

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
JANUARY 17, 2017

1. **Call to Order** at 5:00pm in the SPU Service Center, 255 Sarazin Street
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - C=> 8b) Monthly Water Production Dashboard
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) December 2016 MMPA Board Meeting Public Summary
 - 9c) Shakopee Energy Park Community Update
10. **Reports: Human Resources**
 - 10a) Pay Equity Implementation Report
11. **Reports: General**
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**

- Regular Meeting	--	February 6
- Mid Month Meeting	--	February 21 (Tuesday)
- Regular Meeting	--	March 6
- Mid Month	--	March 20
14. **Adjourn to 2/6/17** at the SPU Service Center, 255 Sarazin Street



MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Joos called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., January 3, 2017.

MEMBERS PRESENT: Commissioners Joos, Amundson, Helkamp, Olson and Weyer. Also present, Liaison Whiting, Finance Director Schmid, Planning & Engineering Director Adams, Line Superintendent Drent, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh. Utilities Manager Crooks was absent as previously advised.

Motion by Amundson, seconded by Helkamp to approve the minutes of the December 19, 2016 Commission meeting. Motion carried.

There were no Communications items.

President Joos offered the agenda for approval.

Motion by Helkamp, seconded by Amundson to approve the agenda as presented. Motion carried.

Commissioner Olson asked that Item 11a: Website Analytics be taken off of consent for Commission discussion.

Motion by Olson, seconded by Helkamp to approve the Consent Business agenda as modified. Motion carried.

President Joos stated that the Consent Item was: item 8b: Quarterly Nitrate Analysis Review.

The warrant listing for bills paid January 3, 2017 was presented.

Motion by Helkamp, seconded by Amundson to approve the warrant listing dated January 3, 2017 as presented. Motion carried.

Liaison Whiting presented his report. The review of City Code was discussed. The City of Shakopee is receiving a grant from the Metropolitan Council.

Water Superintendent Schemel provided a report of current water operations. Crews are busy replacing chemical feed equipment lines, conducting inventory checks and changing oil in the electric motors.

Item 8b: Quarterly Nitrate Analysis Review was received under Consent Business.



Line Superintendent Drent provided a report of current electric operations. Two small electric outages were reviewed. One affected one customer on December 24 and the second affected 16 customers on December 26. Construction updates were provided. The crews are continuing with tree trimming.

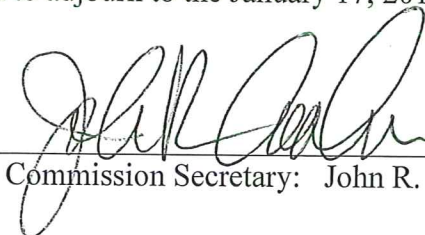
Marketing/Customer Relations Director Walsh reviewed the upcoming Clean Energy Choice Program being offered by MMPA. Customers will have a choice to increase their usage of renewable energy. Choices include 100% renewable energy for \$3, 75% renewable energy for \$2, 50% renewable energy for \$1 and 17% renewable for no cost. The 17% is the current renewable in the MMPA energy portfolio. The program will replace the current Eco-Energy Program. The Clean Energy Choice Program will be introduced to our residential customers in the Spring of 2017.

Mr. Drent provided an update on the construction of the Shakopee Energy Park and the Dean Lake Substation. Work is progressing on schedule and on budget. Each of the five generation sets have been fired and full scale testing will begin the week of January 16.

Mr. Schemel reviewed the SPU website analytics for September through December 2016.

The tentative commission meeting dates of Tuesday, January 17 and February 6 were noted.

Motion by Helkamp, seconded by Olson to adjourn to the January 17, 2017 meeting. Motion carried.



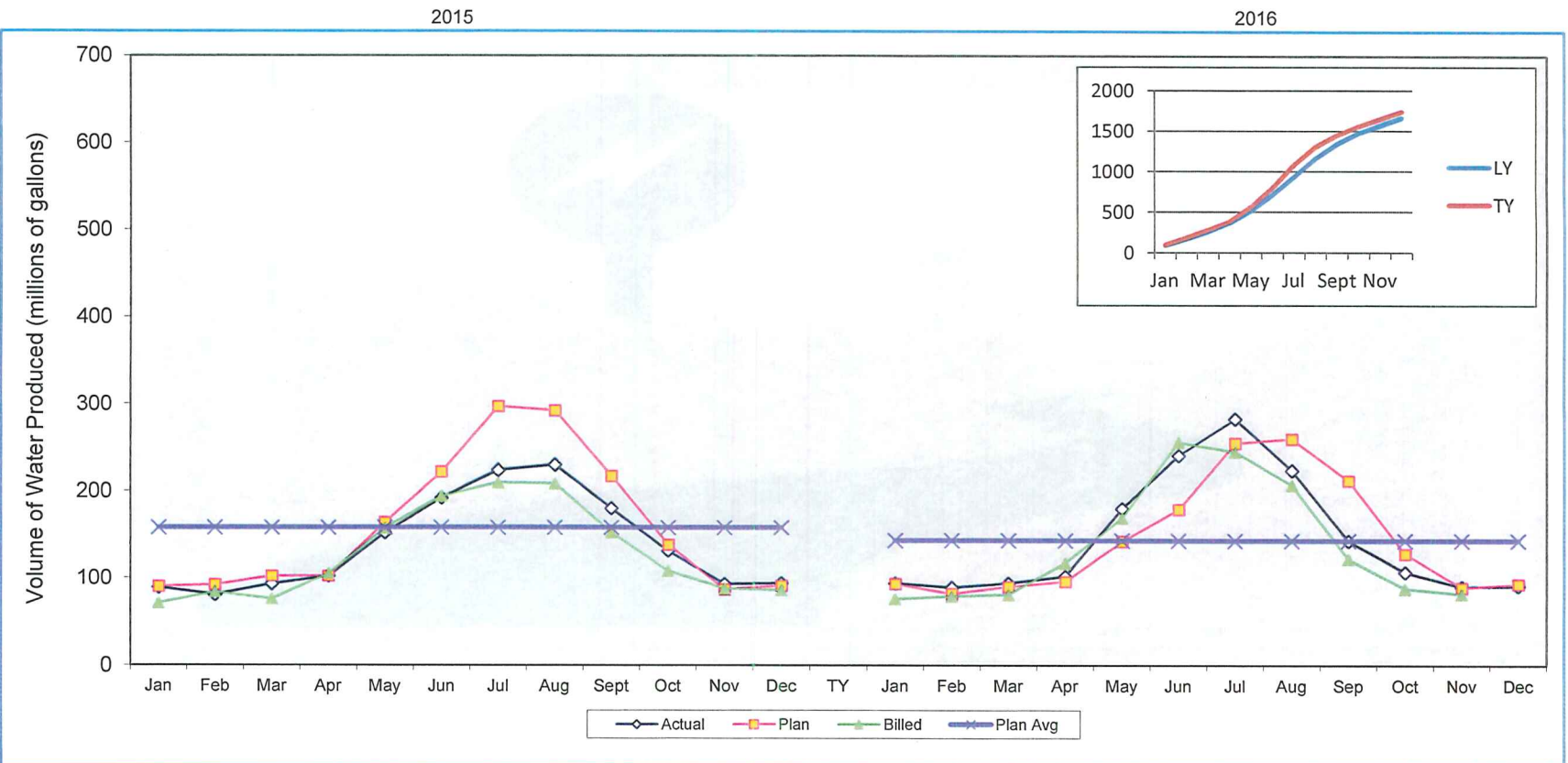
Commission Secretary: John R. Crooks

Monthly Water Dashboard

As of: December 2016 Shakopee Public Utilities Commission

ALL VALUES IN MILLIONS OF GALLONS

Element/Measure	Water Pumped/Metered							Averages	
Last 6 months actuals	283	224	143	107	90	91	2013	150	
							2014	140	
							2015	138	




	LY												TY	TY											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Actual	89	81	93	102	152	192	224	230	180	131	93	94	94	89	94	102	180	241	283	224	143	107	90	91	
Plan	90	92	102	102	164	222	297	292	217	138	87	91	93	82	90	96	142	179	255	260	212	128	89	93	
TD % *													101%	105%	105%	105%	111%	117%	116%	109%	103%	101%	101%	101%	
Billed	71	84	76	105	157	194	209	208	152	108	88	86	76	79	81	117	169	256	245	207	122	88	82		

* Actual gallons pumped vs. Plan



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: DECEMBER 2016 MMPA BOARD MEETING SUMMARY
DATE: JANUARY 12, 2017

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on December 20, 2016 in Shakopee, Minnesota.

Commissioning has begun on the Agency's 46 MW Shakopee Energy Park project. All five engines have been fired. The project remains on schedule and on budget.

The Board was also informed that commissioning of the 78 MW Black Oak Wind Farm, with which MMPA has a 20-year power purchase agreement, is nearly complete.

At the meeting, the Board approved a 2.5% rate increase for 2017. The Board also approved MMPA's budget for 2017.

The Board elected the following officers for 2017: John Crooks – Chairman, Matt Podhradsky – Vice Chairman, Liza Donabauer – Secretary, Troy Adams – Treasurer.



Shakopee Energy Park


Technology:

Natural Gas-Fired Reciprocating Engines

Capacity:

46 MW

Location:

Shakopee, MN

We are excited to share Shakopee Energy Park progress with you. Last month, power generation commissioning activities officially commenced at the facility with a successful first fire of all engines.

Construction activities for SEP's administrative building and engine hall are nearly complete. In addition, contractors have turned over necessary systems to support commissioning.

Over the coming months, construction will continue on site in preparation for commercial operation.

SEP's Heat Recovery System

Heat is an essential part of the SEP facility. As part of MMPA's commitment to sustainable energy practices, the SEP facility utilizes efficient heat recovery technology. SEP's unique heat recovery system allows the facility to produce its own heat source – primarily from the plant's five electric generators.



SEP First Fire of Engines - December 9, 2016

SEP utilizes a hot water storage tank and a closed-loop system. The hot water storage tank is an insulated tank which supplies hot water to processes and systems within the facility. By using an efficient heat recovery system, SEP extracts every ounce of value possible from the electric generators.

For more information, please visit mmpa.org.





SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

January 11, 2017

TO: John Crooks, Utilities Manager *JRC*
 FROM: Renee Schmid, Director of Finance and Administration *RS*
 SUBJECT: Pay Equity Implementation Report

The 2017 Pay Equity Implementation report filing required by the State of Minnesota Management and Budget office has been completed and is ready for filing subject to Commission approval.

The report is attached for your review. Data for the year ended 12/31/16 was used to prepare the report.

- 35 job classes were identified and reported
- 54 employees in total

Preliminary testing and analysis results would suggest that Shakopee Public Utilities is in compliance. The state will notify us of final compliance approval upon completion of their review.

	<u>Target</u>	<u>SPUC</u>
▪ Underpayment Ratio	>80%	153.04%
▪ T-test Results	N/A	N/A
Note: T-test only used if Underpayment Ratio is less than 80%		
▪ Salary Range Test	0% or 80% or more	100%
▪ Exceptional Service Pay Test	0% or 80% or more	0.00%

Requested Commission Action

Approve the 2017 Pay Equity Implementation Report. Signature by the Commission President is required.

Thank you.



Compliance Report

Jurisdiction: Shakopee Public Utilities Commission
 PO Box 470
 255 Sarazin Street
 Shakopee MN 55379

Report Year: 2017
 Case: 1 - 2017DATA (Private (Jur Only))

Contact: Renee Schmid Phone: (952) 233-1522 E-Mail: rschmid@shakopeeutilities.com

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	23	11	1	35
# Employees	36	14	4	54
Avg. Max Monthly Pay per employee	7,170.42	6,809.36		6,883.30

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 153.04 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	7	6
b. # Below Predicted Pay	16	5
c. TOTAL	23	11
d. % Below Predicted Pay (b divided by c = d)	69.57	45.45

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 48	Value of T = -2.291
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- a. Avg. diff. in pay from predicted pay for male jobs = (\$55)
- b. Avg. diff. in pay from predicted pay for female jobs = \$434

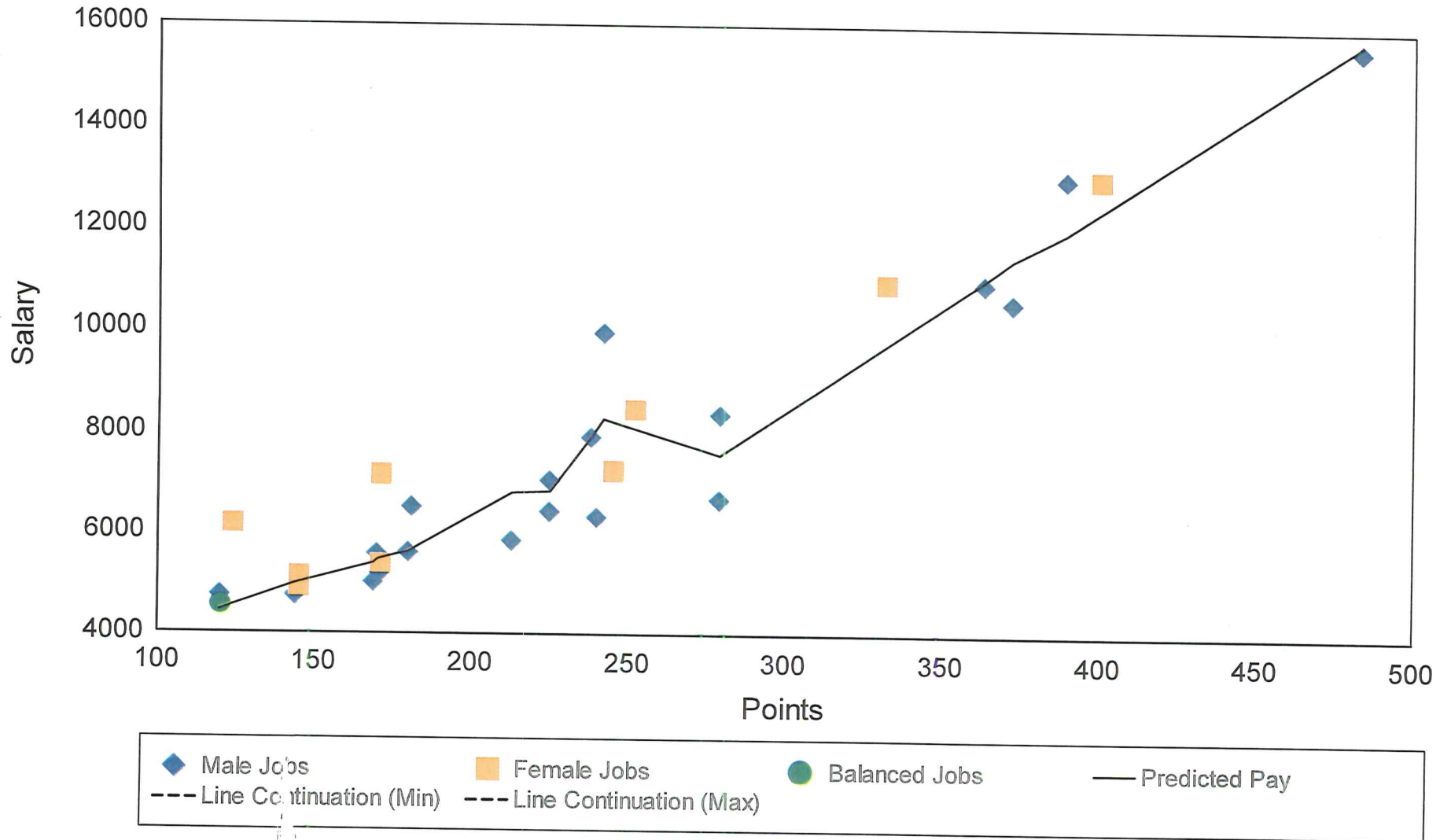
III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 5.00
- B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

- A. % of male classes receiving ESP 0.00 *
- B. % of female classes receiving ESP 0.00

*(If 20% or less, test result will be 0.00)



Part A: Jurisdiction Identification

Jurisdiction:

Jurisdiction Type:

Contact:

Phone:

E-Mail:

Part B: Official Verification

- 1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Description:

[Empty box for description]

- 2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

- 3. An official notice has been posted at:

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the library.

The report was approved by:

(governing body)

(chief elected official)

(title)

Part C: Total Payroll

[Empty box for total payroll]

is the annual payroll for the calendar year just ended December 31.

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:

[Empty box for date submitted]