

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
APRIL 1, 2019

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
 - C=> 8b) Quarterly Nitrate Results - Update
 - 8c) 2019 Water Supply Plan Report - Approval
 - 8d) Updates with Comprehensive Water System Plan and City AUAR
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) MMPA Board Meeting Summary – March 2019
 - 9c) SPU/MMPA Energy Education for Shakopee High School
10. **Reports: Human Resources**
11. **Reports: General**
 - C=> 11a) Website Analytics - Review
 - 11b) SPU Governance Handbook and Social Media Policy
 - 11c) Commission Meeting Protocol
 - 11d) Election of Shakopee Public Utilities Commission Officers
 - 11e) Appointment of MMPA Representative and Alternate
 - C=> 11f) 2019 February Financial Results
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**
 - Mid Month Meeting -- April 15
 - Regular Meeting -- May 6
 - Mid Month Meeting -- May 20
 - Regular Meeting -- June 3
14. **Adjourn** to 4/15/19 at the SPU Service Center, 255 Sarazin Street

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Weyer called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., March 18, 2019.

MEMBERS PRESENT: Commissioners Joos, Amundson, Meyer, Clay and Weyer. Also present, Liaison Lehman, Utilities Manager Crooks, Planning & Engineering Director Adams, Electric Superintendent Drent and Water Superintendent Schemel.

Motion by Joos, seconded by Clay to approve the minutes of the March 4, 2019 Commission meeting. Motion carried.

Motion by Amundson, seconded by Joos to approve the minutes of the March 12, 2019 Joint meeting. Motion carried.

There were no Communication items to report.

President Weyer offered the agenda for approval.

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

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

President Weyer stated that the Consent Item was: Item 8b: Water Production Dashboard

The warrant listing for bills paid March 18, 2019 was presented.

Utilities Manager Crooks answered questions pertaining to several payments to the City of Shakopee.

Motion by Joos, seconded by Meyer to approve the warrant listing dated March 18, 2019 as presented. Motion carried.

Liaison Lehman presented his report. A letter received from a consultant was discussed regarding Trunk Water Charge calculations. Also it was stated that the March 12 Joint Meeting with the City went well.

Water Superintendent Schemel provided a report of current water operations. Discussion took place about required training for the SPU water operators.

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

Motion by Joos, seconded by Weyer to offer Resolution #1241. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Of Its Collection And Authorizing Water Service To Certain Property Described As: Windermere South Second Addition. Ayes: Commissioners Amundson, Clay, Meyer, Joos and Weyer. Nay: none. Motion carried. Resolution passed.

Planning and Engineering Director Adams reviewed the Warranty Deed for Minor Subdivision with the Windermere Booster Station.

Motion by Amundson, seconded by Meyer to approve the Limited Warranty Deed that conveys and quitclaims the real property described as Outlot B, Windermere Way and Outlot D, Windermere South to the Shakopee Public Utilities Commission. Motion carried.

Mr. Adams reviewed the Access Agreement with BHS and Windermere Booster Station.

Motion by Meyer, seconded by Clay to approve the Amended and Restated Access Easement Agreement between the Benedictine Living Community LLC and Shakopee Public Utilities Commission. Motion carried.

Electric Superintendent Drent provided a report of current electric operations. Two electric outages were discussed. Tree trimming, pole wrapping, safety training and the relay retrofit projects were reviewed.

Mr. Adams reviewed the formal bid results for the 750 MCM Underground Cable Purchase. The apparent low bid was by Border States for 32,500 feet of Prysmian cable in the amount of \$176,557.55. A discussion regarding base metal pricing and potential affects to the base bid price was presented by Mr. Adams.

Motion by Meyer, seconded by Clay to award the 2019 750 MCM 15 kV Cable purchase to Border States and Prysmian cable for 32,500 of 750 MCM 15 kV cable with pulling eyes in the amount of \$176,557.55. With the final price being adjusted as detailed in the bid request form at the time of delivery by the actual copper and aluminum prices as compared to the base metal prices of \$2.79/lb. and \$1.04/lb. for aluminum. Motion carried.

Mr. Adams reviewed the Utility Easement First Amendment Agreement with Sarazin Flats.

Motion by Clay, seconded by Amundson to approve the First Amendment to Utility Easement Agreement with Sarazin Flats, Limited Partnership and MWF Properties, LLC. Motion carried.

The Commission discussed and reviewed the Joint Meeting with the City Council that took place March 12, 2019.

Vice President Joos read and offered Resolution #1242 – In Recognition of Public Service to Aaron Weyer.

Motion by Joos, seconded by Meyer to offer Resolution #1242. A Resolution In Recognition to Aaron Weyer. Ayes: Amundson, Clay, Meyer and Joos. Abstained: Weyer.

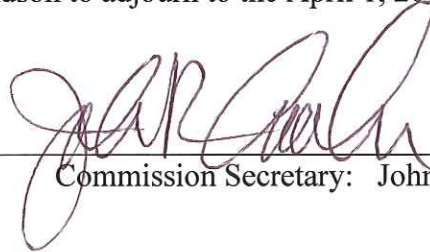
Motion by Joos, seconded by Amundson to adjourn to Commission Goals and Objectives Work Session.

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

President Weyer stated that no official business took place during the Work Session.

The tentative commission meeting dates of April 1 and April 15 were noted.

Motion by Clay, seconded by Amundson to adjourn to the April 1, 2019 meeting. Motion carried.

A handwritten signature in dark ink, appearing to read "John R. Crooks", is written over a horizontal line.

Commission Secretary: John R. Crooks



SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

8b

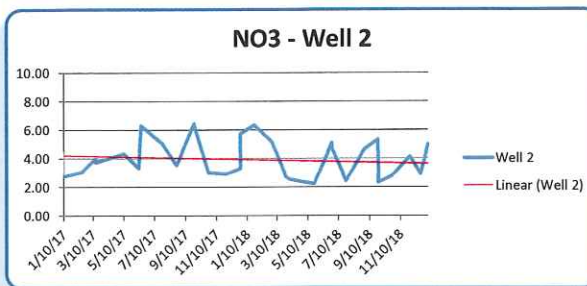
MEMORANDUM

TO: John R. Crooks, Utilities Manager *JRC*
FROM: Lon R. Schemel, Water Superintendent *LS*
SUBJECT: Nitrate Results Update -- Advisory
DATE: March 26, 2019

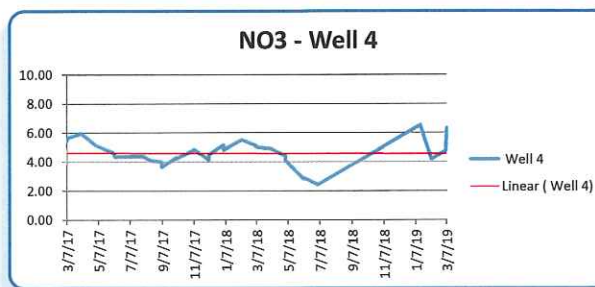
Attached are the latest nitrate test results for the wells. The analyses provided are for the prior 2 years of data collected with trend graphs.

Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
2	1/10/17	1/20/17	2.73	MVTL	168 hrs prior
2	2/14/17	3/6/17	3.02	MVTL	168 hrs prior
2	3/14/17	3/23/17	3.98	MVTL	168 hrs prior
2	3/14/17	4/24/17	3.70	MDH	
2	5/9/17	5/25/17	4.33	MVTL	168 hrs prior
2	6/8/17	6/28/17	3.30	MDH	168 hrs prior
2	6/8/17	7/27/17	3.40	MDH	
2	6/13/17	6/20/17	6.28	MVTL	192 hrs prior
2	7/25/17	8/1/17	5.00	MVTL	192 hrs prior
2	8/22/17	8/28/17	3.50	MVTL	168 hrs prior
2	9/26/17	10/4/17	6.42	MVTL	168 hrs prior
2	9/26/17	10/20/17	6.30	MDH	
2	10/24/17	11/17/17	3.00	MVTL	168 hrs prior
2	11/28/17	12/11/17	2.90	MVTL	168 hrs prior
2	12/26/17	1/9/18	3.28	MVTL	168 hrs prior
2	12/26/17	2/20/18	5.70	MDH	
2	1/23/18	2/20/18	6.32	MVTL	168 hrs prior
2	2/27/18	3/9/18	5.14	MVTL	168 hrs prior
2	3/27/18	5/31/18	2.70	MDH	
2	4/3/18	4/10/18	2.55	MVTL	168 hrs prior
2	4/24/18	5/9/18	2.37	MVTL	168 hrs prior
2	5/22/18	5/31/18	2.21	MVTL	168 hrs prior
2	5/22/18	6/14/18	2.20	MDH	
2	6/26/18	7/2/18	5.07	MVTL	312 hrs prior
2	6/26/18	8/17/18	4.70	MDH	
2	7/24/18	8/17/18	2.41	MVTL	264 hrs prior
2	8/28/18	10/15/18	4.57	MVTL	168 hrs prior
2	9/25/18	10/15/18	5.30	MVTL	168 hrs prior
2	9/26/18	10/15/18	2.30	MDH	
2	10/23/18	11/7/18	2.76	MVTL	168 hrs prior
2	11/27/18	12/5/18	4.12	MVTL	168 hrs prior
2	12/18/18	12/26/18	2.89	MVTL	168 hrs prior
2	12/18/18	1/14/19	2.90	MDH	
2	1/2/19	1/14/19	4.97	MVTL	168 hrs prior



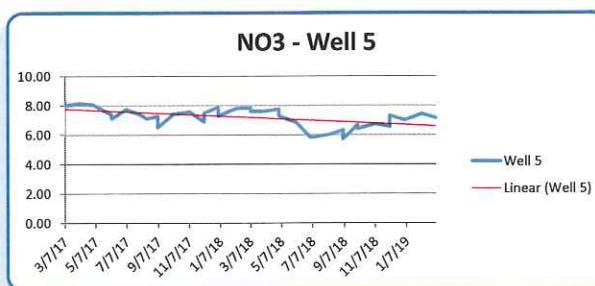
4	3/7/17	3/16/17	5.42	MVTL	168 hrs prior
4	3/7/17	4/24/17	5.60	MDH	
4	4/4/17	4/10/17	5.91	MVTL	168 hrs prior
4	5/2/17	5/10/17	5.10	MVTL	168 hrs prior
4	6/5/17	7/27/17	4.60	MDH	
4	6/6/17	6/14/17	4.33	MVTL	168 hrs prior
4	7/5/17	7/20/17	4.35	MVTL	168 hrs prior
4	8/1/17	8/7/17	4.35	MVTL	168 hrs prior
4	8/14/17	10/20/17	4.10	MDH	
4	9/5/17	9/26/17	3.99	MVTL	168 hrs prior
4	9/5/17	9/26/17	3.60	MDH	
4	10/3/17	10/20/17	4.29	MVTL	168 hrs prior
4	10/3/17	11/17/17	4.20	MDH	
4	11/7/17	3/2/18	4.83	MVTL	168 hrs prior
4	12/5/17	12/22/17	4.12	MVTL	192 hrs prior
4	12/5/17	1/8/18	4.50	MDH	
4	1/2/18	1/16/18	5.15	MVTL	168 hrs prior
4	1/2/18	2/20/18	4.80	MDH	
4	2/6/18	2/20/18	5.50	MVTL	168 hrs prior
4	3/6/18	3/26/18	5.09	MVTL	168 hrs prior
4	3/6/18	3/26/18	5.00	MDH	
4	4/3/18	4/10/18	4.89	MVTL	168 hrs prior
4	5/1/18	5/9/18	4.40	MVTL	168 hrs prior
4	5/1/18	6/26/18	4.10	MDH	
4	6/5/18	6/14/18	2.80	MVTL	168 hrs prior
4	6/5/18	7/18/18	2.90	MDH	
4	7/3/18	11/19/18	2.40	MDH	168 hrs prior
4	1/15/19	1/29/19	6.50	MVTL	168 hrs prior
4	2/5/19	2/12/19	4.16	MVTL	168 hrs prior
4	3/5/19	3/14/19	4.76	MVTL	168 hrs prior
4	3/7/19	3/25/19	6.30	MDH	



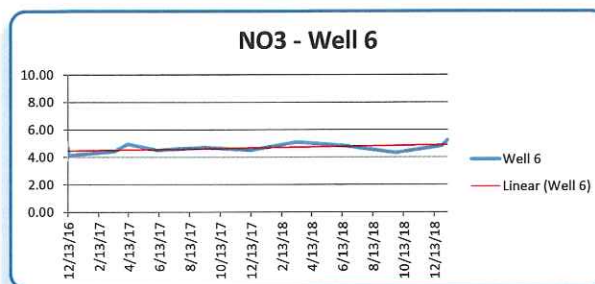
MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

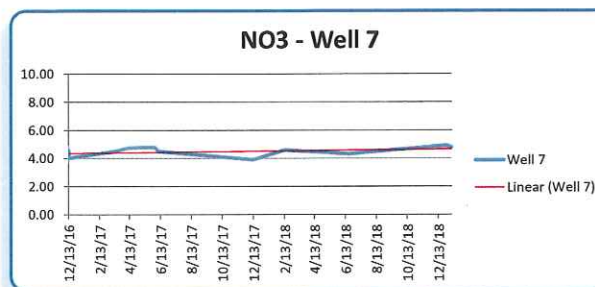
Location	Sample Collected	Results Received	Results	Lab	Run Time
5	3/7/17	3/18/17	8.22	MVTL	168 hrs prior
5	3/7/17	4/24/17	8.00	MDH	
5	4/4/17	4/10/17	8.12	MVTL	168 hrs prior
5	5/2/17	5/10/17	8.04	MVTL	168 hrs prior
5	6/5/17	7/27/17	7.40	MDH	
5	6/6/17	6/14/17	7.12	MVTL	168 hrs prior
5	7/5/17	7/20/17	7.74	MVTL	168 hrs prior
5	8/1/17	8/7/17	7.40	MVTL	168 hrs prior
5	8/14/17	10/20/17	7.10	MDH	
5	9/5/17	9/26/17	7.27	MVTL	168 hrs prior
5	9/5/17	9/26/17	6.50	MDH	
5	10/3/17	10/20/17	7.33	MVTL	168 hrs prior
5	10/3/17	11/17/17	7.40	MDH	
5	11/7/17	3/2/18	7.57	MVTL	168 hrs prior
5	12/5/17	12/22/17	6.89	MVTL	192 hrs prior
5	12/5/17	1/8/18	7.50	MDH	
5	1/2/18	1/16/18	7.88	MVTL	168 hrs prior
5	1/2/18	2/20/18	7.30	MDH	
5	2/6/18	2/20/18	7.80	MVTL	168 hrs prior
5	3/6/18	3/26/18	7.84	MVTL	168 hrs prior
5	3/6/18	3/26/18	7.60	MDH	
5	4/3/18	4/10/18	7.62	MVTL	168 hrs prior
5	5/1/18	5/9/18	7.75	MVTL	168 hrs prior
5	5/1/18	6/26/18	7.30	MDH	
5	6/5/18	6/14/18	6.83	MVTL	168 hrs prior
5	6/5/18	7/18/18	6.80	MDH	
5	7/3/18	11/19/18	5.80	MDH	
5	8/7/18	8/20/18	5.99	MVTL	168 hrs prior
5	9/4/18	10/15/18	6.32	MVTL	168 hrs prior
5	9/4/18	10/15/18	5.70	MDH	
5	10/2/18	10/15/18	6.67	MVTL	168 hrs prior
5	10/2/18	11/19/18	6.40	MDH	
5	11/6/18	11/19/18	6.74	MVTL	168 hrs prior
5	12/4/18	12/11/18	6.55	MVTL	168 hrs prior
5	12/4/18	12/26/18	7.30	MDH	
5	1/2/19	1/14/19	7.01	MVTL	168 hrs prior
5	1/2/19	3/4/19	7.00	MDH	
5	2/5/19	2/12/19	7.42	MVTL	168 hrs prior
5	3/5/19	3/14/19	7.16	MVTL	168 hrs prior



6	12/13/16	12/19/16	4.60	MVTL	240 hrs prior
6	12/13/16	2/9/17	4.10	MDH	
6	3/14/17	4/24/17	4.40	MDH	168 hrs prior
6	4/11/17	4/17/17	4.94	MVTL	168 hrs prior
6	6/8/17	7/27/17	4.50	MDH	168 hrs prior
6	9/12/17	10/20/17	4.70	MDH	168 hrs prior
6	12/12/17	1/8/18	4.50	MDH	168 hrs prior
6	3/13/18	4/10/18	5.10	MDH	168 hrs prior
6	6/19/18	7/18/18	4.80	MDH	456 hrs prior
6	9/26/18	10/15/18	4.30	MDH	192 hrs prior
6	12/27/18	2/5/19	4.80	MDH	168 hrs prior
6	1/8/19	1/14/19	5.21	MVTL	168 hrs prior



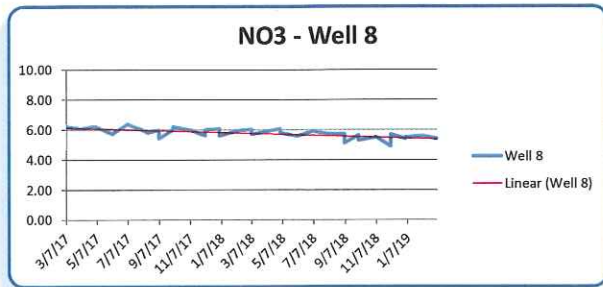
7	12/13/16	12/19/16	4.55	MVTL	240 hrs prior
7	12/13/16	2/9/17	4.00	MDH	
7	3/14/17	4/24/17	4.50	MDH	168 hrs prior
7	4/11/17	4/17/17	4.74	MVTL	168 hrs prior
7	6/1/17	7/27/17	4.80	MDH	168 hrs prior
7	6/8/17	7/27/17	4.50	MDH	168 hrs prior
7	9/12/17	10/3/17	4.20	MDH	168 hrs prior
7	12/12/17	1/8/18	3.90	MDH	168 hrs prior
7	2/13/18	3/26/18	4.60	MDH	168 hrs prior
7	6/19/18	7/18/18	4.30	MDH	456 hrs prior
7	9/18/18	10/15/18	4.60	MDH	216 hrs prior
7	12/27/18	2/5/19	4.90	MDH	168 hrs prior
7	1/8/19	1/14/19	4.78	MVTL	168 hrs prior



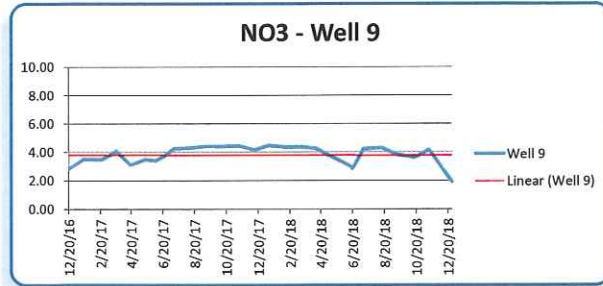
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Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
8	3/7/17	3/18/17	6.16	MVTL	168 hrs prior
8	3/7/17	4/24/17	6.20	MDH	
8	4/4/17	4/10/17	6.07	MVTL	216 hrs prior
8	5/2/17	5/10/17	6.22	MVTL	168 hrs prior
8	6/6/17	6/14/17	5.71	MVTL	168 hrs prior
8	6/8/17	7/27/17	5.80	MDH	168 hrs prior
8	7/5/17	7/20/17	6.36	MVTL	144 hrs prior
8	8/1/17	8/7/17	6.03	MVTL	216 hrs prior
8	8/14/17	10/20/17	5.80	MDH	
8	9/5/17	9/26/17	5.98	MVTL	216 hrs prior
8	9/5/17	9/26/17	5.40	MDH	
8	10/3/17	10/20/17	6.00	MVTL	168 hrs prior
8	10/3/17	11/17/17	6.20	MDH	
8	11/7/17	3/2/18	5.97	MVTL	168 hrs prior
8	12/5/17	12/22/17	5.61	MVTL	192 hrs prior
8	12/5/17	1/8/18	6.00	MDH	
8	1/2/18	1/16/18	6.07	MVTL	168 hrs prior
8	1/2/18	2/20/18	5.60	MDH	
8	2/6/18	2/20/18	5.94	MVTL	168 hrs prior
8	3/6/18	3/26/18	6.03	MVTL	168 hrs prior
8	3/6/18	3/26/18	5.70	MDH	
8	4/3/18	4/10/18	5.88	MVTL	168 hrs prior
8	5/1/18	5/9/18	6.08	MVTL	168 hrs prior
8	5/1/18	6/26/18	5.80	MDH	
8	6/5/18	6/14/18	5.59	MVTL	168 hrs prior
8	6/5/18	7/18/18	5.60	MDH	
8	7/3/18	11/19/18	5.90	MDH	
8	8/7/18	8/20/18	5.72	MVTL	168 hrs prior
8	9/4/18	10/15/18	5.72	MVTL	168 hrs prior
8	9/4/18	10/15/18	5.10	MDH	
8	10/2/18	10/15/18	5.65	MVTL	168 hrs prior
8	10/2/18	11/19/18	5.30	MDH	
8	11/6/18	11/19/18	5.51	MVTL	168 hrs prior
8	12/4/18	12/11/18	4.89	MVTL	168 hrs prior
8	12/4/18	12/26/18	5.70	MDH	
8	1/2/19	1/14/19	5.41	MVTL	168 hrs prior
8	1/2/19	3/4/19	5.50	MDH	
8	2/5/19	2/12/19	5.58	MVTL	168 hrs prior
8	3/5/19	3/14/19	5.41	MVTL	168 hrs prior



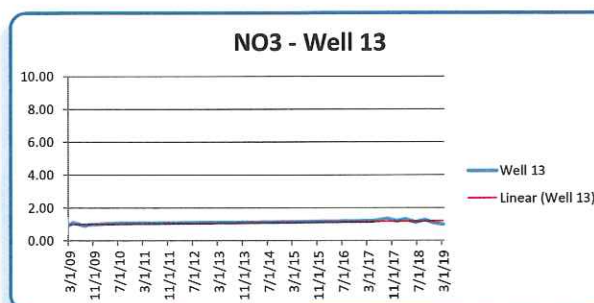
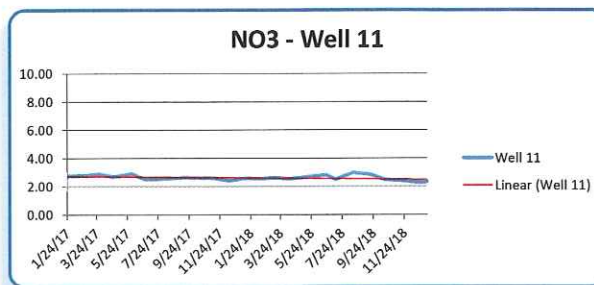
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9	1/17/17	1/27/17	3.49	MVTL	168 hrs prior
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9	3/21/17	3/27/17	4.06	MVTL	168 hrs prior
9	4/18/17	4/24/17	3.09	MVTL	168 hrs prior
9	5/16/17	5/25/17	3.47	MVTL	168 hrs prior
9	6/5/17	6/28/17	3.40	MDH	168 hrs prior
9	6/20/17	6/27/17	3.69	MVTL	168 hrs prior
9	7/11/17	7/20/17	4.23	MVTL	144 hrs prior
9	8/8/17	8/14/17	4.27	MVTL	168 hrs prior
9	9/12/17	9/26/17	4.40	MVTL	132 hrs prior
9	10/10/17	10/20/17	4.38	MVTL	144 hrs prior
9	11/14/17	11/21/17	4.43	MVTL	168 hrs prior
9	12/12/17	12/22/17	4.14	MVTL	168 hrs prior
9	1/9/18	1/16/18	4.45	MVTL	168 hrs prior
9	2/13/18	2/20/18	4.33	MVTL	168 hrs prior
9	3/13/18	3/26/18	4.36	MVTL	168 hrs prior
9	4/10/18	4/18/18	4.23	MVTL	168 hrs prior
9	6/19/18	6/26/18	2.92	MVTL	96 hrs prior
9	6/19/18	7/18/18	2.80	MDH	
9	7/10/18	7/18/18	4.20	MVTL	240 hrs prior
9	8/14/18	8/20/18	4.29	MVTL	168 hrs prior
9	9/11/18	10/15/18	3.83	MVTL	168 hrs prior
9	10/16/18	11/7/18	3.61	MVTL	168 hrs prior
9	11/13/18	11/29/18	4.15	MVTL	168 hrs prior
9	12/27/18	1/14/19	1.87	MVTL	168 hrs prior



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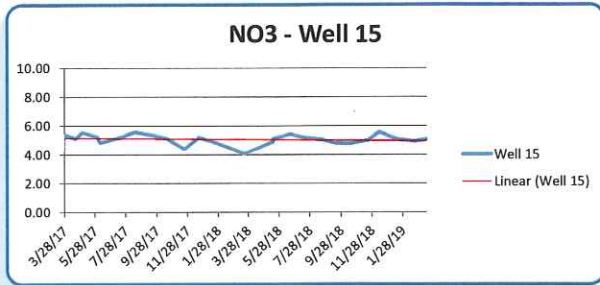
Location	Sample Collected	Results Received	Results	Lab	Run Time
10	4/17/12	4/20/12	< 1.00	TCWC	158 hrs prior
10	1/21/14	1/29/14	< 1.00	TCWC	144 hrs prior
10	3/25/14	4/1/14	3.61	MVTL	96 hrs prior
10	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
10	4/23/14	6/16/14	< 0.05	MDH	*
10	6/16/15	6/26/15	< 0.05	MVTL	144 hrs prior
10	4/11/17	4/17/17	< 0.05	MVTL	168 hrs prior
10	1/8/19	1/14/19	< 0.05	MVTL	168 hrs prior
11	1/24/17	2/7/17	2.72	MVTL	216 hrs prior
11	2/28/17	3/8/17	2.77	MVTL	168 hrs prior
11	3/28/17	4/3/17	2.87	MVTL	168 hrs prior
11	4/25/17	5/4/17	2.67	MVTL	216 hrs prior
11	5/23/17	5/30/17	2.83	MVTL	168 hrs prior
11	6/1/17	6/15/17	2.90	MDH	192 hrs prior
11	6/27/17	7/5/17	2.50	MVTL	168 hrs prior
11	7/11/17	7/20/17	2.50	MVTL	168 hrs prior
11	8/8/17	8/14/17	2.55	MVTL	168 hrs prior
11	9/12/17	9/26/17	2.62	MVTL	168 hrs prior
11	10/10/17	10/20/17	2.61	MVTL	144 hrs prior
11	11/14/17	11/21/17	2.57	MVTL	168 hrs prior
11	12/12/17	12/22/17	2.39	MVTL	168 hrs prior
11	1/9/18	1/16/18	2.57	MVTL	168 hrs prior
11	2/13/18	2/20/18	2.54	MVTL	168 hrs prior
11	3/13/18	3/26/18	2.59	MVTL	168 hrs prior
11	4/10/18	4/18/18	2.53	MVTL	168 hrs prior
11	6/22/18	7/18/18	2.80	MDH	24 hrs prior
11	7/10/18	7/18/18	2.48	MVTL	24 hrs prior
11	8/14/18	8/20/18	2.95	MVTL	168 hrs prior
11	9/18/18	10/15/18	2.83	MVTL	168 hrs prior
11	10/16/18	11/7/18	2.45	MVTL	168 hrs prior
11	11/13/18	11/29/18	2.41	MVTL	168 hrs prior
11	12/27/18	1/14/19	2.25	MVTL	168 hrs prior
11	1/8/19	1/14/19	2.31	MVTL	168 hrs prior
12	12/17/13	12/23/13	3.01	TCWC	144 hrs prior
12	1/21/14	1/29/14	1.70	TCWC	168 hrs prior
12	2/4/14	2/10/14	2.21	TCWC	144 hrs prior
12	4/23/14	5/7/14	1.27	MVTL	192 hrs prior
12	4/23/14	6/16/14	1.30	MDH	*
12	8/12/14	8/20/14	2.10	MVTL	162 hrs prior
12	9/23/14	10/2/14	2.28	MVTL	132 hrs prior
12	10/13/15	10/19/15	2.35	MVTL	126 hrs prior
12	4/11/17	4/17/17	0.92	MVTL	168 hrs prior
12	9/5/17	9/26/17	0.72	MVTL	168 hrs prior
12	12/5/17	12/22/17	0.72	MVTL	168 hrs prior
12	9/4/18	10/15/18	0.62	MVTL	168 hrs prior
12	12/4/18	12/11/18	0.58	MVTL	144 hrs prior
12	3/5/19	3/14/19	0.68	MVTL	168 hrs prior
13	3/12/09	3/26/09	0.96	MVTL	46 hrs prior
13	4/14/09	4/27/09	1.10	MVTL	60 hrs prior
13	8/4/09	8/12/09	0.90	MVTL	1013 hrs prior
13	9/24/09	10/5/09	0.98	MVTL	51 hrs prior
13	7/14/10	7/27/10	1.07	MVTL	42 hrs prior
13	3/11/11	3/16/11	1.08	MVTL	100 hrs prior
13	4/11/17	4/17/17	1.19	MVTL	48 hrs prior
13	9/5/17	9/26/17	1.35	MVTL	128 hrs prior
13	12/5/17	12/22/17	1.20	MVTL	168 hrs prior
13	3/6/18	3/26/18	1.32	MVTL	168 hrs prior
13	6/5/18	6/14/18	1.11	MVTL	24 hrs prior
13	9/4/18	10/15/18	1.28	MVTL	168 hrs prior
13	12/4/18	12/11/18	1.08	MVTL	168 hrs prior
13	3/5/19	3/14/19	0.98	MVTL	168 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
14	4/11/17	4/17/17	< 0.05	MVTL	20 hrs prior
14	9/5/17	9/26/17	< 0.05	MVTL	24 hrs prior
14	12/5/17	12/22/17	< 0.05	MVTL	168 hrs prior
14	3/6/18	3/26/18	< 0.05	MVTL	168 hrs prior
14	6/5/18	6/14/18	< 0.05	MVTL	24 hrs prior



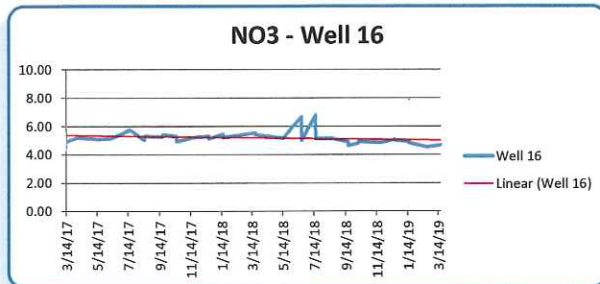
MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
15	3/28/17	4/3/17	5.35	MVTL	168 hrs prior
15	4/18/17	4/24/17	5.08	MVTL	168 hrs prior
15	5/2/17	5/10/17	5.50	MVTL	144 hrs prior
15	6/1/17	6/15/17	5.20	MDH	168 hrs prior
15	6/6/17	6/14/17	4.80	MVTL	168 hrs prior
15	7/18/17	7/24/17	5.20	MVTL	168 hrs prior
15	8/15/17	8/21/17	5.54	MVTL	168 hrs prior
15	9/19/17	9/26/17	5.32	MVTL	168 hrs prior
15	10/17/17	11/17/17	5.10	MVTL	168 hrs prior
15	11/21/17	12/11/17	4.36	MVTL	168 hrs prior
15	12/19/17	12/27/17	5.17	MVTL	192 hrs prior
15	1/16/18	2/20/18	4.88	MVTL	168 hrs prior
15	3/20/18	3/27/18	4.04	MVTL	168 hrs prior
15	5/15/18	5/31/18	4.88	MVTL	168 hrs prior
15	5/15/18	5/31/18	5.10	MDH	
15	6/19/18	6/26/18	5.40	MVTL	408 hrs prior
15	7/17/18	8/17/18	5.16	MVTL	120 hrs prior
15	8/21/18	10/15/18	5.02	MVTL	168 hrs prior
15	9/18/18	10/15/18	4.76	MVTL	168 hrs prior
15	10/16/18	11/7/18	4.74	MVTL	168 hrs prior
15	11/20/18	11/29/18	4.98	MVTL	168 hrs prior
15	12/11/18	12/21/18	5.54	MVTL	168 hrs prior
15	1/15/19	1/29/19	5.05	MVTL	168 hrs prior
15	2/19/19	3/4/19	4.91	MVTL	168 hrs prior
15	3/15/19	3/25/19	5.05	MVTL	168 hrs prior

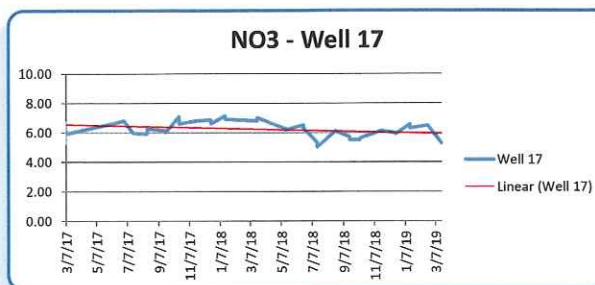


16	3/14/17	4/24/17	4.90	MDH	168 hrs prior
16	4/4/17	4/10/17	5.17	MVTL	168 hrs prior
16	5/16/17	5/25/17	5.07	MVTL	168 hrs prior
16	6/8/17	7/27/17	5.10	MDH	168 hrs prior
16	7/18/17	7/24/17	5.72	MVTL	168 hrs prior
16	8/14/17	10/20/17	5.00	MDH	
16	8/15/17	8/21/17	5.28	MVTL	168 hrs prior
16	9/19/17	9/26/17	5.25	MVTL	168 hrs prior
16	9/19/17	10/20/17	5.40	MDH	
16	10/17/17	11/17/17	5.29	MVTL	168 hrs prior
16	10/17/17	3/9/18	4.90	MDH	
16	11/21/17	12/11/17	5.21	MVTL	168 hrs prior
16	12/19/17	12/27/17	5.29	MVTL	192 hrs prior
16	12/19/17	2/20/18	5.10	MDH	
16	1/16/18	2/20/18	5.44	MVTL	168 hrs prior
16	1/16/18	3/9/18	5.20	MDH	
16	3/20/18	3/27/18	5.53	MVTL	168 hrs prior
16	3/20/18	5/31/18	5.40	MDH	
16	5/15/18	5/31/18	5.14	MVTL	168 hrs prior
16	5/15/18	6/26/18	5.20	MDH	
16	6/19/18	6/26/18	6.65	MVTL	408 hrs prior
16	6/19/18	7/18/18	5.00	MDH	
16	7/17/18	8/17/18	6.76	MVTL	408 hrs prior
16	7/17/18	11/19/18	5.10	MDH	
16	9/18/18	10/15/18	4.87	MVTL	168 hrs prior
16	9/18/18	10/15/18	4.60	MDH	
16	10/9/18	10/15/18	4.79	MVTL	168 hrs prior
16	10/9/18	11/19/18	4.90	MDH	
16	8/21/18	10/15/18	5.09	MVTL	192 hrs prior
16	11/20/18	11/29/18	4.81	MVTL	168 hrs prior
16	12/18/18	12/26/18	5.06	MVTL	192 hrs prior
16	12/18/18	1/14/19	5.00	MDH	
16	1/15/19	1/29/19	4.90	MVTL	168 hrs prior
16	1/15/19	3/4/19	4.80	MDH	
16	2/19/19	3/4/19	4.51	MVTL	168 hrs prior
16	3/19/19	3/25/19	4.63	MVTL	168 hrs prior

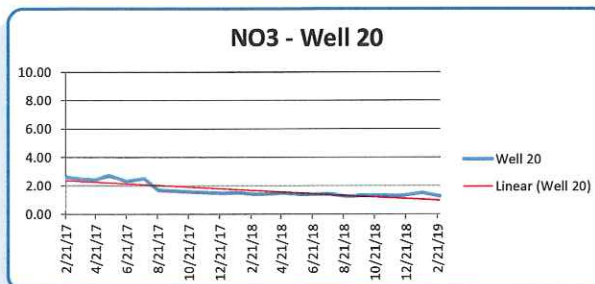


Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
17	3/7/17	3/18/17	6.05	MVTL	168 hrs prior
17	3/7/17	4/24/17	5.90	MDH	
17	6/30/17	7/27/17	6.80	MDH	168 hrs prior
17	7/18/17	7/24/17	5.97	MVTL	168 hrs prior
17	8/14/17	10/20/17	5.90	MDH	
17	8/15/17	8/21/17	6.27	MVTL	168 hrs prior
17	9/19/17	9/26/17	6.13	MVTL	168 hrs prior
17	9/19/17	10/20/17	6.00	MDH	
17	10/17/17	11/17/17	7.06	MVTL	168 hrs prior
17	10/17/17	3/9/18	6.60	MDH	
17	11/21/17	12/11/17	6.79	MVTL	168 hrs prior
17	12/19/17	12/27/17	6.85	MVTL	192 hrs prior
17	12/19/17	2/20/18	6.60	MDH	
17	1/16/18	2/20/18	7.12	MVTL	168 hrs prior
17	1/16/18	3/9/18	6.90	MDH	
17	3/20/18	5/31/18	6.80	MDH	
17	3/20/18	3/27/18	7.00	MVTL	168 hrs prior
17	5/15/18	5/31/18	6.27	MVTL	168 hrs prior
17	5/15/18	6/26/18	6.20	MDH	
17	6/19/18	6/26/18	6.52	MVTL	408 hrs prior
17	6/19/18	7/18/18	6.30	MDH	
17	7/17/18	8/17/18	5.30	MVTL	408 hrs prior
17	7/17/18	11/19/18	5.00	MDH	
17	8/21/18	10/15/18	6.10	MVTL	168 hrs prior
17	9/18/18	10/15/18	5.70	MVTL	168 hrs prior
17	9/18/18	10/15/18	5.50	MDH	
17	10/9/18	10/15/18	5.50	MVTL	168 hrs prior
17	10/9/18	11/19/18	5.60	MDH	
17	11/20/18	11/29/18	6.13	MVTL	168 hrs prior
17	12/18/18	12/26/18	5.97	MVTL	168 hrs prior
17	12/18/18	1/14/19	5.90	MDH	
17	1/15/19	1/29/19	6.56	MVTL	168 hrs prior
17	1/15/19	3/4/19	6.30	MDH	
17	2/19/19	3/4/19	6.49	MVTL	168 hrs prior
17	3/19/19	3/25/19	5.25	MVTL	168 hrs prior



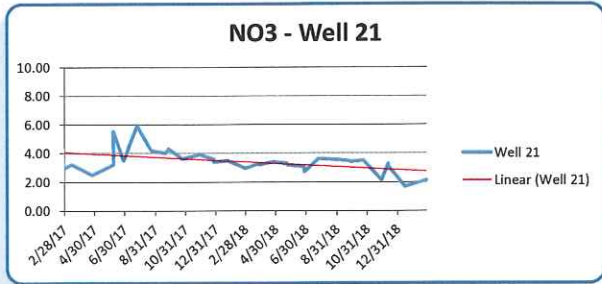
20	2/21/17	3/3/17	2.60	MVTL	168 hrs prior
20	3/21/17	3/27/17	2.47	MVTL	168 hrs prior
20	4/18/17	4/24/17	2.40	MVTL	168 hrs prior
20	5/16/17	5/25/17	2.68	MVTL	168 hrs prior
20	6/5/17	6/28/17	2.50	MDH	144 hrs prior
20	6/20/17	6/27/17	2.30	MVTL	168 hrs prior
20	7/25/17	8/1/17	2.49	MVTL	144 hrs prior
20	8/22/17	8/28/17	1.67	MVTL	192 hrs prior
20	9/26/17	10/4/17	1.61	MVTL	168 hrs prior
20	10/24/17	11/17/17	1.56	MVTL	168 hrs prior
20	11/28/17	12/11/17	1.51	MVTL	168 hrs prior
20	12/26/17	1/9/18	1.46	MVTL	168 hrs prior
20	1/23/18	2/20/18	1.51	MVTL	168 hrs prior
20	2/27/18	3/9/18	1.41	MVTL	168 hrs prior
20	3/27/18	4/10/18	1.43	MVTL	168 hrs prior
20	4/24/18	5/9/18	1.49	MVTL	168 hrs prior
20	5/22/18	5/31/18	1.42	MVTL	168 hrs prior
20	5/22/18	6/14/18	1.40	MDH	
20	6/26/18	7/2/18	1.39	MVTL	72 hrs prior
20	7/24/18	8/17/18	1.42	MVTL	576 hrs prior
20	8/28/18	10/15/18	1.24	MVTL	192 hrs prior
20	9/25/18	10/15/18	1.30	MVTL	168 hrs prior
20	10/23/18	11/7/18	1.30	MVTL	216 hrs prior
20	12/11/18	12/21/18	1.29	MVTL	168 hrs prior
20	1/22/19	2/5/19	1.49	MVTL	168 hrs prior
20	2/26/19	3/6/19	1.25	MVTL	168 hrs prior



MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

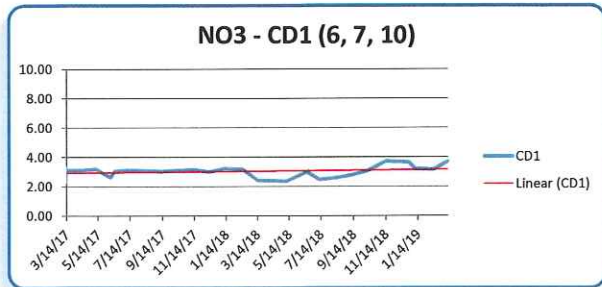
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
21	2/28/17	3/8/17	2.98	MVTL	168 hrs prior
21	3/14/17	4/24/17	3.20	MDH	168 hrs prior
21	4/25/17	5/4/17	2.48	MVTL	168 hrs prior
21	6/6/17	6/28/17	3.20	MDH	144 hrs prior
21	6/6/17	7/27/17	5.50	MDH	
21	6/27/17	7/5/17	3.48	MVTL	168 hrs prior
21	7/25/17	8/1/17	5.90	MVTL	144 hrs prior
21	8/22/17	8/28/17	4.18	MVTL	192 hrs prior
21	9/19/17	10/20/17	4.00	MDH	
21	9/26/17	10/4/17	4.29	MVTL	168 hrs prior
21	10/24/17	11/17/17	3.61	MVTL	168 hrs prior
21	11/28/17	12/11/17	3.90	MVTL	168 hrs prior
21	12/26/17	1/9/18	3.58	MVTL	168 hrs prior
21	12/26/17	2/20/18	3.40	MDH	
21	1/23/18	2/20/18	3.49	MVTL	168 hrs prior
21	2/27/18	3/9/18	2.95	MVTL	168 hrs prior
21	3/27/18	4/10/18	3.28	MVTL	168 hrs prior
21	3/27/18	5/31/18	3.20	MDH	
21	4/24/18	5/9/18	3.40	MVTL	168 hrs prior
21	5/22/18	5/31/18	3.30	MVTL	168 hrs prior
21	5/22/18	6/14/18	3.20	MDH	
21	6/26/18	7/2/18	3.07	MVTL	240 hrs prior
21	6/26/18	8/17/18	2.70	MDH	
21	7/24/18	8/17/18	3.60	MVTL	576 hrs prior
21	8/28/18	10/15/18	3.54	MVTL	168 hrs prior
21	9/25/18	10/15/18	3.45	MVTL	216 hrs prior
21	9/26/18	10/15/18	3.40	MDH	
21	10/23/18	11/7/18	3.49	MVTL	168 hrs prior
21	11/27/18	12/5/18	2.13	MVTL	192 hrs prior
21	12/11/18	12/21/18	3.28	MVTL	168 hrs prior
21	12/11/18	1/14/19	3.10	MDH	
21	1/15/19	1/29/19	1.65	MVTL	168 hrs prior
21	2/26/19	3/6/19	2.13	MVTL	168 hrs prior



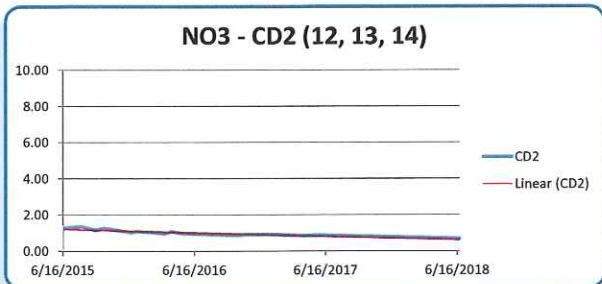
Combined Discharge - Wells 6-7-10

CD 1	3/14/17	3/23/17	3.11	MVTL	168 hrs prior
CD 1	4/11/17	4/17/17	3.11	MVTL	120 hrs prior
CD 1	5/9/17	5/25/17	3.19	MVTL	212 hrs prior
CD 1	6/5/17	6/28/17	2.60	MDH	168 hrs prior
CD 1	6/13/17	6/20/17	3.03	MVTL	168 hrs prior
CD 1	7/11/17	7/20/17	3.12	MVTL	168 hrs prior
CD 1	8/8/17	8/14/17	3.08	MVTL	168 hrs prior
CD 1	9/12/17	9/26/17	3.03	MVTL	168 hrs prior
CD 1	10/10/17	10/20/17	3.09	MVTL	168 hrs prior
CD 1	11/14/17	11/21/17	3.16	MVTL	168 hrs prior
CD 1	12/12/17	12/22/17	3.00	MVTL	168 hrs prior
CD 1	1/9/18	1/16/18	3.23	MVTL	168 hrs prior
CD 1	2/13/18	2/20/18	3.18	MVTL	168 hrs prior
CD 1	3/13/18	3/26/18	2.42	MVTL	168 hrs prior
CD 1	5/8/18	5/31/18	2.36	MVTL	168 hrs prior
CD 1	6/19/18	6/26/18	3.05	MVTL	168 hrs prior
CD 1	6/19/18	7/18/18	2.90	MDH	
CD 1	7/10/18	7/18/18	2.46	MVTL	240 hrs prior
CD 1	8/14/18	8/20/18	2.59	MVTL	168 hrs prior
CD 1	9/11/18	10/15/18	2.78	MVTL	168 hrs prior
CD 1	10/9/18	10/15/18	3.06	MVTL	168 hrs prior
CD 1	11/13/18	11/29/18	3.68	MVTL	168 hrs prior
CD 1	12/27/18	1/14/19	3.63	MVTL	168 hrs prior
CD 1	1/8/19	1/14/19	3.19	MVTL	168 hrs prior
CD 1	2/12/19	2/22/19	3.16	MVTL	168 hrs prior
CD 1	3/12/19	3/18/19	3.67	MVTL	168 hrs prior



Combined Discharge - Wells 12-13-14



CD 2	6/16/2015	6/26/2015	1.26	MVTL	126 hrs prior
CD 2	8/4/2015	8/10/2015	1.35	MVTL	168 hrs prior
CD 2	9/15/2015	9/22/2015	1.15	MVTL	144 hrs prior
CD 2	10/6/2015	10/14/2015	1.25	MVTL	208 hrs prior
CD 2	12/22/2015	12/30/2015	1.03	MVTL	168 hrs prior
CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior
CD 2	3/22/2016	3/28/2016	0.96	MVTL	288 hrs prior
CD 2	4/12/2016	4/19/2016	1.07	MVTL	120 hrs prior
CD 2	5/10/2016	5/16/2016	0.98	MVTL	165 hrs prior
CD 2	5/10/2016	6/2/2016	0.97	MDH	
CD 2	7/12/2016	7/18/2016	0.93	MVTL	170 hrs prior
CD 2	10/11/2016	10/17/2016	0.87	MVTL	168 hrs prior
CD 2	11/8/2016	11/17/2016	0.91	MVTL	168 hrs prior
CD 2	1/10/2017	1/20/2017	0.92	MVTL	216 hrs prior
CD 2	4/11/2017	4/17/2017	0.85	MVTL	144 hrs prior
CD 2	6/8/2017	6/28/2017	0.86	MDH	144 hrs prior
CD 2	6/22/2018	7/18/2018	0.67	MDH	528 hrs prior



MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

8d

TO: John Crooks, Utilities Manager 
FROM: Joseph D. Adams, Planning & Engineering Director 
SUBJECT: 2018 Comprehensive Water Plan Update
DATE: March 28, 2019

ISSUE

The 2018 Comprehensive Water Plan will need to be updated to account for any and all changes made to the city's land use plan and population projections with the adoption of the City's 2040 Comprehensive Plan.

BACKGROUND

The Commission accepted the 2018 Comprehensive Water Plan on September 17, 2018 as presented by SEH, Inc. SEH created the 2018 Comprehensive Water Plan to guide the Commission's development of the water utility facilities to support the city's development goals and as a tool to guide the Commission's capital improvement plans. The 2018 Comprehensive Water Plan was based on the best available information at the time, e.g. Met Council and city staff input on population projections, the city's West End Study for the Jackson Township annexation areas, the city's East End study, etc.

The city has not finalized their 2040 Comprehensive Plan and the Met Council is requiring an Alternative Urban Area Review (AUAR) for the Jackson Township annexation area be incorporated into the final plan. This will entail taking a closer look and developing more detailed plans for the study area.

DISCUSSION

The Commission will want to update their 2018 Comprehensive Water Plan to reflect the latest city projections for land use and population growth to ensure the water utility can continue to support the city's development goals.

Staff believes working with SEH will provide continuity and build on the work they have done to create an accurate update. This update can then be used in any financial analysis of the Connection and Trunk funds for future facilities. Staff has requested SEH to submit a proposal for such an update to the 2018 Comprehensive Water Plan.

In the interim, to further the AUAR development, the city has inquired how the annexation area D (west of Highway 169 and south of the current city limits) would be served by water as that area is within the AUAR study. Conferring with SEH's Chad Katzenberger revealed that he mistakenly understood that area D was not anticipated to be developed prior to 2040, so he had not included any trunk lines to serve it on the recommended improvements map he had prepared. Both Chad and staff now realize there was a mix up in communication and that what is needed in the update is another map that illustrates all of the future facilities projected to support full development and not just what is anticipated to be needed by any specific date. I have included a draft updated map for that purpose that illustrates to the city how area D would be served.

REQUESTED ACTION

Staff requests the Commission direct it to share the draft future facilities map with the city now and to continue exchanging the information necessary to ensure both the city's 2040 Comprehensive Plan and the Commission's 2018 Comprehensive Water Plan Update are in synch and fully coordinated.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager

FROM: Joseph D. Adams, Planning & Engineering Director

SUBJECT: 2018 Comprehensive Water Plan

DATE: September 13, 2018

ISSUE

Attached is the final draft of the 2018 Comprehensive Water Plan.

BACKGROUND

The last Comp Water Plan update was 2004. Due to expansion of the city since and projected annexation of various portions of Jackson Township, a new Comp Water Plan is in order to properly prepare for the expected growth in population and commercial activity and the necessary water system improvements to meet the resulting rising demand.

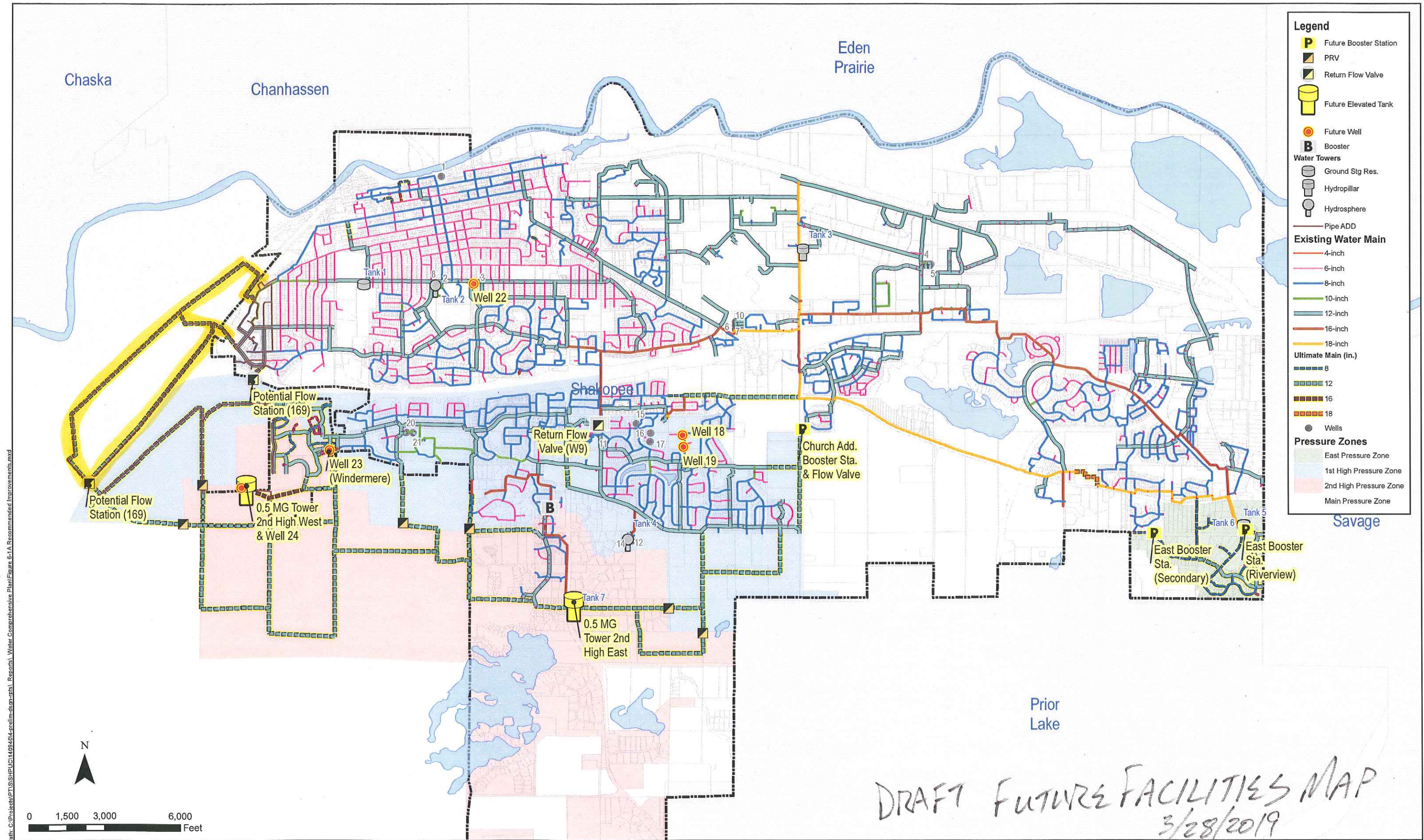
Short Elliot Hendrickson, Inc. was retained by the Commission to do long range system planning for the water system. Staff worked with the consultant to identify major system improvements completed since 2004, changes in development patterns, current zoning and projected land use designations and relevant information contained in the recent City of Shakopee's East End and West End Studies and population projections from the Met Council.

DISCUSSION

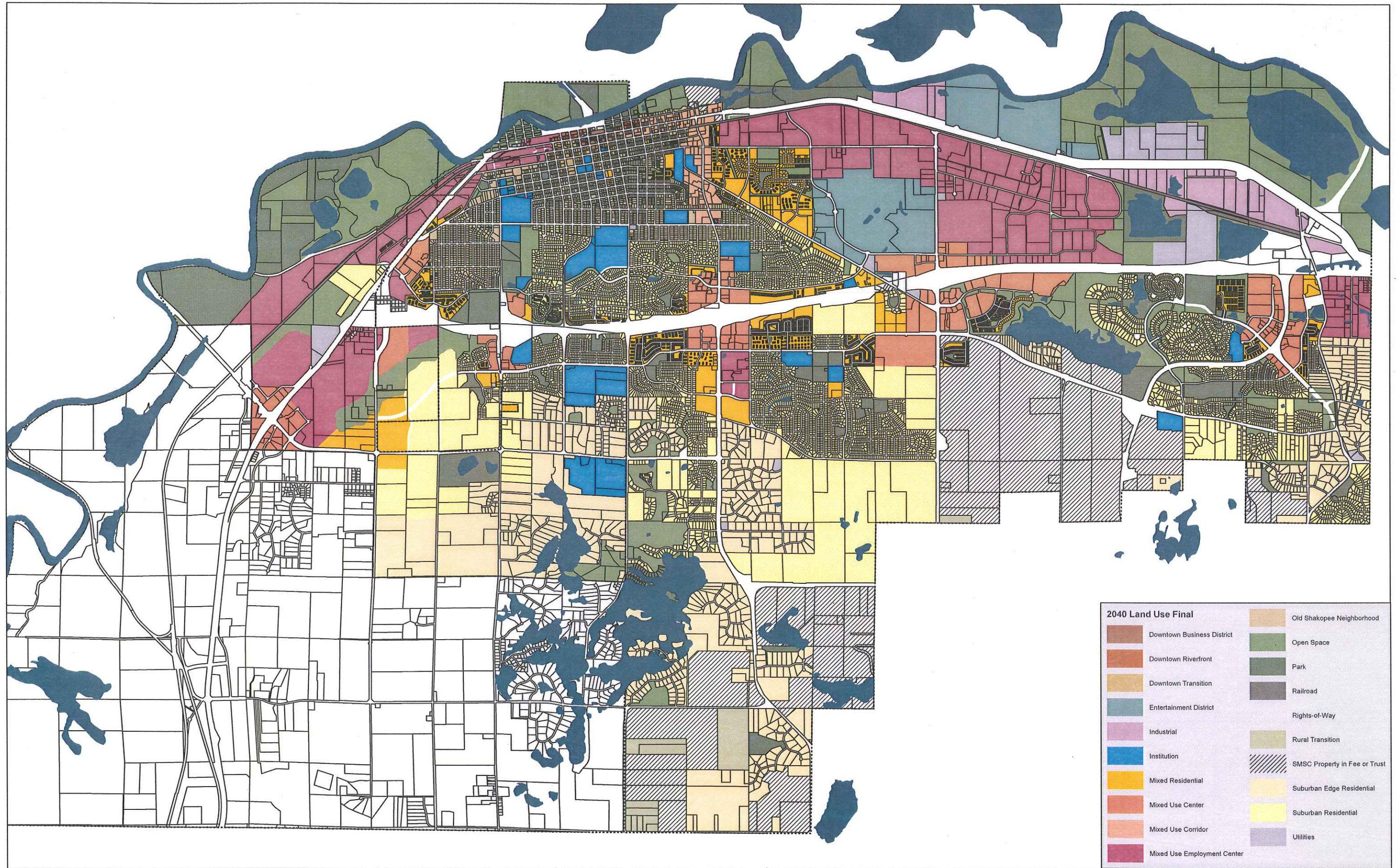
The Commission's planning consultant SEH's Chad Katzenberger will present the report and be available for questions.

REQUESTED ACTION

Staff requests the Commission accept the report and direct staff to utilize the information within as a guide when preparing the Commission's Capital Improvement Plans and Water System Operating Budgets going forward.



Path: C:\Projects\SHUPUC140940\p\m-dsp-rpt\Reports\Water Comprehensive Plan\Figure 6-1A Recommended Improvements.mxd



**Figure 5 -
Proposed Land Use**

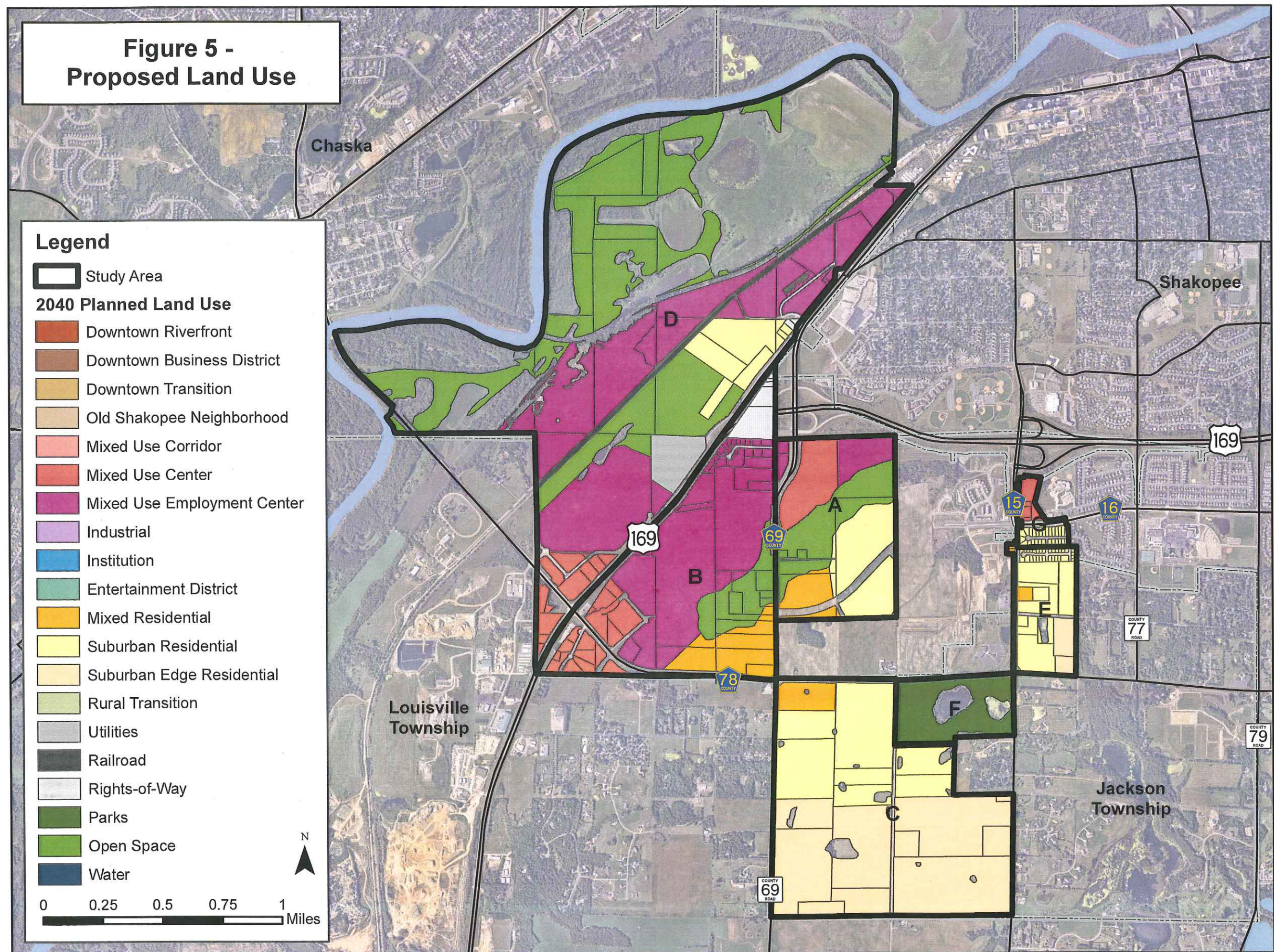
Legend

 Study Area

2040 Planned Land Use

-  Downtown Riverfront
-  Downtown Business District
-  Downtown Transition
-  Old Shakopee Neighborhood
-  Mixed Use Corridor
-  Mixed Use Center
-  Mixed Use Employment Center
-  Industrial
-  Institution
-  Entertainment District
-  Mixed Residential
-  Suburban Residential
-  Suburban Edge Residential
-  Rural Transition
-  Utilities
-  Railroad
-  Rights-of-Way
-  Parks
-  Open Space
-  Water

0 0.25 0.5 0.75 1 Miles



Study Area	Land Use	Developable Area [1]	Developable Area Less ROW [2]	% Residential [3]	Residential Acreage [4]	Residential Density (u/a) [5]	Residential Units [6]	% Commercial [3]	Commercial Acreage [4]	Developable Commercial Acreage [7]	Neighborhood Residential [8]	Office [8]	Manufacturing [8]	Warehouse [8]	Highway Retail [8]	Neighborhood Residential [9]	Office [9]	Manufacturing [9]	Warehouse [9]	Highway Retail [9]	Neighborhood Retail (FAR 0.60)		Office (FAR 0.70)		Manufacturing (FAR 0.4)		Warehouse (FAR 0.4)		Highway Retail (FAR 0.55)	
																					0.6		0.7		0.4		0.4		0.55	
																					AC	SF	AC	SF	AC	SF	AC	SF	AC	SF
A	Mixed Residential	22	17	80%	14	6.5	91	20%	3	3	100%	0%	0%	0%	0%	3	0	0	0	0	1.9	81,991	0.0	0	0.0	0	0.0	0	0.0	0
A	Mixed Use Center	38	31	0%	--	--	--	100%	31	28	0%	10%	0%	0%	90%	0	3	0	0	25	0.0	0	1.9	84,091	0.0	0	0.0	0	13.7	594,646
A	Mixed Use Employment Center	25	20	5%	1	30	31	95%	19	17	0%	30%	30%	30%	10%	0	5	5	5	2	0.0	0	3.7	159,240	2.1	90,994	2.1	90,994	1.0	41,706
A	Suburban Edge Residential	0	0	100%	--	--	--	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
A	Suburban Residential	67	54	100%	54	3	161	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
B	Mixed Residential	47	37	75%	28	5.9	165	25%	9	8	100%	0%	0%	0%	0%	8	0	0	0	0	5.0	219,195	0.0	0	0.0	0	0.0	0	0.0	0
B	Mixed Use Center	45	36	0%	--	--	--	100%	36	32	0%	10%	0%	0%	90%	0	3	0	0	29	0.0	0	2.2	97,769	0.0	0	0.0	0	15.9	691,370
B	Mixed Use Employment Center	214	171	5%	9	30	257	95%	163	146	0%	30%	30%	30%	10%	0	44	44	44	15	0.0	0	30.8	1,340,008	17.6	765,719	17.6	765,719	8.1	350,955
B	Suburban Edge Residential	0	0	100%	--	--	--	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
B	Suburban Residential	0	0	100%	--	--	--	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
C	Mixed Residential	18	14	75%	11	6	64	25%	4	3	100%	0%	0%	0%	0%	3	0	0	0	0	1.9	83,486	0.0	0	0.0	0	0.0	0	0.0	0
C	Mixed Use Center	0	0	0%	--	--	--	100%	0	0	0%	10%	0%	0%	90%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
C	Mixed Use Employment Center	0	0	0%	--	--	--	100%	0	0	0%	30%	30%	30%	10%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
C	Suburban Edge Residential	300	240	100%	240	0.5	120	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
C	Suburban Residential	166	133	100%	133	2.0	266	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
D	Mixed Residential	0	0	0%	--	--	--	100%	0	0	100%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
D	Mixed Use Center	34	27	0%	--	--	--	100%	27	24	0%	10%	0%	0%	90%	0	2	0	0	22	0.0	0	1.7	74,072	0.0	0	0.0	0	12.0	523,795
D	Mixed Use Employment Center	247	197	0%	--	--	--	100%	197	178	0%	25%	35%	35%	5%	0	44	62	62	9	0.0	0	31.1	1,353,369	24.9	1,082,695	24.9	1,082,695	4.9	212,672
D	Mixed Use Employment Center	91	73	0%	--	--	--	100%	73	66	0%	0%	50%	50%	0%	0	0	33	33	0	0.0	0	0.0	0	13.1	572,127	13.1	572,127	0.0	0
D	Suburban Edge Residential	0	0	100%	--	--	--	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
D	Suburban Residential	57	46	100%	46	3.5	161	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
E	Mixed Residential	3	3	75%	2	6.0	11	25%	1	1	100%	0%	0%	0%	0%	1	0	0	0	0	0.3	15,007	0.0	0	0.0	0	0.0	0	0.0	0
E	Mixed Use Center	0	0	0%	--	--	--	100%	0	0	0%	10%	0%	0%	90%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
E	Mixed Use Employment Center	0	0	0%	--	--	--	100%	0	0	0%	30%	30%	30%	10%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
E	Suburban Edge Residential	14	11	100%	11	0.5	6	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
E	Suburban Residential	60	48	100%	48	2.0	96	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
F	Mixed Residential	0	0	0%	--	--	--	100%	0	0	100%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
F	Mixed Use Center	0	0	0%	--	--	--	100%	0	0	0%	10%	0%	0%	90%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
F	Mixed Use Employment Center	0	0	0%	--	--	--	100%	0	0	0%	30%	30%	30%	10%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
F	Suburban Edge Residential	0	0	100%	--	--	--	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
F	Suburban Residential	0	0	100%	--	--	--	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
G	Mixed Residential	0	0	80%	--	--	--	20%	0	0	100%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
G	Mixed Use Center	10	10	50%	5	30.0	156	50%	5	5	0%	0%	0%	0%	100%	0	0	0	0	5	0.0	0	0.0	0	0.0	0	0.0	0	2.6	112,122
G	Mixed Use Employment Center	0	0	0%	--	--	--	100%	0	0	0%	30%	30%	30%	10%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
G	Suburban Edge Residential	0	0	100%	--	--	--	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
G	Suburban Residential	9	9	100%	9	3.0	28	0%	0	0	0%	0%	0%	0%	0%	0	0	0	0	0	0.0	0	0.0	0	0.0	0	0.0	0	0.0	0
Total		1,467	1,178		610	--	1,611		568							15	102	144	144	105	9	399,679	71	3,108,550	58	2,511,536	58	2,511,536	58	2,527,266

Land Use and Growth Assumptions Data

- [1] Developable Area includes the total area of each land use with undevelopable areas (e.g., wetlands, steep slope) removed.
- [2] Developable Area Less ROW removes 20% of the total area to account for future roadway and utility right-of-way. In areas where the roadway network exists, no reduction was taken.
- [3] % Residential and % Commercial totals for each area were provided by City Staff
- [4] Residential Acreage and Commercial Acreage provide the breakdown of acres between the two development types.
- [5] Residential Density for each land use and area was provided by City Staff in units/acre.
- [6] Residential Units calculates the total capacity or number of units within each land use category by multiplying the residential acreage by the residential density
- [7] Developable Commercial Acreage removes an additional 10% of the total area to account for regional stormwater areas or other public infrastructure.
- [8] % of Development identifies the percentage of the Developable Commercial Acreage for the five development types. This information was provided by City staff.
- [9] The Employment Area Acres calculates the total acreage that is identified for each development type
- [10] The Building Area is calculated in acres and square feet using a general floor area ratio for each development type based on the comprehensive plan FAR ranges per land use type.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

9b

TO: SHAKOPEE PUBLIC UTILITIES COMMISSSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER
SUBJECT: MMPA BOARD MEETING PUBLIC SUMMARY
MARCH 2019
DATE: MARCH 27, 2019

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on March 26, 2019 at the offices of Shakopee Public Utilities.


The Board discussed the status of the renewable projects the Agency is pursuing.

Management reported on MMPA's participation at the American Public Power Association's annual legislative rally in Washington DC last month.

Participation in MMPA's residential Clean Energy Choice program increased over December, with a market penetration that is now at 3%. With communities ranging from 1.9% to 5.2%. Program participation is growing at a 20% annual rate.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

9c

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: SHAKOPEE HIGH SCHOOL ENERGY EDUCATION PROGRAM
DATE: MARCH 28, 2019

Shakopee Public Utilities in cooperation with MMPA held the 2nd annual High School Energy education program with students at the Shakopee Energy Park.

Attached is the press release for the event, along with a few photos.

Crooks, John

From: Lauren A. Blank <Lauren.Blank@avantenergy.com>
Sent: Wednesday, March 27, 2019 10:17 AM
To: Crooks, John; Amundson, Deb
Cc: Schmid, Renee; Drent, Greg
Subject: MMPA Energy Education for Shakopee High School
Attachments: MMPA Energy Education_Shakopee High School (2).JPG; MMPA Energy Education_Shakopee High School (1).JPG; MMPA Energy Education 2019_Shakopee.pdf

John, Deb,

Please find below and attached an Energy Education press release and photos planned for distribution to your local newspaper this week. We look forward to sharing this with your community.

Special thanks to Renee and Greg for supporting the event! It was great to have local representatives from SPU to support the career panel. In addition to the images to be sent to press, please find attached a highlights sheet from Shakopee High School's visit to Shakopee Energy Park.

Energy Education for Shakopee High School Students

Minnesota Municipal Power Agency Hosts Event at Shakopee Energy Park

Shakopee, MN – March XX, 2019--- The Minnesota Municipal Power Agency (MMPA), power supplier to Shakopee Public Utilities, hosted its energy education program for Shakopee High School students. The program encourages students to deepen their understanding of complex energy topics and provides insight into various energy-focused career opportunities.

Last month, Shakopee high schoolers explored energy and electricity at the Agency's Shakopee Energy Park power generation facility near Canterbury Park. While on-site, students engaged in interactive presentations, hands-on learning activities, a case study exercise, tour of the facility, and a career panel. With support from Shakopee Public Utilities and Avant Energy, MMPA's management partner, students were able to meet the people behind their power and gain exposure to a wide variety of jobs in the energy industry.

MMPA's program aligns with Minnesota's State Science Standards and seeks to provide students with real-world learning experiences.

Matt Johnston, a science teacher at Shakopee High School, said "It was great to reinforce classroom concepts and see power generation in action. The program was very well done, and the students got a lot out of the experience."

The 46-megawatt (MW) Shakopee Energy Park uses fuel-efficient reciprocating engines powered by natural gas to generate local, reliable power for Shakopee as well as contributing to the overall power supply for all MMPA member communities.

MMPA's Energy Education program supports the Agency's commitment to provide educational resources about energy to its member community schools. Since its inception, the program has reached more than 15,000 students through plant tour events and in-school assemblies.

#

PHOTO 1: Shakopee High School students and teachers tour Shakopee Energy Park

PHOTO 2: Shakopee High School students engage in hands-on learning activity

More information about MMPA is available at www.mmpa.org. In addition to Shakopee, MMPA provides wholesale electricity to eleven other member communities, which in turn deliver and sell power to their residential and business

Energy Education

Shakopee High School







SHAKOPEE PUBLIC UTILITIES
MEMORANDUM

11a

TO: John R. Crooks, Utilities Manager 

FROM: Lon R. Schemel, Water Superintendent 

SUBJECT: **WEBSITE UPDATE**

DATE: March 28, 2019

This update is for January 5, 2019, to March 27, 2019.

We now have enough data in Google Analytics to compare previous periods with previous years. These Google Analytics pages are compared to the previous year's period from January 5, 2018, to March 27, 2018.



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SiteLock has verified this website: 03/28/2019

spucweb.com



Company Name

Shakopee Public Utilities

Domain

spucweb.com

Address



Verified spam-free

03/28/2019

Verified malware-free

03/28/2019

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FIX

Website Issues



PREVENT

Website Attacks



ACCELERATE

Performance



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Audience Overview

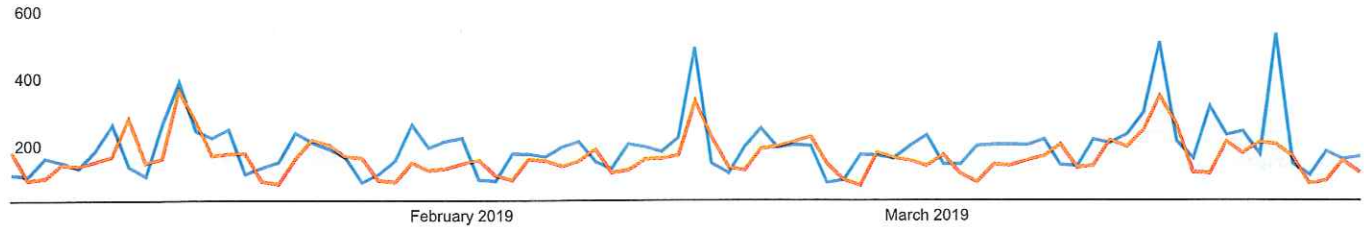
All Users
+0.00% Users

Jan 5, 2019 - Mar 27, 2019
Compare to: Jan 5, 2018 - Mar 27, 2018

Overview

Jan 5, 2019 - Mar 27, 2019: Users

Jan 5, 2018 - Mar 27, 2018: Users



Users

20.77%
8,408 vs 6,962



New Users

23.70%
6,613 vs 5,346



Sessions

24.08%
13,826 vs 11,143



Number of Sessions per User

2.74%
1.64 vs 1.60



Pageviews

-5.29%
22,933 vs 24,214



Pages / Session

-23.67%
1.66 vs 2.17



Avg. Session Duration

-15.50%
00:01:52 vs 00:02:13



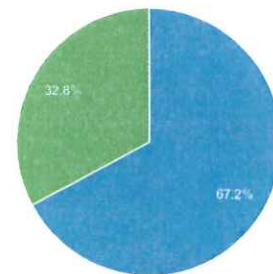
Bounce Rate

58.26%
39.92% vs 25.23%

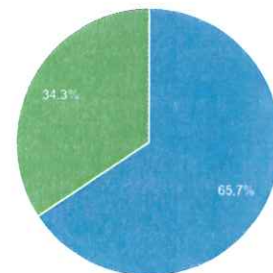


New Visitor Returning Visitor

Jan 5, 2019 - Mar 27, 2019



Jan 5, 2018 - Mar 27, 2018



Language

Users % Users

1. en-us

Jan 5, 2019 - Mar 27, 2019

8,297 98.56%

Jan 5, 2018 - Mar 27, 2018

6,824 97.99%

% Change

21.59% 0.58%

2. en-gb

Jan 5, 2019 - Mar 27, 2019

29 0.34%

Jan 5, 2018 - Mar 27, 2018

56 0.80%

% Change

-48.21% -57.16%

3. es-419

Jan 5, 2019 - Mar 27, 2019

14 0.17%

Jan 5, 2018 - Mar 27, 2018

16 0.23%

% Change

-12.50% -27.61%

4. es-us

Jan 5, 2019 - Mar 27, 2019

11 0.13%

	Jan 5, 2018 - Mar 27, 2018	2		0.03%
	% Change	450.00%		355.00%
5.	es-xl			
	Jan 5, 2019 - Mar 27, 2019	9		0.11%
	Jan 5, 2018 - Mar 27, 2018	8		0.11%
	% Change	12.50%		-6.93%
6.	en			
	Jan 5, 2019 - Mar 27, 2019	7		0.08%
	Jan 5, 2018 - Mar 27, 2018	0		0.00%
	% Change	100.00%		100.00%
7.	en-in			
	Jan 5, 2019 - Mar 27, 2019	7		0.08%
	Jan 5, 2018 - Mar 27, 2018	1		0.01%
	% Change	600.00%		479.09%
8.	c			
	Jan 5, 2019 - Mar 27, 2019	6		0.07%
	Jan 5, 2018 - Mar 27, 2018	4		0.06%
	% Change	50.00%		24.09%
9.	zh-cn			
	Jan 5, 2019 - Mar 27, 2019	6		0.07%
	Jan 5, 2018 - Mar 27, 2018	4		0.06%
	% Change	50.00%		24.09%
10.	es-es			
	Jan 5, 2019 - Mar 27, 2019	5		0.06%
	Jan 5, 2018 - Mar 27, 2018	2		0.03%
	% Change	150.00%		106.82%

Jan 5, 2019 - Mar 27, 2019
Compare to: Jan 5, 2018 - Mar 27, 2018

Users Flow

All Users
+0.00% Sessions

Country

United States
14K ▲23%

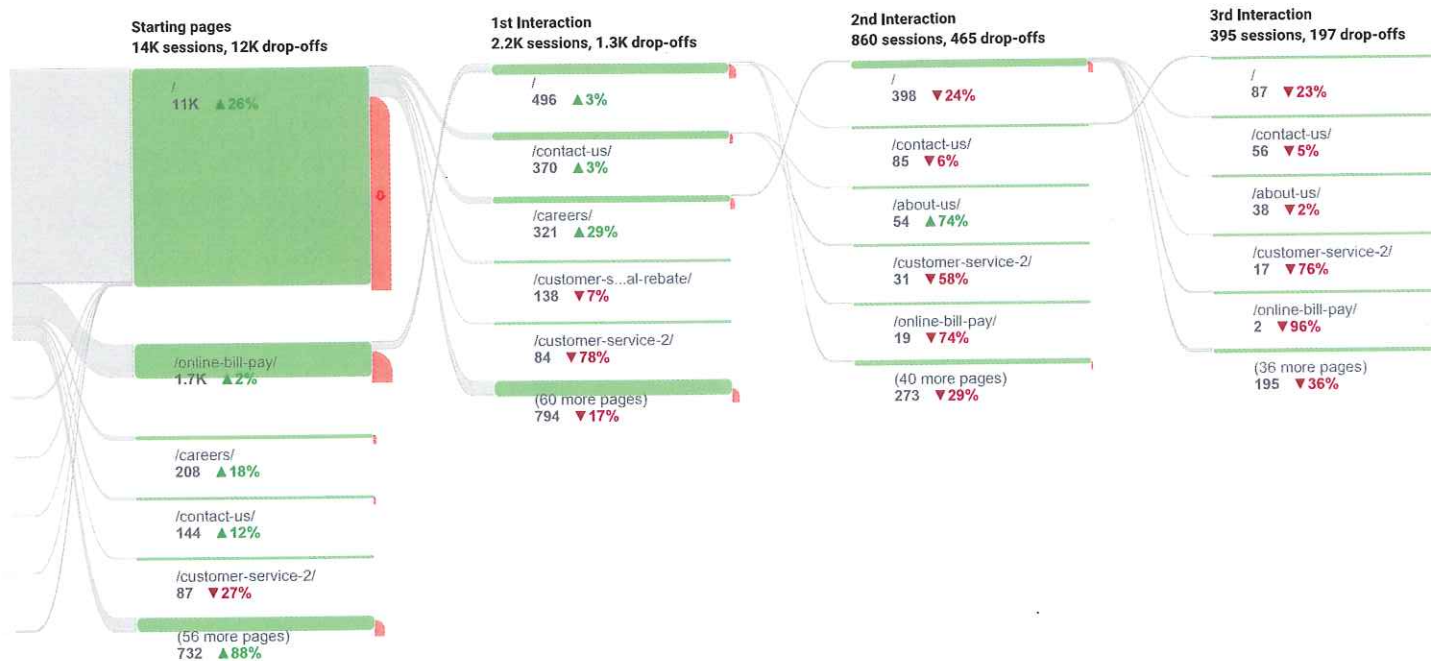
India
132 ▲16%

China
36 ▲>500%

Canada
16 ▲45%

(not set)
5 ▼86%

...
107 ▲78%



Network Referrals

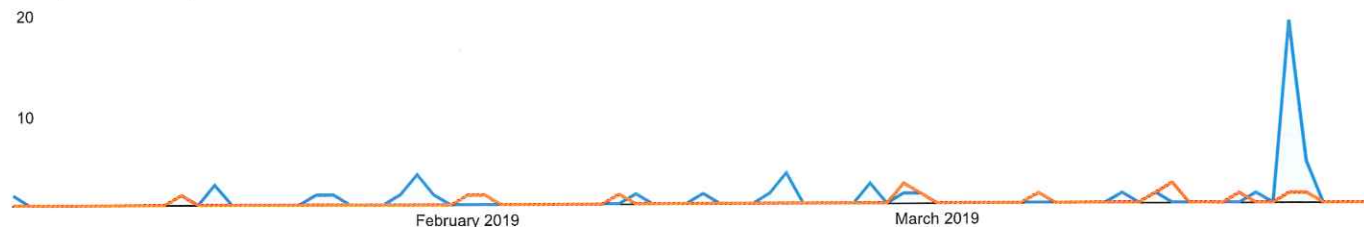
Jan 5, 2019 - Mar 27, 2019
Compare to: Jan 5, 2018 - Mar 27, 2018

All Users
+0.00% Sessions

Social Referral

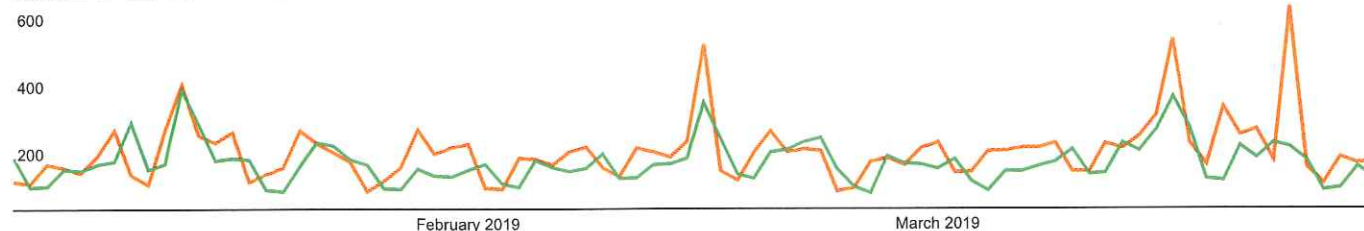
Jan 5, 2019 - Mar 27, 2019: Sessions via Social Referral

Jan 5, 2018 - Mar 27, 2018: Sessions via Social Referral



Jan 5, 2019 - Mar 27, 2019: All Sessions

Jan 5, 2018 - Mar 27, 2018: All Sessions



Social Network	Sessions	Pageviews	Avg. Session Duration	Pages / Session
1. Facebook				
Jan 5, 2019 - Mar 27, 2019	41 (89.13%)	58 (92.06%)	00:00:56	1.41
Jan 5, 2018 - Mar 27, 2018	14 (100.00%)	33 (100.00%)	00:02:10	2.36
% Change	192.86%	75.76%	-56.99%	-39.99%
2. Twitter				
Jan 5, 2019 - Mar 27, 2019	5 (10.87%)	5 (7.94%)	00:00:00	1.00
Jan 5, 2018 - Mar 27, 2018	0 (0.00%)	0 (0.00%)	00:00:00	0.00
% Change	∞%	∞%	0.00%	∞%

Rows 1 - 2 of 2

Social Users Flow

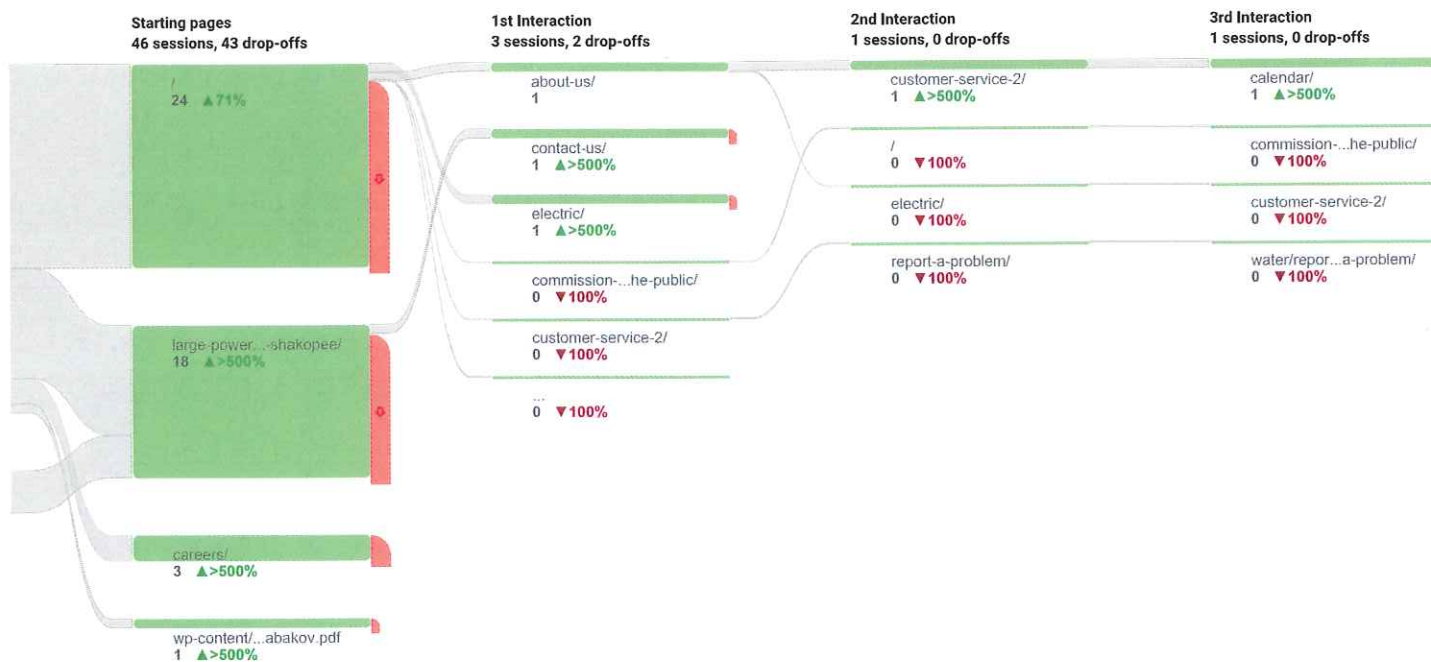
Jan 5, 2019 - Mar 27, 2019
Compare to: Jan 5, 2018 - Mar 27, 2018

All Users
+0.00% Sessions

Social Network

Facebook
41 ▲192%

Twitter
5 ▲>500%



Demographics: Overview

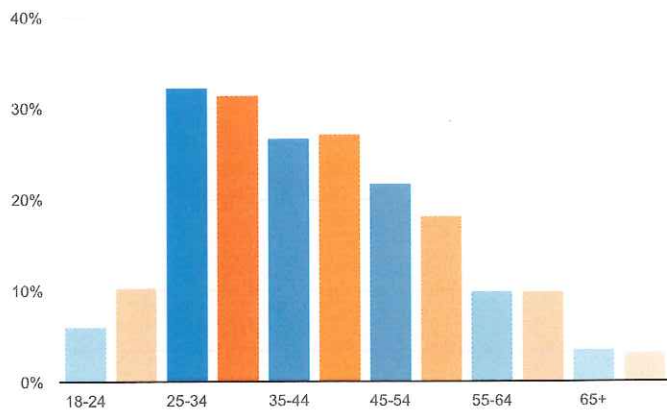
All Users
+0.00% Users

Jan 5, 2019 - Mar 27, 2019
Compare to: Jan 5, 2018 - Mar 27, 2018

Key Metric:

Age

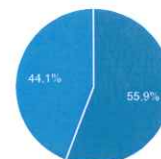
46.27% of total users



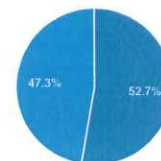
Gender








44.92% of total users

■ male ■ female
Jan 5, 2019 - Mar 27, 2019




Jan 5, 2018 - Mar 27, 2018



TITLE	ID	CREATED	OWNER	FRAME	SIZE	VIEWS	EMBED	
<input type="checkbox"/> 3 18 2019	19953791	03/21/2019	spuclon	720x400	1.59 GB	5		
<input type="checkbox"/> 3 4 2019	19832695	03/05/2019	spuclon	720x400	1.59 GB	9		
<input type="checkbox"/> 2 19 2019	19705808	02/20/2019	spuclon	720x400	1.87 GB	7		
<input type="checkbox"/> 2 4 2019	19462823	02/05/2019	spuclon	720x400	817 MB	4		
<input type="checkbox"/> 1 22 2019	19234197	01/23/2019	spuclon	720x400	1.73 GB	1		
<input type="checkbox"/> 1 7 2019	18983368	01/09/2019	spuclon	720x400	1.74 GB	6		

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

SUBJECT: SHAKOPEE PUBLIC UTILITIES - GOVERNANCE HANDBOOK

DATE: MARCH 27, 2019

At the March 2, 2016 meeting, the Commission approved updates to the SPU Governance Handbook. This document outlines governance principals, roles and expectations of the Shakopee Public Utilities' Commissioners.

The Commission is asked to review the Handbook, make changes to contact information and sign the acknowledgement form on the last page.



SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

GOVERNANCE HANDBOOK

**SHAKOPEE PUBLIC UTILITIES COMMISSION
255 SARAZIN STREET
SHAKOPEE, MN 55379**

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GOVERNANCE PRINCIPALS

1. The Commission governs SPUC with the best interests of all customers as its first priority in the spirit of the SPUC mission:

Shakopee Public Utilities delivers on a fundamental promise; to provide our customers with reliable electric and water service at affordable rates, as we have done for over 100 years.

2. The Commission shall govern SPUC for long term sustainability, reliability, safety, and regulatory compliance.
3. The Commission conducts its business according to the highest ethical, legal, and fiduciary standards.
4. The Commission treats all customers and staff with courtesy and respect.
5. Although independently governed from the City of Shakopee, SPUC is part of our local government and the Commission shall coordinate and collaborate with the City to promote improved value to our community and increase economies of scale.
6. The Commission understands that diversity of opinion is inevitable and shall respect the opinions and privacy of all other Commissioners, staff, and customers.
7. Regular meetings of the Commission shall be open and accessible to the public.
8. The Commission is responsible for the hiring and is ultimately accountable for the performance of the Utilities Manager. The Commission is responsible to ensure that the Utilities Manager implements Commission direction and policy to ensure long term sustainability, reliability, safety, and regulatory compliance.
9. The Commission governs the organization; the Commission does not manage it. Management of the organization is the role of the Utilities Manager and staff that serve in a management or supervisory role.
10. The Commission has officially adopted *Robert's Rules of Order Revised* as their rules of parliamentary procedure.
11. Meeting protocol: no sidebar discussions; no interruptions; state your concern; ensure you understand; don't take things personally; adhere to time limits; come prepared; ensure all are heard.

ROLE OF THE SPUC COMMISSION

1. The Commission engages in ongoing planning activities as necessary to determine the mission and strategic direction of SPUC, to define specific goals and objectives related to the mission, and to evaluate the success of the organization's efforts toward achieving the mission.
2. The Commission approves the policies for the effective, efficient, and cost-effective operation of SPUC.
3. The Commission approves SPUC's annual budget and assesses the organization's financial performance in relation to the budget on a regular basis.
4. The Commission hires, sets the compensation for, and provides for an annual evaluation of the performance of the Utilities Manager.
5. The Commission establishes and evaluates compensation for employees to ensure value to the customers and competitiveness within appropriate markets.
6. The Commission approves written policies governing the work and actions of SPUC's employees and committees.
7. The Commission ensures that an internal review of SPUC's compliance with known existing legal, regulatory, and financial reporting requirements is conducted annually and that a summary of the results of the review is provided to the entire Commission.
8. The Commission develops, monitors, and strengthens SPUC's services.
9. The Commission assesses the Commission's performance.

ROLE OF AN INDIVIDUAL SPUC COMMISSIONER

1. The authority of an individual Commissioner resides in the ability to vote. Each Commissioner is entitled to cast one vote for every action item unless prohibited by law, ordinance, or policy (for example, conflicts of interest).
2. Make every effort to attend all SPUC Commission meetings. Review the agenda and supporting materials prior to Commission meetings.
3. Stay informed about SPUC's mission, services, policies, and programs. Participate in SPUC events, programs, and services as often as possible. Inform others about SPUC and its programs and services. Be stewards for municipal public power and water.
4. Endeavor to keep up-to-date on developments in the industry and provide the benefit of that knowledge and insight in Commission discussions and deliberations.
5. Assist the Commission in carrying out its fiduciary responsibilities by reviewing the organization's interim and annual financial statements.
6. Be actively involved in Commission discussions, express one's opinion, and make an effort to see an issue from the perspective of others who may have other views of the issue.
7. Endeavor to make decisions based upon the common interests of all customers rather than the interests of the particular organization or individual customer. Serve the organization as a whole rather than any particular interest group or constituency.
8. Serve on Committees as required and offer to take on special assignments when appropriate.
9. Seek feedback from customers regarding SPUC's priorities, activities, programs, and services.
10. Avoid conflicts of interest and maintain confidentiality of information when appropriate.
11. Refrain from attempting to direct the activities of staff or making special requests of the staff.
12. Adhere to the SPUC Social Media Policy, as adopted. A copy of the adopted Policy is attached at the end of this Handbook.

ROLE OF THE SPUC PRESIDENT

1. Ensure that the Commission and individual Commissioners fulfill their responsibilities for the governance of SPUC and adhere to the Commission's Governance Principles.
2. Ensure that Commission actions are effectively communicated.
3. Serve as a lead spokesperson for the Commission and serve as appropriate as the organization's representative to government, media, other industry organizations, and the Utilities public.
4. Support the efforts of the Utilities Manager to achieve SPUC's mission.
5. Facilitate an annual review of the Utilities Manager's performance and compensation.
6. Facilitate productive and mutually respectful relationships among the Commission, staff, customers, and the City.
7. Chair meetings of the Commission, ensuring that the Commission functions effectively and fulfills all of its duties. Encourage all commissioners to participate in discussion and ensure that all points of view are fully expressed before a vote is taken. Work with the Utilities Manager regarding development of the agenda for Commission meetings.
8. Appoint the Wage and Benefits Committee and report to the Commission on Wage and Benefits Committee activities and recommendations.
9. Appoint other Committees as deemed. Those Committees may consist of, but are not limited to, the following; SPU Director Interview Committee, City Council SPU Commissioner Interview Committee, Utilities Manager's Hiring Committee, etc...
10. Ensure that appropriate processes are in place to review and evaluate the mission, direction, strategy, and performance of the organization.
11. Fulfill such other roles as the President and Utilities Manager agree are appropriate and desirable for the President to perform, consistent with Commission policy or directions.

ROLE OF THE SPUC VICE PRESIDENT

1. Fulfill any delegable roles and responsibilities of the President as requested by the President.
2. Act as President in the absence of the President.
3. Assume the office of President if the President leaves office prior to the expiration of the President's term of office.
4. Commit significant effort to becoming familiar with SPUC programs, services, and activities in preparation for fulfilling the duties of SPUC President if required.
5. Fulfill all roles and responsibilities established for individual Commissioners in an exemplary manner.
6. Be willing to serve in a leadership role in SPUC and serve as a spokesperson for the organization.

ROLE OF THE WAGE AND BENEFITS COMMITTEE

The Wage and Benefits Committee exists to help the Commission develop and maintain a pay plan structure and benefits package that are market competitive, promotes employee retention, *and* provides value to the customers through fair labor costs. The Committee shall be comprised of the two appointed Commissioners, the Utilities Manager, and the Finance Director.

Specific duties of the Committee shall include:

1. At the request of the Commission, research and analyze topics related to employee compensation and benefits.
2. Annually perform market benchmarking and evaluate wages. The Committee shall present options and make recommendations regarding cost of living adjustments and pay plan structure modifications to the Commission for their consideration.
3. Review health and dental insurance policies and evaluate policy renewals. The Committee shall present options and make recommendations regarding insurance policies to the Commission for their consideration.
4. Review submittal information pertaining to pay equity compliance requirements and present options and make recommendations to the Commission as appropriate.

COMMISSION APPOINTMENT PROCESS, TERMS AND OFFICERS

The City of Shakopee City Council is responsible for the appointment of Commissioners to the SPUC Board. Persons interested in being considered for appointment to the SPUC Commission shall complete an *"Application For Council Advisory Board and/or Commissions"* form furnished by the City.

1. Ninety days prior to the expiration of Commission terms each year, the Council shall be advised of the pending vacancies and those individuals eligible for reappointment.
2. Thirty days prior to the expiration of Commission terms, a committee comprised of two Council members and the Vice-President of the SPUC Commission will meet to review all applications and interview applicants.
3. The Committee shall recommend all qualified candidates per position to the Council for consideration.
4. Pursuant to City of Shakopee Resolution 2559, appointments to Shakopee Public Utilities shall be made in January and shall become effective April 1st.
5. A Commission term of service is for 3 years. A Commissioner is eligible and encouraged to serve three consecutive three year terms. If a Commissioner was appointed to serve a remainder of an open term, after April 1st, the appointment period will not affect the maximum service term of three consecutive three year terms.
6. At the first meeting in April the election of officers will take place, if officer terms are expiring. The officers are the Commission President, Vice-President and the Secretary. Each office has a term of one year.
7. At the first meeting in April, the appointment of a MMPA Representative and Alternant is to take place. The MMPA Representative is a voting member of the MMPA Board of Directors and is to attend monthly Board meetings. The MMPA Alternant also may attend the MMPA Board meeting but is not eligible to vote. The term of service for the Representative and alternant is one year.

COMMISSIONERS

Deb Amundson
Terry Joos
Kathi Mocol
Steven Clay
Mathew Meyer

E-Mail	Non-Public E-Mail	
Amundson	damundson@shakopeeutilities.com	damund1281@hotmail.com
Meyer	mmeyer@shakopeeutilities.com	mathew@mathewmeyer.com
Clay	dhennen@shakopeeutilities.com	stevenhclay@gmail.com
Joos	tjoos@shakopeeutilities.com	tjoos@mnsupply.com
Mocol	kmocol@shakopeeutilities.com	

Phone	Non-Public Phone #	
Amundson	952-445-7091	612-810-6678
Meyer	952-233-1087	612-741-4732
Clay	952-445-6214	
Joos	952-445-2011	952-913-4695
Mocol		

Address		
Amundson	1281 Jefferson Street South	
Meyer	437 4 th Avenue East	
Clay	945 Shumway Street South	
Joos	120 8 th Avenue east	
Mocol		

Terms		
Amundson	4/1/15 - 3/31/21	
Meyer	4/1/18 - 3/31/21	
Clay	1/1/19 - 3/31/20	
Joos	4/1/11 - 3/31/20	
Mocol	4/1/19 - 3/31/22	

Effective 4/1/19

SHAKOPEE PUBLIC UTILITIES COMMISSION

COMMISSIONER ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Shakopee Public Utilities Commission Governance Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract between myself and the Shakopee Public Utilities Commission.

I understand it is my responsibility to read and understand the contents of this Governance Handbook. If I do not understand any provision of the Handbook, I shall contact the Utilities Manager for clarification.

I understand that no person other than the Utilities Manager, as directed by the Shakopee Public Utilities Commission, has the authority to change any policy, rule or procedure as stated in the Governance Handbook.

Commissioner Signature _____

Print Name _____ Date _____

NOTE: Commissioners will be required to acknowledge receipt of the Governance Handbook by signing this acknowledgement.

This copy is to remain in the Handbook

SHAKOPEE PUBLIC UTILITIES COMMISSION

SOCIAL MEDIA POLICY

INTRODUCTION

Web 2.0 and social media technologies offer continually evolving opportunities to enhance public outreach, resident and visitor interaction and employee productivity for the Shakopee Public Utilities Commission (SPUC). The SPUC will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communications strategy. Social media web resources administered by SPUC departments may be expanded, modified or discontinued based on SPUC goals, priorities and resources.

PURPOSE

The SPUC wishes to represent itself, its services and its facilities appropriately and consistently on the Internet. The purpose of this policy is to establish procedures for creating a consistent overall social media presence that meets the SPUC's established goals.

The SPUC intends to use social media websites as an additional communication channel to help promote its programs, events and services. This technology allows news of an event to spread quickly and is a good forum to facilitate public discussion. The SPUC's official website, located at www.spucweb.com, shall remain the SPUC's primary online medium for communicating information to the public.

A. GENERAL PROCEDURES

The SPUC has an overriding interest and expectation in deciding what is "spoken" on behalf of the SPUC on its official social media sites. This policy establishes guidelines for the use of social media by individual SPUC departments. This policy applies to any new, as well as pre-existing or proposed, social media networking accounts sponsored by SPUC departments.

The SPUC's website (www.spucweb.com) will remain the SPUC's primary and predominant Internet presence. Whenever possible information posted to the SPUC's social media websites should also be posted on the SPUC's website. Content posted to SPUC social media sites should regularly contain links directing users back to the SPUC's official website for in-depth information, forms, documents or online services necessary to conduct business with the SPUC.

1. The best, most appropriate, SPUC uses of social media tools fall generally into two categories:
 - a. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - b. As marketing/promotional channels that increase the SPUC's ability to broadcast its messages to the widest possible audience.
2. The Communications Coordinator shall be responsible for the SPUC's primary social media pages.

3. Any department requiring consistent and frequent social communications may be asked to start its own site(s) and to provide staff to maintain it. Each department will be responsible for the content and upkeep of any social media sites the department may create.
4. Elected officials; appointed members of SPUC Boards, Commissions and Committees; and employees should comply with the guidelines outlined in Sections D and E of this document.
5. SPUC social media sites are subject to State of Minnesota public records laws. Any content maintained in a social media format that is related to SPUC business, including a list of subscribers and posted communication, is a public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to SPUC business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer.
6. Minnesota state law and relevant SPUC records retention schedules apply to social media formats and social media content as reflected in the SPUC's record retention policy. In most cases, content on the SPUC's social media sites is expected to be transitory, incidental or non-vital in nature and therefore shall be retained "until read." However, any content posted that does constitute the official record will be retained according to the SPUC records retention schedule.

B. PROCESS FOR CREATING A SOCIAL MEDIA PRESENCE

1. Individual SPUC departments shall have the discretion to determine the utilization of social media. However, once undertaken, all social media initiatives shall comply with this policy.
2. Individual departments shall consult with the Communications Coordinator prior to embarking on the use of new social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
3. The appropriate Department Head shall approve the use of social media tools within their department. Staff shall not create a new or significantly alter an existing social media site without the approval of their Department Head.
4. Prior to launching a social media site, the assigned staff person shall register the site and all associated passwords for the account with the SPUC's Communications Coordinator. Any changes to staff responsibilities or passwords must be reported to the Communications Coordinator in a timely manner.

C. STANDARDS FOR OPERATING AND MAINTAINING A SOCIAL MEDIA PRESENCE

SPUC social media accounts and their associated content should focus on significant SPUC interest areas and be organized in a manner that avoids ambiguities and/or conflicting information across the SPUC's various communication mediums, including other SPUC social media websites. Departments' administration and use of SPUC social media websites must comply with applicable laws, regulations and policies, as well as proper business etiquette.

Social media websites are to be consistently branded in order to communicate a clear association with the SPUC, and must contain a SPUC-standard disclaimer. Branding should include, but is not limited to, the inclusion of the SPUC logo, SPUC department information (address, phone number, and hours of operation) and any other aesthetic “look and feel” defined by the Communications Division now or in the future.

The naming and contact conventions used for social media accounts should be SPUC-specific and must not contain individual employee names, with the exception of professional staff social media accounts. All approved social media sites will be linked with the SPUC’s official website.

All SPUC sponsored social media sites shall prominently post the Disclaimer and Comments Policy found in Appendix A. In situations where a social media site does not allow for prominent posting of the Disclaimer and Comments Policy, a link to a PDF copy of Appendix A shall be posted instead.

Interacting on Social Media

The SPUC social media sites may “like” or “follow” government entities; nonprofit and nonpartisan organizations related to SPUC functions; local media sites; and elected officials. Posts or comments related to the SPUC and the community at large may be shared to the extent that they correspond with the SPUC’s social media goals.

Responding to Comments

In cases where comments are accepted, the staff member responsible for the page **MUST** monitor the site regularly and respond in a timely manner (within 24 hours during the workweek). (Staff can set up automatic e-mail notification when someone posts a comment to a social media site.)

Guidance on When/How to Respond to Comments

- a. If the person has a question – Respond with information or point them back to the SPUC’s website or other resource. You may ask them to contact you offline when appropriate (when it is a private issue, when the issue is one in which there is little or no interest by others, etc.)
- b. If the person has a complaint – If inaccurate, politely correct inaccuracies. When a general complaint, thank them for sharing feedback and give any other direction that may be needed. If it is regarding a personal matter, reply that you would like to address the issue offline and provide contact information.
- c. If the person leaves a general comment, like “Wow, this is cool” or “Can’t wait,” no response is required.
- d. If the person wants to start debating with a SPUC employee – Take the conversation offline. Do not debate them on the site. It is ok to correct inaccuracies and to provide evidence to support information, but avoid debates.

When in doubt on how to respond to a comment, please contact the Communications Coordinator for guidance.

Removing Comments

Comments violating the SPUC’s comment policy (see Appendix A) shall be removed promptly. When a person’s comment is removed, the SPUC will post a reason for removing the post (i.e. “*A comment to this post was removed because it endorsed a political candidate. This is in violation of the SPUC’s comment policy (link to policy)*”). Removed comments should be archived for our records by completing the tracking form found in Appendix B and submitting it to the Communications Coordinator.

Correcting Mistakes

If an employee makes a factual mistake on a SPUC social media site, he/she should correct it as soon as possible. Corrections should be upfront and timely. If modifying an earlier post, make it clear that the post has been corrected. Designate corrections with "Fixed Link" or "Fact Correction" prior to the correction. Do not try to "hide" corrections, as someone may have seen the incorrect information and may be acting upon it.

Review Procedures

The Communications Coordinator will have access to all SPUC sponsored social media sites, including rights to edit a site. Each site will be monitored weekly to ensure the site is meeting its intended purpose, that it is being updated regularly, that the content is appropriate and to look for any possible problem that would reflect negatively on the SPUC.

D. ELECTED OFFICIALS AND OFFICIALS APPOINTED TO SPUC BOARDS, COMMISSIONS AND COMMITTEES

Elected officials and officials appointed to SPUC Boards, Committees and Commissions should comply with the following guidelines when using SPUC social media sites:

1. Official SPUC social media sites shall not be used for campaigning purposes.
2. Comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official's campaign site shall not be posted. (ALL comments posted during an election season by anyone who has filed for office will be removed.)
3. Elected officials and members serving on a SPUC board, commission or committee should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between elected officials or between members of SPUC boards, commissions, committees should be strictly avoided. Adding to a post or comment that would create a quorum of the group you represent should also be strictly avoided. (If the comment or posting requires official review it should be handled before the group during a public meeting.)
4. Social media sites should not be used as a mechanism for conducting official SPUC business other than to informally communicate with the public.
5. When posting or commenting on a SPUC social media site, officials shall reveal their position, be honest, straightforward and respectful, and not represent themselves as speaking on behalf of the SPUC.
6. In an effort to be honest, officials must ensure they do not share non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
7. Strive to add value to any social media discussion by staying focused on the issue.
8. To help prevent errors and liability issues, officials are encouraged to ask the appropriate staff person or department to post official SPUC documents (i.e., an ordinance recently passed by the SPUC Council), rather than summarizing them from memory.
9. Officials are asked to correct errors or mistakes in a posting or comment as soon as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with "Fixed link" or "Fact correction" prior to the correction.

E. SPUC EMPLOYEES

1. Staff Members Maintaining SPUC Social Media Sites.

Staff members assigned the task of maintaining social media sites on behalf of the SPUC must follow this Policy and all relevant sections of the SPUC's Information Technology Policy and Personnel Handbook. Failure to do so will be subject to discipline as outlined in the SPUC's Personnel Handbook.

SPUC social media messages may not be used by any SPUC employee or representative for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues.

SPUC social media messages may not be used to express personal views or concerns pertaining to SPUC employment relations matters.

Social media website accounts are considered a SPUC asset and logins to these accounts must be securely administered in accordance with SPUC security policies.

A social media website account shall not be used by the SPUC or any SPUC employee or representative to disclose sensitive and/or confidential information without the prior express written approval of the SPUC Attorney's Office.

2. Staff Members Maintaining a Professional Social Media Account.

In instances where a SPUC staff member wishes to set up a social media account to assist in his or her professional capacity as a representative of the SPUC, the following guidelines must be met:

- a. Department Heads must approve the establishment of a professional social media account by department employees.
- b. Employees shall consult with the Communications Coordinator prior to embarking on the use of professional social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
- c. The account and passwords must be registered with the Communications Coordinator.
- d. The employee must prominently identify his or her job title.
- e. Employees should not post private or personal information on the site, unless it pertains to the goals of the account.
- f. Accounts may "like" or follow individuals, businesses and groups, that pertain to the employee's job function. Employees shall not endorse or express personal views on personal, political or policy issues when representing the SPUC in their professional capacity.

Upon termination, the employee shall close the account and remove all information pertaining to his or her relationship with the SPUC.

3. Employees' Personal Social Media Pages.

The line between personal and professional, public and private can be easily blurred in social media. Keep the following guidelines in mind when using a personal social media account:

- a. Personal social media account names by employees should not be tied to the SPUC. Additionally, staff should not use their personal social media accounts to speak on behalf of the SPUC.
- b. SPUC staff members have the right to speak publicly as a private citizen on matters of public concern. However, employees are reminded to use good judgment when commenting on a SPUC social media site or if commenting or posting on a private site regarding a SPUC related issue, policy, etc. If you are identifying yourself as a SPUC employee, your actions reflect upon the SPUC.
- c. When responding to an item on the SPUC's page or on any other page, ask yourself if you or your department would be embarrassed to see the comment appear in the news. If so, don't post it.
- d. Employees with personal social media accounts never have the right to post non-public and confidential information such as information related to co-workers, personnel data, medical information, and claims or lawsuits against the SPUC.
- e. Video or pictures obtained by employees on duty are the property of the SPUC. Employees shall not post those pictures or videos on social media sites without approval from the employees' department head or the SPUC Administrator.

F. EXCEPTIONS/CHANGE

This policy supersedes all previous policies covering the same or similar topics. Any exception to this policy may be granted only by the SPUC Administrator. This policy may be reviewed and changed at any time.

APPENDIX A

DISCLAIMER & COMMENT POLICY **(to be prominently posted on every social media page)**

The purpose of this and other SPUC sponsored social media sites is to communicate between the SPUC, its individual departments and members of the public. We reserve the right, at our sole discretion, to change, modify, add or delete comments or posts, photos and videos in accordance with this policy.

The SPUC will remove comments that:

1. Contain obscenities;
2. Demean specific individuals or groups of people;
3. Are libelous/slandorous;
4. Contain factual inaccuracies;
5. Qualify as SPAM;
6. Are not topically related to the particular social medium article being commented upon;
7. Express support for or opposition to political campaigns or ballot measures;
8. Contain sexual content or links to sexual content;
9. Solicit commerce;
10. Conduct or encourage illegal activity;
11. Compromise the safety or security of the public or public systems; or
12. Violate a legal ownership interest of any other party.

Additionally, ALL comments posted during an election season by anyone who has filed for office will be removed.

The SPUC has the right to remove a comment from and/or block a user who is not using their legal name or otherwise appropriately identifying themselves.

The SPUC has the right to reproduce any pictures or videos posted to this site in any of its publications or websites or any other media outlets. The SPUC has the right to quote any comments or suggestions left by users.

The views, postings, positions or opinions expressed on this site do not necessarily reflect those of the SPUC.

Advertising

The SPUC does not endorse any product, service, company or organization advertising on its social media pages. The ads that appear on social media pages are sold, posted and maintained by those social media sites.

Privacy policy

Please note that the SPUC does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the SPUC is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

APPENDIX B

REMOVED COMMENTS TRACKING FORM

All comments removed from a SPUC sponsored social media site should be documented with this form. When completed, please deliver or email to _____, Communications Coordinator, at _____.

1. SPUC social media site affected: _____

2. Date of original post: _____

3. Screen name of poster: _____

4. Entire comment that was removed (attach separate page if more room is needed:

5. Reason for removal of comment: _____

6. Date comment was removed and explanation for removal was posted to social media site:

7. Comment removed from SPUC social media site by: _____

8. Other pertinent information (if applicable): _____

Date this report was received by the Communications Coordinator: _____

This form will be retained by the Communications Coordinator for a period of 1 year.

APPENDIX C

DEFINITIONS

Social Media Websites - Social media websites focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas. Social media websites can offer many different ways for users to interface such as instant messaging, blogging and commenting, online forums, status updates (microblogging), website link sharing, video conferencing, sharing pictures and videos, etc. Examples include Facebook, MySpace, LinkedIn, Twitter, YouTube, Flickr, Vine, etc.


Blog - (an abbreviated term for “Web Log”) is a website where a blog author can post information on a specific topic targeted to a specific audience. A blog, if commenting is enabled, allows registered members of the public (called blog commenters) to post comments about posts by the blog author.

Social Networking – Social networking websites offer a way for registered users to communicate with each other on the Internet. They usually offer many ways to connect to other registered users such as status updates (microblogging), instant messaging, blogs, polls, photo sharing, video sharing, etc.

Web 2.0 - Commonly associated with web applications that facilitate interactive information sharing, interoperability, user-centered design, and collaboration on the World Wide Web. A Web 2.0 site gives its users the free choice to interact or collaborate with each other in a social media dialogue as creators (prosumers) of user-generated content in a virtual community, in contrast to websites where users (consumers) are limited to the passive viewing of content that was created for them.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

11c

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: COMMISSION MEETING PROCEDURES AND PROTOCOL
DATE: MARCH 27, 2019

Past SPU Commissioner, John Engler, compiled a useful, condensed overview of Commission meeting procedures. It is especially useful to new Commission members and is provided to them at the first meeting in April. It is also appropriate to review the procedures with present Commissioners on an annual basis.

MEETING GUIDELINES:

1. Conflict of Interest

If an issue presents a potential conflict of interest, the affected Commissioner states that they have a potential conflict of interest, and then removes themselves from discussion. They do not vote on that issue.

2. Abstaining from a vote

When a Commissioner chooses to abstain from a vote, the Commissioner simply states that they are abstaining, gives a short reason, and then does not vote.

3. Agenda

- The agenda is a meeting outline that has been drafted by the Utilities Manager and the Commission President. The agenda is reviewed, amended as requested, and approved by the Commissioners at the beginning of each meeting. All Commissioners have the right to amend the agenda.

- Communications

Communication items are generally those things that are received by a Commissioner or the Utilities Manager that do not need action by the Commission. If discussion is wanted on a particular communication, then the item will be added to the current or future agenda.

- Consent Items

"Consent Items" or "Items on the Consent agenda" are represented on the agenda by the symbol C=>. These are generally matters not needing discussion. All consent items are acted on by a single motion applying to the entire group without discussion on any individual item.

Prior to adoption of the consent items, the President will ask for any additions or deletions from the consent agenda. All requests to have something removed from the consent item list by a Commissioner will be honored and that item will be removed from the consent list.

- Reports

Items on the agenda that carry the designation as "Action" or "Advisory" may be removed from that status by amending the agenda. The Commission retains the right to take action on any matter even though on the agenda it carries the designation of "Action" or "Advisory".

- Liaison Report

The Council Member, who has been appointed by the council as the SPUC Liaison, has time allotted at each meeting to discuss issues and answer questions about items of importance to the council and SPUC.

- Audience

If there are people in the audience who wish to speak to an agenda item, reasonable accommodation will be made to deviate from the set agenda to hear from the audience and get their issues resolved.

4. Directing Staff

The Commission does not directly assign action items or projects to anyone at the Utility except the Utility Manager. The Utility Manager will delegate, assign responsibilities, and define the scope of the action as needed.

5. Procedure

To the greatest extent possible, the Commission follows parliamentary procedure as outlined in "Roberts Rules of Order". The following is a list of a few of those rules that are most often used:

- Only those having the floor as recognized by the President shall speak.
- The President will not generally make a motion or second a motion but may do so at his/her discretion.
- Discussion on a motion will be disallowed until the motion is seconded.
- Any Commissioner may make modifications to a motion as a friendly amendment, if it is acceptable by the maker.
- Informal discussion on a subject is permitted while no motion is pending.
- Generally, the person making the motion will have the first opportunity to speak to the motion.
- Both audience members and the Commissioners are encouraged to address their remarks to the President, to maintain a courteous tone, and avoid interjecting personal notes into the debate.
- A Commissioner who has not spoken on an item will generally be recognized over someone who has previously spoken.
- The President will make sure that the motion is clear and the effect of adopting the motion is clear to everyone.
- The President will make sure that it is clear to everyone what the actual vote count is when there is a vote that is not unanimous.
- The President will make every effort possible to be protective of staff, of the Commission, and of the citizens, from personal or derogatory attacks.
- A quorum must be present to do business.
- Meetings start at the posted time.
- Debate is confined to the merits of the pending question.
- If the question is called:
 - It is out of order when another has the floor.
 - It must be seconded and it is not debatable or amendable.
 - Requires a two thirds vote (2 / 3 or 3 / 4 or 4 / 5).
 - If the motion passes, the original motion is then voted on immediately.

6. Resolutions

Resolutions are written motions that are adopted by the Commission. The substance of a resolution can be anything proposed as a motion. The reason that some motions are labeled as resolutions is that for long and important motions, it is better to have them written out so that discussion is easier, or so that it can be distributed to the public after its adoption.

All items designated as resolutions require a "roll call" vote.




SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"


March 29, 2019

Propose as Consent

11f

TO: John Crooks 

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

FROM: Renee Schmid,  Director of Finance and Administration

SUBJECT: Financial Results for February, 2019

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

Month to Date & Year to Date Financial Results – February, 2019

- 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 – February, 2019

- Total Utility Operating Revenues for the month of February totaled \$4.8 million and were favorable to budget by \$691k or 16.7%. Electric revenues were favorable to budget by \$644k or 16.7% and water revenues were favorable to budget by \$47k or 17.1%.
- Total operating expenses were \$3.4 million and were favorable to budget by \$276k or 7.5%. Total purchased power in February was \$2.4 million and was \$69k or 2.8% lower than budget for the month. Total Operating Expense for electric including purchased power totaled \$3.0 million and was favorable to budget by \$220k or 6.8% due to purchased power costs of \$69k, timing of expenditures in conservation expense of \$55k, lower than plan operation and maintenance expenses of \$32k, customer accounts \$15k, and lower than plan administrative and general expenses of \$53k. Total Operating Expense for Water was also favorable to budget by \$56k or 13.4% due timing of expenditures in administrative and general expenses, customer accounts, and depreciation.
- Total Utility Operating Income was \$1.4 million and was \$1.0 million favorable to budget due to higher than plan operating revenues of \$0.7 million and timing of operating expenses of \$0.3 million.
- Total Utility Non-Operating Revenue was \$155k and was favorable to budget by \$90k driven by higher than plan rental and miscellaneous income of \$7k, higher than plan investment income of \$56k, and a gain on the sale of electric trucks and equipment for \$26k.



SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

- Capital Contributions for the month of February totaled \$31k and were unfavorable to budget by \$229k due to timing of collection of trunk and water connection fees.
- Transfers to the City of Shakopee totaled \$225k and were higher than budget for the month by \$15k and includes a true of payments for the month of January.
- Change in Net Position was \$1.4 million and was favorable to budget by \$0.8 million primarily due to higher than plan operating revenues, timing of operating expense, and higher than plan operating income, that were partially offset by lower than plan capital contributions.
- Electric usage billed to customers in February was 43,345,001 KWH, an increase from January usage billed at 38,312,797 KWH.
- Water usage billed to customers in February was 97.4 million gallons, an increase from January usage billed at 93.4 million gallons.

Year to Date Financial Results – February, 2019

- Total Utility Operating Revenue year to date February was \$9.2 million and was favorable to budget by \$0.9 million or 11.5%. Electric revenues were favorable to budget by \$889k or 11.6% driven by higher than plan energy sales in all revenue groups. Water revenues were also favorable to budget by \$59k or 10.6% also driven by higher than plan sales volumes in all revenue groups.
- Total Utility Operating Expenses year to date February were \$7.5 million and were favorable to budget by \$265k or 3.4% primarily due to lower than plan purchased power costs of \$68k, timing of expenditures in energy conservation of \$90k, and administrative and general expense of \$109k. Total Operating Expense for electric including purchased power was \$6.7 million and was favorable to budget by \$0.2 million or 3.1%. Total Operating Expense for Water was \$0.8 million and was also favorable to budget by \$0.1 million or 5.7%.
- Total Utility Operating Income was \$1.7 million and was favorable to budget by \$1.2 million driven by higher than planned operating revenues of \$0.9 million and lower than plan operating expenses of \$0.3 million.
- Total Utility Non-Operating Income was \$426k and was favorable to budget by \$196k due to higher than planned investment income of \$159k, a \$26k net gain on the sale of electric vehicles and equipment, and higher than plan rental and miscellaneous income of \$10k due to timing.
- YTD Capital Contributions were \$491k and are unfavorable to budget by \$29k due to lower than planned collection of trunk water fees of \$59k and partially offset by higher than plan water connection fees of \$30k.
- Municipal contributions to the City of Shakopee totaled \$420k year to date and are lower than plan by \$1k or 0.3%. The actual estimated payment throughout the year is based on prior year results and will be true up at the end of the year.
- YTD Change in Net Position is \$2.2 million and is favorable to budget by \$1.4 million reflecting higher than plan operating revenues, lower than operating expense, higher than plan non-operating revenues, and partially offset by lower than plan capital contributions.

SHAKOPEE PUBLIC UTILITIES
MONTH TO DATE FINANCIAL RESULTS
FEBRUARY 2019



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

	Month to Date Actual - February 2019			Month to Date Budget - February 2019			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)	
	\$						\$	%	\$	%	\$	%
OPERATING REVENUES	\$ 4,498,885	320,343	4,819,227	3,854,611	273,465	4,128,077	644,273	16.7%	46,877	17.1%	691,151	16.7%
OPERATING EXPENSES												
Operation, Customer and Administrative	2,815,030	223,751	3,038,781	3,038,685	275,375	3,314,060	223,655	7.4%	51,624	18.7%	275,280	8.3%
Depreciation	206,071	136,914	342,985	202,651	141,094	343,745	(3,420)	-1.7%	4,180	3.0%	760	0.2%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	3,021,101	360,665	3,381,765	3,241,336	416,469	3,657,805	220,236	6.8%	55,804	13.4%	276,040	7.5%
Operating Income	1,477,784	(40,322)	1,437,462	613,275	(143,004)	470,271	864,509	141.0%	102,682	71.8%	967,191	205.7%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	13,507	12,313	25,821	16,968	2,105	19,073	(3,461)	-20.4%	10,208	485.0%	6,748	35.4%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	32,045	69,183	101,228	26,983	18,126	45,109	5,062	18.8%	51,057	281.7%	56,119	124.4%
Interest Expense	(5,081)	(162)	(5,243)	(6,327)	(162)	(6,489)	1,247	19.7%	(0)	-0.3%	1,246	19.2%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	25,777	-	25,777	-	-	-	25,777	-	-	-	25,777	0.0%
Total Non-Operating Revenue (Expense)	73,749	81,334	155,083	45,124	20,070	65,193	28,625	63.4%	61,265	305.3%	89,890	137.9%
Income Before Contributions and Transfers	1,551,532	41,012	1,592,545	658,399	(122,934)	535,464	893,134	135.7%	163,947	133.4%	1,057,081	197.4%
CAPITAL CONTRIBUTIONS	-	30,692	30,692	-	260,029	260,029	-	-	(229,337)	-88.2%	(229,337)	-88.2%
TRANSFER TO MUNICIPALITY	(126,466)	(98,469)	(224,935)	(120,539)	(89,882)	(210,420)	(5,927)	-4.9%	(8,587)	-9.6%	(14,514)	-6.9%
CHANGE IN NET POSITION	\$ 1,425,066	(26,764)	1,398,302	537,860	47,213	585,073	887,207	165.0%	(73,978)	-156.7%	813,229	139.0%

SHAKOPEE PUBLIC UTILITIES
ELECTRIC OPERATING REVENUE AND EXPENSE

	MTD Actual February 2019	MTD Budget February 2019	MTD Actual v. Budget Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 1,634,860	1,364,825	270,035	19.8%
Commercial and Industrial	2,763,167	2,403,664	359,503	15.0%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	4,398,028	3,768,490	629,538	16.7%
Forfeited Discounts	28,092	21,498	6,593	30.7%
Free service to the City of Shakopee	7,125	7,002	123	1.8%
Conservation program	65,641	57,622	8,019	13.9%
Total Operating Revenues	4,498,885	3,854,611	644,273	16.7%
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	2,398,713	2,467,328	68,615	2.8%
Distribution operation expenses	29,678	39,408	9,731	24.7%
Distribution system maintenance	36,204	61,384	25,180	41.0%
Maintenance of general plant	29,995	27,396	(2,599)	-9.5%
Total Operation and Maintenance	2,494,589	2,595,516	100,927	3.9%
Customer Accounts				
Meter Reading	9,939	10,979	1,040	9.5%
Customer records and collection	29,534	43,775	14,241	32.5%
Energy conservation	7,762	62,382	54,620	87.6%
Total Customer Accounts	47,235	117,136	69,901	59.7%
Administrative and General				
Administrative and general salaries	50,958	57,362	6,403	11.2%
Office supplies and expense	5,944	18,853	12,908	68.5%
Outside services employed	19,809	36,989	17,180	46.4%
Insurance	11,838	14,963	3,125	20.9%
Employee Benefits	147,130	165,159	18,029	10.9%
Miscellaneous general	37,526	32,708	(4,819)	-14.7%
Total Administrative and General	273,206	326,033	52,827	16.2%
Total Operation, Customer, & Admin Expenses	2,815,030	3,038,685	223,655	7.4%
Depreciation	206,071	202,651	(3,420)	-1.7%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 3,021,101	3,241,336	220,236	6.8%
OPERATING INCOME	\$ 1,477,784	613,275	864,509	141.0%

SHAKOPEE PUBLIC UTILITIES

WATER OPERATING REVENUE AND EXPENSE

	MTD Actual February 2019	MTD Budget February 2019	MTD Actual v. Budget Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 318,792	271,561	47,231	17.4%
Forfeited Discounts	1,550	1,905	(355)	-18.6%
Uncollectible accounts	1	-	1	-
Total Operating Revenues	320,343	273,465	46,877	17.1%
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	37,800	43,902	6,102	13.9%
Pumping and distribution maintenance	31,485	39,937	8,452	21.2%
Power for pumping	26,063	26,001	(62)	-0.2%
Maintenance of general plant	16,889	4,683	(12,207)	-260.7%
Total Operation and Maintenance	112,236	114,523	2,286	2.0%
Customer Accounts				
Meter Reading	5,346	5,784	438	7.6%
Customer records and collection	8,582	12,148	3,566	29.4%
Energy conservation	-	-	-	-
Total Customer Accounts	13,928	17,932	4,004	22.3%
Administrative and General				
Administrative and general salaries	33,703	37,906	4,203	11.1%
Office supplies and expense	2,413	5,766	3,353	58.2%
Outside services employed	-	16,411	16,411	100.0%
Insurance	3,946	4,988	1,042	20.9%
Employee Benefits	45,301	59,681	14,380	24.1%
Miscellaneous general	12,224	18,170	5,945	32.7%
Total Administrative and General	97,587	142,921	45,334	31.7%
Total Operation, Customer, & Admin Expenses	223,751	275,375	51,624	18.7%
Depreciation	136,914	141,094	4,180	3.0%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	360,665	416,469	55,804	13.4%
OPERATING INCOME	\$ (40,322)	(143,004)	102,682	71.8%

SHAKOPEE PUBLIC UTILITIES
YEAR TO DATE FINANCIAL RESULTS
FEBRUARY 2019



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

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

	Year to Date Actual - February 2019			Year to Date Budget - February 2019			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(VW) \$ %		YTD Actual v. Budget B/(VW) \$ %		YTD Actual v. Budget B/(VW) \$ %	
OPERATING REVENUES	\$ 8,561,268	621,443	9,182,710	7,672,315	562,038	8,234,353	888,952	11.6%	59,405	10.6%	948,357	11.5%
OPERATING EXPENSES												
Operation, Customer and Administrative	6,261,903	547,539	6,809,441	6,483,425	589,226	7,072,650	221,522	3.4%	41,687	7.1%	263,209	3.7%
Depreciation	412,142	273,827	685,969	405,303	282,187	687,490	(6,839)	-1.7%	8,360	3.0%	1,521	0.2%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	6,674,045	821,366	7,495,411	6,888,727	871,413	7,760,140	214,683	3.1%	50,047	5.7%	264,730	3.4%
Operating Income	1,887,223	(199,923)	1,687,299	783,588	(309,375)	474,213	1,103,635	140.8%	109,452	-35.4%	1,213,087	255.8%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	34,735	112,388	147,123	33,936	103,259	137,195	799	2.4%	9,129	8.8%	9,927	7.2%
Interdepartment Rent from Water	15,000	-	15,000	15,000	-	15,000	-	0.0%	-	-	-	0.0%
Investment Income	132,212	116,693	248,904	53,965	36,253	90,218	78,246	145.0%	80,440	221.9%	158,686	175.9%
Interest Expense	(10,664)	(332)	(10,996)	(12,654)	(324)	(12,978)	1,991	15.7%	(9)	-2.7%	1,982	15.3%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	0.0%	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	25,777	-	25,777	-	-	-	25,777	0.0%	-	-	25,777	-
Total Non-Operating Revenue (Expense)	197,060	228,748	425,808	90,247	139,188	229,436	106,812	118.4%	89,560	64.3%	196,372	85.6%
Income Before Contributions and Transfers	2,084,282	28,825	2,113,107	873,835	(170,187)	703,649	1,210,447	138.5%	199,011	116.9%	1,409,459	200.3%
CAPITAL CONTRIBUTIONS	-	490,683	490,683	-	520,058	520,058	-	-	(29,375)	-5.6%	(29,375)	-5.6%
MUNICIPAL CONTRIBUTION	(237,591)	(181,969)	(419,559)	(241,078)	(179,763)	(420,841)	3,487	1.4%	(2,206)	-1.2%	1,281	0.3%
CHANGE IN NET POSITION	\$ 1,846,692	337,539	2,184,231	632,757	170,108	802,866	1,213,935	191.8%	167,431	98.4%	1,381,365	172.1%

SHAKOPEE PUBLIC UTILITIES

ELECTRIC OPERATING REVENUE AND EXPENSE

	YTD Actual February 2019	YTD Budget February 2019	YTD Actual v. Budget Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 3,100,045	2,781,490	318,555	11.5%
Commercial and Industrial	5,275,368	4,717,483	557,884	11.8%
Uncollectible accounts	-	-	-	#DIV/0!
Total Sales of Electricity	8,375,413	7,498,973	876,440	11.7%
Forfeited Discounts	46,634	42,996	3,637	8.5%
Free service to the City of Shakopee	14,249	14,003	246	1.8%
Conservation program	124,972	116,343	8,629	7.4%
Total Operating Revenues	8,561,268	7,672,315	888,952	11.6%
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	5,157,726	5,225,285	67,559	1.3%
Distribution operation expenses	103,288	78,817	(24,471)	-31.0%
Distribution system maintenance	101,070	122,768	21,698	17.7%
Maintenance of general plant	59,840	54,792	(5,048)	-9.2%
Total Operation and Maintenance	5,421,924	5,481,662	59,738	1.1%
Customer Accounts				
Meter Reading	18,205	21,958	3,753	17.1%
Customer records and collection	73,822	87,550	13,728	15.7%
Energy conservation	34,688	124,764	90,076	72.2%
Total Customer Accounts	126,715	234,272	107,557	45.9%
Administrative and General				
Administrative and general salaries	97,141	114,723	17,582	15.3%
Office supplies and expense	81,883	37,705	(44,178)	-117.2%
Outside services employed	31,390	73,978	42,588	57.6%
Insurance	23,676	29,926	6,250	20.9%
Employee Benefits	396,591	445,743	49,152	11.0%
Miscellaneous general	82,582	65,415	(17,167)	-26.2%
Total Administrative and General	713,263	767,490	54,227	7.1%
Total Operation, Customer, & Admin Expenses	6,261,903	6,483,425	221,522	3.4%
Depreciation	412,142	405,303	(6,839)	-1.7%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 6,674,045	6,888,727	214,683	3.1%
OPERATING INCOME	\$ 1,887,223	783,588	1,103,635	140.8%

SHAKOPEE PUBLIC UTILITIES

WATER OPERATING REVENUE AND EXPENSE

	YTD Actual February 2019	YTD Budget February 2019	YTD Actual v. Budget Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 617,813	558,229	59,584	10.7%
Forfeited Discounts	3,628	3,809	(181)	-4.7%
Uncollectible accounts	1	-	1	#DIV/0!
Total Operating Revenues	621,443	562,038	59,405	10.6%
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	92,316	87,803	(4,513)	-5.1%
Pumping and distribution maintenance	54,055	79,874	25,819	32.3%
Power for pumping	51,353	52,003	649	1.2%
Maintenance of general plant	27,540	9,365	(18,175)	-194.1%
Total Operation and Maintenance	225,265	229,045	3,780	1.7%
Customer Accounts				
Meter Reading	9,728	11,568	1,840	15.9%
Customer records and collection	21,199	24,296	3,096	12.7%
Energy conservation	-	-	-	-
Total Customer Accounts	30,928	35,864	4,936	13.8%
Administrative and General				
Administrative and general salaries	63,543	75,811	12,269	16.2%
Office supplies and expense	28,303	11,532	(16,772)	-145.4%
Outside services employed	5,157	32,822	27,666	84.3%
Insurance	7,892	9,975	2,083	20.9%
Employee Benefits	131,726	157,837	26,111	16.5%
Miscellaneous general	54,726	36,339	(18,386)	-50.6%
Total Administrative and General	291,346	324,317	32,971	10.2%
Total Operation, Customer, & Admin Expenses	547,539	589,226	41,687	7.1%
Depreciation	273,827	282,187	8,360	3.0%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	\$ 821,366	871,413	50,047	5.7%
OPERATING INCOME	\$ (199,923)	(309,375)	109,452	35.4%