled \$212k and were higher than budget for the month by \$11k. January was an estimated payment and will be adjusted in February as final 2019 financial results are complete.
- Change in Net Position was \$266k and was unfavorable to budget by \$300k primarily due to lower than plan capital contributions and lower than plan operating income.
- Electric usage billed to customers in January was 36,480,684 KWH, an increase from December usage billed at 35,629,325 KWH.
- Water usage billed to customers in January was 88.8 million gallons, an increase from December usage billed at 87.6 million gallons.



**SHAKOPEE PUBLIC UTILITIES**  
**MONTH TO DATE FINANCIAL RESULTS**

**January 2020**



**SHAKOPEE PUBLIC UTILITIES**  
"Lighting the Way – Yesterday, Today and Beyond"

**SHAKOPEE PUBLIC UTILITIES**  
**COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**

	Month to Date Actual - January 2020			Month to Date Budget - January 2020			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %		MTD Actual v. Budget B/(W) \$ %		MTD Actual v. Budget B/(W) \$ %	
<b>OPERATING REVENUES</b>	\$ 3,695,766	303,551	3,999,316	3,979,056	336,368	4,315,424	(283,290)	-7.1%	(32,818)	-9.8%	(316,108)	-7.3%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	3,158,567	312,350	3,470,917	3,401,395	317,188	3,718,583	242,827	7.1%	4,839	1.5%	247,666	6.7%
Depreciation	212,556	153,270	365,826	210,622	155,720	366,342	(1,934)	-0.9%	2,451	1.6%	517	0.1%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	3,371,123	465,619	3,836,742	3,612,016	472,909	4,084,925	240,893	6.7%	7,289	1.5%	248,182	6.1%
Operating Income	324,643	(162,089)	162,574	367,040	(136,541)	230,499	(42,397)	-11.6%	(25,528)	-18.7%	(67,925)	-29.5%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	17,672	103,146	120,818	21,090	104,171	125,261	(3,418)	-16.2%	(1,025)	-1.0%	(4,443)	-3.5%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	78,245	24,944	103,189	56,116	23,203	79,318	22,129	39.4%	1,742	7.5%	23,871	30.1%
Interest Expense	(2,795)	(114)	(2,910)	(5,413)	(183)	(5,596)	2,618	48.4%	68	37.4%	2,686	48.0%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total Non-Operating Revenue (Expense)	100,621	127,977	228,598	79,292	127,191	206,483	21,329	26.9%	785	0.6%	22,114	10.7%
Income Before Contributions and Transfers	425,264	(34,092)	391,172	446,332	(9,349)	436,982	(21,068)	-4.7%	(24,743)	-264.7%	(45,811)	-10.5%
<b>CAPITAL CONTRIBUTIONS</b>	-	86,703	86,703	-	329,545	329,545	-	-	(242,841)	-73.7%	(242,841)	-73.7%
<b>TRANSFER TO MUNICIPALITY</b>	(120,909)	(91,000)	(211,909)	(183,552)	(17,182)	(200,734)	62,642	34.1%	(73,818)	-429.6%	(11,176)	-5.6%
<b>CHANGE IN NET POSITION</b>	\$ 304,355	(38,389)	265,966	262,780	303,013	565,793	41,574	15.8%	(341,402)	-112.7%	(299,828)	-53.0%

**SHAKOPEE PUBLIC UTILITIES  
ELECTRIC OPERATING REVENUE AND EXPENSE**

	MTD Actual January 2020	MTD Budget January 2020	MTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 1,360,211	1,441,130	(80,920)	-5.6%
Commercial and Industrial	2,248,635	2,448,650	(200,015)	-8.2%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	3,608,846	3,889,780	(280,935)	-7.2%
Forfeited Discounts	24,193	22,719	1,474	6.5%
Free service to the City of Shakopee	8,909	7,125	1,785	25.1%
Conservation program	53,818	59,432	(5,614)	-9.4%
Total Operating Revenues	3,695,766	3,979,056	(283,290)	-7.1%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	2,500,633	2,736,214	235,581	8.6%
Distribution operation expenses	16,943	40,708	23,765	58.4%
Distribution system maintenance	92,334	57,035	(35,300)	-61.9%
Maintenance of general plant	24,897	29,587	4,690	15.9%
Total Operation and Maintenance	2,634,808	2,863,544	228,736	8.0%
Customer Accounts				
Meter Reading	12,499	10,667	(1,831)	-17.2%
Customer records and collection	51,996	49,719	(2,277)	-4.6%
Energy conservation	(26,482)	60,407	86,889	143.8%
Total Customer Accounts	38,012	120,794	82,781	68.5%
Administrative and General				
Administrative and general salaries	72,220	63,793	(8,428)	-13.2%
Office supplies and expense	50,936	22,488	(28,448)	-126.5%
Outside services employed	43,546	38,934	(4,612)	-11.8%
Insurance	10,803	13,928	3,125	22.4%
Employee Benefits	254,143	234,698	(19,445)	-8.3%
Miscellaneous general	54,099	43,216	(10,883)	-25.2%
Total Administrative and General	485,747	417,057	(68,690)	-16.5%
Total Operation, Customer, & Admin Expenses	3,158,567	3,401,395	242,827	7.1%
Depreciation	212,556	210,622	(1,934)	-0.9%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 3,371,123	3,612,016	240,893	6.7%
<b>OPERATING INCOME</b>	<b>\$ 324,643</b>	<b>367,040</b>	<b>(42,397)</b>	<b>-11.6%</b>

**SHAKOPEE PUBLIC UTILITIES  
WATER OPERATING REVENUE AND EXPENSE**

	MTD Actual January 2020	MTD Budget January 2020	MTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 302,145	332,808	(30,663)	-9.2%
Forfeited Discounts	1,405	3,560	(2,154)	-60.5%
Uncollectible accounts	-	-	-	-
Total Operating Revenues	<u>303,551</u>	<u>336,368</u>	<u>(32,818)</u>	<u>-9.8%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	33,807	46,738	12,932	27.7%
Pumping and distribution maintenance	31,878	41,664	9,785	23.5%
Power for pumping	23,943	25,537	1,594	6.2%
Maintenance of general plant	3,964	7,570	3,606	47.6%
Total Operation and Maintenance	<u>93,592</u>	<u>121,508</u>	<u>27,916</u>	<u>23.0%</u>
Customer Accounts				
Meter Reading	8,166	5,780	(2,387)	-41.3%
Customer records and collection	15,577	13,672	(1,906)	-13.9%
Energy conservation	50	833	783	-
Total Customer Accounts	<u>23,794</u>	<u>20,285</u>	<u>(3,509)</u>	<u>-17.3%</u>
Administrative and General				
Administrative and general salaries	45,044	40,924	(4,121)	-10.1%
Office supplies and expense	15,772	8,006	(7,766)	-97.0%
Outside services employed	8,707	20,012	11,306	56.5%
Insurance	3,601	4,643	1,042	22.4%
Employee Benefits	84,292	84,106	(186)	-0.2%
Miscellaneous general	37,547	17,704	(19,843)	-112.1%
Total Administrative and General	<u>194,964</u>	<u>175,395</u>	<u>(19,569)</u>	<u>-11.2%</u>
Total Operation, Customer, & Admin Expenses	<u>312,350</u>	<u>317,188</u>	<u>4,839</u>	<u>1.5%</u>
Depreciation	153,270	155,720	2,451	1.6%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>465,619</u>	<u>472,909</u>	<u>7,289</u>	<u>1.5%</u>
<b>OPERATING INCOME</b>	<u>\$ (162,069)</u>	<u>(136,541)</u>	<u>(25,528)</u>	<u>-18.7%</u>



# SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

February 24, 2020

Propose as Consent

TO: John Crooks

CC: Joe Adams  
Greg Drent  
Sherri Anderson  
Lon Schemel  
Sharon Walsh  
Kelley Willemssen

FROM: <sup>RS/ea</sup> Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for January, 2020

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## SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

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**SHAKOPEE PUBLIC UTILITIES**  
**MONTH TO DATE FINANCIAL RESULTS**

**January 2020**



**SHAKOPEE PUBLIC UTILITIES**  
“Lighting the Way – Yesterday, Today and Beyond”

**SHAKOPEE PUBLIC UTILITIES**  
**COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**

	Month to Date Actual - January 2020			Month to Date Budget - January 2020			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$	%	MTD Actual v. Budget B/(W) \$	%	MTD Actual v. Budget B/(W) \$	%
<b>OPERATING REVENUES</b>	\$ 3,695,766	303,551	3,999,316	3,979,056	336,368	4,315,424	(283,290)	-7.1%	(32,818)	-9.8%	(316,108)	-7.3%
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Operation, Customer and Administrative	3,158,567	312,350	3,470,917	3,401,395	317,188	3,718,583	242,827	7.1%	4,839	1.5%	247,666	6.7%
Depreciation	212,556	153,270	365,826	210,622	155,720	366,342	(1,934)	-0.9%	2,451	1.6%	517	0.1%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	3,371,123	465,619	3,836,742	3,612,016	472,909	4,084,925	240,893	6.7%	7,289	1.5%	248,182	6.1%
Operating Income	324,643	(162,069)	162,574	367,040	(136,541)	230,499	(42,397)	-11.6%	(25,528)	-18.7%	(67,925)	-29.5%
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Rental and Miscellaneous	17,672	103,146	120,818	21,090	104,171	125,261	(3,418)	-16.2%	(1,025)	-1.0%	(4,443)	-3.5%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	78,245	24,944	103,189	56,116	23,203	79,318	22,129	39.4%	1,742	7.5%	23,871	30.1%
Interest Expense	(2,795)	(114)	(2,910)	(5,413)	(183)	(5,596)	2,618	48.4%	68	37.4%	2,686	48.0%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total Non-Operating Revenue (Expense)	100,621	127,977	228,598	79,292	127,191	206,483	21,329	26.9%	785	0.6%	22,114	10.7%
Income Before Contributions and Transfers	425,264	(34,092)	391,172	446,332	(9,349)	436,982	(21,068)	-4.7%	(24,743)	-264.7%	(45,811)	-10.5%
<b>CAPITAL CONTRIBUTIONS</b>	-	86,703	86,703	-	329,545	329,545	-	-	(242,841)	-73.7%	(242,841)	-73.7%
<b>TRANSFER TO MUNICIPALITY</b>	(120,909)	(91,000)	(211,909)	(183,552)	(17,182)	(200,734)	62,642	34.1%	(73,818)	-429.6%	(11,176)	-5.6%
<b>CHANGE IN NET POSITION</b>	\$ 304,355	(38,389)	265,966	262,780	303,013	565,793	41,574	15.8%	(341,402)	-112.7%	(299,828)	-53.0%



# SHAKOPEE PUBLIC UTILITIES

## ELECTRIC OPERATING REVENUE AND EXPENSE

	MTD Actual	MTD Budget	MTD Actual v. Budget	
	January 2020	January 2020	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 1,360,211	1,441,130	(80,920)	-5.6%
Commercial and Industrial	2,248,635	2,448,650	(200,015)	-8.2%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	3,608,846	3,889,780	(280,935)	-7.2%
Forfeited Discounts	24,193	22,719	1,474	6.5%
Free service to the City of Shakopee	8,909	7,125	1,785	25.1%
Conservation program	53,818	59,432	(5,614)	-9.4%
Total Operating Revenues	3,695,766	3,979,056	(283,290)	-7.1%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	2,500,633	2,736,214	235,581	8.6%
Distribution operation expenses	16,943	40,708	23,765	58.4%
Distribution system maintenance	92,334	57,035	(35,300)	-61.9%
Maintenance of general plant	24,897	29,587	4,690	15.9%
Total Operation and Maintenance	2,634,808	2,863,544	228,736	8.0%
Customer Accounts				
Meter Reading	12,499	10,667	(1,831)	-17.2%
Customer records and collection	51,996	49,719	(2,277)	-4.6%
Energy conservation	(26,482)	60,407	86,889	143.8%
Total Customer Accounts	38,012	120,794	82,781	68.5%
Administrative and General				
Administrative and general salaries	72,220	63,793	(8,428)	-13.2%
Office supplies and expense	50,936	22,488	(28,448)	-126.5%
Outside services employed	43,546	38,934	(4,612)	-11.8%
Insurance	10,803	13,928	3,125	22.4%
Employee Benefits	254,143	234,698	(19,445)	-8.3%
Miscellaneous general	54,099	43,216	(10,883)	-25.2%
Total Administrative and General	485,747	417,057	(68,690)	-16.5%
Total Operation, Customer, & Admin Expenses	3,158,567	3,401,395	242,827	7.1%
Depreciation	212,556	210,622	(1,934)	-0.9%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 3,371,123	3,612,016	240,893	6.7%
<b>OPERATING INCOME</b>				
	\$ 324,643	367,040	(42,397)	-11.6%

**SHAKOPEE PUBLIC UTILITIES  
WATER OPERATING REVENUE AND EXPENSE**

	MTD Actual January 2020	MTD Budget January 2020	MTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 302,145	332,808	(30,663)	-9.2%
Forfeited Discounts	1,405	3,560	(2,154)	-60.5%
Uncollectible accounts	-	-	-	-
Total Operating Revenues	<u>303,551</u>	<u>336,368</u>	<u>(32,818)</u>	<u>-9.8%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	33,807	46,738	12,932	27.7%
Pumping and distribution maintenance	31,878	41,664	9,785	23.5%
Power for pumping	23,943	25,537	1,594	6.2%
Maintenance of general plant	3,964	7,570	3,606	47.6%
Total Operation and Maintenance	<u>93,592</u>	<u>121,508</u>	<u>27,916</u>	<u>23.0%</u>
Customer Accounts				
Meter Reading	8,166	5,780	(2,387)	-41.3%
Customer records and collection	15,577	13,672	(1,906)	-13.9%
Energy conservation	50	833	783	-
Total Customer Accounts	<u>23,794</u>	<u>20,285</u>	<u>(3,509)</u>	<u>-17.3%</u>
Administrative and General				
Administrative and general salaries	45,044	40,924	(4,121)	-10.1%
Office supplies and expense	15,772	8,006	(7,766)	-97.0%
Outside services employed	8,707	20,012	11,306	56.5%
Insurance	3,601	4,643	1,042	22.4%
Employee Benefits	84,292	84,106	(186)	-0.2%
Miscellaneous general	37,547	17,704	(19,843)	-112.1%
Total Administrative and General	<u>194,964</u>	<u>175,395</u>	<u>(19,569)</u>	<u>-11.2%</u>
Total Operation, Customer, & Admin Expenses	<u>312,350</u>	<u>317,188</u>	<u>4,839</u>	<u>1.5%</u>
Depreciation	153,270	155,720	2,451	1.6%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>465,619</u>	<u>472,909</u>	<u>7,289</u>	<u>1.5%</u>
<b>OPERATING INCOME</b>				
	<u>\$ (162,069)</u>	<u>(136,541)</u>	<u>(25,528)</u>	<u>-18.7%</u>