

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
July 6, 2020

Following the March 13, 2020 Declaration of Peacetime Emergency by Governor Walz (as amended), the Commission is holding its regular meeting on July 6, 2020 at 5:00pm by telephone or other electronic means (WebEx) according to MN Statutes, Section 13D.021. The Commission President has concluded that an in-person meeting is not practical or prudent because of the health pandemic declared under the Emergency Order and according to current guidance from the MN Department of Health and the CDC. The Commission President will be at the regular meeting location for the Commission. The public may monitor the meeting:

**Call-In Phone Number 1-408-418-9388
Enter Access Code 126 579 0491
When Prompted for Password, enter #**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
 - 2a) June 15, 2020
 - 2b) June 24, 2020 Special Meeting
3. **Communications**
 - 3a) Resn #1272 - In Appreciation of Renee Schmid
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - 8b) Resn. #1273 - Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service to Certain Property Known as: Powers 2nd Addition
 - 8c) Resn. #1274 – Setting the Amount of the Trunk Water Charge, Approving Of Its Collection and Authorizing Water Service to Certain Property Known As: Windermere South 3rd Addition with the Exemption of Lot 17, Block 1 And Out Lot A
 - 8d) Resn. #1275 – Setting the Amount of the Trunk Water Charge, Approving Of Its Collection and Authorizing Water Service to Certain Property Known As: River Bluff Addition

- 8e) Utility Facilities Easement Agreement – Windermere Booster Station
- C=> 8f) Quarterly Nitrate Results

9. **Reports: Electric Items**

- 9a) Electric System Operations Report – Verbal
- 9b) MMPA Board Meeting Public Summary – June 2020

10. **Reports: Human Resources**

11. **Reports: General**

- 11a) Investigation Attorneys – Recommendations Discussion
- 11b) SPU / City of Shakopee Shared Services - Update
- C=> 11c) Financial Results – May 2020
- C=> 11d) COVID Financial Dashboard
- 11e) COVID Impact on Customer Accounts
- C=> 11f) Website Analytics – Quarterly Review

12. **New Business**

13. **Tentative Dates for Upcoming Meetings**

- Mid Month Meeting -- July 20
- Regular Meeting -- August 3
- Mid Month Meeting -- August 17
- Regular Meeting -- September 8 (Tuesday)

14. **Adjourn to 7/20/20 at the SPUC Service Center, 255 Sarazin Street**

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Amundson called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., June 15, 2020.

MEMBERS PRESENT: Commissioners Amundson, Meyer, Mocol, Brennan and Fox. Utilities Manager Crooks, Planning and Engineering Director Adams, Water Superintendent Schemel, Electric Superintendent Drent, Marketing/Customer Relations Director Walsh, as well as Commissioners Meyer, Mocol, Brennan and Fox attended via WebEx.

Motion by Mocol, seconded by Fox to approve the minutes of the June 1, 2020 Commission meetings. Motion carried.

Under Communications, Commissioner Brennan thanked Mr. Crooks for resolving a water issue with a HOA.

President Amundson offered the agenda for approval.

Commissioner Mocol requested a numbering change for the agenda items listed under 11: General. It was requested to move Item 11c: Commission/City Shared Services Discussion to Item 11a and have the other items renumbered accordingly. It was also requested to add Item 11d: Retirement – Pensions to the existing agenda.

Motion by Mocol, seconded by Brennan to approval the amended agenda. Motion carried Commissioner Meyer dissenting.

There was one item on Consent Business for the agenda; Item 8f: Water Production Dashboard – May 2020.

Motion by Meyer, seconded by Fox to approve the Consent Business. Motion carried.

The warrant listing for bills paid June 15, 2020 was presented.

Motion by Meyer, seconded by Mocol to approve the warrant listing dated June 15, 2020 as presented. Motion carried.

Commissioner Brennan presented the Liaison Report. City Council minutes have been sent to the Commissioners. The Shakopee Community Center will be re-opening sometime in July.

Water Superintendent Schemel provided a report of current water operations. Water pumpage has averaged 6.9 million gallons per day so far in June. May's average was 5.3 million gallons per day. Flushing maps have been completed for the 2020 hydrant flushing program. During the ongoing COVID situation the crew has sixty non-emergency service orders that will be handled once emergency orders are lifted by the Governor.

Utilities Manager Crooks reviewed the situation where Resolution #1267 – Vacation of Public Utility and Drainage Easement was incorrectly numbered and should be assigned #1269.

Motion by Mocol, seconded by Meyer to renumber the resolution presented as Resolution #1269 – Vacation of Public Utility and Drainage Easement Within a Portion of Lot 1 Block1, and Lot 1 Block 3, Canterbury Park Seventh Addition, Scott County, Minnesota and Shenandoah Drive Right of Way, City of Shakopee, Minnesota. Motion carried.

Planning and Engineering Director Adams reviewed the trunk watermain oversizing costs for the Universal Business Center.

Motion by Meyer, seconded by Fox to offer Resolution #1270. A Resolution Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project: Universal Business Center. Ayes: Commissioners Amundson, Meyer, Mocol, Brennan and Fox. Nays: None. Motion carried. Resolution passed.

Motion by Brennan, seconded by Mocol to offer Resolution #1271. A Resolution Approving Payment for the Pipe Oversizing Costs on the Watermain Project: Universal Business Center. Ayes: Commissioners Amundson, Meyer, Mocol, Brennan and Fox. Nays: None. Motion carried. Resolution passed.

Item 8f: Water Production Dashboard – May 2020 was received under Consent Business.

Electric Operations were reviewed by Electric Superintendent Drent. Five electric outages were reported and discussed. An electric system peak was reached last week at 98MW. The record demand for SPU was set last summer at 104MW. Construction project updates were provided.

Marketing / Customer Relations Director Walsh presented an update with the 2020 State Conservation Improvement Program.

The East Shakopee Substation site investigation was reviewed by Mr. Adams. Staff believes it is appropriate to engage Xcel Energy to verify the transmission system has the capacity for the proposed substation.

Motion by Meyer, seconded by Amundson to direct Staff to submit the application and \$5000 deposit fee to Xcel Energy to study the transmission access feasibility. Motion carried.

Mr. Adams presented the Draft Purchase Agreement template drafted by Carla Pederson with McGrann Shea for use in acquiring additional sites for electric substations. Mr. Adams will bring suggestions and comments made by the Commission back to Ms. Pederson for further review.

Shared Services between the SPU Utilities and the City of Shakopee was discussed. Initial meetings between the two entities was discussed. Mr. Crooks was directed to suspend Baker Tilley's recruitment process for replacing the Finance and Administrator Director's position.

Motion by Mocol, seconded by Fox to have the Assistant City Administrator meet with Mr. Crooks on the strategy of what shared services would be by the end of July. Motion carried with Amundson and Meyer dissenting.

Mr. Crooks presented the 2020 SPU Business Continuity Plan for Commission review and comment.

Motion by Brennan, seconded by Mocol to table the document until discussions concerning shared services with the City of Shakopee are completed. Motion carried, with Commissioners Amundson and Meyer dissenting.

Mr. Crooks presented the SPU Governance Handbook with the changes requested from the Commission.

Motion by Meyer, seconded by Fox to adopt the SPU Governance Handbook as presented. Motion carried.

There was Commission discussion regarding retirements and pensions.

Motion by Mocol, seconded by Brennan to schedule a Special Meeting of the SPU Commission on or before June 22, 2020. The meeting will invite the SPU attorney and investigating attorneys to discuss retirements, pensions and benefits of SPU staff believed to have exceeded the salary cap. Motion carried, with Commissioners Amundson and Meyer dissenting.

Motion by Fox, seconded by Meyer to adjourn to the Special Meeting to take place on or before June 22, 2020. Motion carried, with Commissioners Amundson and Meyer dissenting.



Commission Secretary: John R. Crooks

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Special Meeting)

President Amundson called the Special Meeting of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., June 24, 2020.

MEMBERS PRESENT: Commissioners Amundson, Meyer, Mocol, Brennan and Fox. Also present, Utilities Manager Crooks. Commissioners Meyer, Mocol, Brennan and Fox attended via WebEx. Also attending via WebEx were SPU attorney, Kaela Brennan with McGrann Shea and investigating attorney Korine Land with LeVander, Gillen and Miller.

Commission began the discussion regarding the reason for the Special Meeting.

Commissioner Brennan requested the agenda be amended to add the request of the investigating attorneys to provide recommendations regards the outcome of the investigation. SPU counsel stated there are rules with special meetings and advised not to amend the agenda.

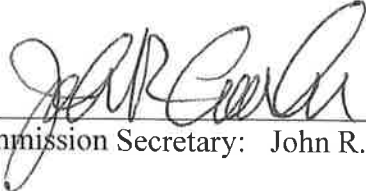
Motion by Brennan, seconded by Mocol to approve the agenda without amendment. Motion carried with Commissioner Meyer dissenting.

Discussion then centered on the ability to amend or make changes with an employee's PERA account. Both attorneys stated that it would be arbitrary and capricious to make any proposed changes without the results of the investigation.

The discussion then moved to the issue with possible recommendations from the investigating attorneys in regards to the findings of the investigation.

SPU attorney Brennan recommended the issue of the recommendation be taken up at the next Commission meeting scheduled for July 6, 2020.

Motion by Meyer, seconded by Amundson to adjourn to the July 6, 2020 meeting. Motion carried.



Commission Secretary: John R. Crooks

RESOLUTION #1272

**A RESOLUTION OF APPRECIATION
TO RENEE SCHMID**

WHEREAS, Renee Schmid joined Shakopee Public Utilities on November 1, 2007 and during her extensive tenure of 12 years and 8 months has worked in the Finance Department; and

WHEREAS, Renee Schmid always strived for excellence in contributing to the efficient operation of Shakopee Public Utilities and has been extremely dependable and responsible in performing her duties; and

WHEREAS, Renee Schmid will retire from her position as Finance and Administrative Director with Shakopee Public Utilities on July 10, 2020; and

NOW THEREFORE, BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION, that it does hereby express its sincere and deep appreciation to Renee Schmid for her 12 plus years of dedicated service to Shakopee Public Utilities.

BE IT FURTHER RESOLVED that the Shakopee Public Utilities Commission extends its best wishes and congratulations to Renee Schmid.

Passed in regular session of the Shakopee Public Utilities Commission this sixth day of July, 2020.

Commission President: Debra Amundson

ATTEST:

Commission Secretary: John R. Crooks

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

July 6, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

| | | |
|-------|-------------------------------------|------------|
| 55902 | Veneta Anderson | 1,250.00 |
| 55910 | Ace Trailer Sales | 1,865.75 |
| 55911 | Allstream | 2,367.46 |
| 55912 | Alternative Technologies Inc | 420.00 |
| 55913 | Nighthawk | 250.00 |
| 55914 | AAR Building Service Co | 3,610.00 |
| 55915 | Apple Ford of Shakopee | 66.73 |
| 55916 | Arrow Ace Hardware | 128.98 |
| 55917 | Michael T Beck | 200.00 |
| 55918 | Merrick Becker | 100.00 |
| 55919 | Robert Berndtson | 260.48 |
| 55920 | Best Buy Business Advantage Account | 473.39 |
| 55921 | Ravinder Bollena | 500.00 |
| 55922 | Ryan A Bond | 350.00 |
| 55923 | Border States Electric Supply | 651.00 |
| 55924 | Deborah M Bosely | 400.00 |
| 55925 | Kathy L Bouten | 500.00 |
| 55926 | Jonathan A Brislin | 500.00 |
| 55927 | Darryl Butterfass | 200.00 |
| 55928 | CenterPoint Energy | 540.34 |
| 55929 | Choice Electric Inc | 2,560.00 |
| 55930 | Cintas Corp | 514.88 |
| 55931 | City of Shakopee | 2,089.07 |
| 55932 | City of Shakopee | 192,000.00 |
| 55933 | City of Shakopee | 2,999.90 |
| 55934 | Bruce & Candi Clausen | 200.00 |
| 55935 | Comcast | 2.25 |
| 55936 | Angelica Contreras | 125.00 |
| 55937 | Jannette E Costa | 500.00 |
| 55938 | Jered Cronen | 14.95 |
| 55939 | Customer Contact Services | 368.33 |
| 55940 | D R Horton | 911.86 |
| 55941 | Dahlen Sign Company | 608.00 |
| 55942 | Dakota Supply Group | 45,936.29 |
| 55943 | Delta Dental | 5,370.25 |
| 55944 | DGR Engineering | 16,615.35 |
| 55945 | Huy Duc Duong | 350.00 |
| 55946 | Emedco Inc | 1,679.02 |
| 55947 | Daniel Fahey | 106.53 |
| 55948 | First Industrial Realty Trust | 811.00 |
| 55949 | Kimberly & Jordan Fischer | 350.00 |
| 55950 | Ryan Fleishhhacker | 200.00 |
| 55951 | Franz Reprographics Inc | 640.83 |
| 55952 | Further | 208.50 |
| 55953 | Trevor L Geis | 500.00 |
| 55954 | Michael & Rebecca Gentrup | 200.00 |
| 55955 | David G Glenn | 50.00 |
| 55956 | Gopher State One-Call | 1,208.25 |
| 55957 | Randall Gregor | 99.00 |
| 55958 | Andrew H Groskreutz | 200.00 |
| 55959 | Robert J Guski | 500.00 |
| 55960 | Brad Gustafson | 115.97 |
| 55961 | Thomas Hangaard | 150.00 |
| 55962 | Hawkins Inc | 16,640.83 |
| 55963 | HealthPartners | 76,874.67 |
| 55964 | Hennen's Auto Service Inc | 144.69 |
| 55965 | Jason Hensley | 350.00 |
| 55966 | Jeremy & Jennifer Hentges | 300.00 |
| 55967 | High Point Networks LLC | 9,126.88 |
| 55968 | Blythe Hoffman | 200.00 |
| 55969 | Impact Mailing of Minnesota | 11,831.22 |
| 55970 | Jerome Ince | 100.00 |
| 55971 | Innovative Office Solutions | 170.21 |
| 55972 | Integrated Process Solutions Inc | 1,643.00 |
| 55973 | IRBY - Stuart C Irby Co | 53,490.21 |
| 55974 | Sheetal K Jain | 200.00 |
| 55975 | Angela & Denny Johnson | 182.15 |
| 55976 | Kurian T & Deepa M Joseph | 50.00 |
| 55977 | JT Services | 215.38 |
| 55978 | KLM Engineering Inc | 19,600.00 |
| 55979 | Kevin Kostelac | 350.00 |
| 55980 | Tyra Kratochvil | 6.33 |
| 55981 | L & S Electric Inc | 64,086.19 |
| 55982 | Tammy Lalim | 125.00 |
| 55983 | Ross Lange | 500.00 |
| 55984 | League of Minn Cities Ins Trust | 150.61 |
| 55985 | Lennar | 53.69 |

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

July 6, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

| | | |
|-------|----------------------------------|------------|
| 55986 | Lloyd's Const Services | 341.75 |
| 55987 | Annie E Malek | 350.00 |
| 55988 | Anthony & Marie Markgraf | 500.00 |
| 55989 | Keeann Martineau | 500.00 |
| 55990 | McGrann & Shea Carnival | 1,003.75 |
| 55991 | Tom Merdan | 200.00 |
| 55992 | Messenbrink Construction | 13,972.50 |
| 55993 | Michael & Allison Metz | 50.00 |
| 55994 | Michels Corporation | 1,800.00 |
| 55995 | Minn Valley Testing Labs Inc | 1,212.00 |
| 55996 | Minnesota Life | 1,539.44 |
| 55997 | MN Dept of Revenue | 164,934.00 |
| 55998 | Michael Myers | 325.00 |
| 55999 | Nagel Companies LLC | 40,092.00 |
| 56000 | NAPA Auto Parts | 468.87 |
| 56001 | Nardini Fire Equipment Co Inc | 286.18 |
| 56002 | NCPERS | 192.00 |
| 56003 | Gerry Neville | 171.94 |
| 56004 | Computex Technology Solutions | 445.55 |
| 56005 | Cindy Nickolay | 247.83 |
| 56006 | Joanne Mary Olson | 500.00 |
| 56007 | Lorraine Olson | 134.10 |
| 56008 | PLIC - SBD Grand Island | 3,595.70 |
| 56009 | Paymentus Corporation | 13,508.25 |
| 56010 | Peggy Pelzl | 550.00 |
| 56011 | Lori Peterson | 500.00 |
| 56012 | Pitney Bowes Inc | 48.36 |
| 56013 | Chintaka Ranasinghe | 153.00 |
| 56014 | Powerplan | 4,808.14 |
| 56015 | Dale A Redmer | 50.00 |
| 56016 | Todd Riley | 165.60 |
| 56017 | Cassandra Rodriguez | 500.00 |
| 56018 | Roseville Midway Ford | 33,235.58 |
| 56019 | Kristina & Rodrigo Rumpuzzo | 50.00 |
| 56020 | R.W. Beck Group Inc | 50,441.07 |
| 56021 | Leah Sanders | 200.00 |
| 56022 | Renee Schmid | 289.00 |
| 56023 | Scott County Treasurer | 1,879.55 |
| 56024 | Jennifer & Jeff Seel | 200.00 |
| 56025 | Shakopee Chevrolet | 95.35 |
| 56026 | Shakopee Rotary Club | 260.00 |
| 56027 | States Manufacturing Corporation | 15,386.84 |
| 56028 | Jennifer Stroger | 350.00 |
| 56029 | Doug G Stuyvenberg | 500.00 |
| 56030 | Swiftcomply US Opco Inc | 1,200.00 |
| 56031 | Jawaher Taher | 500.00 |
| 56032 | Robert & Kristi Thompson | 500.00 |
| 56033 | Gregory Tripiett | 245.54 |
| 56034 | Michael Vannestse | 500.00 |
| 56035 | Vessco Inc | 312.15 |
| 56036 | Paul Wagner | 350.00 |
| 56037 | Sharon Walsh | 50.82 |
| 56038 | Wesco | 6,063.90 |
| 56039 | Trisha Witmer | 350.00 |
| 56040 | Xcel Energy | 3,327.52 |
| 56041 | Jeff & Tammy Youngvorst | 500.00 |

TOTAL

919,143.70

Commission Secretary

Renee Schmid

Director of Finance & Administration

Commission President

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

July 6, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

| | | | |
|-------|-------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 55902 | Veneta Anderson | 1,250.00 | WO#2325 UG Easement Compensation |
| 55910 | Ace Trailer Sales | 1,865.75 | Aluminum utility trailer for water dept. WO2403 |
| 55911 | Allstream | 2,367.46 | Phone and internet connection |
| 55912 | Alternative Technologies Inc | 420.00 | Oil samples |
| 55913 | Nighthawk | 250.00 | Quarterly fees for Adaptive Web Hosting- electric GL 597 |
| 55914 | AAR Building Service Co | 3,610.00 | July SPUC building cleaning |
| 55915 | Apple Ford of Shakopee | 66.73 | Oil change water truck#622 |
| 55916 | Arrow Ace Hardware | 128.98 | Ball valve, plastic bushing/duct tape,neverlink hose, primer - electric& water |
| 55917 | Michael T Beck | 200.00 | Irrigation Controllers rebate |
| 55918 | Merrick Becker | 100.00 | 2020 Residential Appliance rebate |
| 55919 | Robert Berndtson | 260.48 | Reimburse mileage |
| 55920 | Best Buy Business Advantage Account | 473.39 | Cases mini computers |
| 55921 | Ravinder Bollena | 500.00 | 2020 Residential Cooling rebate |
| 55922 | Ryan A Bond | 350.00 | 2020 Residential Cooling rebate |
| 55923 | Border States Electric Supply | 651.00 | Carbon defender Face masks electric - KN95 surgical masks electric |
| 55924 | Deborah M Bosely | 400.00 | 2020 Residential Appliance & Recycle rebate |
| 55925 | Kathy L Bouten | 500.00 | 2020 Residential Cooling rebate |
| 55926 | Jonathan A Brislin | 500.00 | 2020 Residential Cooling rebate |
| 55927 | Darryl Butterfass | 200.00 | Irrigation Controllers rebate |
| 55928 | CenterPoint Energy | 540.34 | Gas usage 10th Ave & SPU 5/6-6/8 2020 |
| 55929 | Choice Electric Inc | 2,560.00 | Bid Bore 80' of (3) HDPEacross 12th Ave - electric GL 594 |
| 55930 | Cintas Corp | 514.88 | Shop towels - replenish 1st aid kits SPU |
| 55931 | City of Shakopee | 2,089.07 | May fuel usage |
| 55932 | City of Shakopee | 192,000.00 | July transfer fee |
| 55933 | City of Shakopee | 2,999.90 | 3rd Quarter 2020 SD |
| 55934 | Bruce & Candi Clausen | 200.00 | 2020 Residential Appliance rebate |
| 55935 | Comcast | 2.25 | Cables for breakrooms |
| 55936 | Angelica Contreras | 125.00 | Rebate for Star clothes washer |
| 55937 | Jannette E Costa | 500.00 | 2020 Residential Cooling rebate |
| 55938 | Jered Cronen | 14.95 | 2020 Residential lighting rebate |
| 55939 | Customer Contact Services | 368.33 | Answering service 6/30-7/27 2020 |
| 55940 | D R Horton | 911.86 | Refund on Watermain Plan Review WO#2309 |
| 55941 | Dahlen Sign Company | 608.00 | Decal for wind turbine GL929.01 07 08 & WO#2406 SPU magnets |
| 55942 | Dakota Supply Group | 45,936.29 | 13260 Ft Pipe 6" PVC 20 Ft sticks \$32619.60. 2600 Ppe 6" PVC 10 Ft sticks \$6474 / 24 Pipe 6" 90 elbow fiberglass 36" radius \$3687.58 - all inventory |
| 55943 | Delta Dental | 5,370.25 | June Dental Ins Premium |
| 55944 | DGR Engineering | 16,615.35 | WO#2325 \$5135.70 / WO#2326 \$2278.15, WO#2352 RTU Replacements \$6105.66/ WO#2392 Dean Lk #2 Circuit switch \$2915.84 |
| 55945 | Huy Duc Duong | 350.00 | 2020 Residential Cooling rebate |
| 55946 | Emedco Inc | 1,679.02 | 2 way feed signs GL 594 \$1273.68 /5 safety signs GL930 01 08 08 \$111.67 /50 Bi-Directional meter installed labels GL 597 \$293.67 |
| 55947 | Daniel Fahey | 106.53 | Irrigation Controllers rebate |
| 55948 | First Industrial Realty Trust | 811.00 | 202 LED Retrofit @ 1157 Valley Indust Blvd#110 |
| 55949 | Kimberly & Jordan Fischer | 350.00 | 2020 Residential Cooling rebate |
| 55950 | Ryan Fleishhhacker | 200.00 | 2020 Residential Appliance rebate |
| 55951 | Franz Reprographics Inc | 640.83 | Ink cartridges for Engineering dept. |
| 55952 | Further | 208.50 | June Admin. Fees |
| 55953 | Trevor L Geis | 500.00 | 2020 Residential Cooling rebate |
| 55954 | Michael & Rebecca Gentrup | 200.00 | 2020 Residential Appliance rebate |
| 55955 | David G Glenn | 50.00 | 2020 Residential Appliance rebate |
| 55956 | Gopher State One-Call | 1,208.25 | June tickets |
| 55957 | Randall Gregor | 99.00 | Rebate for water sense toilet |
| 55958 | Andrew H Groskreutz | 200.00 | 2020 Residential Appliance rebate |
| 55959 | Robert J Guski | 500.00 | 2020 Residential Cooling rebate |
| 55960 | Brad Gustafson | 115.97 | Reimburse for safety glasses |

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

July 6, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

| | | | |
|-------|----------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 55961 | Thomas Hangaard | 150.00 | Reimburse safety boots |
| 55962 | Hawkins Inc | 16,640.83 | WO#2348 Work force scale to display 65' cable \$4606.25 WO#2372 Wall tanks, pumps, valves brass stop \$5354.95/Cylinders, fluoride, phosphate liquid \$6679.63 |
| 55963 | HealthPartners | 76,874.67 | June Health Ins premiums |
| 55964 | Hennen's Auto Service Inc | 144.69 | Eng. truck #629 Tire repair / Vactron #639 Mount/Balance |
| 55965 | Jason Hensley | 350.00 | 2020 Residential Cooling rebate |
| 55966 | Jeremy & Jennifer Hentges | 300.00 | 2020 Residential Appliance rebate |
| 55967 | High Point Networks LLC | 9,126.88 | Agreement Block Professional Services block GL923 75/25 split |
| 55968 | Blythe Hoffman | 200.00 | 2020 Residential Cooling rebate |
| 55969 | Impact Mailing of Minnesota | 11,831.22 | 5/26-6/25 Statements |
| 55970 | Jerome Ince | 100.00 | Rebate for water sense toilet |
| 55971 | Innovative Office Solutions | 170.21 | Masks, toilet paper, toner, paper |
| 55972 | Integrated Process Solutions Inc | 1,643.00 | P.H. #2 & #8 service / Riverview flow master troubleshooting |
| 55973 | IRBY - Stuart C Irby Co | 53,490.21 | Clamp stirrup 4/0, Connectors #6, Clevis Shackle 1376.01/ 24750 Ft cable UG 1/0 15KV EPR \$51137.01-inventory |
| 55974 | Sheetal K Jain | 200.00 | 2020 Residential Appliance rebate |
| 55975 | Angela & Denny Johnson | 182.15 | Irrigation Controllers rebate |
| 55976 | Kurian T & Deepa M Joseph | 50.00 | Rebate for water sense toilet |
| 55977 | JT Services | 215.38 | White marking flags |
| 55978 | KLM Engineering Inc | 19,600.00 | WO#2404 ROV Inspections;GSR#7,Tank#6,Resiv#5&1,Tower#4,Tank#2 |
| 55979 | Kevin Kostelac | 350.00 | 2020 Residential Cooling rebate |
| 55980 | Tyra Kratochvil | 6.33 | Reimburse June mileage |
| 55981 | L & S Electric Inc | 64,086.19 | WO#2352 Replace C3 LILEX Systems \$62280.64 / Substation maint. \$1804.55 |
| 55982 | Tammy Lalim | 125.00 | STAR clothes washer rebate |
| 55983 | Ross Lange | 500.00 | 2020 Residential Cooling rebate |
| 55984 | League of Minn Cities Ins Trust | 150.61 | Claim |
| 55985 | Lennar | 53.69 | Refund Temp electric - Waterlily way |
| 55986 | Lloyd's Const Services | 341.75 | 30 Yard Demo & Construction |
| 55987 | Annie E Malek | 350.00 | 2020 Residential Cooling rebate |
| 55988 | Anthony & Marie Markgraf | 500.00 | 2020 Residential Cooling rebate |
| 55989 | Keeann Martineau | 500.00 | 2020 Residential Cooling rebate |
| 55990 | McGrann & Shea Carnival | 1,003.75 | WO#2313 Canterbury Park project |
| 55991 | Tom Merdan | 200.00 | 2020 Residential Cooling rebate |
| 55992 | Messenbrink Construction | 13,972.50 | Universal Business Center Hydrant Replacement \$7,417.50 /TW Oversizing CIP Line#17 GL 343 \$6,555.00 |
| 55993 | Michael & Allison Metz | 50.00 | Rebate for water sense toilet |
| 55994 | Michels Corporation | 1,800.00 | WO#2367 Dig extra wide ditch @ CSAH 42 |
| 55995 | Minn Valley Testing Labs Inc | 1,212.00 | Nitrates, Coliform,Sodium,Iron,Mag, Zinc |
| 55996 | Minnesota Life | 1,539.44 | June Premium |
| 55997 | MN Dept of Revenue | 164,934.00 | June 2020 Accelerated payment |
| 55998 | Michael Myers | 325.00 | Irrigation Controllers rebate/STAR washer rebate |
| 55999 | Nagel Companies LLC | 40,092.00 | WO#2325 SPUC 2020 Vac locate |
| 56000 | NAPA Auto Parts | 468.87 | Battery,hose,windshield wash, grease cart |
| 56001 | Nardini Fire Equipment Co Inc | 286.18 | Inspection NOVEC System |
| 56002 | NCPERS | 192.00 | July premiums |
| 56003 | Gerry Neville | 171.94 | Reimburse mileage |
| 56004 | Computex Technology Solutions | 445.55 | Aruba Maint. Renewal license only |
| 56005 | Cindy Nickolay | 247.83 | Reimburse mileage |
| 56006 | Joanne Mary Olson | 500.00 | 2020 Residential Cooling rebate |
| 56007 | Lorraine Olson | 134.10 | Irrigation Controllers rebate |
| 56008 | PLIC - SBD Grand Island | 3,595.70 | July premiums |
| 56009 | Paymentus Corporation | 13,508.25 | Transaction fees for May |
| 56010 | Peggy Pelzl | 550.00 | 2020 Residential Appliance/ recycle rebate |
| 56011 | Lori Peterson | 500.00 | 2020 Residential Cooling rebate |
| 56012 | Pitney Bowes Inc | 48.36 | Shipping labels |
| 56013 | Chintaka Ranasinghe | 153.00 | Irrigation Controllers rebate |
| 56014 | Powerplan | 4,808.14 | New bucket for electric truck#638 \$1515/ Maint on Vermeer RTX Trencher \$3293.14 |

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

July 6, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

| | | | |
|-------|----------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 56015 | Dale A Redmer | 50.00 | 2020 Residential Appliance rebate |
| 56016 | Todd Riley | 165.60 | Irrigation Controllers rebate |
| 56017 | Cassandra Rodriguez | 500.00 | 2020 Residential Cooling rebate |
| 56018 | Roseville Midway Ford | 33,235.58 | WO#2350 2020 Ford F250 Water Truck |
| 56019 | Kristina & Rodrigo Rumpuzzo | 50.00 | 2020 Residential Appliance rebate |
| 56020 | R.W. Beck Group Inc | 50,441.07 | Shakopee Substation Finalizing project \$28431.57 GL 362 01/2020 Operating Study \$12263.00 GL923 01 04 08/WO#2377 SPU West Sub Analysis \$9746 |
| 56021 | Leah Sanders | 200.00 | 2020 Residential Appliance rebate |
| 56022 | Renee Schmid | 289.00 | Reimburse for Indeed CSR job posting |
| 56023 | Scott County Treasurer | 1,879.55 | COOP agreement - closed WO1995 - coded invoice to 343 where WO was closed to |
| 56024 | Jennifer & Jeff Seel | 200.00 | Irrigation Controllers rebate |
| 56025 | Shakopee Chevrolet | 95.35 | Water Dept. oil change truck #615 |
| 56026 | Shakopee Rotary Club | 260.00 | Annual Dues 2020-2021 Rotary Year |
| 56027 | States Manufacturing Corporation | 15,386.84 | 2 lighting cabinets 480V for Engineering dept.-inventory |
| 56028 | Jennifer Stroger | 350.00 | 2020 Residential Cooling rebate |
| 56029 | Doug G Stuyvenberg | 500.00 | 2020 Residential Cooling rebate |
| 56030 | Swiftcomply US Opco Inc | 1,200.00 | XC2 maint. Services 9/1/2020 - 8/31 2021 |
| 56031 | Jawaher Taher | 500.00 | 2020 Residential Cooling rebate |
| 56032 | Robert & Kristi Thompson | 500.00 | 2020 Residential Cooling rebate |
| 56033 | Gregory Triplett | 245.54 | Reimburse mileage |
| 56034 | Michael Vannestse | 500.00 | 2020 Residential Cooling rebate |
| 56035 | Vessco Inc | 312.15 | PM Kit 55-410 / Onsite Labor |
| 56036 | Paul Wagner | 350.00 | 2020 Residential Cooling rebate |
| 56037 | Sharon Walsh | 50.82 | Reimburse for COVID supplies |
| 56038 | Wesco | 6,063.90 | 15 elbows 4/0 STR 15KV & 15 Tran Current 200/5 Bar \$2347.65 inventory/Metering cable 9 conductor \$1415 inventory/electric tape,wipes,PVC cement Qt cans \$2046 GL 588 |
| 56039 | Trisha Witmer | 350.00 | 2020 Residential Cooling rebate |
| 56040 | Xcel Energy | 3,327.52 | Electricity Valley Park & Gas usage Amberglen Cir 5/25-6/22 |
| 56041 | Jeff & Tammy Youngvorst | 500.00 | 2020 Residential Cooling rebate |

TOTAL

919,143.70

Commission Secretary

Commission President

Director of Finance & Administration

RESOLUTION #1273

A RESOLUTION SETTING THE AMOUNT OF THE TRUNK WATER CHARGE, APPROVING OF ITS COLLECTION AND AUTHORIZING WATER SERVICE TO CERTAIN PROPERTY DESCRIBED AS:

POWERS 2ND ADDITION

WHEREAS, a request has been received for City water service to be made available to certain property, and

WHEREAS, the collection of the Trunk Water Charge is one of the standard requirements before City water service is newly made available to an area, and

WHEREAS, the standard rate to be applied for the Trunk Water Charge has been set by separate Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$30,266.80 based on 6.80 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Lot 1, Block 1, Lots 1-2, Block 2 and Out lot A; POWERS 2ND ADDITION

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

Passed in regular session of the Shakopee Public Utilities Commission, this 6th day of July, 2020.

Commission President: Debra Amundson

ATTEST:

Commission Secretary: John R. Crooks

RESOLUTION #1274

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 3RD ADDITION
WITH THE EXCEPTION OF LOT 17, BLOCK 1 AND OUT LOT A

WHEREAS, a request has been received for City water service to be made available to certain property, and

WHEREAS, the collection of the Trunk Water Charge is one of the standard requirements before City water service is newly made available to an area, and

WHEREAS, the standard rate to be applied for the Trunk Water Charge has been set by separate Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$94,628.26 based on 21.26 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Lots 1-16 and Lots 18-26, Block 1 and Lots 1-8, Block 2
WINDERMERE SOUTH 3RD ADDITION

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

Passed in regular session of the Shakopee Public Utilities Commission, this 6th day of July, 2020.

Commission President: Debra Amundson

ATTEST:

Commission Secretary: John R. Crooks

RESOLUTION #1275

A RESOLUTION SETTING THE AMOUNT
OF THE TRUNK WATER CHARGE, APPROVING OF ITS COLLECTION
AND AUTHORIZING WATER SERVICE TO CERTAIN PROPERTY
DESCRIBED AS:

RIVER BLUFF ADDITION

WHEREAS, a request has been received for City water service to be made available to certain property, and

WHEREAS, the collection of the Trunk Water Charge is one of the standard requirements before City water service is newly made available to an area, and

WHEREAS, the standard rate to be applied for the Trunk Water Charge has been set by separate Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$2,225.50 based on 0.50 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Lot 1, Block 1; RIVER BLUFF ADDITION

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


Passed in regular session of the Shakopee Public Utilities Commission, this 6th day of July, 2020.


Commission President: Debra Amundson

ATTEST:

Commission Secretary: John R. Crooks

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Utility Facilities Easement Agreement for Windermere Booster Station

DATE: June 30, 2020

ISSUE

The City of Shakopee is now requiring all new developments to enter into a Utility Facilities Easement Agreement to ensure that the privately owned utility facilities on the development's property are maintained.

BACKGROUND

The new 1HES to 2HES districts Booster Station in the Windermere development is in service now and has been operating since last fall.

DISCUSSION

The City has an interest in ensuring that the private utility facilities located on private property are maintained so they function as designed and approved by the City. In those atypical situations where the property owner does not maintain their private utility facilities, the agreement provides the City the legal right to enter the property and take appropriate actions to protect the City's interests and their public facilities.

Staff worked with City staff to clarify that this agreement only applies to the private (SPU) storm water and sanitary sewer facilities and not to the public (SPU) water facilities. All of the water facilities on site, including the booster station itself and the water main connecting it to the distribution system are public and the responsibility of SPU.

It is highly unlikely that the City would have to ever invoke their rights on the Utilities Commission's properties, but the City wants to treat all developments the same moving forward.

REQUESTED ACTION

Staff requests the Commission approve the Utility Facilities Easement Agreement and authorize its execution by the Commission President and Utilities Manager.

UTILITY FACILITIES EASEMENT AGREEMENT

THIS UTILITY FACILITIES EASEMENT AGREEMENT (this “Easement Agreement”) is given on _____, 2020 by SHAKOPEE PUBLIC UTILITIES COMMISSION, a municipal utility commission organized under Minnesota law (“Owner”), to CITY OF SHAKOPEE, a Minnesota municipal corporation (“City”), in accordance with the following:

1. **Ownership.** Owner is the fee owner of the property legally described on the attached Exhibit A (“Property”).
2. **Grant of Easement.** For valuable consideration, Owner conveys to the City an easement for Utility Facilities, as hereinafter defined, purposes over, under, and across the Property on the terms and conditions hereinafter set forth.
3. **Scope of Easement Rights.** The Easement includes the right of the City, its contractors, employees, agents and assigns to:
 - a. reasonable right of ingress and egress to inspect Utility Facilities pursuant to Section 5 hereof;
 - b. reasonable right of ingress and egress to perform the Owner’s Obligations upon default by Owner pursuant to Section 5 hereof;
 - c. locate, construct, reconstruct, operate, maintain, inspect, alter and repair the Utility Facilities in accordance with Section 5 hereof; and
 - d. cut, trim, or remove trees, shrubs, or other vegetation that in the City’s judgment unreasonably interfere with the Utility Facilities.
4. **Owner’s Obligations.** Owner will construct sanitary sewer and stormwater facilities in accordance with Exhibit B (the “Utility Facilities”), a full size original of which is on file with the Shakopee City Engineer. The Utility Facilities shall not include Owner’s water booster station, pump house, well, if any, and related facilities on the Property. Owner will

maintain the Utility Facilities and any other required utility improvements approved and required by the City. Maintenance includes at a minimum annual inspection, cleaning and repair of the Utility Facilities. Maintenance of the stormwater Utility Facilities also includes removal of sediment and pollutants in all pre-treatment devices, the periodic removal of sedimentation within the stormwater Utility Facilities, the removal of any blockage and annual inspection, as necessary. If necessary, the work must include periodic removal of sedimentation and trash from the stormwater Utility Facilities to maintain original design, volumes and configurations as approved by the City. Annual inspections of approved stormwater Utility Facilities must be performed, and an annual report must be provided to the City of Shakopee Public Works Department October 1 of the same year as the inspection, using the form attached as Exhibit C. An apparent failure of the facility must also be corrected before submitting the annual report.

5. Enforcement.

5.1. The City may enter the Property for the purposes of inspection of the Utility Facilities and enforcement of the obligations of Owner under this Easement Agreement. If Owner fails to perform its obligations under this Easement Agreement, the City must provide written notice of default to Owner before taking any corrective action. If the failure continues for 30 days after the City's written notice, the City may take whatever actions it deems reasonably necessary in order to fulfill the obligations of Owner under this Easement Agreement. If it is determined by the City that it is necessary to enter the Property to maintain or repair Utility Facilities to protect public utility facilities or the public health, safety or welfare without first giving such notice to Owner, it may do so, giving Owner such notice as is reasonably possible under the circumstances. Owner must reimburse the City for the reasonable out-of-pocket costs incurred by the City for its corrective action within 30 days after receipt by Owner of a written demand from the City accompanied by reasonable documentation of the expenses. If Owner fails to reimburse the City within the 30-day period prescribed above, the City may recover its costs by assessing the amounts against the Property to be collected with property taxes. Owner waives all rights that it might have to receive notice and a hearing or to contest these assessments. Further, the City may enforce the terms of this Easement Agreement by any proceeding in law or in equity to restrain violation, to compel compliance, or to recover damages, including attorneys' fees and costs of the enforcement actions. Owner is not liable for the actions of any third party, other than its employees, agents, or contractors, that may violate the terms of this Easement Agreement unless Owner, its employees, agents, or contractors had actual knowledge of the violation and failed to take reasonable action to stop the violation.

5.2. Failure to enforce any provision of this Easement Agreement upon a violation of it will not be deemed a waiver of the right to do so as to that or any subsequent violation.

5.3. Invalidation of any of the terms of this Easement Agreement will in no way affect any of the other terms, which will remain in full force and effect.

6. Duration of Easement. This Easement Agreement is permanent and remains in

effect in perpetuity.

7. **Warranty of Owner.** Owner warrants that it is the owner of a fee simple interest in the Property, that it has the right to grant this Easement Agreement, and that the Property is free and clear of any lien, encumbrance, easement, restriction, covenant or condition, except for those filed of record with the County Recorder or Registrar of Titles for Scott County, Minnesota.

8. **Easement Runs with Land.** This Easement Agreement run with the land and are binding on Owner, its heirs, successors and assigns.

9. **Amendments.** This Easement Agreement may not be amended without the written approval of the City.

10. **Governing Law.** The laws of the State of Minnesota shall govern the interpretation, validity, performance and enforcement of this Easement Agreement.

[The remainder of this page is intentionally left blank]

**SHAKOPEE PUBLIC UTILITIES COMMISSION,
a Minnesota municipal utility commission**

By: _____
Name: _____
Title: President

By: _____
Name: John Crooks
Title: Utilities Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by _____, the President, and by John Crooks, the Utilities Manager, both of the Shakopee Public Utilities Commission, a municipal utility commission under the laws of Minnesota, by and on behalf of said utility commission.

Notary Public

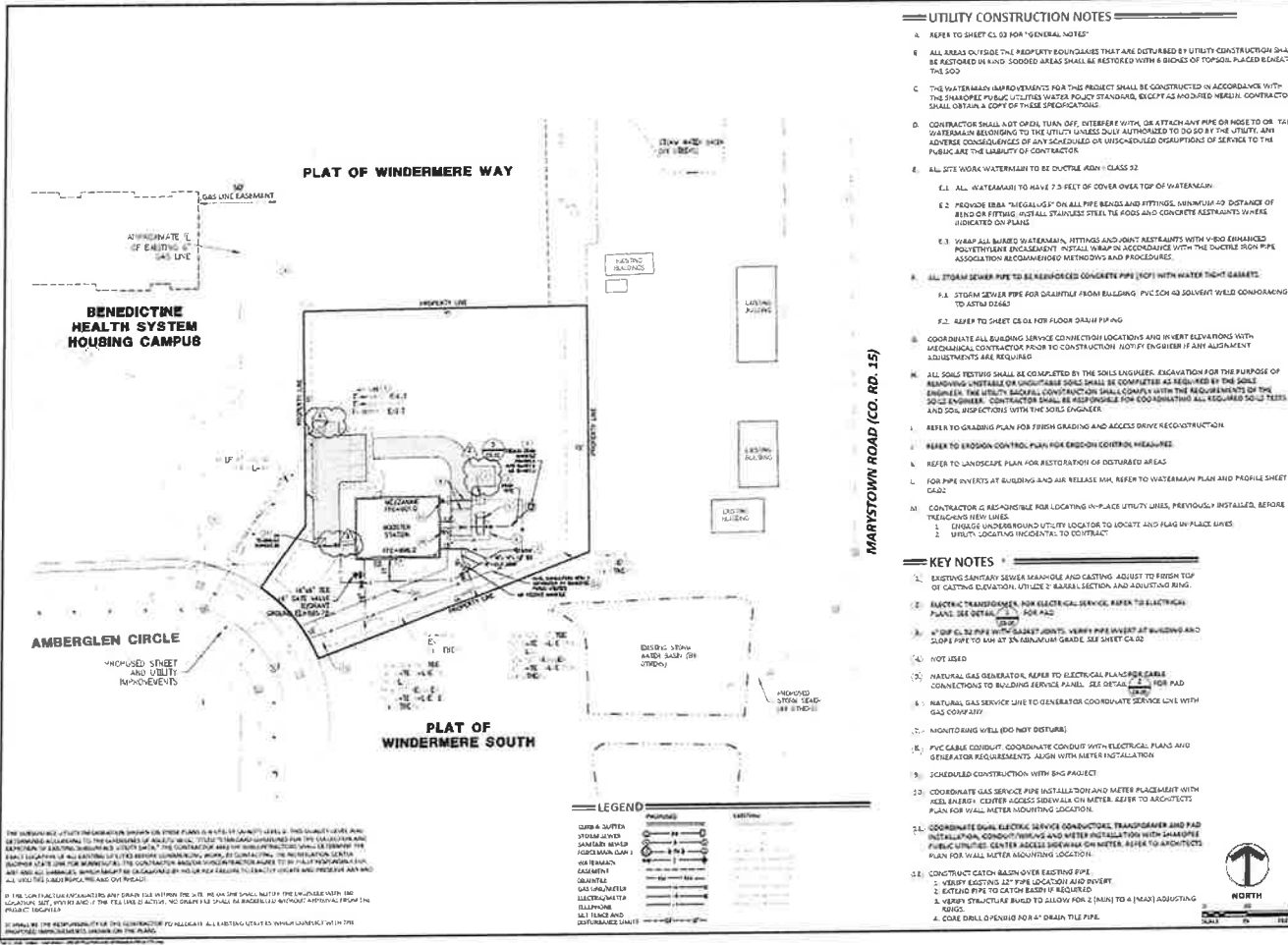
THIS INSTRUMENT WAS DRAFTED BY:
City of Shakopee
Public Works Department
485 Gorman Street
Shakopee, MN 55379
(952) 233-9369

| |
|--------------------------------|
| For City use only: |
| Planning File # _____ |
| Date of Council approval _____ |

EXHIBIT A

Description of Parcel

Outlot B, Windermere Way and Outlot D, Windermere South, according to the recorded plats thereof, Scott County, Minnesota.



Utilities Facilities

EXHIBIT B



SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

8f

MEMORANDUM

TO: John R. Crooks, Utilities Manager *JRC*

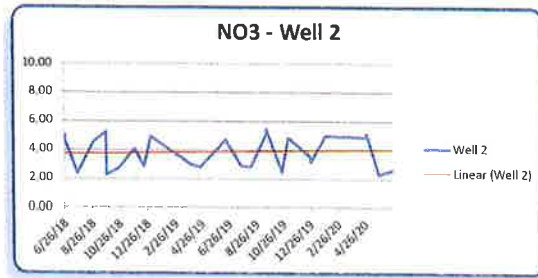
FROM: Lon R. Schemel, Water Superintendent *L. Schemel*

SUBJECT: Nitrate Results Update -- Advisory

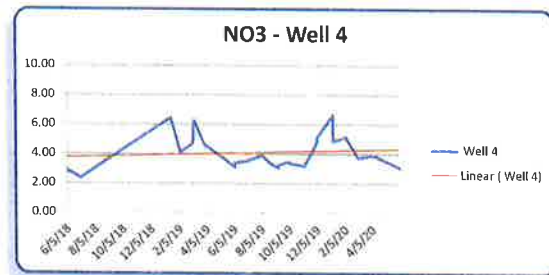
DATE: June 29, 2020

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.

| Location | Sample Collected | Results Received | Results | Lab | Run Time |
|----------|------------------|------------------|---------|------|---------------|
| 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 |
| 2 | 4/1/19 | 7/11/19 | 3.00 | MDH | |
| 2 | 4/23/19 | 5/1/19 | 2.84 | MVTL | 168 hrs prior |
| 2 | 4/23/19 | 5/17/19 | 2.90 | MDH | |
| 2 | 5/21/19 | 5/29/19 | 3.83 | MVTL | 168 hrs prior |
| 2 | 6/18/19 | 7/3/19 | 4.74 | MVTL | 168 hrs prior |
| 2 | 7/23/19 | 7/29/19 | 2.89 | MVTL | 168 hrs prior |
| 2 | 8/13/19 | 8/23/19 | 2.90 | MVTL | 168 hrs prior |
| 2 | 9/17/19 | 10/3/19 | 5.16 | MVTL | 168 hrs prior |
| 2 | 9/17/19 | 11/12/19 | 5.50 | MDH | |
| 2 | 10/22/19 | 11/12/19 | 2.52 | MVTL | 168 hrs prior |
| 2 | 11/5/19 | 11/14/19 | 4.91 | MVTL | 168 hrs prior |
| 2 | 12/23/19 | 1/23/20 | 3.60 | MDH | |
| 2 | 12/26/19 | 1/23/20 | 3.20 | MVTL | 168 hrs prior |
| 2 | 1/28/20 | 2/21/20 | 5.02 | MVTL | 168 hrs prior |
| 2 | 2/25/20 | 3/19/20 | 4.98 | MVTL | 168 hrs prior |
| 2 | 3/17/20 | 3/24/20 | 4.99 | MVTL | 168 hrs prior |
| 2 | 4/28/20 | 4/30/20 | 5.18 | MVTL | 168 hrs prior |
| 2 | 4/27/20 | 6/5/20 | 4.90 | MDH | |
| 2 | 5/26/20 | 5/29/20 | 2.36 | MVTL | 168 hrs prior |
| 2 | 6/25/20 | 6/30/20 | 2.62 | MVTL | 168 hrs prior |

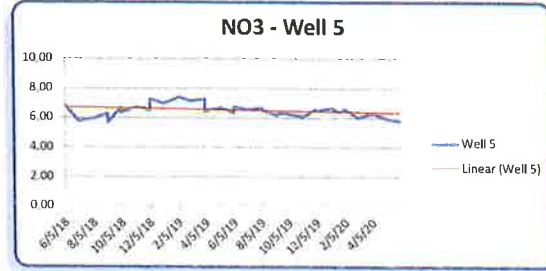


| | | | | | |
|---|---------|----------|------|------|---------------|
| 4 | 6/5/18 | 6/14/18 | 2.80 | MVTL | 168 hrs prior |
| 4 | 6/5/18 | 7/18/18 | 2.90 | MDH | |
| 4 | 7/3/18 | 11/19/18 | 2.40 | MDH | 168 hrs prior |
| 4 | 1/15/19 | 1/29/19 | 6.50 | MVTL | 168 hrs prior |
| 4 | 2/15/19 | 2/12/19 | 4.16 | MVTL | 168 hrs prior |
| 4 | 3/5/19 | 3/14/19 | 4.76 | MVTL | 168 hrs prior |
| 4 | 3/5/19 | 3/29/19 | 4.80 | MDH | |
| 4 | 3/7/19 | 3/25/19 | 6.30 | MDH | 168 hrs prior |
| 4 | 4/2/19 | 4/11/19 | 4.48 | MVTL | 168 hrs prior |
| 4 | 4/2/19 | 12/9/19 | 4.60 | MDH | |
| 4 | 5/7/19 | 5/14/19 | 3.82 | MVTL | 168 hrs prior |
| 4 | 6/4/19 | 6/21/19 | 3.14 | MVTL | 168 hrs prior |
| 4 | 6/4/19 | 7/11/19 | 3.40 | MDH | |
| 4 | 7/2/19 | 7/24/19 | 3.57 | MVTL | 168 hrs prior |
| 4 | 8/6/19 | 8/23/19 | 3.95 | MVTL | 168 hrs prior |
| 4 | 8/6/19 | 12/9/19 | 3.90 | MDH | |
| 4 | 8/20/19 | 8/27/19 | 3.44 | MVTL | 168 hrs prior |
| 4 | 9/9/19 | 10/3/19 | 3.11 | MVTL | 168 hrs prior |
| 4 | 9/9/19 | 11/12/19 | 3.30 | MDH | |
| 4 | 10/1/19 | 11/12/19 | 3.50 | MVTL | 168 hrs prior |
| 4 | 10/1/19 | 12/9/19 | 3.40 | MDH | |
| 4 | 11/5/19 | 11/14/19 | 3.24 | MVTL | 168 hrs prior |
| 4 | 12/2/19 | 1/23/20 | 4.80 | MDH | |
| 4 | 12/3/19 | 12/13/19 | 5.18 | MVTL | 168 hrs prior |
| 4 | 1/7/20 | 1/23/20 | 6.69 | MVTL | 168 hrs prior |
| 4 | 1/7/20 | 3/24/20 | 4.90 | MDH | |
| 4 | 2/4/20 | 2/21/20 | 5.19 | MVTL | 168 hrs prior |
| 4 | 3/3/20 | 3/19/20 | 3.76 | MVTL | 168 hrs prior |
| 4 | 4/7/20 | 4/10/20 | 3.94 | MVTL | 168 hrs prior |
| 4 | 5/5/20 | 5/9/20 | 3.51 | MVTL | 168 hrs prior |
| 4 | 6/2/20 | 6/5/20 | 3.12 | MVTL | 168 hrs prior |

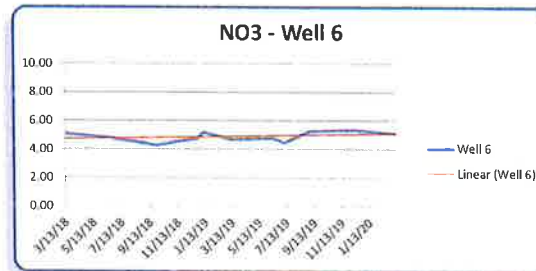


MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

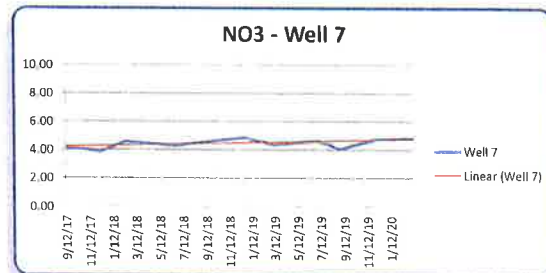
| Location | Sample Collected | Results Received | Results | Lab | Run Time |
|----------|------------------|------------------|---------|------|---------------|
| 5 | 6/5/18 | 6/14/18 | 6.83 | MVTL | 168 hrs prior |
| 5 | 6/5/18 | 7/18/18 | 6.80 | MDH | |
| 5 | 7/3/18 | 11/19/18 | 5.80 | MDH | |
| 5 | 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 |
| 5 | 3/5/19 | 3/29/19 | 7.20 | MDH | |
| 5 | 4/2/19 | 4/11/19 | 7.29 | MVTL | 168 hrs prior |
| 5 | 4/2/19 | 12/9/19 | 6.50 | MDH | |
| 5 | 5/7/19 | 5/14/19 | 6.73 | MVTL | 168 hrs prior |
| 5 | 6/4/19 | 6/21/19 | 6.38 | MVTL | 168 hrs prior |
| 5 | 6/4/19 | 7/11/19 | 6.80 | MDH | |
| 5 | 7/2/19 | 7/24/19 | 6.62 | MVTL | 168 hrs prior |
| 5 | 8/6/19 | 8/23/19 | 6.70 | MVTL | 168 hrs prior |
| 5 | 8/6/19 | 12/9/19 | 6.50 | MDH | |
| 5 | 8/20/19 | 8/27/19 | 6.46 | MVTL | 168 hrs prior |
| 5 | 9/9/19 | 10/3/19 | 6.16 | MVTL | 168 hrs prior |
| 5 | 9/9/19 | 11/12/19 | 6.30 | MDH | |
| 5 | 10/1/19 | 11/12/19 | 6.34 | MVTL | 168 hrs prior |
| 5 | 10/1/19 | 12/9/19 | 6.30 | MDH | |
| 5 | 11/5/19 | 11/14/19 | 6.10 | MVTL | 168 hrs prior |
| 5 | 12/2/19 | 1/23/20 | 6.60 | MDH | |
| 5 | 12/3/19 | 12/13/19 | 6.53 | MVTL | 168 hrs prior |
| 5 | 1/7/20 | 1/23/20 | 6.69 | MVTL | 168 hrs prior |
| 5 | 1/20/20 | 3/24/20 | 6.40 | MDH | |
| 5 | 2/4/20 | 2/21/20 | 6.60 | MVTL | 168 hrs prior |
| 5 | 3/3/20 | 3/19/20 | 6.05 | MVTL | 168 hrs prior |
| 5 | 4/7/20 | 4/10/20 | 6.34 | MVTL | 168 hrs prior |
| 5 | 5/5/20 | 5/9/20 | 5.98 | MVTL | 168 hrs prior |
| 5 | 6/2/20 | 6/5/20 | 5.82 | MVTL | 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 |
| 6 | 3/12/19 | 3/29/19 | 4.70 | MDH | 168 hrs prior |
| 6 | 6/11/19 | 7/11/19 | 4.80 | MDH | 168 hrs prior |
| 6 | 7/9/19 | 7/24/19 | 4.48 | MVTL | 168 hrs prior |
| 6 | 9/3/19 | 11/12/19 | 5.30 | MDH | |
| 6 | 12/10/19 | 1/23/20 | 5.40 | MDH | |
| 6 | 3/10/20 | 3/19/20 | 5.13 | MVTL | 168 hrs prior |

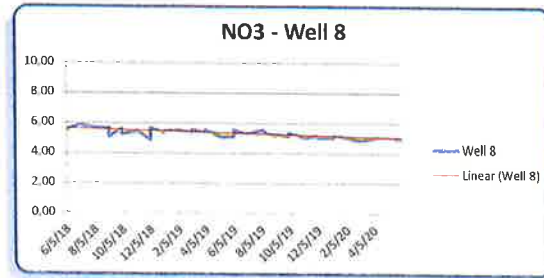


| | | | | | |
|---|----------|----------|------|------|---------------|
| 7 | 9/12/17 | 10/3/17 | 4.20 | MDH | 168 hrs prior |
| 7 | 12/12/17 | 1/8/18 | 3.90 | MDH | 168 hrs prior |
| 7 | 2/13/18 | 3/26/18 | 4.60 | MDH | 168 hrs prior |
| 7 | 6/19/18 | 7/18/18 | 4.30 | MDH | 456 hrs prior |
| 7 | 9/18/18 | 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 |
| 7 | 3/12/19 | 3/29/19 | 4.40 | MDH | 168 hrs prior |
| 7 | 6/11/19 | 7/11/19 | 4.60 | MDH | 168 hrs prior |
| 7 | 7/9/19 | 7/24/19 | 4.64 | MVTL | 168 hrs prior |
| 7 | 9/3/19 | 11/12/19 | 4.10 | MDH | |
| 7 | 12/10/19 | 1/23/20 | 4.80 | MDH | |
| 7 | 3/10/20 | 3/19/20 | 4.84 | MVTL | 168 hrs prior |

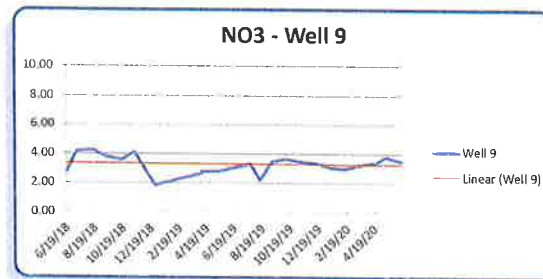


MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

| Location | Sample Collected | Results Received | Results | Lab | Run Time |
|----------|------------------|------------------|---------|------|---------------|
| 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 |
| 8 | 3/5/19 | 3/29/19 | 5.60 | MDH | |
| 8 | 4/2/19 | 4/11/19 | 5.40 | MVTL | 168 hrs prior |
| 8 | 4/2/19 | 12/9/19 | 5.60 | MDH | |
| 8 | 5/7/19 | 5/14/19 | 5.13 | MVTL | 168 hrs prior |
| 8 | 6/4/19 | 6/21/19 | 5.12 | MVTL | 168 hrs prior |
| 8 | 6/4/19 | 7/11/19 | 5.60 | MDH | |
| 8 | 7/2/19 | 7/24/19 | 5.32 | MVTL | 168 hrs prior |
| 8 | 8/6/19 | 12/9/19 | 5.60 | MDH | |
| 8 | 8/13/19 | 8/23/19 | 5.38 | MVTL | 168 hrs prior |
| 8 | 9/3/19 | 10/3/19 | 5.20 | MVTL | 168 hrs prior |
| 8 | 9/3/19 | 11/12/19 | 5.30 | MDH | |
| 8 | 10/1/19 | 11/12/19 | 5.16 | MVTL | 168 hrs prior |
| 8 | 10/1/19 | 12/9/19 | 5.40 | MDH | |
| 8 | 11/5/19 | 11/14/19 | 5.08 | MVTL | 168 hrs prior |
| 8 | 12/2/19 | 1/23/20 | 5.20 | MDH | |
| 8 | 12/3/19 | 12/13/19 | 5.08 | MVTL | 168 hrs prior |
| 8 | 1/7/20 | 1/23/20 | 5.07 | MVTL | 168 hrs prior |
| 8 | 1/7/20 | 3/24/20 | 5.20 | MDH | |
| 8 | 2/4/20 | 2/21/20 | 5.08 | MVTL | 168 hrs prior |
| 8 | 3/3/20 | 3/19/20 | 4.89 | MVTL | 168 hrs prior |
| 8 | 4/7/20 | 4/10/20 | 5.06 | MVTL | 168 hrs prior |
| 8 | 5/5/20 | 5/9/20 | 5.05 | MVTL | 168 hrs prior |
| 8 | 6/2/20 | 6/5/20 | 5.02 | MVTL | 168 hrs prior |

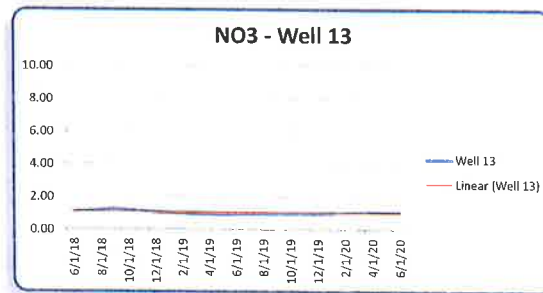
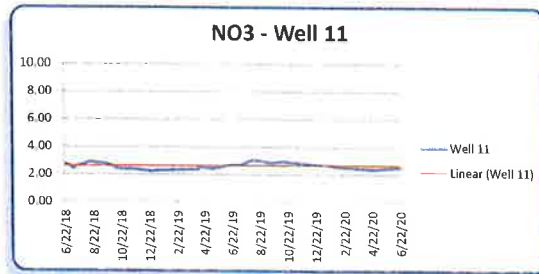


| | | | | | |
|---|----------|----------|------|------|---------------|
| 9 | 6/19/18 | 6/26/18 | 2.92 | MVTL | 96 hrs prior |
| 9 | 6/19/18 | 7/18/18 | 2.80 | MDH | |
| 9 | 7/10/18 | 7/18/18 | 4.20 | MVTL | 240 hrs prior |
| 9 | 8/14/18 | 8/20/18 | 4.29 | MVTL | 168 hrs prior |
| 9 | 9/11/18 | 10/15/18 | 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 |
| 9 | 4/9/19 | 4/16/19 | 2.69 | MVTL | 168 hrs prior |
| 9 | 4/9/19 | 5/1/19 | 2.80 | MDH | |
| 9 | 5/14/19 | 5/20/19 | 2.82 | MVTL | 168 hrs prior |
| 9 | 7/23/19 | 7/29/19 | 3.32 | MVTL | 168 hrs prior |
| 9 | 8/13/19 | 8/23/19 | 2.23 | MVTL | 168 hrs prior |
| 9 | 9/9/19 | 10/3/19 | 3.49 | MVTL | 168 hrs prior |
| 9 | 10/6/19 | 11/12/19 | 3.68 | MVTL | 168 hrs prior |
| 9 | 12/10/19 | 12/19/19 | 3.42 | MVTL | 168 hrs prior |
| 9 | 11/12/19 | 12/9/19 | 3.48 | MVTL | 168 hrs prior |
| 9 | 1/14/20 | 2/3/20 | 3.07 | MVTL | 168 hrs prior |
| 9 | 2/11/20 | 2/21/20 | 2.99 | MVTL | 168 hrs prior |
| 9 | 3/10/20 | 3/19/20 | 3.20 | MVTL | 168 hrs prior |
| 9 | 4/14/20 | 4/17/20 | 3.41 | MVTL | 168 hrs prior |
| 9 | 4/14/20 | 4/29/20 | 3.30 | MDH | |
| 9 | 5/12/20 | 5/15/20 | 3.81 | MVTL | 168 hrs prior |
| 9 | 6/16/20 | 6/19/20 | 3.51 | MVTL | 168 hrs prior |



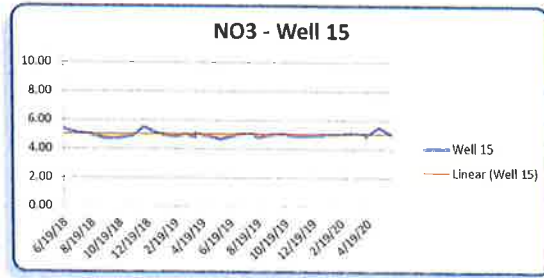
MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

| 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 |
| 10 | 7/9/19 | 7/24/19 | < 0.05 | 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 |
| 11 | 4/9/19 | 4/16/19 | 2.40 | MVTL | 168 hrs prior |
| 11 | 4/9/19 | 5/1/19 | 2.80 | MDH | |
| 11 | 5/14/19 | 5/20/19 | 2.48 | MVTL | 168 hrs prior |
| 11 | 6/18/19 | 7/3/19 | 2.71 | MVTL | 168 hrs prior |
| 11 | 7/9/19 | 7/24/19 | 2.72 | MVTL | 168 hrs prior |
| 11 | 8/6/19 | 8/23/19 | 3.07 | MVTL | 168 hrs prior |
| 11 | 8/20/19 | 8/27/19 | 3.05 | MVTL | 168 hrs prior |
| 11 | 9/17/19 | 10/3/19 | 2.89 | MVTL | 168 hrs prior |
| 11 | 10/15/19 | 11/12/19 | 2.98 | MVTL | 168 hrs prior |
| 11 | 11/19/19 | 12/9/19 | 2.84 | MVTL | 168 hrs prior |
| 11 | 4/21/20 | 4/24/20 | 2.41 | MVTL | 168 hrs prior |
| 11 | 4/21/20 | 6/5/20 | 2.40 | MDH | |
| 11 | 6/23/20 | 6/26/20 | 2.58 | MVTL | 168 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 |
| 12 | 5/28/19 | 6/6/19 | 0.53 | MVTL | 168 hrs prior |
| 12 | 9/9/19 | 10/3/19 | 0.65 | MVTL | 168 hrs prior |
| 12 | 12/10/19 | 12/19/19 | 0.74 | MVTL | 168 hrs prior |
| 12 | 3/10/20 | 3/19/20 | 0.73 | MVTL | 168 hrs prior |
| 12 | 6/9/20 | 6/12/20 | 0.62 | 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 |
| 13 | 5/28/19 | 6/6/19 | 0.95 | MVTL | 168 hrs prior |
| 13 | 9/3/19 | 10/3/19 | 1.01 | MVTL | 168 hrs prior |
| 13 | 12/3/19 | 12/13/19 | 1.00 | MVTL | 168 hrs prior |
| 13 | 3/3/20 | 3/19/20 | 1.08 | MVTL | 168 hrs prior |
| 13 | 6/2/20 | 6/5/20 | 1.11 | 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 | 3/6/19 | 3/26/19 | < 0.05 | MVTL | 168 hrs prior |
| 14 | 6/5/18 | 6/14/18 | < 0.05 | MVTL | 24 hrs prior |

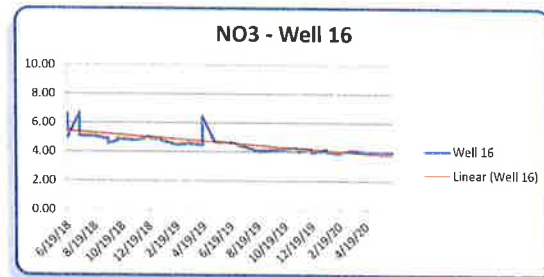


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| Location | Sample Collected | Results Received | Results | Lab | Run Time |
|----------|------------------|------------------|---------|------|---------------|
| 15 | 6/19/18 | 6/26/18 | 5.40 | MVTL | 408 hrs prior |
| 15 | 7/17/18 | 8/17/18 | 5.16 | 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 | 4.90 | 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 |
| 15 | 4/2/19 | 4/11/19 | 4.87 | MVTL | 168 hrs prior |
| 15 | 4/2/19 | 5/1/19 | 5.10 | MDH | |
| 15 | 5/7/19 | 5/14/19 | 4.89 | MVTL | 168 hrs prior |
| 15 | 5/28/19 | 6/6/19 | 4.70 | MVTL | 168 hrs prior |
| 15 | 7/2/19 | 7/24/19 | 4.99 | MVTL | 168 hrs prior |
| 15 | 8/6/19 | 8/23/19 | 5.11 | MVTL | 168 hrs prior |
| 15 | 8/20/19 | 8/27/19 | 4.81 | MVTL | 168 hrs prior |
| 15 | 9/9/19 | 10/3/19 | 4.97 | MVTL | 168 hrs prior |
| 15 | 10/8/19 | 11/12/19 | 5.07 | MVTL | 168 hrs prior |
| 15 | 12/10/19 | 12/19/19 | 4.95 | MVTL | 168 hrs prior |
| 15 | 1/1/2/19 | 12/9/19 | 4.93 | MVTL | 168 hrs prior |
| 15 | 1/14/20 | 2/3/20 | 5.01 | MVTL | 168 hrs prior |
| 15 | 2/1/20 | 2/21/20 | 5.01 | MVTL | 168 hrs prior |
| 15 | 3/10/20 | 3/19/20 | 5.13 | MVTL | 168 hrs prior |
| 15 | 4/14/20 | 4/17/20 | 5.05 | MVTL | 168 hrs prior |
| 15 | 4/14/20 | 4/28/20 | 4.90 | MDH | |
| 15 | 5/12/20 | 5/15/20 | 5.54 | MVTL | 168 hrs prior |
| 15 | 6/9/20 | 6/12/20 | 5.05 | MVTL | 168 hrs prior |

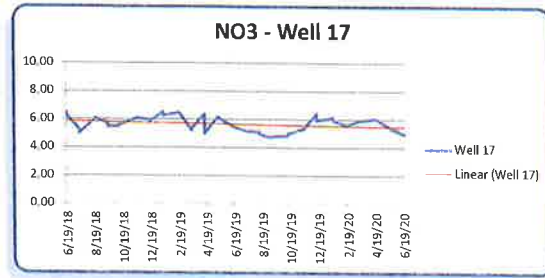


| | | | | | |
|----|----------|----------|------|------|---------------|
| 16 | 6/19/18 | 6/26/18 | 6.65 | MVTL | 408 hrs prior |
| 16 | 6/19/18 | 7/18/18 | 5.00 | MDH | |
| 16 | 7/17/18 | 8/17/18 | 6.76 | MVTL | 408 hrs prior |
| 16 | 7/17/18 | 11/19/18 | 5.10 | MDH | |
| 16 | 9/18/18 | 10/15/18 | 4.87 | 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 | 4.83 | MVTL | 168 hrs prior |
| 16 | 3/19/19 | 4/4/19 | 4.60 | MDH | |
| 16 | 4/16/19 | 4/23/19 | 4.50 | MVTL | 168 hrs prior |
| 16 | 4/16/19 | 12/9/19 | 6.50 | MDH | |
| 16 | 5/14/19 | 5/20/19 | 4.68 | MVTL | 168 hrs prior |
| 16 | 6/18/19 | 7/3/19 | 4.64 | MVTL | 168 hrs prior |
| 16 | 6/18/19 | 7/11/19 | 4.70 | MDH | |
| 16 | 7/16/19 | 7/24/19 | 4.40 | MVTL | 168 hrs prior |
| 16 | 8/20/19 | 8/27/19 | 4.08 | MVTL | 168 hrs prior |
| 16 | 8/20/19 | 12/9/19 | 4.10 | MDH | |
| 16 | 11/12/19 | 1/23/20 | 4.30 | MDH | |
| 16 | 11/19/19 | 12/9/19 | 4.04 | MVTL | 168 hrs prior |
| 16 | 11/20/19 | 12/26/19 | 4.20 | MDH | |
| 16 | 12/16/19 | 1/23/20 | 4.20 | MDH | |
| 16 | 12/17/19 | 12/26/19 | 3.99 | MVTL | 168 hrs prior |
| 16 | 1/20/20 | 3/24/20 | 4.20 | MDH | |
| 16 | 1/21/20 | 2/3/20 | 4.05 | MVTL | 168 hrs prior |
| 16 | 2/18/20 | 3/19/20 | 3.95 | MVTL | 168 hrs prior |
| 16 | 3/17/20 | 3/24/20 | 4.14 | MVTL | 168 hrs prior |
| 16 | 4/21/20 | 4/24/20 | 4.03 | MVTL | 168 hrs prior |
| 16 | 6/16/20 | 6/19/20 | 4.01 | MVTL | 168 hrs prior |

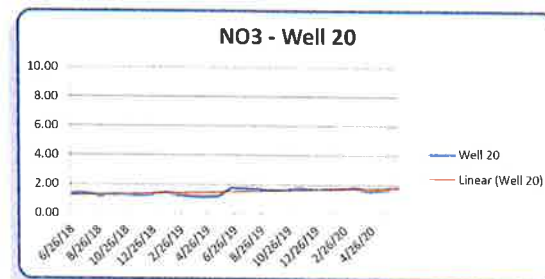


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| Location | Sample Collected | Results Received | Results | Lab | Run Time |
|----------|------------------|------------------|---------|------|---------------|
| 17 | 6/19/18 | 6/26/18 | 6.52 | MVTL | 408 hrs prior |
| 17 | 6/19/18 | 7/18/18 | 6.30 | 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 |
| 17 | 3/19/19 | 4/4/19 | 5.40 | MDH | |
| 17 | 4/16/19 | 4/23/19 | 6.40 | MVTL | 168 hrs prior |
| 17 | 4/16/19 | 12/9/19 | 5.00 | MDH | |
| 17 | 5/14/19 | 5/20/19 | 6.19 | MVTL | 168 hrs prior |
| 17 | 6/18/19 | 7/3/19 | 5.50 | MVTL | 168 hrs prior |
| 17 | 6/18/19 | 7/11/19 | 5.50 | MDH | |
| 17 | 7/16/19 | 7/24/19 | 5.20 | MVTL | 168 hrs prior |
| 17 | 8/13/19 | 8/23/19 | 5.16 | MVTL | 168 hrs prior |
| 17 | 8/13/19 | 12/9/19 | 5.00 | MDH | |
| 17 | 9/3/19 | 10/3/19 | 4.77 | MVTL | 168 hrs prior |
| 17 | 9/3/19 | 11/12/19 | 4.80 | MDH | |
| 17 | 10/15/19 | 11/12/19 | 4.89 | MVTL | 168 hrs prior |
| 17 | 10/15/19 | 12/9/19 | 5.00 | MDH | |
| 17 | 11/19/19 | 12/9/19 | 5.38 | MVTL | 168 hrs prior |
| 17 | 12/16/19 | 1/23/20 | 6.50 | MDH | |
| 17 | 12/17/19 | 12/26/19 | 5.98 | MVTL | 168 hrs prior |
| 17 | 1/20/20 | 3/24/20 | 6.20 | MDH | |
| 17 | 1/21/20 | 2/3/20 | 5.98 | MVTL | 168 hrs prior |
| 17 | 2/18/20 | 3/19/20 | 5.64 | MVTL | 168 hrs prior |
| 17 | 3/17/20 | 3/24/20 | 5.95 | MVTL | 168 hrs prior |
| 17 | 4/21/20 | 4/24/20 | 6.09 | MVTL | 168 hrs prior |
| 17 | 5/26/20 | 5/29/20 | 5.37 | MVTL | 168 hrs prior |
| 17 | 6/23/20 | 6/26/20 | 4.98 | MVTL | 168 hrs prior |

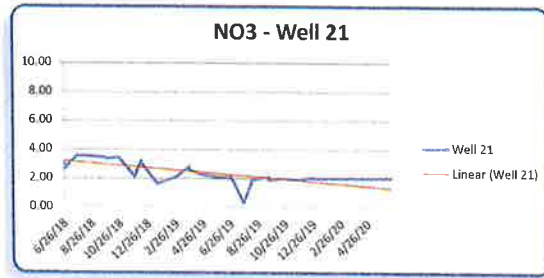


| | | | | | |
|----|----------|----------|------|------|---------------|
| 20 | 6/26/18 | 7/2/18 | 1.39 | MVTL | 72 hrs prior |
| 20 | 7/24/18 | 8/17/18 | 1.42 | MVTL | 576 hrs prior |
| 20 | 8/28/18 | 10/15/18 | 1.24 | MVTL | 192 hrs prior |
| 20 | 9/25/18 | 10/15/18 | 1.30 | MVTL | 168 hrs prior |
| 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 |
| 20 | 3/26/19 | 4/1/19 | 1.18 | MVTL | 168 hrs prior |
| 20 | 4/23/19 | 5/1/19 | 1.15 | MVTL | 168 hrs prior |
| 20 | 4/23/19 | 5/17/19 | 1.20 | MDH | |
| 20 | 5/21/19 | 5/29/19 | 1.21 | MVTL | 168 hrs prior |
| 20 | 6/18/19 | 7/3/19 | 1.79 | MVTL | 168 hrs prior |
| 20 | 8/20/19 | 8/27/19 | 1.72 | MVTL | 168 hrs prior |
| 20 | 9/9/19 | 10/3/19 | 1.63 | MVTL | 168 hrs prior |
| 20 | 10/15/19 | 11/12/19 | 1.64 | MVTL | 168 hrs prior |
| 20 | 11/19/19 | 12/9/19 | 1.78 | MVTL | 168 hrs prior |
| 20 | 12/17/19 | 12/26/19 | 1.67 | MVTL | 168 hrs prior |
| 20 | 1/21/20 | 2/3/20 | 1.73 | MVTL | 168 hrs prior |
| 20 | 2/18/20 | 3/19/20 | 1.72 | MVTL | 168 hrs prior |
| 20 | 3/17/20 | 3/24/20 | 1.82 | MVTL | 168 hrs prior |
| 20 | 4/21/20 | 4/24/20 | 1.59 | MVTL | 168 hrs prior |
| 20 | 4/20/20 | 6/5/20 | 1.60 | MDH | |
| 20 | 6/23/20 | 6/26/20 | 1.81 | MVTL | 168 hrs prior |

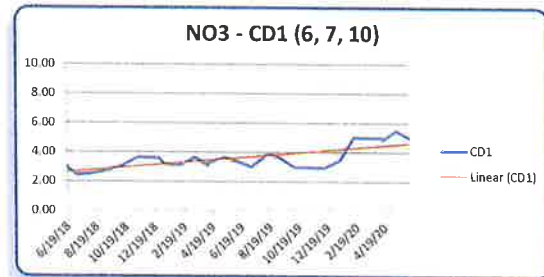


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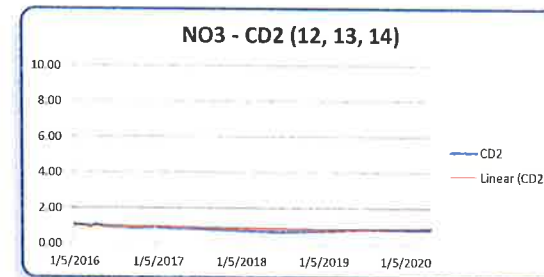
| Location | Sample Collected | Results Received | Results | Lab | Run Time |
|----------|------------------|------------------|---------|------|---------------|
| 21 | 6/26/18 | 7/2/18 | 3.07 | MVTL | 240 hrs prior |
| 21 | 6/26/18 | 8/17/18 | 2.70 | MDH | |
| 21 | 7/24/18 | 8/17/18 | 3.60 | MVTL | 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 | 1.85 | MVTL | 168 hrs prior |
| 21 | 2/26/19 | 3/6/19 | 2.13 | MVTL | 168 hrs prior |
| 21 | 3/26/19 | 4/1/19 | 2.82 | MVTL | 168 hrs prior |
| 21 | 3/26/19 | 7/11/19 | 2.60 | MDH | |
| 21 | 4/23/19 | 5/1/19 | 2.31 | MVTL | 168 hrs prior |
| 21 | 4/23/19 | 5/17/19 | 2.30 | MDH | |
| 21 | 5/21/19 | 5/29/19 | 2.12 | MVTL | 168 hrs prior |
| 21 | 6/25/19 | 7/3/19 | 2.11 | MVTL | 168 hrs prior |
| 21 | 6/25/19 | 8/3/19 | 2.20 | MDH | |
| 21 | 7/23/19 | 7/29/19 | 0.33 | MVTL | 168 hrs prior |
| 21 | 8/13/19 | 8/23/19 | 2.00 | MVTL | 168 hrs prior |
| 21 | 9/17/19 | 11/12/19 | 2.10 | MDH | |
| 21 | 9/17/19 | 10/3/19 | 1.94 | MVTL | 168 hrs prior |
| 21 | 10/22/19 | 11/12/19 | 1.99 | MVTL | 168 hrs prior |
| 21 | 11/26/19 | 12/13/19 | 1.94 | MVTL | 168 hrs prior |
| 21 | 12/23/19 | 1/23/20 | 2.10 | MDH | |
| 21 | 12/26/19 | 1/23/20 | 2.04 | MVTL | 168 hrs prior |
| 21 | 6/16/20 | 6/19/20 | 2.08 | MVTL | 168 hrs prior |



| Combined Discharge - Wells 6-7-10 | | | | | |
|-----------------------------------|----------|----------|------|------|---------------|
| 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 |
| CD 1 | 4/9/19 | 4/16/19 | 3.13 | MVTL | 168 hrs prior |
| CD 1 | 4/9/19 | 5/1/19 | 3.30 | MDH | |
| CD 1 | 5/14/19 | 5/20/19 | 3.69 | MVTL | 168 hrs prior |
| CD 1 | 6/11/19 | 6/21/19 | 3.37 | MVTL | 168 hrs prior |
| CD 1 | 7/9/19 | 7/24/19 | 3.04 | MVTL | 168 hrs prior |
| CD 1 | 8/13/19 | 8/23/19 | 3.89 | MVTL | 168 hrs prior |
| CD 1 | 9/3/19 | 10/3/19 | 3.74 | MVTL | 168 hrs prior |
| CD 1 | 10/8/19 | 11/12/19 | 3.02 | MVTL | 168 hrs prior |
| CD 1 | 12/10/19 | 12/19/19 | 2.96 | MVTL | 168 hrs prior |
| CD 1 | 11/12/19 | 12/9/19 | 3.00 | MVTL | 168 hrs prior |
| CD 1 | 1/14/20 | 2/3/20 | 3.51 | MVTL | 168 hrs prior |
| CD 1 | 2/11/20 | 2/21/20 | 5.05 | MVTL | 168 hrs prior |
| CD 1 | 4/14/20 | 4/17/20 | 5.03 | MVTL | 168 hrs prior |
| CD 1 | 4/14/20 | 4/29/20 | 4.90 | MDH | |
| CD 1 | 5/12/20 | 5/15/20 | 5.52 | MVTL | 168 hrs prior |
| CD 1 | 6/9/20 | 6/12/20 | 5.04 | MVTL | 168 hrs prior |



| Combined Discharge - Wells 12-13-14 | | | | | |
|-------------------------------------|------------|------------|------|------|---------------|
| 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 |
| CD 2 | 4/16/2019 | 5/1/2019 | 0.78 | MDH | 165 hrs prior |
| CD 2 | 4/27/2020 | 6/5/2020 | 0.86 | MDH | 165 hrs prior |



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

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER
SUBJECT: MMPA BOARD MEETING PUBLIC SUMMARY
JUNE 2020
DATE: JUNE 29, 2020

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on June 23, 2020, by teleconference and WebEx.

The Board discussed the coronavirus pandemic and its effect on energy consumption levels and prices.


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

The Board approved the redemption of all of the Agency's outstanding Series 2010A bonds, effective October 1, 2020.

Participation in MMPA's residential Clean Energy Choice program was the same from April to May. Customer penetration of MMPA's Clean Energy Choice program for residential customers remained at 3.6%

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

SUBJECT: LEGAL COUNSEL RECOMMENDATIONS PENDING RESULTS
OF INVESTIGATION

DATE: JULY 1, 2020

As discussed during the June 15 SPU Commission meeting, the question of Korine Land, with LeVander, Gillen and Miller, providing recommendations pending the results of the investigation was to be discussed at this SPU Commission meeting.

Kaela Brennan, with McGrann Shea, will be available for questions and comments regarding this issue.

Crooks, John

From: Jody Brennan <jbrennan@ShakopeeMN.gov>
Sent: Thursday, June 25, 2020 8:57 AM
To: Crooks, John; Deb Amundson; Debra Amundson
Cc: Korine Land; Angela Lutz Amann
Subject: July 6th agenda

Mathew and I received this email from Ms Land yesterday. I have indicated to Ms Land that direction should come from the Commission and not from the sub-committee that consists of Mathew and myself. Please include this letter for Commission discussion and decision. The Webex meeting information will need to be forwarded to Ms Land and Ms Amann.

I tried to bring this up at last night's meeting and unfortunately, it was not accepted. I feel disappointment for our ratepayers, to add a delay in this investigation process but that's where we are at.

Jody Brennan
Shakopee Public Utilities Commissioner

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From: Korine Land <KLand@levander.com>
Sent: Wednesday, June 24, 2020, 1:35 PM
To: Jody Brennan; Mathew Meyer (mathew@mathewmmeyer.com)
Cc: Angela Lutz Amann
Subject: Scope of Assignment

Jody and Mathew –

As we are wrapping up the investigative phase and gearing up toward developing findings and conclusions, was it your intent that the scope of our assignment included providing recommendations for next steps or does it stop with the findings and we await further direction from the Commission? I am anticipating that there will need to be some recommendations toward actions as a result of the findings, but I don't want to presume that we are tasked with providing those recommendations. It's certainly something you could direct your general counsel to provide. Is it within your committee purview to clarify if you want us to provide recommendations or would you rather the Commission make that decision? If it is a Commission-level decision, perhaps it could be discussed at the Commission meeting tonight.


I will follow your lead.
Thanks.

Kori

Korine L. Land
Attorney
LeVander, Gillen & Miller, P.A.
633 South Concord Street
Suite 400
South St. Paul, MN 55075
Phone: (651) 451-1831

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

SUBJECT: SHARED SERVICES BETWEEN SPU AND THE CITY OF
SHAKOPEE – MEETING REVIEW AND UPDATE

DATE: JUNE 26, 2020

As directed by the SPU Commission at the June 15, 2020 Commission meeting, an initial meeting was scheduled between myself and Assistant City Administrator Nathan Burkett.

The meeting took place in the SPU Service Center on June 25. A general overview of potential shared services took place with agreement to pursue the possibility.

A second meeting was proposed to take place after the July 4 Holiday weekend.

Attached to this memo is an email outlining the meeting follow-up as provided by Mr. Burkett.

Crooks, John

From: Nathan Burkett <NBurkett@Shakopeemn.gov>
Sent: Friday, June 26, 2020 9:38 AM
To: Crooks, John
Subject: Meeting Follow-up

John,

Thanks for a great meeting yesterday. It was good to sit down and consider ideas that could be mutually beneficial. As promised, here is my summary and understanding of what we agreed to going forward:

1. We will study the possibility of fully integrating financial operations with a goal of deciding the best course by the end of the year.
 - a. No later than next week Nate Reinhardt (Finance Director) and I will get you a list of questions, data we would like to see (and some to share with you), and a proposed task list for the next couple of months.
2. We will have our IT professionals meet with a goal of identifying potential areas of cost savings and efficiency, specifically asking them to look at:
 - a. Network/Servers/purchasing
 - b. Agenda/broadcast software
 - c. GIS/ESRI
 - d. Laserfiche
 - e. Office365

Please confirm this course – make changes if you think I have missed something.

Again, thank you – and have a great weekend!



Nate Burkett


Assistant City Administrator, City of Shakopee


485 Gorman St., Shakopee MN 55379

952-233-9310 | nburkett@ShakopeeMN.gov | www.ShakopeeMN.gov

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June 26, 2020

TO: John Crooks, Utilities Manager  Propose as Consent

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

FROM: Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for May, 2020

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

Month to Date and Year to Date Financial Results – May, 2020

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

Key items to note:

Month to Date Results – May, 2020

- Total Utility Operating Revenues for the month of May totaled \$3.9 million and were favorable to budget by \$248k or 6.9%. Electric revenues totaled \$3.5 million and are favorable to budget by \$205k or 6.2%. Water revenues totaled \$371k and were favorable to budget by \$44k or 13.3%.
- Total operating expenses were \$3.6 million and were favorable to budget by \$297k or 7.7%. Total purchased power in May was \$2.5 million and was \$122k or 4.7% lower than budget for the month. Total Operating Expense for electric including purchased power totaled \$3.2 million and was favorable to budget by \$244k or 7.2% due to lower than plan purchased power costs and timing of expenditures in administrative and general expense and operation maintenance expense. Total Operating Expense for Water totaled \$0.4 million and was also favorable to budget by \$53k or 11.8% due to lower than plan expenditures due to timing in system operation and maintenance, administrative and general, and depreciation.
- Total Utility Operating Income was \$306k and was \$545k favorable to budget due to lower than plan operating expenses of \$297k and higher than plan operating revenues of \$248k.
- Total Utility Non-Operating Revenue was \$87k and was unfavorable to budget by \$47k driven by lower than plan investment income of \$30k, and lower than plan rental and miscellaneous income of \$20k, and was partially offset by lower than plan interest expense on customer deposits of \$3k.
- Capital Contributions for the month of May totaled \$81k and were unfavorable to budget by \$249k primarily due to timing of collection water capacity charge fees and by lower than plan trunk water fees.
- Transfers to the City of Shakopee totaled \$203k and were higher than plan by \$2k or 1.1%.



- Change in Net Position was \$271k and was favorable to budget by \$247k primarily due to higher than plan operating income of \$545k and was partially offset by lower than plan non-operating income of \$47k, lower than plan capital contributions of \$249k and higher than plan transfer to the City of Shakopee of \$2k.
- Electric usage billed to customers in May was 30,332,514 kWh, an increase of 2.8% from April usage billed at 29,507,831 kWh.
- Water usage billed to customers in May was 108.3 million gallons, an increase of 35% from April usage billed at 80.2 million gallons.

Year to Date Financial Results – May, 2020

- Total Utility Operating Revenues year to date May totaled \$19.1 million and were unfavorable to budget by \$930k or 4.6%. Electric revenues totaled \$17.6 million and were unfavorable to budget by \$854k or 4.6% driven by lower than plan energy sales of \$165k primarily in industrial revenue, lower than plan customer penalties due to waiving of fees, lower than plan conversation revenues due to lower sales, and lower than plan power cost adjustment revenues of \$627k due to lower sales and lower unit costs of purchased power. Average cost per kWh purchased year-to-date in 2020 was 7.03 cents per kWh or 1.95% lower than the planned cost per kWh of 7.17 cents per kWh, which results in lower power cost adjustment revenue in addition to lower kWh sales volumes. Water revenues totaled \$1.5 million and were also unfavorable to budget by \$76k or 4.8% driven by lower than plan sales volumes in all revenue groups.
- Total Utility Operating Expenses year to date May were \$17.5 million and were favorable to budget by \$1.5 million or 7.9% primarily due to lower than plan purchased power costs of \$657k, operations and maintenance expense in electric and water of \$163k and administrative and general expenses of \$679k of which includes expenditures in energy conservation of \$241k, outside services of \$144k, employee benefits of \$156k and depreciation expense of \$2k. Total Operating Expense for electric including purchased power was \$15.5 million and was favorable to budget by \$1.2 million or 7.5%. Total Operating Expense for Water was \$2.0 million and was also favorable to budget by \$251k or 11.1%.
- Total Utility Operating Income was \$1.6 million and was favorable to budget by \$0.6 million driven by lower than planned operating expenses of \$1.5 million and partially offset by lower than plan operating revenues of \$0.9 million.
- Total Utility Non-Operating Income was \$834k and was favorable to budget by \$152k due to higher than planned investment income of \$202k, and lower than plan interest expense on customer deposits of \$13k, that were partially offset by lower than plan rental and miscellaneous income of \$59k due to timing, and a \$6k loss on the disposition of equipment in electric.
- YTD Capital Contributions were \$806k and are unfavorable to budget by \$841k primarily due to timing of collection of trunk water fees of \$192k and timing of collection of water capacity charge fees of \$656k.
- Municipal contributions to the City of Shakopee totaled \$1.0 million year to date and are higher than plan by \$6k or 0.6%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$2.2 million and is unfavorable to budget by \$124k reflecting lower than plan operating revenues, lower than plan operating expense, higher than plan non-operating revenues, and lower than plan capital contributions.

SHAKOPEE PUBLIC UTILITIES
MONTH TO DATE FINANCIAL RESULTS

May 2020



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

| | Month to Date Actual - May 2020 | | | Month to Date Budget - May 2020 | | | Electric | | Water | | Total Utility | |
|-----------------------------------------------------------|---------------------------------|----------|---------------|---------------------------------|-----------|---------------|------------------------------------|---------|------------------------------------|---------|------------------------------------|---------|
| | Electric | Water | Total Utility | Electric | Water | Total Utility | MTD Actual v. Budget B/(W) \$ % | | MTD Actual v. Budget B/(W) \$ % | | MTD Actual v. Budget B/(W) \$ % | |
| OPERATING REVENUES | \$ 3,491,866 | 371,022 | 3,862,888 | 3,287,175 | 327,424 | 3,614,600 | 204,691 | 6.2% | 43,597 | 13.3% | 248,288 | 6.9% |
| OPERATING EXPENSES | | | | | | | | | | | | |
| Operation, Customer and Administrative | 2,946,528 | 244,047 | 3,190,576 | 3,192,226 | 294,876 | 3,487,102 | 245,698 | 7.7% | 50,829 | 17.2% | 296,527 | 8.5% |
| Depreciation | 212,556 | 153,270 | 365,826 | 210,622 | 155,720 | 366,342 | (1,934) | -0.9% | 2,451 | 1.6% | 517 | 0.1% |
| Amortization of Plant Acquisition | - | - | - | - | - | - | - | 0.0% | - | - | - | 0.0% |
| Total Operating Expenses | 3,159,084 | 397,317 | 3,556,401 | 3,402,848 | 450,596 | 3,853,444 | 243,764 | 7.2% | 53,279 | 11.8% | 297,043 | 7.7% |
| Operating Income | 332,782 | (26,295) | 306,487 | (115,673) | (123,172) | (238,845) | 448,455 | 387.7% | 96,877 | 78.7% | 545,331 | 228.3% |
| NON-OPERATING REVENUE (EXPENSE) | | | | | | | | | | | | |
| Rental and Miscellaneous | 1,115 | 32,364 | 33,479 | 21,090 | 32,205 | 53,295 | (19,975) | -94.7% | 159 | 0.5% | (19,816) | -37.2% |
| Interdepartmental Rent from Water | 7,500 | - | 7,500 | 7,500 | - | 7,500 | - | 0.0% | - | - | - | 0.0% |
| Investment Income | 28,851 | 20,210 | 49,061 | 56,116 | 23,203 | 79,318 | (27,265) | -48.6% | (2,993) | -12.9% | (30,258) | -38.1% |
| Interest Expense | (2,884) | (124) | (3,008) | (5,413) | (183) | (5,596) | 2,530 | 46.7% | 58 | 31.9% | 2,588 | 46.2% |
| Amortization of Debt Issuance Costs and Loss on Refunding | - | - | - | - | - | - | - | #DIV/0! | - | - | - | #DIV/0! |
| Gain/(Loss) on the Disposition of Property | - | - | - | - | - | - | - | - | - | - | - | 0.0% |
| Total Non-Operating Revenue (Expense) | 34,582 | 52,450 | 87,032 | 79,292 | 55,225 | 134,617 | (44,710) | -56.4% | (2,776) | -5.0% | (47,486) | -35.3% |
| Income Before Contributions and Transfers | 367,364 | 26,154 | 393,519 | (36,381) | (67,947) | (104,327) | 403,745 | 1109.8% | 94,101 | 138.5% | 497,846 | 477.2% |
| CAPITAL CONTRIBUTIONS | | 80,682 | 80,682 | - | 329,545 | 329,545 | - | - | (248,863) | -75.5% | (248,863) | -75.5% |
| TRANSFER TO MUNICIPALITY | (119,909) | (83,000) | (202,909) | (183,552) | (17,182) | (200,734) | 63,642 | 34.7% | (65,818) | -383.1% | (2,176) | -1.1% |
| CHANGE IN NET POSITION | \$ 247,455 | 23,836 | 271,291 | (219,932) | 244,416 | 24,484 | 467,387 | 212.5% | (220,580) | -90.2% | 246,807 | 1008.0% |

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

| | MTD Actual | MTD Budget | MTD Actual v. Budget | |
|---------------------------------------------|--------------|------------|----------------------|---------|
| | May 2020 | May 2020 | Better/(Worse) | |
| | | | \$ | % |
| OPERATING REVENUES | | | | |
| Sales of Electricity | | | | |
| Residential | \$ 1,266,196 | 1,059,400 | 206,796 | 19.5% |
| Commercial and Industrial | 2,165,580 | 2,148,761 | 16,819 | 0.8% |
| Uncollectible accounts | - | - | - | - |
| Total Sales of Electricity | 3,431,776 | 3,208,161 | 223,615 | 7.0% |
| Forfeited Discounts | - | 22,719 | (22,719) | -100.0% |
| Free service to the City of Shakopee | 8,909 | 7,125 | 1,785 | 25.1% |
| Conservation program | 51,181 | 49,171 | 2,010 | 4.1% |
| Total Operating Revenues | 3,491,866 | 3,287,175 | 204,691 | 6.2% |
| OPERATING EXPENSES | | | | |
| Operations and Maintenance | | | | |
| Purchased power | 2,471,809 | 2,593,983 | 122,174 | 4.7% |
| Distribution operation expenses | 45,257 | 40,708 | (4,548) | -11.2% |
| Distribution system maintenance | 55,126 | 57,035 | 1,908 | 3.3% |
| Maintenance of general plant | 17,995 | 29,587 | 11,593 | 39.2% |
| Total Operation and Maintenance | 2,590,187 | 2,721,314 | 131,126 | 4.8% |
| Customer Accounts | | | | |
| Meter Reading | 9,660 | 10,667 | 1,008 | 9.4% |
| Customer records and collection | 40,465 | 49,719 | 9,254 | 18.6% |
| Energy conservation | 27,971 | 60,407 | 32,436 | 53.7% |
| Total Customer Accounts | 78,095 | 120,794 | 42,698 | 35.3% |
| Administrative and General | | | | |
| Administrative and general salaries | 55,549 | 63,793 | 8,243 | 12.9% |
| Office supplies and expense | 24,656 | 22,488 | (2,168) | -9.6% |
| Outside services employed | 36,140 | 38,934 | 2,794 | 7.2% |
| Insurance | 10,803 | 13,928 | 3,125 | 22.4% |
| Employee Benefits | 142,900 | 167,761 | 24,860 | 14.8% |
| Miscellaneous general | 8,197 | 43,216 | 35,019 | 81.0% |
| Total Administrative and General | 278,246 | 350,119 | 71,873 | 20.5% |
| Total Operation, Customer, & Admin Expenses | 2,946,528 | 3,192,226 | 245,698 | 7.7% |
| Depreciation | 212,556 | 210,622 | (1,934) | -0.9% |
| Amortization of plant acquisition | - | - | - | 0.0% |
| Total Operating Expenses | \$ 3,159,084 | 3,402,848 | 243,764 | 7.2% |
| OPERATING INCOME | \$ 332,782 | (115,673) | 448,455 | 387.7% |

SHAKOPEE PUBLIC UTILITIES
WATER OPERATING REVENUE AND EXPENSE

| | MTD Actual May 2020 | MTD Budget May 2020 | MTD Actual v. Budget Better/(Worse) | |
|---------------------------------------------|------------------------|------------------------|----------------------------------------|--------------|
| | | | \$ | % |
| OPERATING REVENUES | | | | |
| Sales of Water | \$ 371,021 | 323,865 | 47,157 | 14.6% |
| Forfeited Discounts | - | 3,560 | (3,560) | -100.0% |
| Uncollectible accounts | 0 | - | 0 | - |
| Total Operating Revenues | <u>371,022</u> | <u>327,424</u> | <u>43,597</u> | <u>13.3%</u> |
| OPERATING EXPENSES | | | | |
| Operations and Maintenance | | | | |
| Pumping and distribution operation | 59,757 | 46,738 | (13,018) | -27.9% |
| Pumping and distribution maintenance | 18,161 | 41,664 | 23,503 | 56.4% |
| Power for pumping | 24,078 | 25,537 | 1,458 | 5.7% |
| Maintenance of general plant | 3,614 | 7,570 | 3,956 | 52.3% |
| Total Operation and Maintenance | <u>105,610</u> | <u>121,508</u> | <u>15,899</u> | <u>13.1%</u> |
| Customer Accounts | | | | |
| Meter Reading | 5,199 | 5,780 | 581 | 10.1% |
| Customer records and collection | 12,820 | 13,672 | 851 | 6.2% |
| Energy conservation | - | 833 | 833 | - |
| Total Customer Accounts | <u>18,019</u> | <u>20,285</u> | <u>2,266</u> | <u>11.2%</u> |
| Administrative and General | | | | |
| Administrative and general salaries | 36,875 | 40,924 | 4,049 | 9.9% |
| Office supplies and expense | 8,501 | 8,006 | (495) | -6.2% |
| Outside services employed | 14,998 | 20,012 | 5,014 | 25.1% |
| Insurance | 3,601 | 4,643 | 1,042 | 22.4% |
| Employee Benefits | 46,734 | 61,794 | 15,060 | 24.4% |
| Miscellaneous general | 9,711 | 17,704 | 7,994 | 45.2% |
| Total Administrative and General | <u>120,419</u> | <u>153,083</u> | <u>32,664</u> | <u>21.3%</u> |
| Total Operation, Customer, & Admin Expenses | <u>244,047</u> | <u>294,876</u> | <u>50,829</u> | <u>17.2%</u> |
| Depreciation | 153,270 | 155,720 | 2,451 | 1.6% |
| Amortization of plant acquisition | - | - | - | - |
| Total Operating Expenses | <u>397,317</u> | <u>450,596</u> | <u>53,279</u> | <u>11.8%</u> |
| OPERATING INCOME | <u>\$ (26,295)</u> | <u>(123,172)</u> | <u>96,877</u> | <u>78.7%</u> |

SHAKOPEE PUBLIC UTILITIES
YEAR TO DATE FINANCIAL RESULTS

May 2020



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

| | Year to Date Actual - May 2020 | | | Year to Date Budget - May 2020 | | | Electric | | Water | | Total Utility | |
|-----------------------------------------------------------|--------------------------------|-----------|---------------|--------------------------------|-----------|---------------|-------------------------------|---------|-------------------------------|---------|-------------------------------|--------|
| | Electric | Water | Total Utility | Electric | Water | Total Utility | YTD Actual v. Budget B/(W) \$ | % | YTD Actual v. Budget B/(W) \$ | % | YTD Actual v. Budget B/(W) \$ | % |
| OPERATING REVENUES | \$ 17,561,089 | 1,530,461 | 19,091,550 | 18,414,804 | 1,606,863 | 20,021,667 | (853,715) | -4.6% | (76,402) | -4.8% | (930,117) | -4.6% |
| OPERATING EXPENSES | | | | | | | | | | | | |
| Operation, Customer and Administrative | 14,454,410 | 1,257,065 | 15,711,474 | 15,714,282 | 1,496,691 | 17,210,973 | 1,259,872 | 8.0% | 239,627 | 16.0% | 1,499,499 | 8.7% |
| Depreciation | 1,062,778 | 766,349 | 1,829,128 | 1,053,108 | 778,602 | 1,831,710 | (9,671) | -0.9% | 12,253 | 1.6% | 2,583 | 0.1% |
| Amortization of Plant Acquisition | - | - | - | - | - | - | - | 0.0% | - | - | - | 0.0% |
| Total Operating Expenses | 15,517,188 | 2,023,414 | 17,540,602 | 16,767,390 | 2,275,294 | 19,042,684 | 1,250,202 | 7.5% | 251,880 | 11.1% | 1,502,082 | 7.9% |
| Operating Income | 2,043,901 | (492,953) | 1,550,948 | 1,647,414 | (668,431) | 978,983 | 396,487 | 24.1% | 175,477 | 26.3% | 571,964 | 58.4% |
| NON-OPERATING REVENUE (EXPENSE) | | | | | | | | | | | | |
| Rental and Miscellaneous | 49,957 | 167,839 | 217,796 | 105,448 | 171,089 | 276,538 | (55,491) | -52.6% | (3,251) | -1.9% | (58,742) | -21.2% |
| Interdepartment Rent from Water | 37,500 | - | 37,500 | 37,500 | - | 37,500 | - | 0.0% | - | - | - | 0.0% |
| Investment Income | 463,155 | 136,080 | 599,235 | 280,578 | 116,013 | 396,591 | 182,577 | 65.1% | 20,067 | 17.3% | 202,644 | 51.1% |
| Interest Expense | (14,013) | (599) | (14,612) | (27,066) | (913) | (27,979) | 13,052 | 48.2% | 314 | 34.4% | 13,367 | 47.8% |
| Amortization of Debt Issuance Costs and Loss on Refunding | (5,603) | - | (5,603) | - | - | - | (5,603) | #DIV/0! | - | 0.0% | (5,603) | - |
| Gain/(Loss) on the Disposition of Property | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Non-Operating Revenue (Expense) | 530,996 | 303,320 | 834,316 | 396,461 | 286,189 | 682,650 | 134,536 | 33.9% | 17,130 | 6.0% | 151,666 | 22.2% |
| Income Before Contributions and Transfers | 2,574,898 | (189,634) | 2,385,264 | 2,043,875 | (382,242) | 1,661,633 | 531,023 | 26.0% | 192,608 | 50.4% | 723,630 | 43.5% |
| CAPITAL CONTRIBUTIONS | 10,589 | 795,567 | 806,156 | - | 1,647,724 | 1,647,724 | 10,589 | - | (852,157) | -51.7% | (841,568) | -51.1% |
| MUNICIPAL CONTRIBUTION | (795,385) | (214,468) | (1,009,853) | (917,758) | (85,911) | (1,003,669) | 122,373 | 13.3% | (128,557) | -149.6% | (6,183) | -0.6% |
| CHANGE IN NET POSITION | \$ 1,790,102 | 391,466 | 2,181,568 | 1,126,117 | 1,179,571 | 2,305,688 | 663,985 | 59.0% | (788,105) | -66.8% | (124,120) | -5.4% |

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

| | YTD Actual | YTD Budget | YTD Actual v. Budget | |
|---------------------------------------------|---------------------|------------------|----------------------|--------------|
| | May 2020 | May 2020 | Better/(Worse) | |
| | | | \$ | % |
| OPERATING REVENUES | | | | |
| Sales of Electricity | | | | |
| Residential | \$ 6,337,228 | 6,457,585 | (120,357) | -1.9% |
| Commercial and Industrial | 10,857,756 | 11,531,073 | (673,318) | -5.8% |
| Uncollectible accounts | - | - | - | #DIV/0! |
| Total Sales of Electricity | 17,194,984 | 17,988,659 | (793,675) | -4.4% |
| Forfeited Discounts | 65,186 | 113,594 | (48,408) | -42.6% |
| Free service to the City of Shakopee | 44,547 | 35,623 | 8,925 | 25.1% |
| Conservation program | 256,372 | 276,929 | (20,557) | -7.4% |
| Total Operating Revenues | 17,561,089 | 18,414,804 | (853,715) | -4.6% |
| OPERATING EXPENSES | | | | |
| Operations and Maintenance | | | | |
| Purchased power | 11,999,278 | 12,656,129 | 656,851 | 5.2% |
| Distribution operation expenses | 232,802 | 203,542 | (29,260) | -14.4% |
| Distribution system maintenance | 229,721 | 285,173 | 55,452 | 19.4% |
| Maintenance of general plant | 105,609 | 147,936 | 42,327 | 28.6% |
| Total Operation and Maintenance | 12,567,410 | 13,292,781 | 725,371 | 5.5% |
| Customer Accounts | | | | |
| Meter Reading | 53,094 | 53,337 | 244 | 0.5% |
| Customer records and collection | 216,105 | 248,595 | 32,490 | 13.1% |
| Energy conservation | 65,555 | 302,037 | 236,482 | 78.3% |
| Total Customer Accounts | 334,754 | 603,969 | 269,215 | 44.6% |
| Administrative and General | | | | |
| Administrative and general salaries | 315,374 | 318,963 | 3,588 | 1.1% |
| Office supplies and expense | 106,268 | 112,439 | 6,171 | 5.5% |
| Outside services employed | 114,860 | 194,670 | 79,810 | 41.0% |
| Insurance | 54,015 | 69,640 | 15,625 | 22.4% |
| Employee Benefits | 807,600 | 905,741 | 98,141 | 10.8% |
| Miscellaneous general | 154,128 | 216,079 | 61,951 | 28.7% |
| Total Administrative and General | 1,552,246 | 1,817,533 | 265,286 | 14.6% |
| Total Operation, Customer, & Admin Expenses | 14,454,410 | 15,714,282 | 1,259,872 | 8.0% |
| Depreciation | 1,062,778 | 1,053,108 | (9,671) | -0.9% |
| Amortization of plant acquisition | - | - | - | 0.0% |
| Total Operating Expenses | \$ 15,517,188 | 16,767,390 | 1,250,202 | 7.5% |
| OPERATING INCOME | \$ 2,043,901 | 1,647,414 | 396,487 | 24.1% |

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

| | YTD Actual May 2020 | YTD Budget May 2020 | YTD Actual v. Budget Better/(Worse) | |
|---------------------------------------------|------------------------|------------------------|----------------------------------------|--------------|
| | | | \$ | % |
| OPERATING REVENUES | | | | |
| Sales of Water | \$ 1,526,711 | 1,589,064 | (62,353) | -3.9% |
| Forfeited Discounts | 3,749 | 17,799 | (14,050) | -78.9% |
| Uncollectible accounts | 0 | - | 0 | #DIV/0! |
| Total Operating Revenues | <u>1,530,461</u> | <u>1,606,863</u> | <u>(76,402)</u> | <u>-4.8%</u> |
| OPERATING EXPENSES | | | | |
| Operations and Maintenance | | | | |
| Pumping and distribution operation | 251,972 | 233,692 | (18,280) | -7.8% |
| Pumping and distribution maintenance | 125,726 | 208,318 | 82,592 | 39.6% |
| Power for pumping | 116,927 | 127,683 | 10,756 | 8.4% |
| Maintenance of general plant | 18,193 | 37,849 | 19,656 | 51.9% |
| Total Operation and Maintenance | <u>512,818</u> | <u>607,542</u> | <u>94,724</u> | <u>15.6%</u> |
| Customer Accounts | | | | |
| Meter Reading | 30,088 | 28,898 | (1,190) | -4.1% |
| Customer records and collection | 66,023 | 68,359 | 2,335 | 3.4% |
| Energy conservation | 50 | 4,167 | 4,117 | - |
| Total Customer Accounts | <u>96,161</u> | <u>101,423</u> | <u>5,262</u> | <u>5.2%</u> |
| Administrative and General | | | | |
| Administrative and general salaries | 199,444 | 204,618 | 5,174 | 2.5% |
| Office supplies and expense | 32,879 | 40,029 | 7,150 | 17.9% |
| Outside services employed | 35,973 | 100,062 | 64,089 | 64.0% |
| Insurance | 18,005 | 23,213 | 5,208 | 22.4% |
| Employee Benefits | 273,794 | 331,280 | 57,486 | 17.4% |
| Miscellaneous general | 87,990 | 88,522 | 533 | 0.6% |
| Total Administrative and General | <u>648,085</u> | <u>787,726</u> | <u>139,640</u> | <u>17.7%</u> |
| Total Operation, Customer, & Admin Expenses | <u>1,257,065</u> | <u>1,496,691</u> | <u>239,627</u> | <u>16.0%</u> |
| Depreciation | 766,349 | 778,602 | 12,253 | 1.6% |
| Amortization of plant acquisition | - | - | - | - |
| Total Operating Expenses | <u>\$ 2,023,414</u> | <u>2,275,294</u> | <u>251,880</u> | <u>11.1%</u> |
| OPERATING INCOME | <u>\$ (492,953)</u> | <u>(668,431)</u> | <u>175,477</u> | <u>26.3%</u> |

July 1, 2020

TO: John Crooks, Utilities Manager 

FROM: Kelley Willemsen, Senior Accounting Specialist 

SUBJECT: Dashboard Metrics - May, 2020

The SPU Commission requested staff to provide information regarding trends in customer sales and customer receivables in order to monitor the potential impacts of the COVID-19 pandemic on SPU's business. The graphs and data reflect monthly metrics and year to date.

The following reports are included for Commission review:

- SPU kWh Sales
- SPU Water Gallons Sales
- SPU Electric Accounts Receivable # & \$ of Accounts: 31-60 Days
- SPU Water Accounts Receivable # & \$ of Accounts: 31- 60 Days
- SPU Electric Accounts Receivable # & \$ of Accounts: > 120 Days
- SPU Water Accounts Receivable # & \$ of Accounts: > 120 Days
- SPU 05/31/2020 Accounts Receivable Aging Summary Report (2 pages)

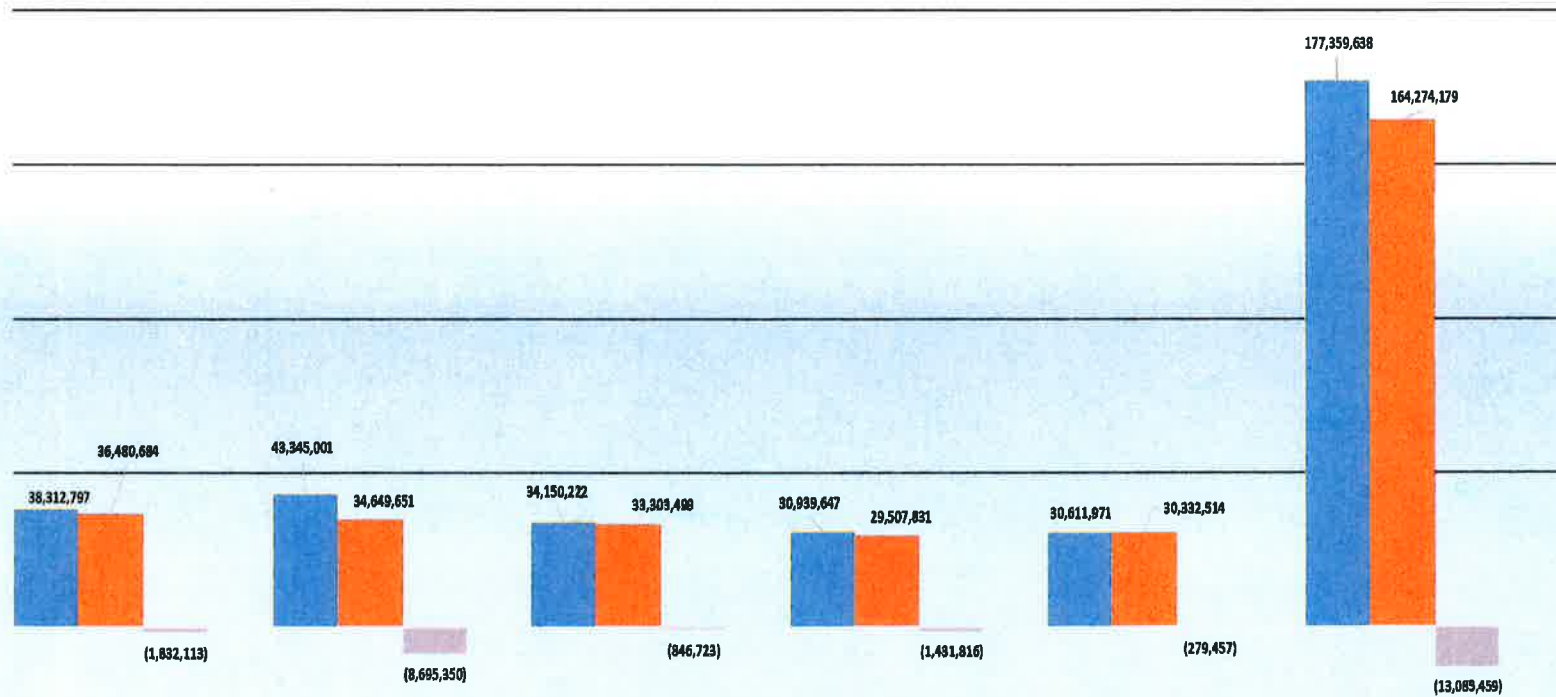
Thank you.

SPU ELECTRIC KWH SALES

(*INCLUDES UME)

■ 2019 Electric kWh Sales* ■ 2020 Electric kWh Sales* ■ Better/(Worse) ■ % Better/(Worse)

NUMBER OF KWH SOLD



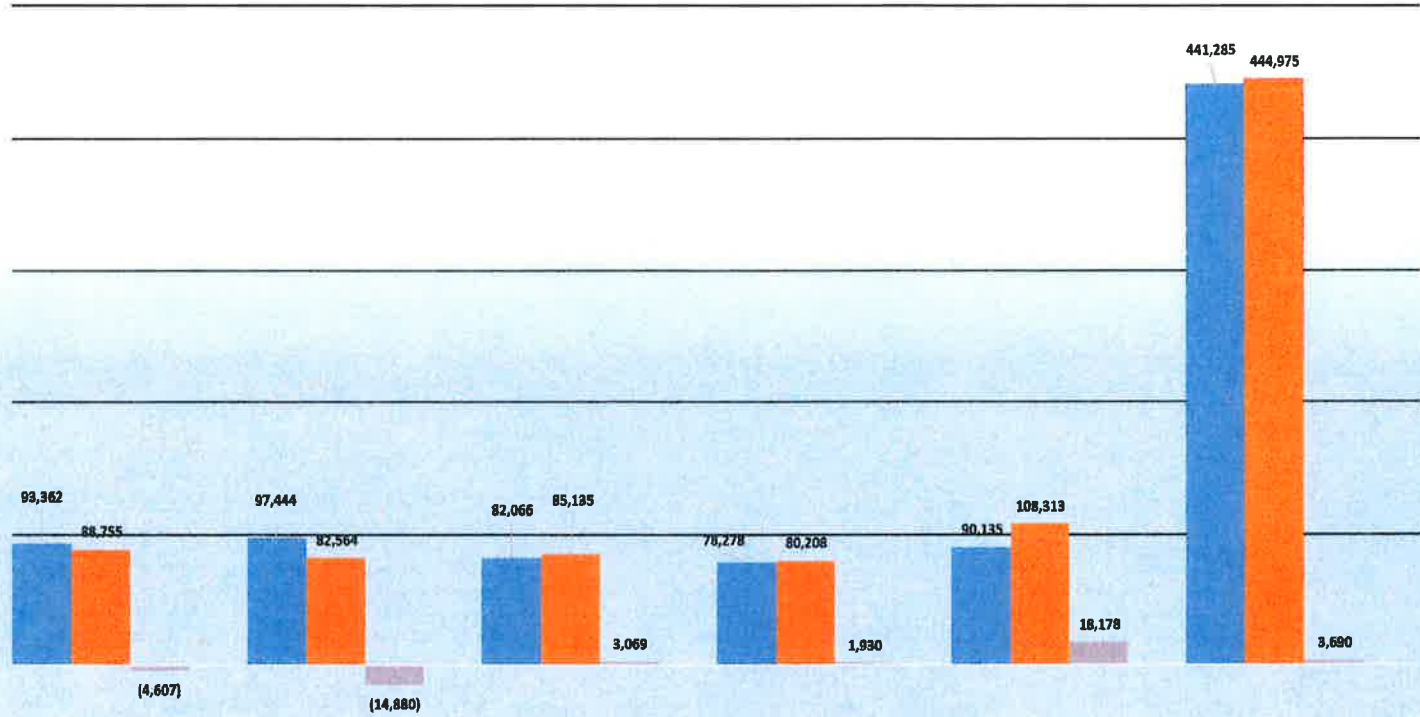
| | Jan | Feb | Mar | Apr | May | YTD |
|----------------------------|-------------|-------------|------------|-------------|------------|--------------|
| ■ 2019 Electric kWh Sales* | 38,312,797 | 43,345,001 | 34,150,222 | 30,939,647 | 30,611,971 | 177,359,638 |
| ■ 2020 Electric kWh Sales* | 36,480,684 | 34,649,651 | 33,303,499 | 29,507,831 | 30,332,514 | 164,274,179 |
| ■ Better/(Worse) | (1,832,113) | (8,695,350) | (846,723) | (1,431,816) | (279,457) | (13,085,459) |
| ■ % Better/(Worse) | -4.8% | -20.1% | -2.5% | -4.6% | -0.9% | -7.4% |

SPU WATER GALLONS SALES (IN THOUSANDS)

(*EXCLUDES HYDRANT SALES)

■ 2019 Water Gallons Sold in Thousands* ■ 2020 Water Gallons Sold in Thousands* ■ Better/(Worse) ■ % Better/(Worse)

WATER GALLONS SOLD

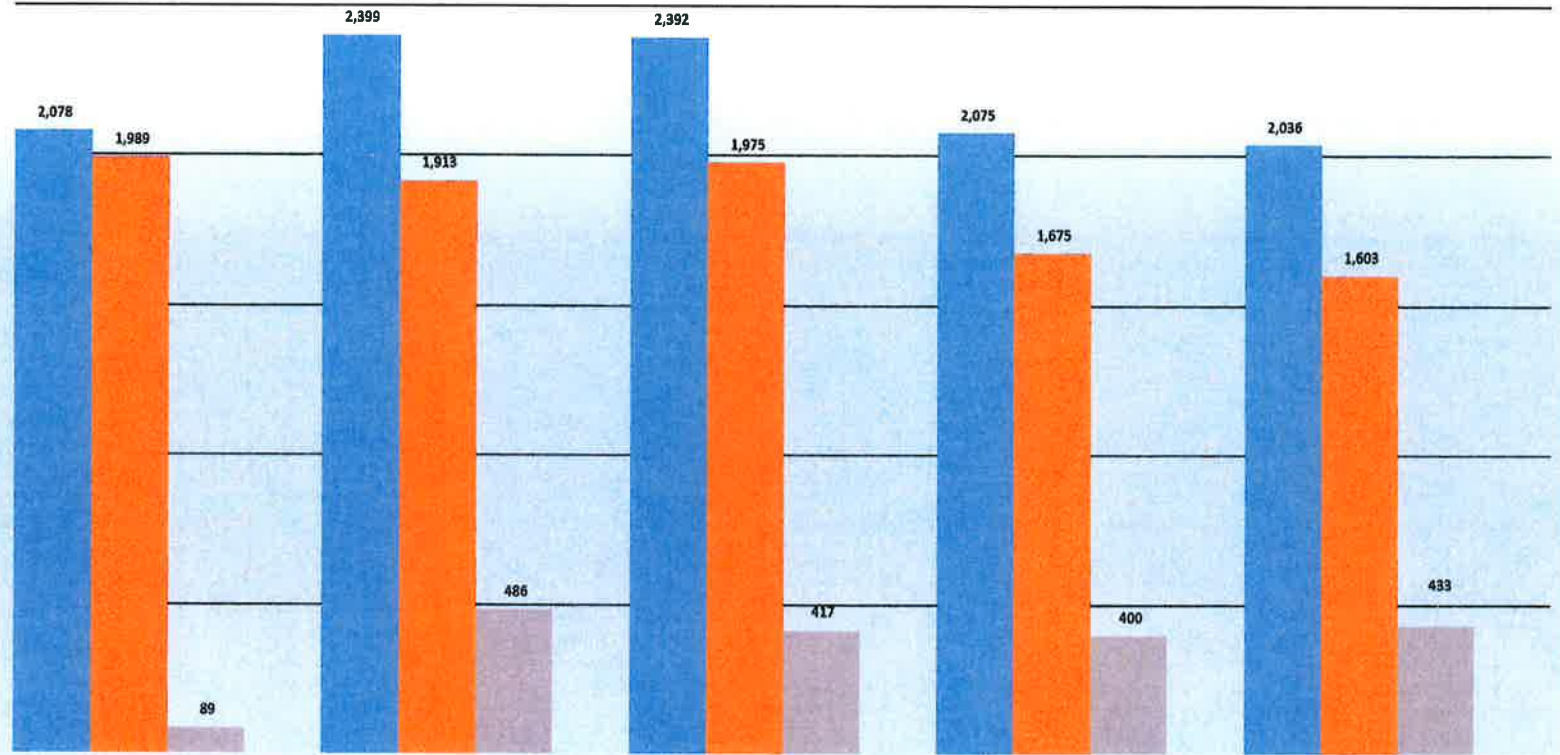


| | Jan | Feb | Mar | Apr | May | YTD |
|-----------------------------------------|---------|----------|--------|--------|---------|---------|
| ■ 2019 Water Gallons Sold In Thousands* | 93,362 | 97,444 | 82,066 | 78,278 | 90,135 | 441,285 |
| ■ 2020 Water Gallons Sold In Thousands* | 88,755 | 82,564 | 85,135 | 80,208 | 108,313 | 444,975 |
| ■ Better/(Worse) | (4,607) | (14,880) | 3,069 | 1,930 | 18,178 | 3,690 |
| ■ % Better/(Worse) | -4.9% | -15.3% | 3.7% | 2.5% | 20.2% | 0.8% |

SPU ELECTRIC AGED RECEIVABLES 31 - 60 DAYS: # OF ACCOUNTS

■ 2019 Electric AR # Accounts 31-60 days
 ■ 2020 Electric AR # Accounts 31-60 days
 ■ Better/(Worse)
 ■ % Better/(Worse)

NUMBER OF ACCOUNTS



| | Jan | Feb | Mar | Apr | May |
|------------------------------------------|-------|-------|-------|-------|-------|
| ■ 2019 Electric AR # Accounts 31-60 days | 2,078 | 2,399 | 2,392 | 2,075 | 2,036 |
| ■ 2020 Electric AR # Accounts 31-60 days | 1,989 | 1,913 | 1,975 | 1,675 | 1,603 |
| ■ Better/(Worse) | 89 | 486 | 417 | 400 | 433 |
| ■ % Better/(Worse) | 4.3% | 20.3% | 17.4% | 19.3% | 21.3% |

SPU ELECTRIC AGED RECEIVABLES \$ 31 - 60 DAYS

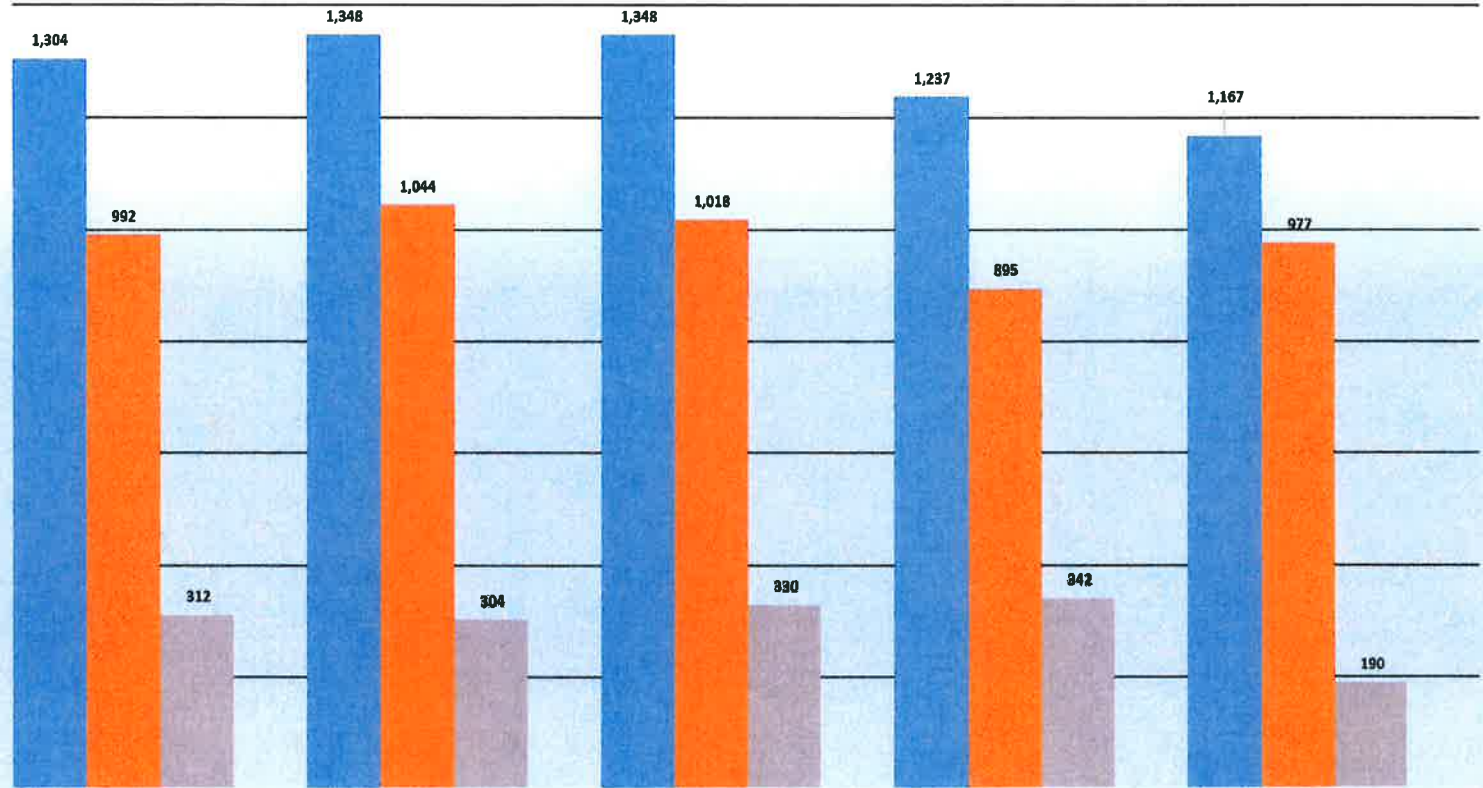


| | Jan | Feb | Mar | Apr | May |
|----------------------------------|------------|-----------|-----------|-----------|----------|
| ■ 2019 Electric AR \$ 31-60 days | \$189,383 | \$322,361 | \$252,256 | \$197,125 | 214,864 |
| ■ 2020 Electric AR \$ 31-60 days | \$274,795 | \$330,085 | \$197,001 | \$190,315 | 166,239 |
| ■ Better/(Worse) | \$(85,412) | \$(7,725) | \$55,255 | \$6,811 | \$48,625 |
| ■ % Better/(Worse) | -45.1% | -2.4% | 21.9% | 3.5% | 22.6% |

SPU WATER AGED RECEIVABLES 31 - 60 DAYS: # OF ACCOUNTS

■ 2019 Water AR # Accounts 31-60 days ■ 2020 Water AR # Accounts 31-60 days ¶ # Better/(Worse) % Better/(Worse)

NUMBER OF ACCOUNTS

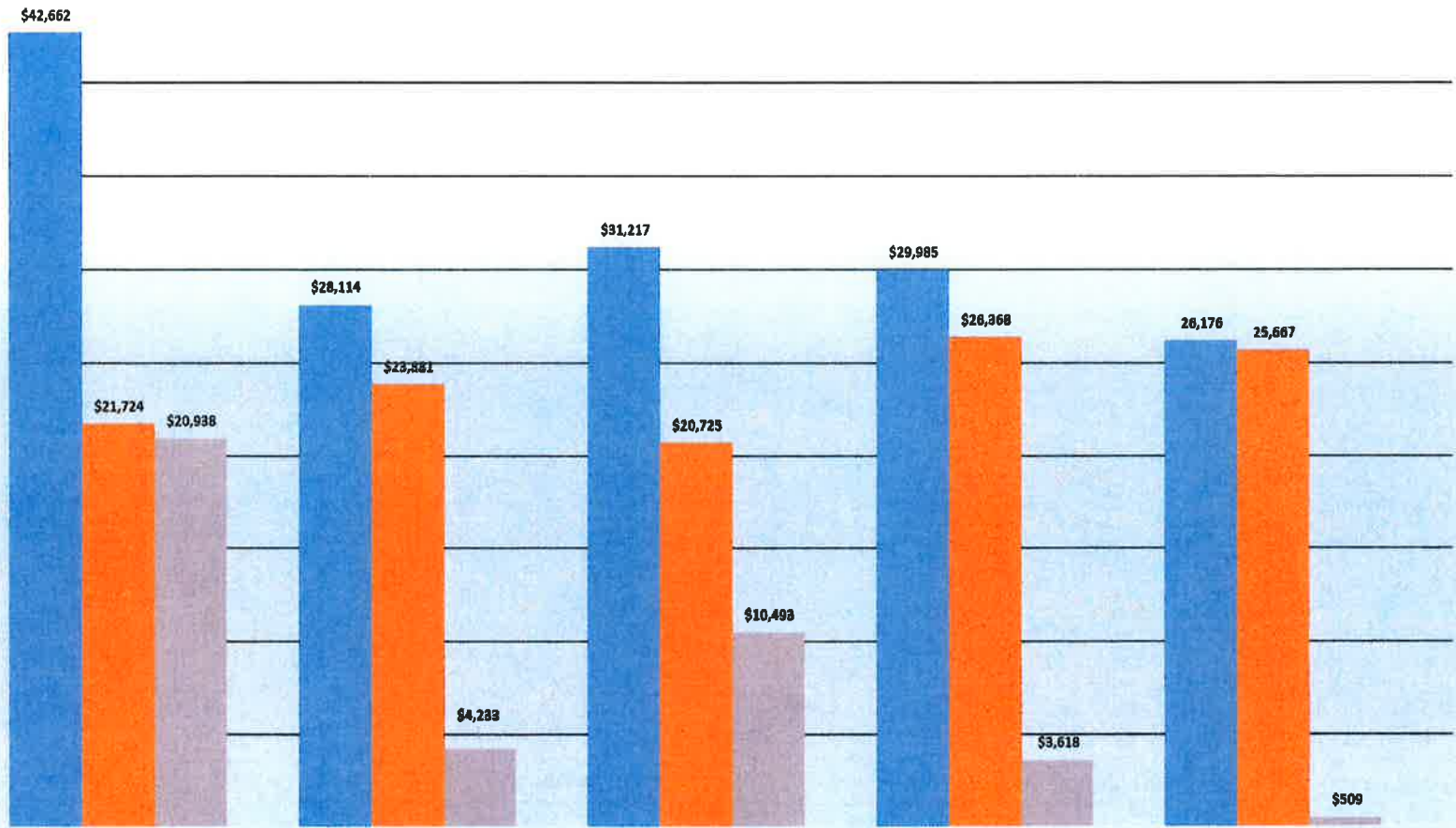


| | Jan | Feb | Mar | Apr | May |
|---------------------------------------|-------|-------|-------|-------|-------|
| ■ 2019 Water AR # Accounts 31-60 days | 1,304 | 1,348 | 1,348 | 1,237 | 1,167 |
| ■ 2020 Water AR # Accounts 31-60 days | 992 | 1,044 | 1,018 | 895 | 977 |
| ¶ # Better/(Worse) | 312 | 304 | 330 | 342 | 190 |
| % Better/(Worse) | 23.9% | 22.6% | 24.5% | 27.6% | 16.3% |

SPU WATER AGED RECEIVABLES \$ 31 - 60 DAYS

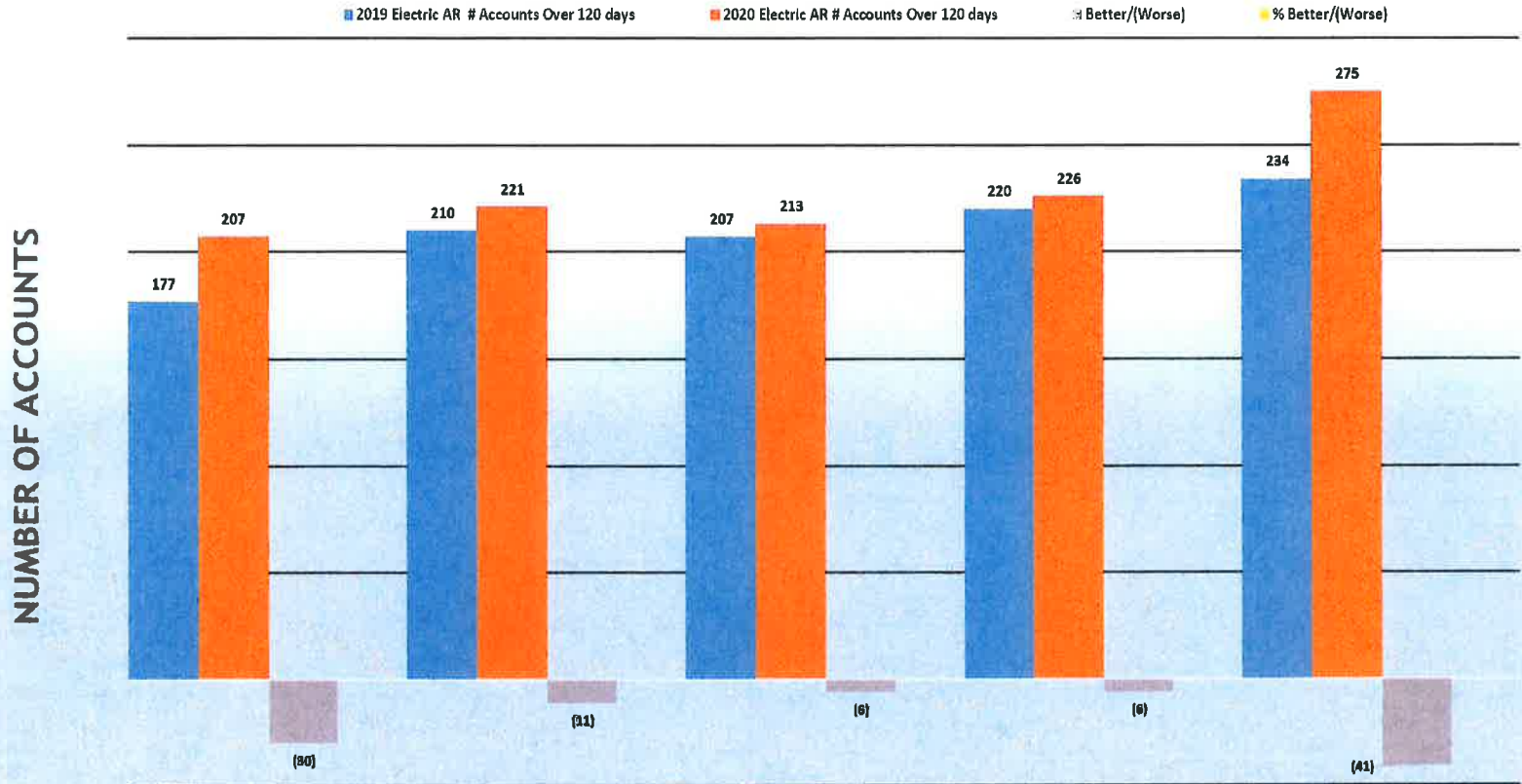
■ 2019 Water AR \$ 31-60 days ■ 2020 Water AR \$ 31-60 days ✖ Better/(Worse) % Better/(Worse)

DOLLARS



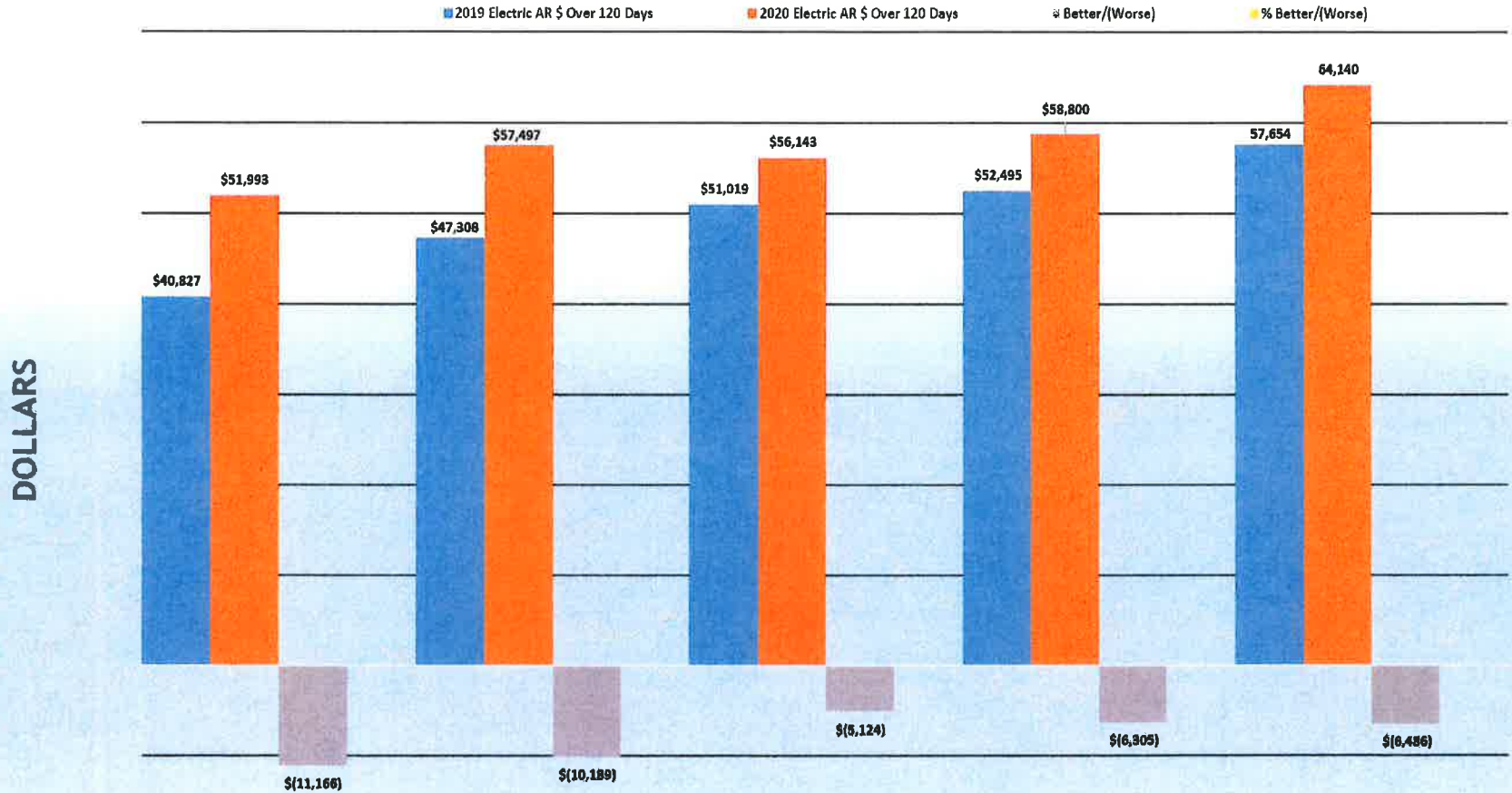
| | Jan | Feb | Mar | Apr | May |
|-------------------------------|----------|----------|----------|----------|--------|
| ■ 2019 Water AR \$ 31-60 days | \$42,662 | \$28,114 | \$31,217 | \$29,985 | 26,176 |
| ■ 2020 Water AR \$ 31-60 days | \$21,724 | \$23,881 | \$20,725 | \$26,368 | 25,667 |
| ✖ Better/(Worse) | \$20,938 | \$4,233 | \$10,493 | \$3,618 | \$509 |
| % Better/(Worse) | 49.1% | 15.1% | 33.6% | 12.1% | 1.9% |

SPU ELECTRIC AGED RECEIVABLES > 120 DAYS: # OF ACCOUNTS



| | Jan | Feb | Mar | Apr | May |
|---------------------------------------------|--------|-------|-------|-------|--------|
| ■ 2019 Electric AR # Accounts Over 120 days | 177 | 210 | 207 | 220 | 234 |
| ■ 2020 Electric AR # Accounts Over 120 days | 207 | 221 | 213 | 226 | 275 |
| ■ % Better/(Worse) | (30) | (11) | (6) | (6) | (41) |
| ■ % Better/(Worse) | -16.9% | -5.2% | -2.9% | -2.7% | -17.5% |

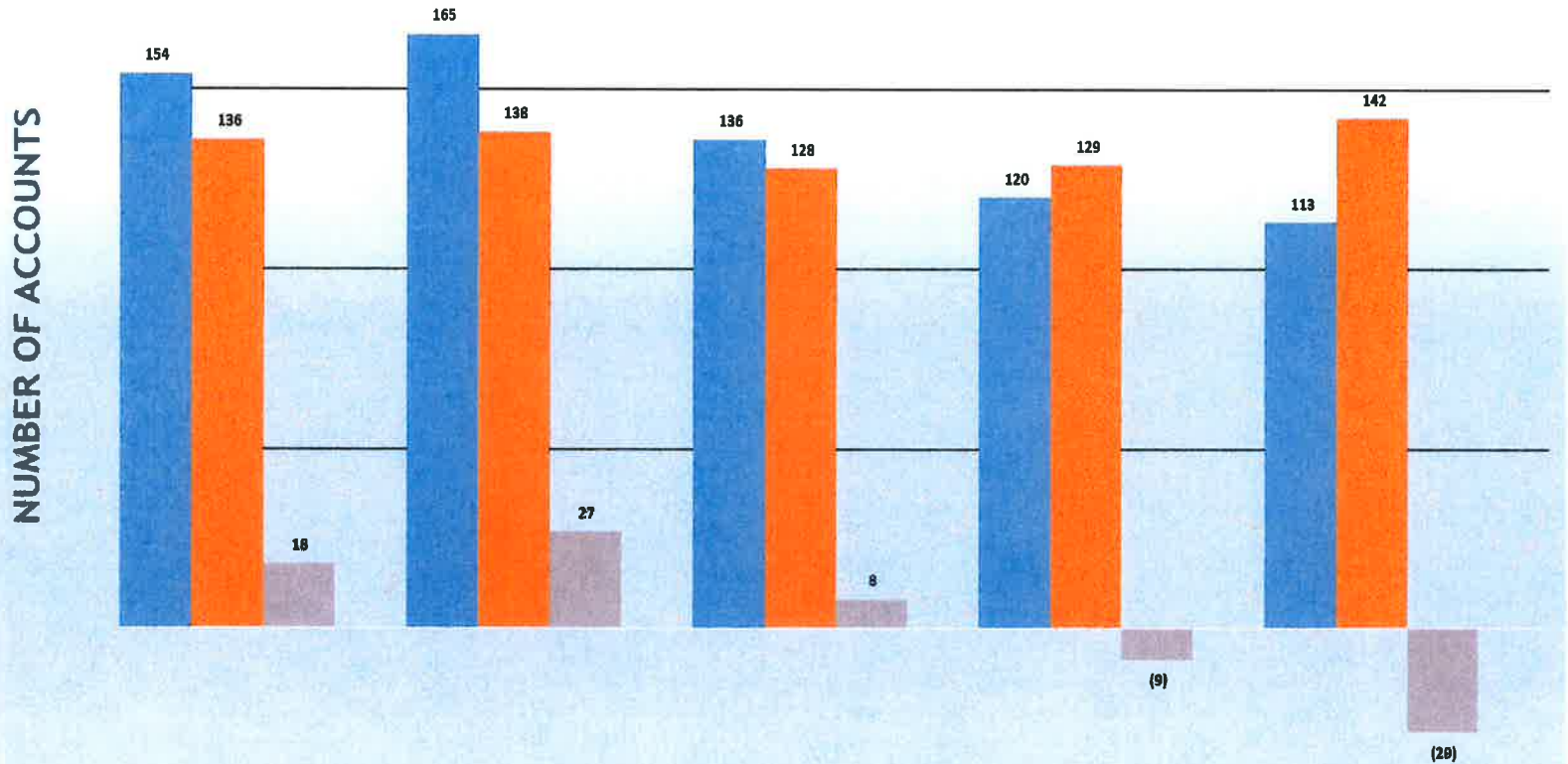
SPU ELECTRIC AGED RECEIVABLES \$ >120 DAYS



| | Jan | Feb | Mar | Apr | May |
|-----------------------------------|------------|------------|-----------|-----------|-----------|
| 2019 Electric AR \$ Over 120 Days | \$40,827 | \$47,308 | \$51,019 | \$52,495 | \$57,654 |
| 2020 Electric AR \$ Over 120 Days | \$51,993 | \$57,497 | \$56,143 | \$58,800 | \$64,140 |
| Better/(Worse) | \$(11,166) | \$(10,189) | \$(5,124) | \$(6,305) | \$(6,486) |
| % Better/(Worse) | -27.3% | -21.5% | -10.0% | -12.0% | -11.3% |

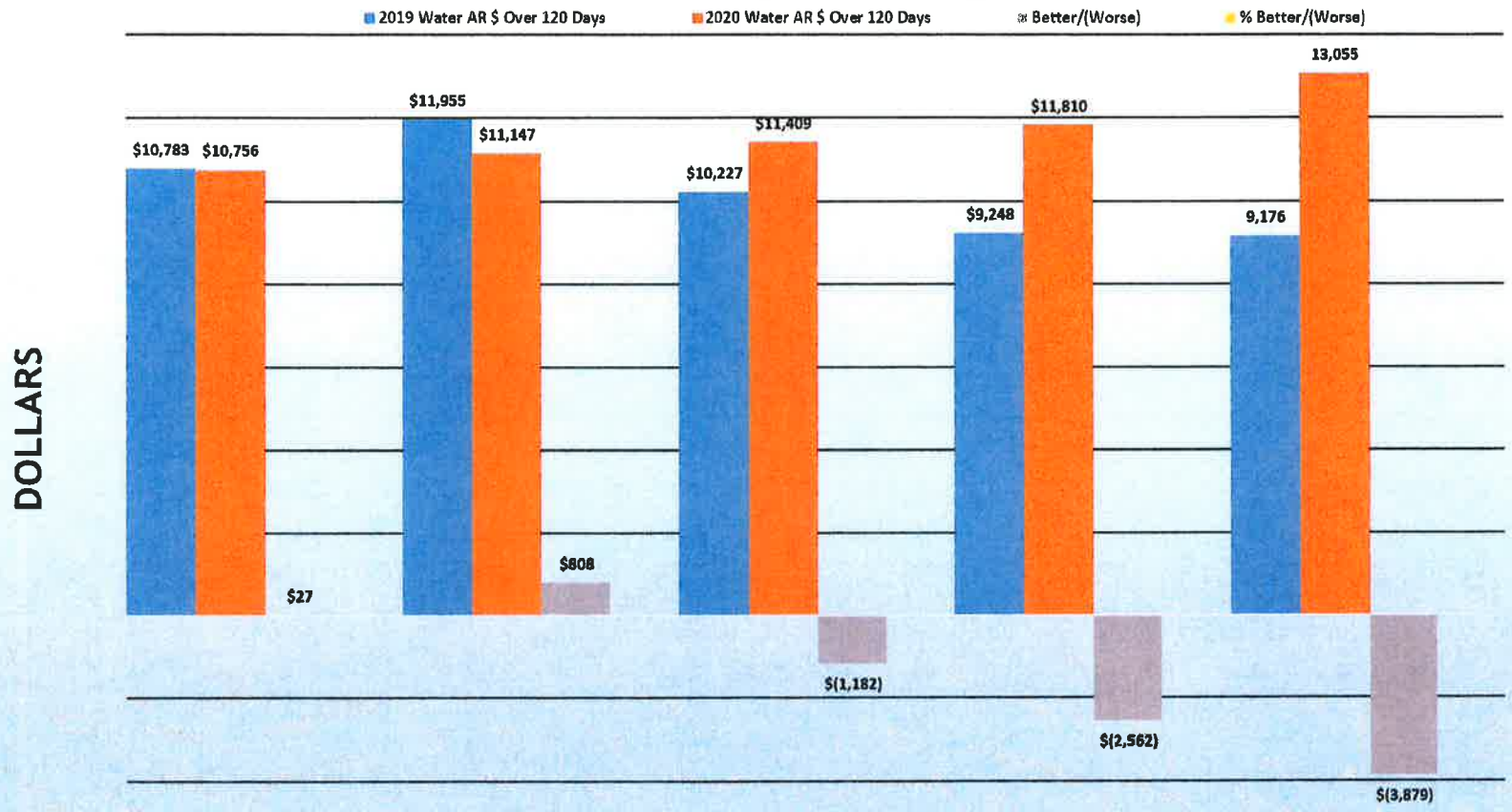
SPU WATER AGED RECEIVABLES > 120 DAYS: # OF ACCOUNTS

■ 2019 Water AR # Accounts Over 120 Days ■ 2020 Water AR # Accounts Over 120 Days ▨ Better/(Worse) ● % Better/(Worse)



| | Jan | Feb | Mar | Apr | May |
|------------------------------------------|-------|-------|------|-------|--------|
| ■ 2019 Water AR # Accounts Over 120 Days | 154 | 165 | 136 | 120 | 113 |
| ■ 2020 Water AR # Accounts Over 120 Days | 136 | 138 | 128 | 129 | 142 |
| ▨ Better/(Worse) | 18 | 27 | 8 | (9) | (29) |
| ● % Better/(Worse) | 11.7% | 16.4% | 5.9% | -7.5% | -25.7% |

SPU WATER AGED RECEIVABLES \$ > 120 DAYS



| | Jan | Feb | Mar | Apr | May |
|----------------------------------|----------|----------|-----------|-----------|-----------|
| ■ 2019 Water AR \$ Over 120 Days | \$10,783 | \$11,955 | \$10,227 | \$9,248 | 9,176 |
| ■ 2020 Water AR \$ Over 120 Days | \$10,756 | \$11,147 | \$11,409 | \$11,810 | 13,055 |
| ■ % Better/(Worse) | \$27 | \$808 | \$(1,182) | \$(2,562) | \$(3,879) |
| ■ % Better/(Worse) | 0.2% | 6.8% | -11.6% | -27.7% | -42.3% |



Shakopee Public Utilities
Accounts Receivable Aging Summary Report
As of 5/31/2020

Summary of Accounts

| Service | 1 to 30 | 31 to 60 | 61 to 90 | 91 to 120 | Over 120 | Total | General Ledger (GL) | Total - GL |
|-----------------------|----------------|-----------------|-----------------|------------------|-----------------|----------------|----------------------------|-------------------|
| Electric | \$3,428,606.11 | \$166,239.26 | \$70,370.49 | \$33,034.56 | \$64,139.75 | \$3,762,390.17 | \$3,762,390.17 | \$0.00 |
| Water | \$343,016.95 | \$25,667.03 | \$7,651.47 | \$3,872.14 | \$13,055.13 | \$393,262.72 | \$393,262.72 | \$0.00 |
| Sewer | \$303,163.53 | \$30,784.56 | \$10,774.19 | \$6,770.06 | \$17,266.47 | \$368,758.81 | \$368,758.81 | \$0.00 |
| Storm Drainage | \$103,025.99 | \$6,801.23 | \$2,033.31 | \$933.41 | \$2,020.83 | \$114,814.77 | \$114,814.77 | \$0.00 |
| Totals | \$4,177,812.58 | \$229,492.08 | \$90,829.46 | \$44,610.17 | \$96,482.18 | \$4,639,226.47 | \$4,639,226.47 | \$0.00 |

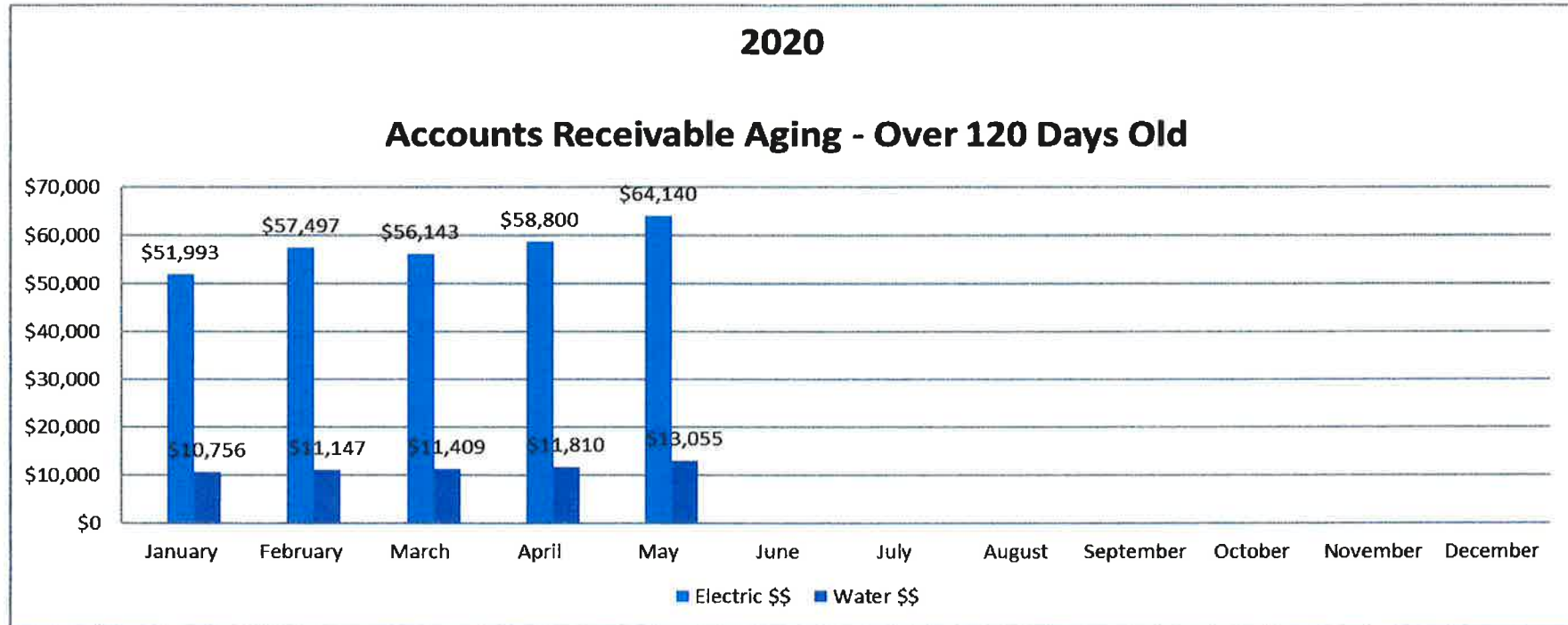
Number Accounts with a Balance

| Service | 1 to 30 | 31 to 60 | 61 to 90 | 91 to 120 | Over 120 | Total |
|-----------------------|----------------|-----------------|-----------------|------------------|-----------------|--------------|
| Electric | 17,757 | 1,603 | 624 | 325 | 275 | 17,993 |
| Water | 11,413 | 977 | 339 | 178 | 142 | 11,513 |
| Sewer | 10,915 | 1,081 | 393 | 212 | 154 | 10,993 |
| Storm Drainage | 13,133 | 1,374 | 521 | 260 | 198 | 13,237 |
| Totals | 18,851 | 2,192 | 921 | 488 | 390 | 19,082 |



Accounts Receivable Aging Summary Report - 2020

| <u>Over 120 days</u> | <u>Electric \$\$</u> | <u>Electric # of Accts</u> | <u>Water \$\$</u> | <u>Water # of Accts</u> | <u>Total \$\$ Electric & Water</u> | <u>Total # of accts Electric & Water</u> |
|----------------------|----------------------|----------------------------|-------------------|-------------------------|----------------------------------------|----------------------------------------------|
| January | \$ 51,993.20 | 207 | \$ 10,755.94 | 136 | \$ 62,749.14 | 343 |
| February | \$ 57,496.81 | 221 | \$ 11,146.63 | 138 | \$ 68,643.44 | 359 |
| March | \$ 56,142.85 | 213 | \$ 11,408.58 | 128 | \$ 67,551.43 | 341 |
| April | \$ 58,800.20 | 226 | \$ 11,809.98 | 129 | \$ 70,610.18 | 355 |
| May | \$ 64,139.75 | 275 | \$ 13,055.13 | 142 | \$ 77,194.88 | 417 |





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www.spucweb.com

June 29, 2020

TO: John Crooks, Utilities Manager *JJC*
FROM: Sharon Walsh, Director of Marketing and Customer Relations *SNW*
SUBJECT: Status Update - COVID Impact on Customer Accounts

Overview

Following the March 16, 2020 Commission Meeting, staff implemented commission-directed COVID practices for our customers. The lobby was closed to the public; penalties were suspended; the \$3.95 convenience fee was waived for customers and absorbed by SPU; collection notices were modified; and any disconnections for non-payment were suspended. These practices are still in place today.

Penalties: April was the first month we did not apply penalties as it was determined late payments in March were not related to COVID. For April – June, this represents nearly 9,000 customers and approximately \$96k.

Convenience Fee: Since waiving the \$3.95 convenience fee in March, this represents approximately 11,000 transactions and just over \$43k.

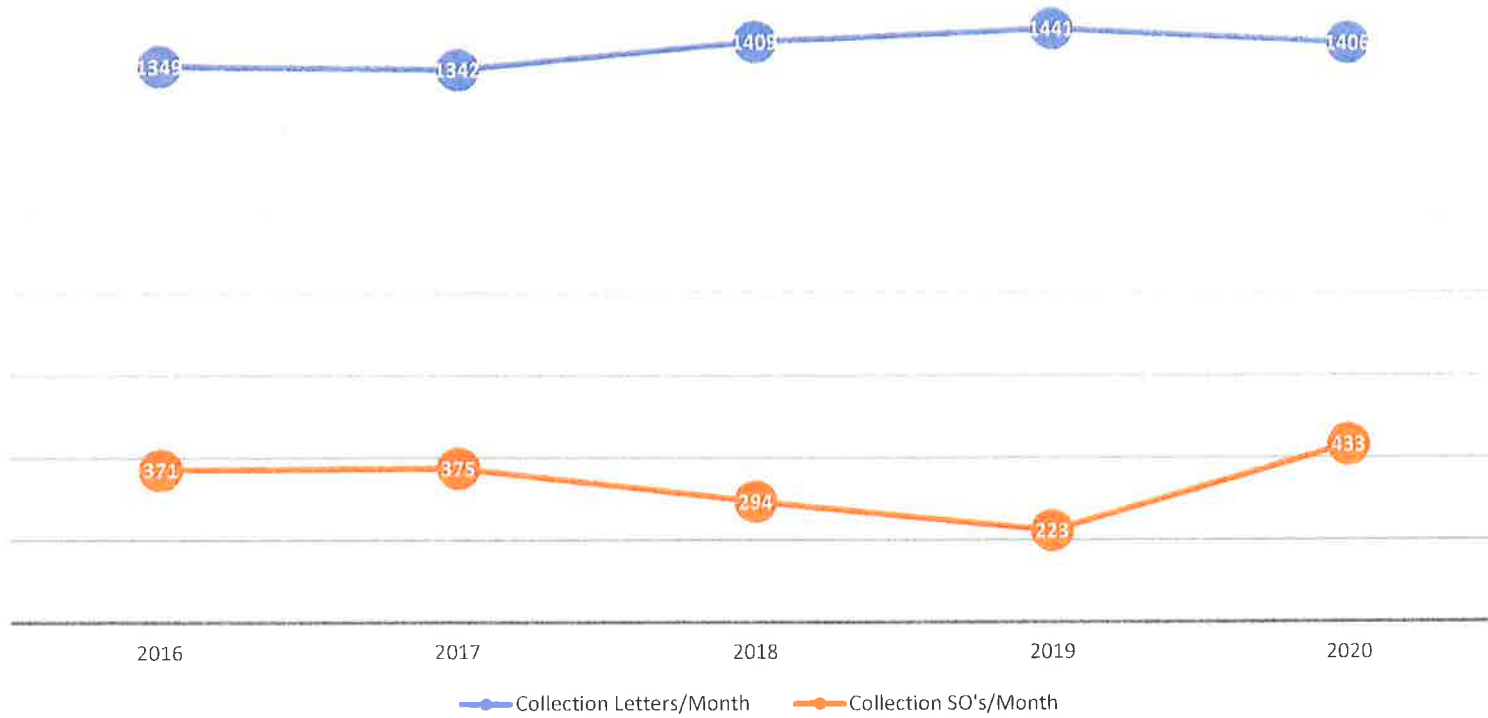
Collection Letters: The letter was modified to communicate empathy, offer payment plans and provide contact information for the CAP Agency for energy assistance. Any mention of disconnection was removed. See attached graphs for volume and patterns.

Collection Service Orders: Service Orders are processed simply to move customers through our collection process, but no action is taken. By doing this we are able to track customer data used in the attached graphs.

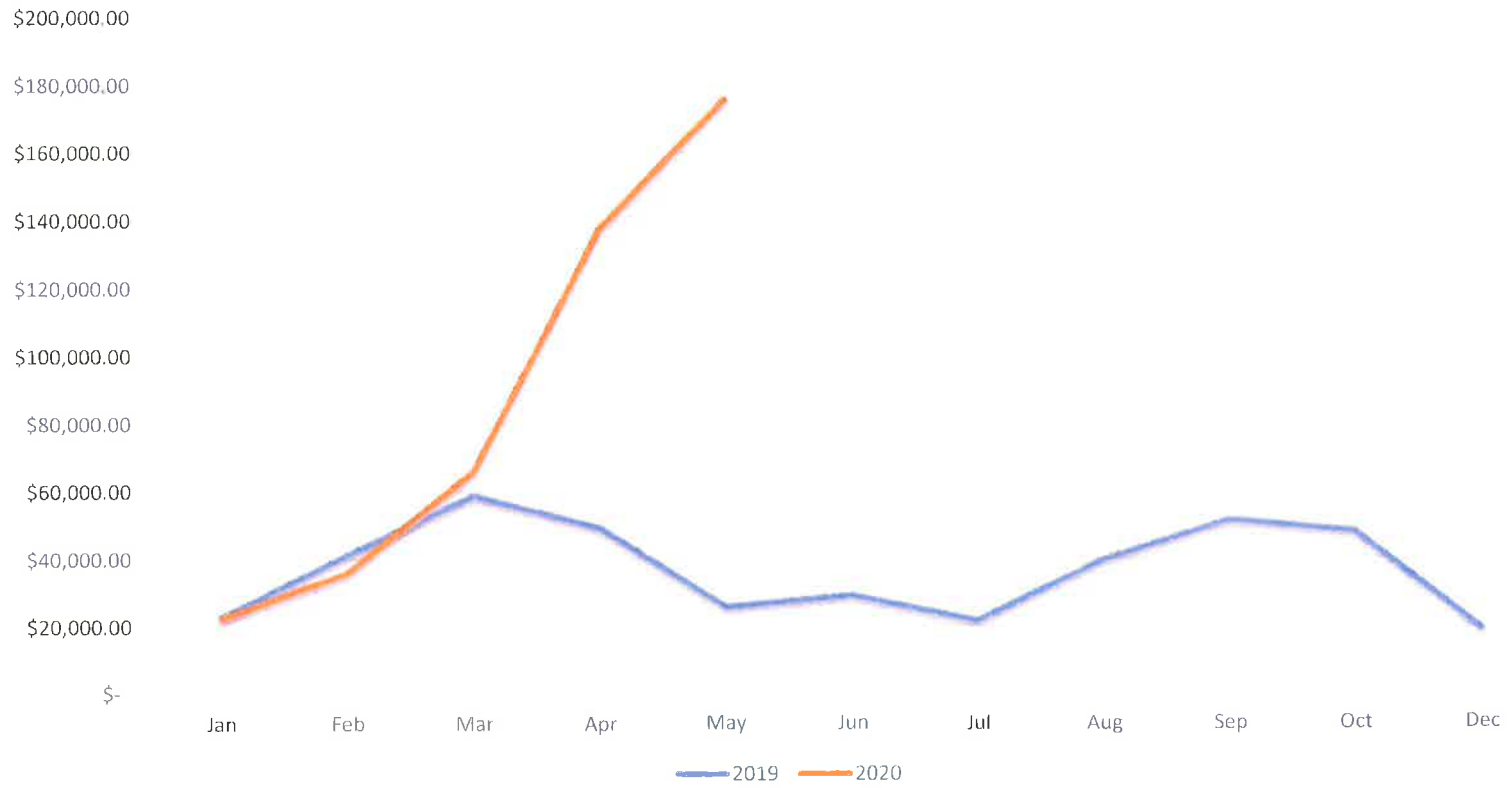
Action Required

No action is required at this time.

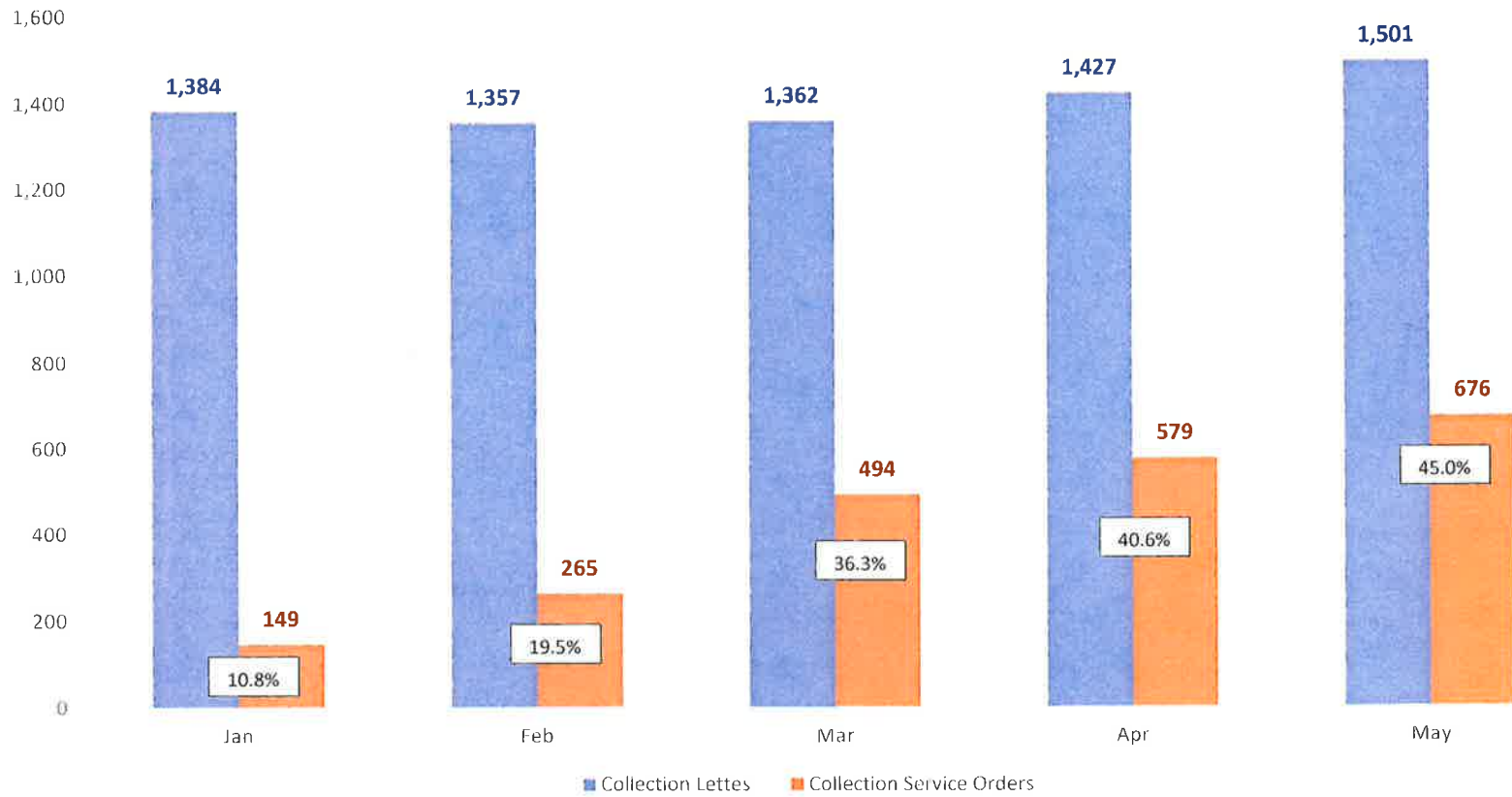
Average Monthly Collection Activity



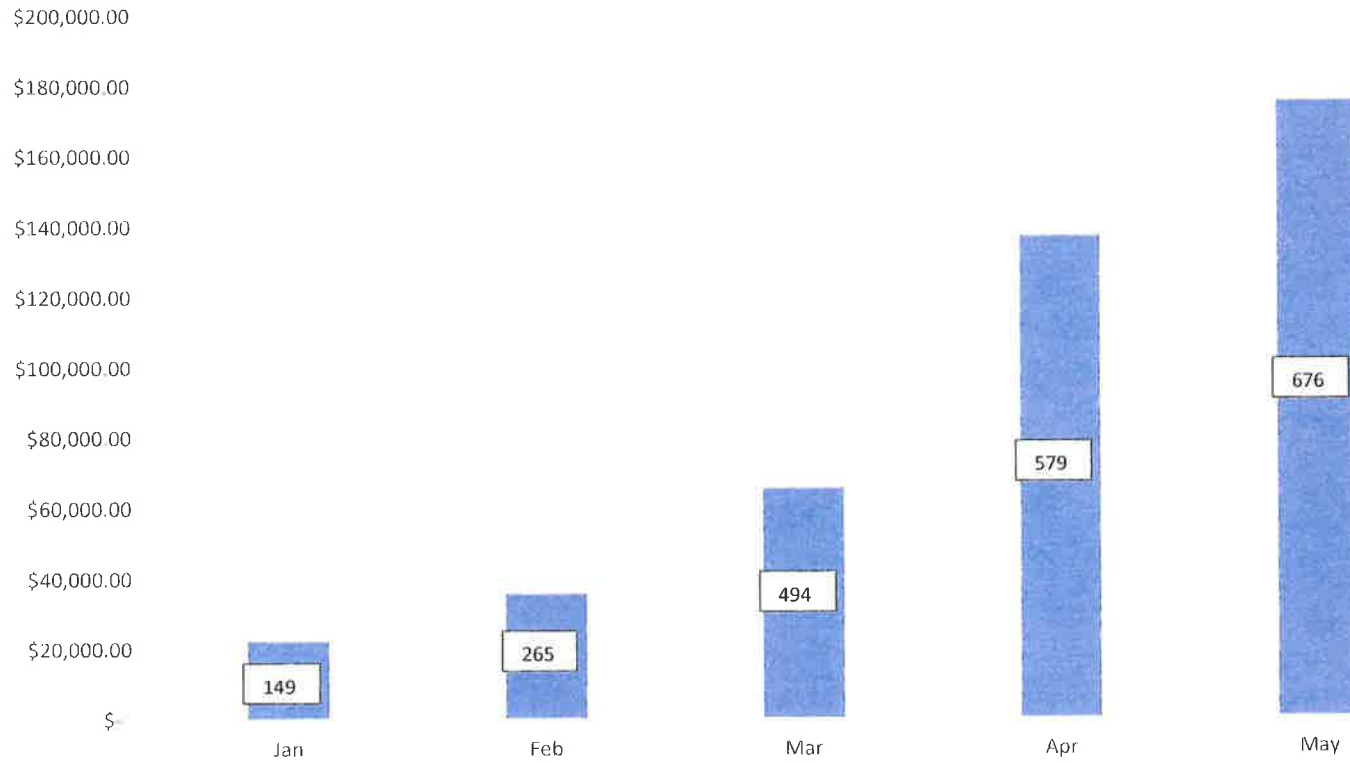
Avg Monthly Collection Amount 17 Months Data



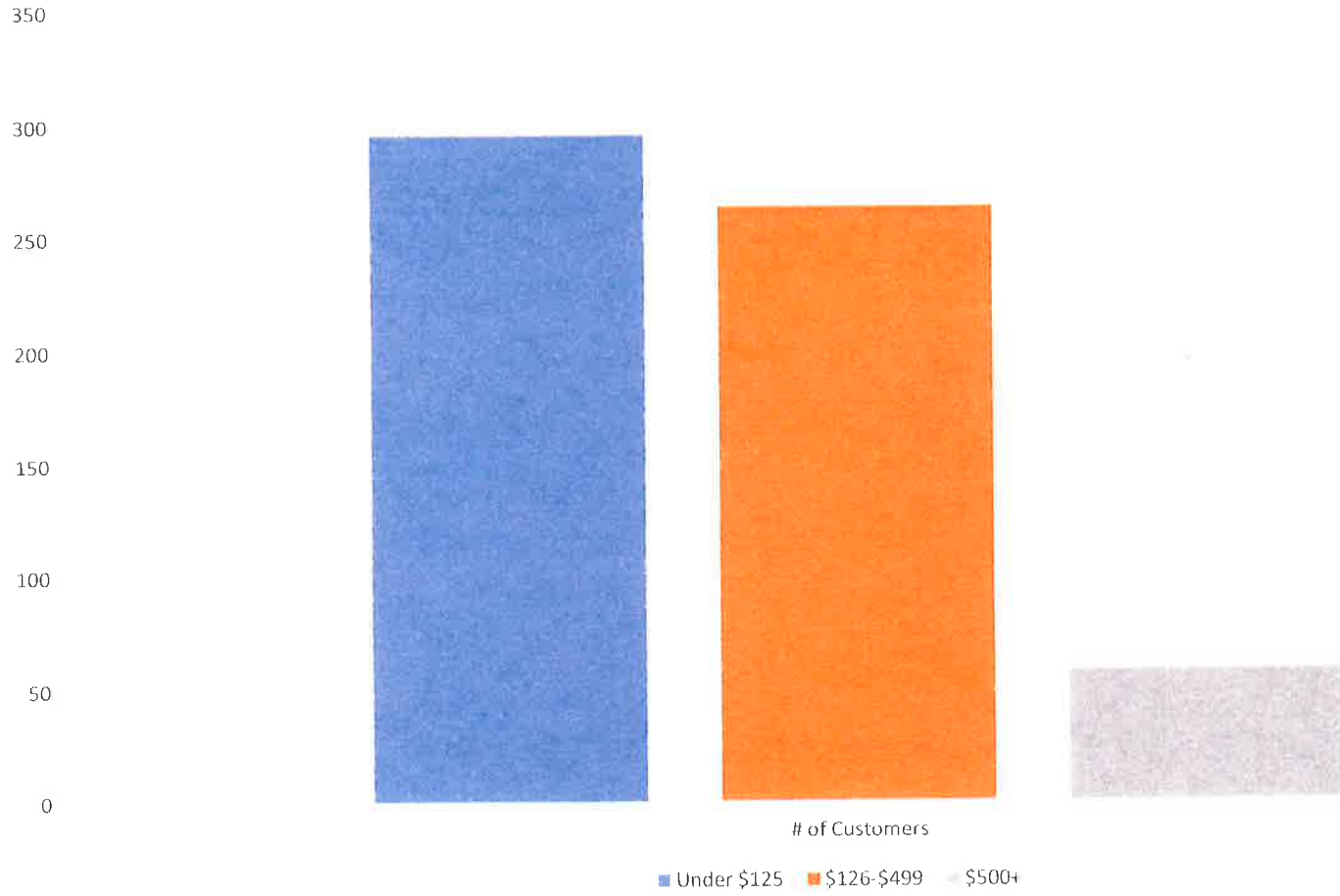
2020 LETTERS VS. SERVICE ORDERS



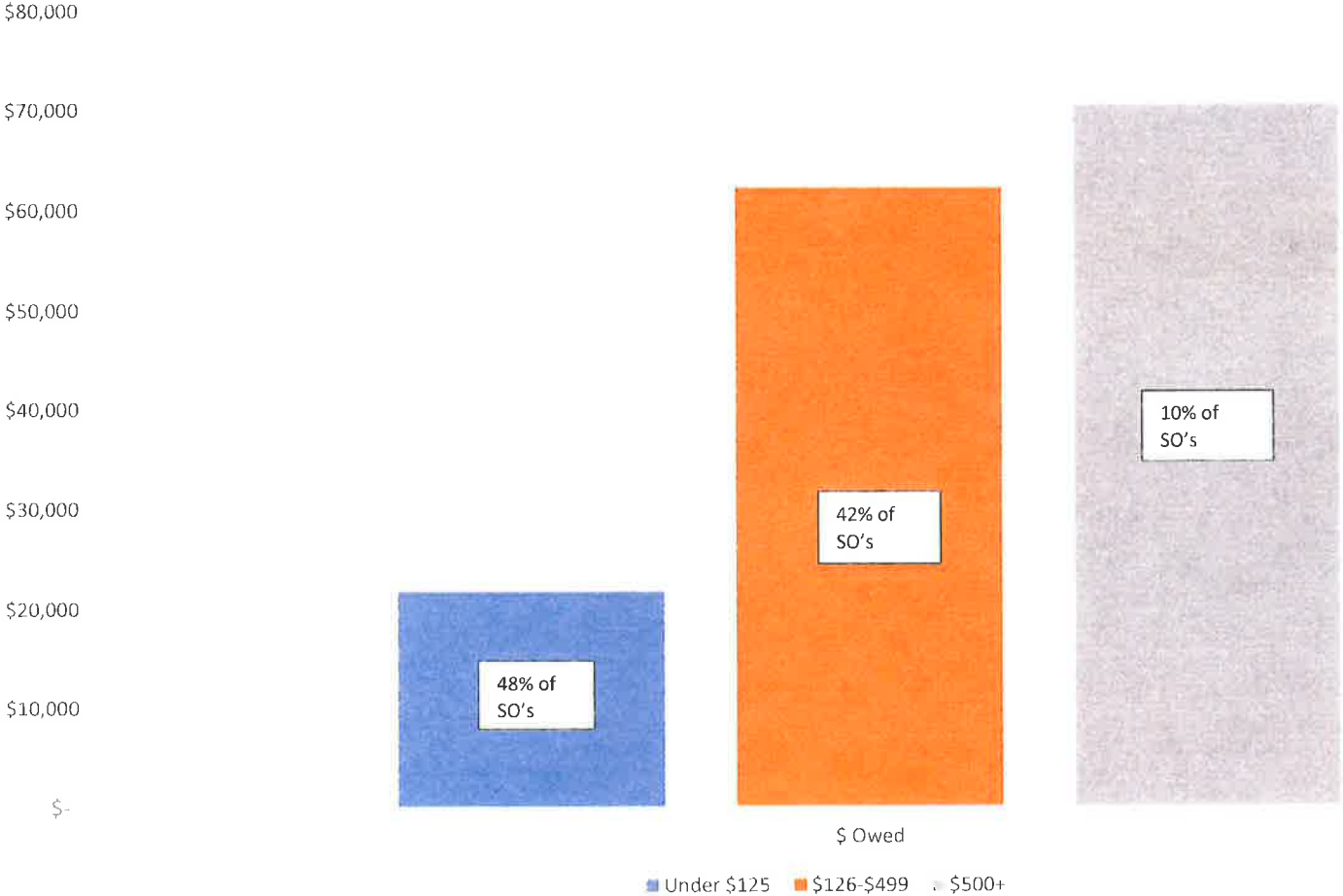
2020 Service Order \$ Amounts Thru May





of Customers by Range - May 2020



\$'s Owed by Range - May



SHAKOPEE PUBLIC UTILITIES
MEMORANDUM

TO: John R. Crooks, Utilities Manager 
FROM: Lon R. Schemel, Water Superintendent  Lon Schemel
SUBJECT: **WEBSITE UPDATE**
DATE: July 1, 2020

Digitally signed by Lon Schemel
DN: cn=Lon Schemel, ou=Shakopee Public
Utilities, postalCode=Department L,
email=lon.schemel@shakopeepu.com,
c=US
Date: 2020.07.01 11:53:39 -0500

This update is for March 31, 2020, to June 30, 2020.

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 March 31, 2019, to June 30, 2019.



SiteLock, the global leader in website security, protects you from hackers, spam, viruses, and scams, removes malware, and provides PCI Compliance.

spucweb.com



Domain

spucweb.com

Verified spam-free

03/31/2020

Verified malware-free

03/31/2020



FIND

Malware & Threats



FIX

Website Issues



PREVENT

Website Attacks



ACCELERATE

Performance



COMPLY

with PCI

Users Flow

Level of Detail ▾ Export ▾

All Users
100% Sessions

+ Add Segment

Segments

United States
16K ▲8%

< >

+

India
70 ▼48%

Germany
66 ▲>500%

Canada
29 ▲70%

China
18 ▼56%

312 ▲181%

Starting pages
16K sessions, 13K drop-offs

13K ▲10%

online-bill-pay
1.0K ▲1%

/contact-us:
184 ▲21%

electric:
155 ▲68%

/careers:
50 ▼70%

(50 more pages)
993 ▲31%

1st Interaction
3K sessions, 1.7K drop-offs

592 ▲12%

/contact-us:
396 ▼1%

customer-service-2:
212 ▲130%

/report-a-problem
170 ▲19%

/careers:
95 ▼71%

(64 more pages)
1.5K ▲74%

2nd Interaction
1.3K sessions, 637 drop-offs

543 ▲25%

/contact-us:
91 ▼8%

customer-service-2:
52 ▲45%

about-us:
60 ▼12%

/electric/report-a-problem:
41 ▲41%

(48 more pages)
560 ▲77%

3rd Interaction
640 sessions, 306 drop-offs

136 ▲52%

/contact-us:
67 ▲13%

/about-us:
33 ▼21%

/customer-service-2:
33 ▲65%

/report-a-problem:
24

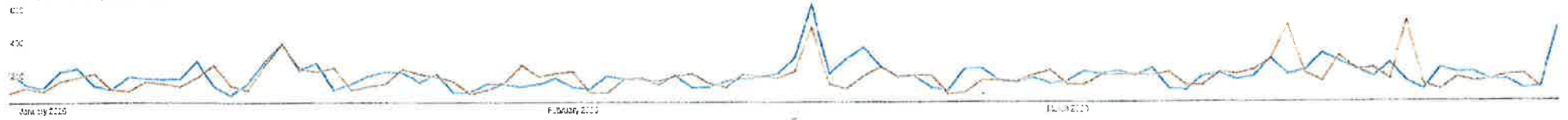
(42 more pages)
347 ▲70%

Overview

Users ▼ VQ: Day (Monthly)

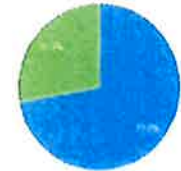
Hourly Day Week Month

Dec 30, 2019 - Mar 30, 2020: ● Users
Dec 30, 2018 - Mar 30, 2019: ● Users

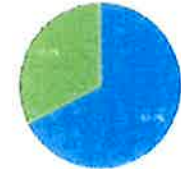


| Users | New Users | Sessions | Number of Sessions per User | Pageviews | Pages / Session | Avg. Session Duration | Bounce Rate |
|--------|-----------|----------|-----------------------------|-----------|-----------------|-----------------------|-------------|
| 14.48% | 22.93% | 9.18% | -4.63% | 16.22% | 6.45% | 15.44% | -15.58% |

New Visitor Retaining Visitor
Dec 30, 2019 - Mar 30, 2020



Dec 30, 2018 - Mar 30, 2019



| Users | % Users |
|-------|---------|
| 9888 | 95.72% |
| 8797 | 98.52% |

Demographics

Language

Languages

Dec 30, 2019 - Mar 30, 2020
Dec 30, 2018 - Mar 30, 2019

Network Referrals

Dec 30, 2019 - Mar 30, 2020
Dec 30, 2018 - Mar 30, 2019

Email Export Add to Dashboard Simulate

Report is based on 100% of sessions. Learn more. [Download](#) [Print](#) [Highlight](#)



All Users

Social Referral

Day Week Month

Dec 30, 2019 - Mar 30, 2020: Sessions via Social Referral

Dec 30, 2018 - Mar 30, 2019: Sessions via Social Referral

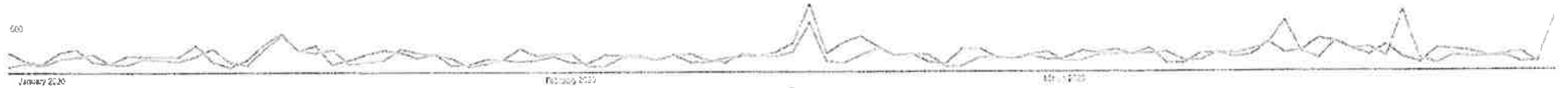
60



Dec 30, 2019 - Mar 30, 2020: All Sessions

Dec 30, 2018 - Mar 30, 2019: All Sessions

*600



Primary Dimension: Social Network

Secondary Dimension

Advanced [Filter](#) [Export](#) [Print](#)

Social Network

| | Sessions | Pages | Avg. Session Duration | Pages / Session |
|-----------------------------|-----------|-----------|-----------------------|-----------------|
| 1 Facebook | 184 (55%) | 281 | 00:30:45 | 1.53 |
| Dec 30, 2019 - Mar 30, 2020 | 46 (25%) | 64 | 00:30:53 | 1.42 |
| Dec 30, 2018 - Mar 30, 2019 | 308 (85%) | 217 (84%) | -15.16% | 7.38% |
| % Change | | | | |
| 2 Twitter | 31 (9%) | 37 | 00:38:09 | 1.19 |
| Dec 30, 2019 - Mar 30, 2020 | 5 (16%) | 5 | 00:30:00 | 1.00 |
| Dec 30, 2018 - Mar 30, 2019 | 26 (84%) | 32 (80%) | -% | 19.38% |
| % Change | | | | |

Social Users Flow

Level of Detail ▾ Export ▾

All Users
+0 (5%) Sessions

+ Add Segment

Source: Facebook
184 ▲308%

Twitter
31 ▲500%

Starting pages
215 sessions, 192 drop-offs

145 ▲417%

coronavirus-parejress/ 60 ▲500%

commissio... packets-2 2 ▲500%

careers 0 ▼100%

arga-dowe-shakopee 0 ▼100%

2 more pages 2 ▲100%

1st Interaction
23 sessions, 9 drop-offs

report-a-problem 4 ▲500%

contact-us 3 ▲200%

statement-commission 3 ▲500%

customer-service-2 2 ▲500%

planning-gheering 2 ▲500%

0 more pages 0 ▲350%

2nd Interaction
14 sessions, 7 drop-offs

4 ▲500%

electronic-process 2 ▲500%

electronic-problem 2 ▲500%

report-a-problem 1 ▲500%

api-content-10-corp 1 ▲500%

4 more pages 4 ▲300%

3rd Interaction
7 sessions, 2 drop-offs

careers 1 ▲500%

commission/agendas 1 ▲500%

commission videos 1 ▲500%

electronic 1 ▲500%

event-commission-panels 1 ▲500%

2 more pages 2 ▲100%

Demographics: Overview

All Users
4,125,000

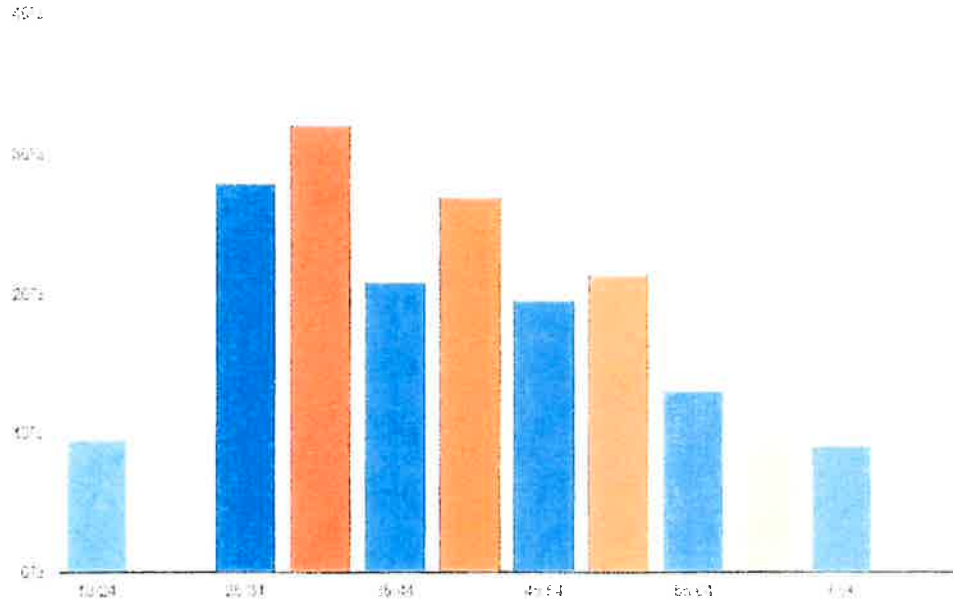
+ Add Segment

Dec 30, 2019 - Mar 30, 2020
Compare: Dec 30, 2018 - Mar 30, 2019

Key Metric: Users

Age

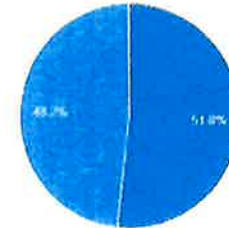
35.95% of total users



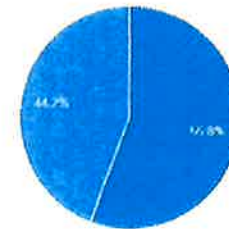
Gender

35.60% of total users

male female
Dec 30, 2019 - Mar 30, 2020



Dec 30, 2018 - Mar 30, 2019



| TITLE | ID | CREATED | OWNER | FRAME | SIZE | VIEWS | EMBED |
|-------|----------|------------|--------|---------|---------|-------|-------|
| [] | 21366036 | 03/17/2020 | spudon | 720x400 | 1.07 GB | 1 | 🔗 |
| [] | 21317281 | 03/03/2020 | spudon | 720x400 | 1.09 GB | 0 | 🔗 |
| [] | 21277624 | 02/19/2020 | spudon | 720x400 | 1000 MB | 0 | 🔗 |
| [] | 21225393 | 02/04/2020 | spudon | 720x400 | 1000 MB | 0 | 🔗 |
| [] | 21188433 | 01/22/2020 | spudon | 720x480 | 328 MB | 1 | 🔗 |
| [] | 21141303 | 01/07/2020 | spudon | 720x480 | 432 MB | 2 | 🔗 |
| [] | 21104118 | 12/17/2019 | spudon | 720x480 | 539 MB | 11 | 🔗 |
| [] | 21064467 | 12/03/2019 | spudon | 720x400 | 1.67 GB | 12 | 🔗 |
| [] | 21025121 | 11/19/2019 | spudon | 720x480 | 3.18 GB | 13 | 🔗 |

