

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
January 4, 2016

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
 - 6a) December 21, 2015
 - 6b) January 4, 2016
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - C=> 8b) Quarterly Nitrate Report
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) SCIP 2014 Results and 2016 Plan Approval
10. **Reports: Human Resources**
 - 10a) Athmann Retirement Letter
 - 10b) Job Description – Electric Superintendent
 - 10c) Utilities Manager – Annual Review Schedule
11. **Reports: General**
 - C=> 11a) November Financials
 - C=> 11b) Website Analytics – Quarterly Review
 - 11c) Economic Development Brochure Outline - Draft
 - 11d) Strategic Planning – 2015 Review
 - C=> 11e) 2015 Charitable Donations
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**

- Mid Month Meeting	--	January 19 – Tuesday
- Regular Meeting	--	February 1
- Mid Month Meeting	--	February 16 – Tuesday
- Regular Meeting	--	March 7
14. **Adjourn to 1/19/16** at the SPUC Service Center, 255 Sarazin Street

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Mars called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., December 7, 2015.

MEMBERS PRESENT: Commissioners Mars, Joos, Olson and Amundson. Also present, Liaison Whiting, Utilities Manager Crooks, Finance Director Schmid, Line Superintendent Athmann, and Water Superintendent Schemel.

Motion by Joos, seconded by Amundson to approve the minutes of the November 16, 2015 Commission meeting. Motion carried.

There were no Communication items.

President Mars offered the agenda for approval.

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

Motion by Olson, seconded by Amundson to approve the Consent Business agenda as presented. Motion carried.

President Mars stated that the Consent Item was: item 11f: October Financials.

The warrant listing for bills paid December 7, 2015 was presented.

Motion by Joos, seconded by Amundson to approve the warrant listing dated December 7, 2015 as presented. Motion carried.

Liaison Whiting presented his report. He discussed the next steps with the new Community Center to be addressed by the City Council; the bond sales and awarding contracts.

Water Superintendent Schemel provided a report of current water operations. Mr. Schemel provided an update on the cleaning of water tanks 1 and 4.

Motion by Joos, seconded by Amundson to offer Resolution #1106. A Resolution Adjusting Fees Applied Under The Water Connection Charge Policy Resolution. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

Motion by Joos, seconded by Amundson to offer Resolution #1107. A Resolution Adjusting Fees Applied Under The Trunk Water Charge Policy Resolution. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

Motion by Joos, seconded by Olson to offer Resolution #1108. A Resolution Adjusting Fees Applied Under The Reconstruction Fund Charge Resolution. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

Line Superintendent Athmann provided a report of current electric operations. One small electric outage was reviewed and several construction projects were brought up to date. The Shakopee Substation will be energized on December 11.

Motion by Olson, seconded by Joos to offer Resolution #1109. A Resolution Adjusting Fees Applied Under The Relocation Underground Charge Resolution. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

Motion by Joos, seconded by Olson to offer Resolution #1110. A Resolution Adjusting Fees Applied Under The Installation Of Underground Electrical Distribution Systems Policy Resolution. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

The MMPA November Monthly Board Meeting Statement was read into the record by Utilities Manager Crooks.

Motion by Joos, seconded by Amundson to offer Resolution #1111. Resolution Regulating Wage And Contract Terms. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

Motion by Amundson, seconded by Olson to offer Resolution #1112. A Resolution Adopting Fees And Charges for 2016. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

Motion by Joos, seconded by Amundson to offer Resolution #1113. A Resolution Designating An Official Means Of Publication. Ayes: Commissioners Amundson, Joos and Mars. Nay: Olson. Motion carried. Resolution passed.

Motion by Olson, seconded by Amundson to offer Resolution #1114. A Resolution Designating Official Depositories Of The Shakopee Public Utilities Commission Funds. Ayes: Commissioners Amundson, Joos, Olson and Mars. Nay: none. Motion carried. Resolution passed.

Finance Director Schmid announced that Moody's Bond Rating for Shakopee Public Utilities has been upgraded to A1.

Mr. Crooks reviewed the 2015 year to date Charitable Donations. Being that the 2015 donation amounts are under budget by \$4000, the Commission was asked to contribute \$2000 to the Shakopee Dollars for Scholars Program.

Motion by Joos, seconded by Amundson to make a \$2000 donation to the Shakopee Dollars for Scholars Program, in addition to the \$1000 donation that was made in February, 2015. Motion carried.

Item 11f: October Financials was received under Consent Business.

Under New Business, Commission President Mars stated that he will serve out his term on the Commission. The term ends March 31, 2016. He will step down as Commission President as of December 31, 2015.

Motion by Mars, seconded by Olson to have Commissioner Joos serve as Shakopee Public Utilities Commission President and fill its term until Board elections take place April 4, 2016. Motion carried.

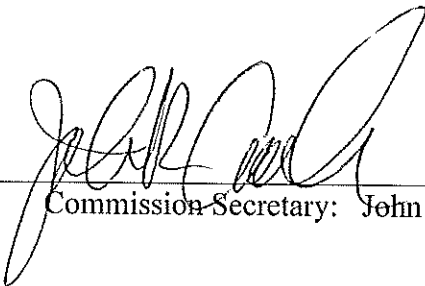
Also under New Business, the Commission recognized the resignation of long time Assistant City Administrator Kris Wilson.

Motion by Joos, seconded by Olson to send a letter of appreciation to Ms. Wilson, on behalf of the Shakopee Public Utilities Commission. Motion carried.

The tentative commission meeting dates of December 21 and January 4, 2016 were noted.

The Commission decided to cancel the December 21, 2015 meeting.

Motion by Olson, seconded by Amundson to adjourn to the January 4, 2016 meeting. Motion carried.



Commission Secretary: John R. Crooks



SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

MEMORANDUM

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

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

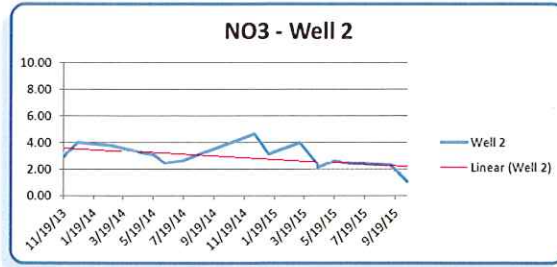
SUBJECT: Nitrate Results Update -- Advisory

DATE: December 29, 2015

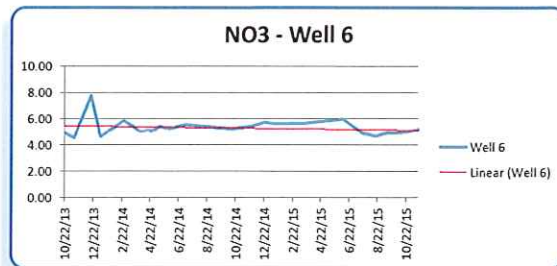
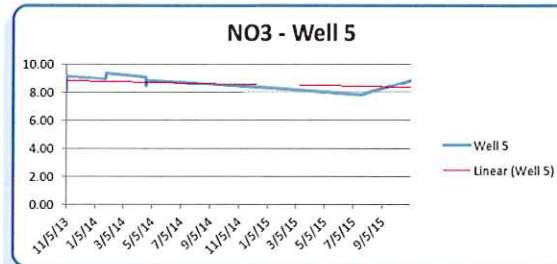
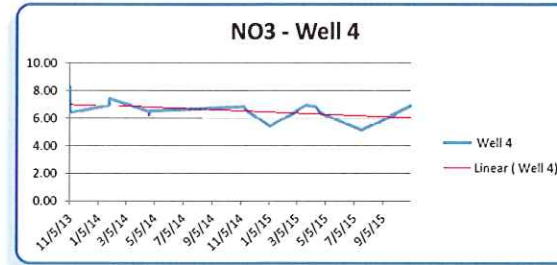
Attached are the latest nitrate test results for the wells. The analyses provided are for the prior 2 years of data collected with trend graphs.

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

Location	Sample Collected	Results Received	Results	Lab	Run Time
2	11/19/13	11/25/13	2.91	TCWC	192 hrs prior
2	12/17/13	12/23/13	3.97	TCWC	126 hrs prior
2	2/25/14	3/3/14	3.74	MVTL	144 hrs prior
2	4/23/14	5/7/14	3.21	MVTL	24 hrs prior
2	4/23/14	5/15/14	3.30	MDH	
2	4/23/14	6/16/14	3.20	MDH	*
2	5/20/14	5/27/14	3.03	MVTL	144 hrs prior
2	6/10/14	6/19/14	2.44	MVTL	144 hrs prior
2	7/15/14	7/29/14	2.60	MVTL	164 hrs prior
2	12/9/14	12/15/14	4.63	MVTL	132 hrs prior
2	1/6/15	1/14/15	3.10	MVTL	128 hrs prior
2	3/10/15	3/16/15	3.95	MVTL	126 hrs prior
2	4/14/15	4/20/15	2.36	MVTL	75 hrs prior
2	4/14/15	4/30/15	2.10	MDH	
2	5/19/15	5/26/15	2.58	MVTL	288 hrs prior
2	6/9/15	6/16/15	2.43	MVTL	26 hrs prior
2	8/8/15	9/15/15	2.27	MVTL	132 hrs prior
2	10/13/15	10/19/15	1.03	MVTL	96 hrs prior
3	2/11/05	2/22/05	< 0.2	MVTL	163 hrs prior
3	4/20/05	5/3/05	< 0.2	MVTL	26 hrs prior
3	4/20/05	5/4/05	< 0.05	MDH	
3	8/3/05	8/10/05	< 0.2	MVTL	75 hrs prior
3	10/3/05	10/17/05	< 0.2	MVTL	95 hrs prior
3	7/7/06	7/19/06	< 0.2	MVTL	8 hrs prior
3	7/24/06	8/14/06	1.73	MVTL	288 hrs prior
3	7/24/06	8/10/06	1.70	MDH	
3	12/9/06	12/26/06	< 0.20	MVTL	8 hrs prior
3	2/2/07	2/16/07	< 0.20	MVTL	164 hrs prior
3	3/16/07	4/2/07	< 0.20	MVTL	17 hrs prior
3	4/10/07	4/17/07	< 0.20	MVTL	26 hrs prior
3	5/10/07	6/1/07	< 0.05	MDH	
3	5/10/07	5/30/07	< 0.20	MVTL	48 hrs prior
3	4/21/15	4/27/15	< 0.05	MVTL	72 hrs prior
4	11/5/13	11/7/13	8.20	TCWC	144 hrs prior
4	11/5/13	12/23/13	6.40	MDH	
4	1/28/14	2/4/14	7.39	TCWC	168 hrs prior
4	1/27/14	2/24/14	6.90	MDH	
4	4/22/14	4/30/14	6.48	MVTL	72 hrs prior
4	4/22/14	6/16/14	6.20	MDH	*
4	4/23/14	5/7/14	6.52	MVTL	96 hrs prior
4	11/12/14	11/20/14	6.81	MVTL	210 hrs prior
4	11/12/14	12/29/14	6.70	MDH	
4	1/6/15	1/14/15	5.38	MVTL	220 hrs prior
4	3/24/15	3/30/15	6.90	MVTL	388 hrs prior
4	4/14/15	4/20/15	6.79	MVTL	96 hrs prior
4	4/23/15	7/8/15	6.40	MDH	163 hrs prior
4	7/21/15	7/29/15	5.10	MVTL	220 hrs prior
4	11/3/15	11/9/15	6.85	MVTL	168 hrs prior
5	11/5/13	11/7/13	8.10	TCWC	144 hrs prior
5	11/5/13	12/23/13	9.10	MDH	
5	1/28/14	2/4/14	9.33	TCWC	168 hrs prior
5	1/27/14	2/24/14	8.90	MDH	
5	4/22/14	4/30/14	9.06	MVTL	72 hrs prior
5	4/22/14	6/16/14	8.40	MDH	*
5	4/23/14	5/7/14	8.82	MVTL	96 hrs prior
5	7/21/15	7/29/15	7.80	MVTL	210 hrs prior
5	11/3/15	11/9/15	8.78	MVTL	112 hrs prior
6	10/22/13	10/28/13	4.89	TCWC	432 hrs prior
6	11/12/13	11/18/13	4.56	TCWC	144 hrs prior
6	12/17/13	12/23/13	7.71	TCWC	192 hrs prior
6	1/7/14	1/10/14	4.62	TCWC	696 hrs prior
6	2/25/14	3/3/14	5.82	MVTL	144 hrs prior
6	3/11/14	3/27/14	5.52	MVTL	168 hrs prior
6	4/1/14	4/7/14	5.02	MVTL	264 hrs prior
6	4/23/14	5/7/14	5.13	MVTL	24 hrs prior
6	4/23/14	6/16/14	5.00	MDH	*
6	5/13/14	5/20/14	5.38	MVTL	144 hrs prior
6	6/3/14	6/19/14	5.25	MVTL	144 hrs prior
6	7/8/14	7/14/14	5.52	MVTL	288 hrs prior
6	8/12/14	8/20/14	5.40	MVTL	162 hrs prior
6	9/2/14	9/11/14	5.36	MVTL	109 hrs prior
6	10/14/14	10/23/14	5.23	MVTL	434 hrs prior
6	11/25/14	12/3/14	5.40	MVTL	312 hrs prior
6	12/23/14	1/5/15	5.69	MVTL	191 hrs prior
6	1/13/15	1/22/15	5.60	MVTL	145 hrs prior
6	3/17/15	3/30/15	5.61	MVTL	48 hrs prior
6	6/9/15	6/16/15	5.94	MVTL	96 hrs prior
6	7/21/15	7/29/15	4.86	MVTL	144 hrs prior
6	8/18/15	8/24/15	4.68	MVTL	696 hrs prior
6	9/8/15	9/15/15	4.89	MVTL	288 hrs prior
6	11/17/15	11/23/15	5.15	MVTL	144 hrs prior
6	10/13/15	10/19/15	4.93	MVTL	192 hrs prior

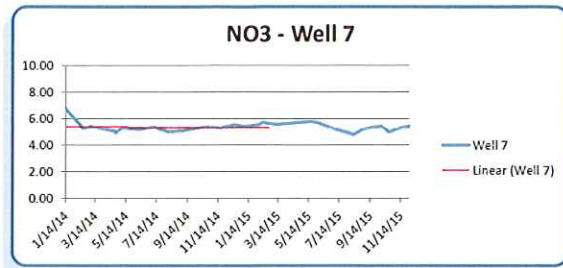


* Samples with an asterisk are from a Nitrate Source Water Survey conducted by the MDH and are not used in determining compliance.

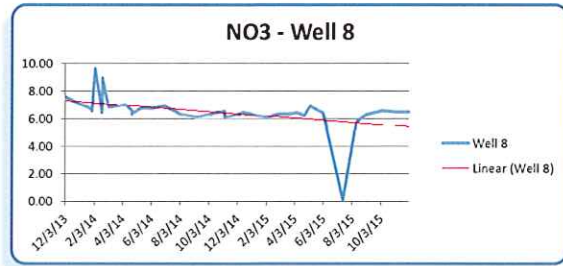


Shakopee Public Utilities Commission
 Water Department
 Nitrate Results
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
7	1/14/14	1/22/14	6.70	TCWC	168 hrs prior
7	2/18/14	2/25/14	5.22	MVTL	336 hrs prior
7	3/4/14	3/12/14	5.39	MVTL	96 hrs prior
7	4/23/14	5/7/14	5.00	MVTL	24 hrs prior
7	4/23/14	6/16/14	4.90	MDH	*
7	5/6/14	5/16/14	5.24	MVTL	216 hrs prior
7	6/10/14	6/23/14	5.14	MVTL	144 hrs prior
7	7/8/14	7/14/14	5.34	MVTL	212 hrs prior
7	8/5/14	8/18/14	4.98	MVTL	168 hrs prior
7	9/2/14	9/11/14	5.05	MVTL	96 hrs prior
7	10/21/14	10/27/14	5.37	MVTL	127 hrs prior
7	11/18/14	11/24/14	5.26	MVTL	321 hrs prior
7	12/16/14	12/24/14	5.50	MVTL	212 hrs prior
7	1/6/15	1/22/15	5.38	MVTL	159 hrs prior
7	2/3/15	2/9/15	5.51	MVTL	112 hrs prior
7	2/10/15	2/17/15	5.67	MVTL	144 hrs prior
7	3/10/15	3/16/15	5.52	MVTL	352 hrs prior
7	5/19/15	5/26/15	5.75	MVTL	158 hrs prior
7	6/2/15	6/8/15	5.66	MVTL	96 hrs prior
7	7/7/15	7/20/15	5.14	MVTL	144 hrs prior
7	8/11/15	8/17/15	4.77	MVTL	96 hrs prior
7	9/1/15	9/9/15	5.18	MVTL	144 hrs prior
7	10/6/15	10/14/15	5.41	MVTL	336 hrs prior
7	10/20/15	10/28/15	4.94	MVTL	144 hrs prior
7	11/10/15	11/16/15	5.24	MVTL	321 hrs prior
7	12/1/15	12/15/15	5.41	MVTL	352 hrs prior

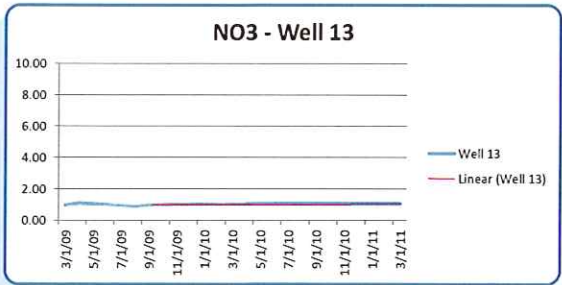
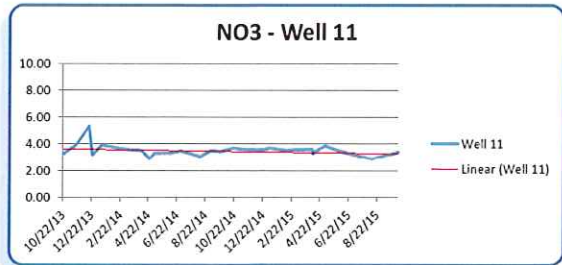
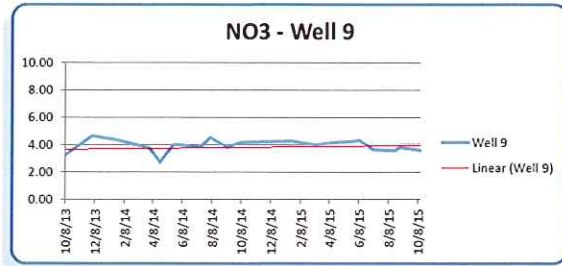


8	12/3/13	12/10/13	7.54	TCWC	96 hrs prior
8	1/28/14	2/4/14	6.52	TCWC	168 hrs prior
8	1/27/14	2/24/14	6.70	MDH	
8	2/4/14	2/10/14	9.60	TCWC	480 hrs prior
8	2/18/14	2/25/14	6.59	MVTL	168 hrs prior
8	2/18/14	3/3/14	6.42	TCWC	168 hrs prior
8	2/19/14	3/3/14	7.30	MVTL	192 hrs prior
8	2/19/14	3/3/14	8.92	TCWC	192 hrs prior
8	3/4/14	3/12/14	6.84	MVTL	120 hrs prior
8	4/8/14	4/25/14	7.02	MVTL	144 hrs prior
8	4/22/14	4/30/14	6.59	MVTL	480 hrs prior
8	4/22/14	6/16/14	6.30	MDH	*
8	4/23/14	5/7/14	6.41	MVTL	504 hrs prior
8	5/13/14	5/20/14	6.78	MVTL	96 hrs prior
8	6/3/14	6/19/14	6.77	MVTL	144 hrs prior
8	7/1/14	7/10/14	6.91	MVTL	140 hrs prior
8	8/5/14	8/18/14	6.32	MVTL	168 hrs prior
8	9/9/14	9/15/14	6.14	MVTL	192 hrs prior
8	10/21/14	10/27/14	6.49	MVTL	180 hrs prior
8	11/5/14	11/14/14	6.51	MVTL	480 hrs prior
8	12/16/14	12/24/14	6.44	MVTL	124 hrs prior
8	11/5/14	12/29/14	6.10	MDH	
8	1/13/15	1/22/15	6.23	MVTL	212 hrs prior
8	2/3/15	2/9/15	6.12	MVTL	127 hrs prior
8	3/3/15	3/9/15	6.31	MVTL	336 hrs prior
8	3/24/15	3/30/15	6.32	MVTL	24 hrs prior
8	4/7/15	4/13/15	6.41	MVTL	192 hrs prior
8	4/23/15	7/8/15	6.20	MDH	312 hrs prior
8	5/5/15	5/18/15	6.87	MVTL	144 hrs prior
8	6/2/15	6/8/15	6.39	MVTL	192 hrs prior
8	7/14/15	7/20/15	0.05	MVTL	168 hrs prior
8	8/11/15	8/17/15	5.77	MVTL	120 hrs prior
8	9/1/15	9/9/15	6.24	MVTL	180 hrs prior
8	10/6/15	10/14/15	6.55	MVTL	192 hrs prior
8	11/3/15	11/9/15	6.46	MVTL	140 hrs prior
8	12/1/15	12/15/15	6.46	MVTL	312 hrs prior



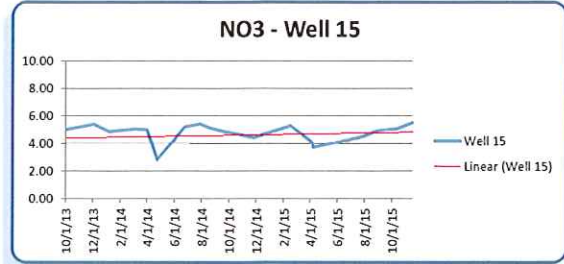
Shakopee Public Utilities Commission
 Water Department
 Nitrate Results
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
9	10/8/13	10/15/13	3.21	TCWC	192 hrs prior
9	12/3/13	12/10/13	4.64	TCWC	312 hrs prior
9	1/21/14	1/29/14	4.35	TCWC	144 hrs prior
9	3/4/14	3/12/14	3.96	MVTL	96 hrs prior
9	4/1/14	4/7/14	3.71	MVTL	168 hrs prior
9	4/23/14	5/7/14	2.72	MVTL	24 hrs prior
9	4/23/14	5/15/14	2.70	MDH	*
9	4/23/14	6/16/14	2.70	MDH	*
9	5/20/14	5/27/14	3.97	MVTL	144 hrs prior
9	6/3/14	6/19/14	3.96	MVTL	144 hrs prior
9	7/15/14	7/29/14	3.80	MVTL	243 hrs prior
9	8/5/14	8/18/14	4.50	MVTL	161 hrs prior
9	9/9/14	9/15/14	3.79	MVTL	212 hrs prior
9	10/7/14	10/17/14	4.17	MVTL	192 hrs prior
9	1/20/15	1/26/15	4.25	MVTL	144 hrs prior
9	3/10/15	3/16/15	3.96	MVTL	512 hrs prior
9	4/21/15	4/27/15	4.15	MVTL	240 hrs prior
9	5/19/15	5/26/15	4.20	MVTL	168 hrs prior
9	6/9/15	6/16/15	4.29	MVTL	24 hrs prior
9	7/7/15	7/20/15	3.62	MVTL	192 hrs prior
9	8/18/15	8/24/15	3.54	MVTL	24 hrs prior
9	9/1/15	9/9/15	3.75	MVTL	161 hrs prior
9	10/13/15	10/19/15	3.57	MVTL	150 hrs prior
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
11	10/22/13	10/28/13	3.21	TCWC	288 hrs prior
11	11/19/13	11/25/13	3.89	TCWC	144 hrs prior
11	12/17/13	12/23/13	5.29	TCWC	240 hrs prior
11	12/24/13	1/7/14	3.20	MDH	*
11	1/14/14	1/22/14	3.89	TCWC	168 hrs prior
11	2/25/14	3/3/14	3.61	MVTL	144 hrs prior
11	3/11/14	3/27/14	3.57	MVTL	168 hrs prior
11	4/8/14	4/25/14	3.49	MVTL	144 hrs prior
11	4/24/14	5/7/14	2.98	MVTL	24 hrs prior
11	4/24/14	5/15/14	2.90	MDH	*
11	4/24/14	6/16/14	2.90	MDH	*
11	5/6/14	5/16/14	3.31	MVTL	24 hrs prior
11	6/10/14	6/23/14	3.33	MVTL	144 hrs prior
11	7/1/14	7/10/14	3.48	MVTL	312 hrs prior
11	8/12/14	8/20/14	3.08	MVTL	144 hrs prior
11	9/2/14	9/11/14	3.50	MVTL	144 hrs prior
11	9/23/14	10/2/14	3.43	MVTL	512 hrs prior
11	10/21/14	10/27/14	3.66	MVTL	288 hrs prior
11	11/18/14	11/24/14	3.58	MVTL	144 hrs prior
11	12/23/14	1/5/15	3.55	MVTL	281 hrs prior
11	1/6/15	1/14/15	3.68	MVTL	168 hrs prior
11	2/10/15	2/17/15	3.50	MVTL	148 hrs prior
11	3/3/15	3/9/15	3.56	MVTL	192 hrs prior
11	4/7/15	4/13/15	3.57	MVTL	144 hrs prior
11	4/7/15	4/23/15	3.30	MDH	*
11	5/5/15	5/18/15	3.81	MVTL	60 hrs prior
11	6/2/15	6/8/15	3.46	MVTL	100 hrs prior
11	7/21/15	7/29/15	3.05	MVTL	288 hrs prior
11	8/11/15	8/17/15	2.90	MVTL	144 hrs prior
11	9/8/15	9/15/15	3.17	MVTL	144 hrs prior
11	10/6/15	10/14/15	3.36	MVTL	300 hrs prior
12	12/17/13	12/23/13	3.01	TCWC	144 hrs prior
12	1/21/14	1/29/14	1.70	TCWC	168 hrs prior
12	2/4/14	2/10/14	2.21	TCWC	144 hrs prior
12	4/23/14	5/7/14	1.27	MVTL	192 hrs prior
12	4/23/14	6/16/14	1.30	MDH	*
12	8/12/14	8/20/14	2.10	MVTL	162 hrs prior
12	9/23/14	10/2/14	2.28	MVTL	132 hrs prior
12	10/13/15	10/19/15	2.35	MVTL	
13	3/12/09	3/26/09	0.96	MVTL	46 hrs prior
13	4/14/09	4/27/09	1.10	MVTL	60 hrs prior
13	8/4/09	8/12/09	0.90	MVTL	1013 hrs prior
13	9/24/09	10/5/09	0.98	MVTL	51 hrs prior
13	7/14/10	7/27/10	1.07	MVTL	42 hrs prior
13	3/11/11	3/16/11	1.08	MVTL	100 hrs prior

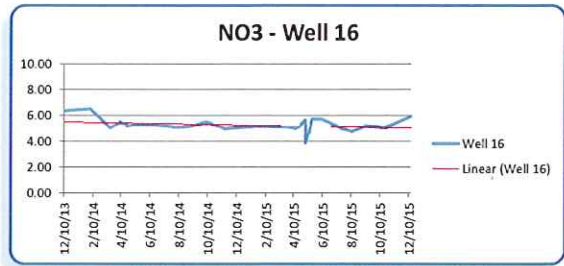


Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

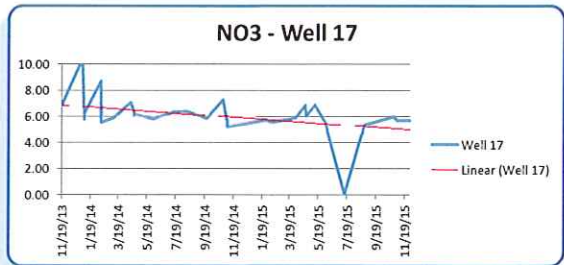
Location	Sample Collected	Results Received	Results	Lab	Run Time
14	3/11/11	3/16/11	< 0.20	MVTL	90 hrs prior
14	2/12/13	2/19/13	Absent	TCWC	126 hrs prior
14	1/21/14	1/29/14	< 1.00	TCWC	168 hrs prior
14	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
15	10/1/13	10/1/13	4.98	TCWC	200 hrs prior
15	12/3/13	12/10/13	5.37	TCWC	336 hrs prior
15	1/7/14	1/10/14	4.84	TCWC	96 hrs prior
15	3/4/14	3/12/14	5.02	MVTL	96 hrs prior
15	4/1/14	4/7/14	4.99	MVTL	240 hrs prior
15	4/24/14	5/7/14	2.87	MVTL	24 hrs prior
15	4/24/14	5/15/14	2.90	MDH	
15	4/24/14	6/16/14	2.80	MDH	*
15	6/24/14	7/10/14	5.20	MVTL	244 hrs prior
15	7/29/14	8/4/14	5.39	MVTL	144 hrs prior
15	8/19/14	8/27/14	5.13	MVTL	248 hrs prior
15	9/9/14	9/15/14	4.93	MVTL	96 hrs prior
15	11/25/14	12/3/14	4.42	MVTL	200 hrs prior
15	2/3/15	2/9/15	5.11	MVTL	132 hrs prior
15	2/17/15	2/23/15	5.27	MVTL	60 hrs prior
15	4/7/15	4/13/15	4.00	MVTL	144 hrs prior
15	4/7/15	4/23/15	3.70	MDH	
15	7/28/15	8/3/15	4.49	MVTL	96 hrs prior
15	8/4/15	8/10/15	4.58	MVTL	144 hrs prior
15	9/1/15	9/9/15	4.91	MVTL	200 hrs prior
15	10/13/15	10/19/15	5.05	MVTL	132 hrs prior
15	11/17/15	11/23/15	5.50	MVTL	336 hrs prior



16	12/10/13	12/16/13	6.34	TCWC	144 hrs prior
16	2/4/14	2/10/14	6.48	TCWC	144 hrs prior
16	3/18/14	3/25/14	5.07	MVTL	96 hrs prior
16	4/8/14	4/25/14	5.47	MVTL	144 hrs prior
16	4/23/14	5/7/14	5.35	MVTL	24 hrs prior
16	4/23/14	6/16/14	5.20	MDH	*
16	5/13/14	5/20/14	5.31	MVTL	144 hrs prior
16	6/10/14	6/23/14	5.30	MVTL	144 hrs prior
16	7/22/14	7/29/14	5.16	MVTL	48 hrs prior
16	8/5/14	8/18/14	5.09	MVTL	312 hrs prior
16	9/2/14	9/11/14	5.16	MVTL	144 hrs prior
16	10/7/14	10/17/14	5.48	MVTL	312 hrs prior
16	11/12/14	11/20/14	5.05	MVTL	144 hrs prior
16	11/12/14	12/29/14	5.00	MDH	
16	1/20/15	1/26/15	5.16	MVTL	137 hrs prior
16	3/24/15	3/30/15	5.11	MVTL	172 hrs prior
16	4/14/15	4/20/15	5.01	MVTL	168 hrs prior
16	4/23/15	7/8/15	5.20	MDH	120 hrs prior
16	5/5/15	5/18/15	5.61	MVTL	144 hrs prior
16	5/5/15	5/18/15	3.86	MVTL	
16	5/19/15	5/26/15	5.70	MVTL	168 hrs prior
16	6/9/15	6/16/15	5.68	MVTL	120 hrs prior
16	7/21/15	7/29/15	4.98	MVTL	312 hrs prior
16	8/11/15	8/17/15	4.80	MVTL	144 hrs prior
16	9/8/15	9/15/15	5.17	MVTL	120 hrs prior
16	10/20/15	10/28/15	5.04	MVTL	48 hrs prior
16	11/10/15	11/16/15	5.33	MVTL	172 hrs prior
16	12/15/15	12/21/15	5.92	MVTL	144 hrs prior

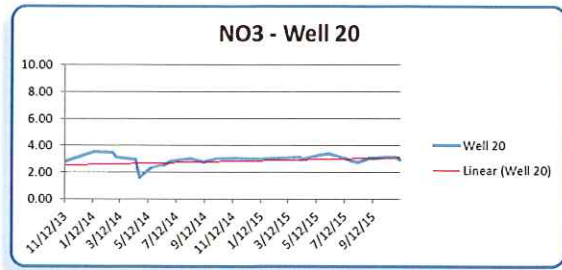


17	11/19/13	12/23/13	6.80	MDH	
17	1/2/14	1/6/14	10.36	TCWC	24 hrs prior
17	1/6/14	1/10/14	5.75	TCWC	120 hrs prior
17	1/6/14	1/13/14	6.19	MVTL	120 hrs prior
17	1/7/14	1/10/14	6.18	TCWC	144 hrs prior
17	1/7/14	1/16/14	6.24	MVTL	144 hrs prior
17	2/11/14	2/14/14	8.67	TCWC	168 hrs prior
17	2/11/14	4/21/14	5.50	MDH	
17	3/11/14	3/27/14	5.88	MVTL	168 hrs prior
17	4/15/14	4/25/14	7.03	MVTL	48 hrs prior
17	4/22/14	4/30/14	6.36	MVTL	24 hrs prior
17	4/22/14	6/16/14	6.00	MDH	*
17	4/23/14	5/7/14	6.13	MVTL	24 hrs prior
17	6/3/14	6/19/14	5.79	MVTL	144 hrs prior
17	7/15/14	7/29/14	6.33	MVTL	120 hrs prior
17	8/12/14	8/20/14	6.37	MVTL	144 hrs prior
17	9/23/14	10/2/14	5.81	MVTL	244 hrs prior
17	10/28/14	11/5/14	7.25	MVTL	244 hrs prior
17	11/5/14	11/14/14	5.51	MVTL	48 hrs prior
17	11/5/14	12/29/14	5.20	MDH	
17	1/27/15	2/4/15	5.68	MVTL	192 hrs prior
17	2/10/15	2/17/15	5.54	MVTL	144 hrs prior
17	3/31/15	4/13/15	5.84	MVTL	168 hrs prior
17	4/23/15	7/8/15	6.00	MDH	211 hrs prior
17	4/21/15	4/27/15	6.82	MVTL	168 hrs prior
17	5/12/15	5/18/15	6.85	MVTL	312 hrs prior
17	6/2/15	6/8/15	5.57	MVTL	24 hrs prior
17	7/14/15	7/20/15	< 0.05	MVTL	144 hrs prior
17	8/25/15	9/1/15	5.31	MVTL	192 hrs prior
17	9/15/15	9/22/15	5.52	MVTL	312 hrs prior
17	10/27/15	11/5/15	5.95	MVTL	168 hrs prior
17	11/3/15	11/9/15	5.66	MVTL	144 hrs prior
17	12/1/15	12/15/15	5.67	MVTL	168 hrs prior

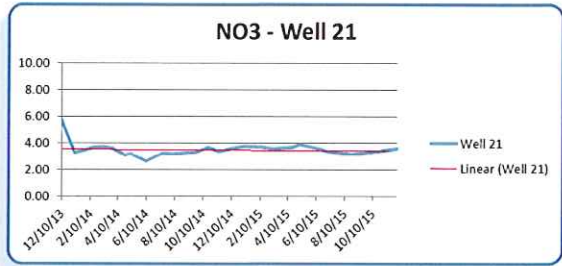


Shakopee Public Utilities Commission
 Water Department
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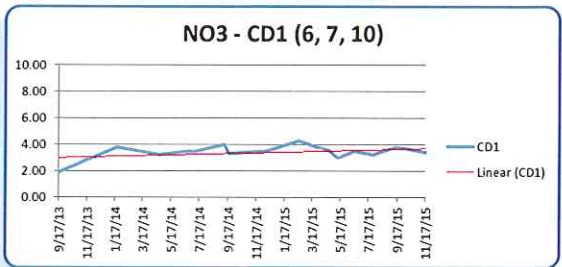
Location	Sample Collected	Results Received	Results	Lab	Run Time
20	11/12/13	11/18/13	2.77	TCWC	144 hrs prior
20	1/14/14	1/22/14	3.50	TCWC	168 hrs prior
20	2/25/14	3/3/14	3.46	MVTL	144 hrs prior
20	3/4/14	3/12/14	3.09	MVTL	312 hrs prior
20	4/15/14	4/25/14	2.92	MVTL	120 hrs prior
20	4/23/14	5/7/14	1.65	MVTL	24 hrs prior
20	4/23/14	5/15/14	1.60	MDH	
20	5/20/14	5/27/14	2.34	MVTL	144 hrs prior
20	4/23/14	6/16/14	1.60	MDH	*
20	6/17/14	6/23/14	2.54	MVTL	144 hrs prior
20	7/1/14	7/10/14	2.81	MVTL	288 hrs prior
20	8/12/14	8/20/14	3.01	MVTL	211 hrs prior
20	9/9/14	9/15/14	2.75	MVTL	312 hrs prior
20	10/7/14	10/17/14	2.99	MVTL	144 hrs prior
20	11/18/14	11/24/14	3.02	MVTL	211 hrs prior
20	1/13/15	1/22/15	2.95	MVTL	94 hrs prior
20	2/3/15	2/9/15	3.01	MVTL	288 hrs prior
20	3/3/15	3/9/15	3.03	MVTL	180 hrs prior
20	4/7/15	4/13/15	3.09	MVTL	768 hrs prior
20	4/7/15	4/23/15	2.90	MDH	
20	5/19/15	5/26/15	3.26	MVTL	336 hrs prior
20	6/9/15	6/16/15	3.36	MVTL	162 hrs prior
20	7/28/15	8/3/15	2.82	MVTL	120 hrs prior
20	8/11/15	8/17/15	2.71	MVTL	211 hrs prior
20	9/1/15	9/9/15	2.99	MVTL	180 hrs prior
20	10/27/15	11/5/15	3.11	MVTL	120 hrs prior
20	11/10/15	11/16/15	2.90	MVTL	288 hrs prior



21	12/10/13	12/16/13	5.67	TCWC	648 hrs prior
21	1/7/14	1/10/14	3.29	TCWC	456 hrs prior
21	2/18/14	2/25/14	3.68	MVTL	336 hrs prior
21	3/11/14	3/27/14	3.70	MVTL	168 hrs prior
21	4/1/14	4/7/14	3.57	MVTL	168 hrs prior
21	4/24/14	5/7/14	3.11	MVTL	24 hrs prior
21	5/6/14	5/16/14	3.20	MVTL	312 hrs prior
21	4/24/14	5/15/14	3.10	MDH	
21	4/24/14	6/16/14	3.10	MDH	*
21	6/10/14	6/23/14	2.64	MVTL	144 hrs prior
21	7/15/14	7/29/14	3.26	MVTL	422 hrs prior
21	8/5/14	8/18/14	3.20	MVTL	162 hrs prior
21	9/2/14	9/11/14	3.28	MVTL	196 hrs prior
21	9/23/14	10/2/14	3.33	MVTL	172 hrs prior
21	10/21/14	10/27/14	3.64	MVTL	144 hrs prior
21	11/12/14	11/20/14	3.37	MVTL	312 hrs prior
21	12/9/14	12/15/14	3.57	MVTL	312 hrs prior
21	1/6/15	1/14/15	3.75	MVTL	172 hrs prior
21	2/10/15	2/17/15	3.69	MVTL	165 hrs prior
21	3/10/15	3/16/15	3.56	MVTL	120 hrs prior
21	4/21/15	4/27/15	3.68	MVTL	162 hrs prior
21	5/5/15	5/18/15	3.86	MVTL	159 hrs prior
21	6/2/15	6/8/15	3.68	MVTL	168 hrs prior
21	7/7/15	7/20/15	3.36	MVTL	172 hrs prior
21	8/25/15	9/1/15	3.18	MVTL	312 hrs prior
21	10/20/15	10/28/15	3.37	MVTL	168 hrs prior
21	12/1/15	12/15/15	3.57	MVTL	165 hrs prior

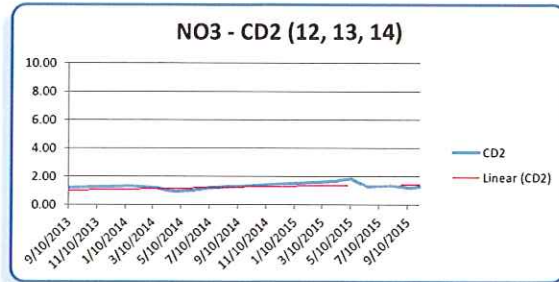


combined discharge - Wells 6-7-10					
CD 1	9/17/13	9/25/13	1.86	TCWC	222 hrs prior
CD 1	1/21/14	1/29/14	3.78	TCWC	144 hrs prior
CD 1	4/23/14	5/7/14	3.20	MVTL	24 hrs prior
CD 1	4/23/14	5/15/14	3.20	MDH	
CD 1	6/24/14	7/10/14	3.48	MVTL	144 hrs prior
CD 1	7/8/14	7/14/14	3.45	MVTL	162 hrs prior
CD 1	9/19/14	8/27/14	3.30	MVTL	368 hrs prior
CD 1	9/9/14	9/15/14	3.99	MVTL	159 hrs prior
CD 1	12/9/14	12/15/14	3.47	MVTL	224 hrs prior
CD 1	2/17/15	2/23/15	4.25	MVTL	168 hrs prior
CD 1	3/31/15	4/13/15	3.75	MVTL	78 hrs prior
CD 1	4/21/15	4/27/15	3.56	MVTL	168 hrs prior
CD 1	5/12/15	5/18/15	2.98	MVTL	144 hrs prior
CD 1	6/16/15	6/26/15	3.45	MVTL	212 hrs prior
CD 1	7/28/15	8/3/15	3.21	MVTL	24 hrs prior
CD 1	8/4/15	8/10/15	3.30	MVTL	368 hrs prior
CD 1	9/15/15	9/22/15	3.76	MVTL	168 hrs prior
CD 1	11/17/15	11/23/15	3.39	MVTL	160 hrs prior




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 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
combined discharge - Wells 12-13-14					
CD 2	9/10/2013	9/13/2013	1.18	TCWC	142 hrs prior
CD 2	1/21/2014	1/29/2014	1.30	TCWC	168 hrs prior
CD 2	3/18/2014	3/25/2014	1.18	MVTL	168 hrs prior
CD 2	4/8/2014	4/25/2014	1.01	MVTL	144 hrs prior
CD 2	4/23/2014	5/7/2014	0.95	MVTL	24 hrs prior
CD 2	4/23/2014	5/15/2014	0.94	MDH	
CD 2	6/3/2014	6/19/2014	0.99	MVTL	192 hrs prior
CD 2	7/8/2014	7/14/2014	1.16	MVTL	212 hrs prior
CD 2	4/14/2015	4/20/2015	1.65	MVTL	192 hrs prior
CD 2	4/14/2015	4/30/2015	1.70	MDH	
CD 2	5/12/2015	5/18/2015	1.82	MVTL	144 hrs prior
CD 2	6/16/2015	6/26/2015	1.26	MVTL	126 hrs prior
CD 2	8/4/2015	8/10/2015	1.35	MVTL	168 hrs prior
CD 2	9/15/2015	9/22/2015	1.15	MVTL	144 hrs prior
CD 2	10/6/2015	10/14/2015	1.25	MVTL	208 hrs prior



December 1, 2015

John Crooks 
Utilities Manager
Shakopee Public Utilities
PO Box 470
255 Sarazin Street
Shakopee, MN 55379-0470

RE: Electric Conservation Improvement Program (CIP) 2014 Results and 2016 Plans

Dear John Crooks:

Thank you very much for Shakopee Public Utilities's (Shakopee) efforts to report 2014 Conservation Improvement Program (CIP) results and a 2016 CIP plan in Reporting_{ESP}. My staff has finished reviewing this information.

2014 CIP RESULTS

Each utility has an annual energy savings goal equal to 1.5 percent of gross annual retail sales.¹ Based on the information provided, Shakopee saved a total of 4,887,878 kWh at the generator in 2014, equivalent to 1.23 percent of average 2010-2012 retail sales, excluding sales to any CIP-exempt customers.² We appreciate Shakopee's energy efficiency and conservation achievements in 2014.

Each cooperative electric association and municipality utility is required to invest a minimum of 1.5 percent of its Minnesota gross operating revenues (GOR), excluding revenue from any CIP-exempt customers, on CIP.³ For 2014, 2012 revenues were the baseline for establishing these minimum spending requirements. Based on the information provided, Shakopee invested a total of \$447,145 in 2014, approximately 1.16 percent of 2012 Minnesota GOR, excluding revenue from CIP-exempt customers.

Additionally, Minnesota Statutes require each electric utility and natural gas municipal utility to invest a minimum of 0.2 percent of its residential Minnesota GOR on CIP programs that directly serve the needs of low-income persons, including renters.⁴ For 2014, 2012 revenues were the baseline for establishing the low-income spending requirements.

¹ See Minn. Stat. §216B.241 subd. 1c (b).

² Minnesota Statutes 216B.241 subd. 1c(b) states that the energy savings goal is to be calculated based on the most recent three-year weather-normalized average. This review was based on 2010-2012 retail sales as reported in ESP[®].

³ See Minn. Stat. §216B.241 subd. 1b.

⁴ See Minn. Stat. §216B.241 subd. 7(a) and (c).

While Department policy currently allows cooperatives and municipalities to count a portion of general residential spending as low-income, the Department strongly encourages all utilities to meet their low-income spending requirements through programs that directly serve the needs of low-income persons, including renters.

Also, while utilities may claim energy savings that result from electric utility infrastructure (EUI) projects on top of a minimum savings goal of one percent from conservation improvements, provided the EUI projects result in energy efficiencies greater than what would occur through normal maintenance activity,⁵ Minnesota Statutes do not allow spending on EUI projects to count towards the CIP spending requirement.⁶ Therefore, total 2014 CIP spending does not reflect any EUI spending. The Department is supportive of EUI projects that increase generation and distribution efficiencies and appreciates that utilities are reporting information about these investments through Reporting_{ESP}.

In addition to meeting the energy savings goal and the total and low-income spending requirements, Minnesota Statutes §§216B.241 and 216B.2411 contain provisions that utilities must meet, including the following:

Research and Development (R&D): Each utility and association may spend up to 10 percent of a utility's minimum spending requirement on R&D (§216B.241, subd. 2(c)).

Distributed and Renewable Generation (DRG): Each utility and association may spend up to 5 percent of a utility's minimum spending requirement on DRG (§216B.2411, subd. 1). Utilities may not use green pricing programs to achieve CIP requirements.

Green Building Standards: Each utility and association must offer one or more programs that support green building certification of commercial buildings and that support goals consistent with Sustainable Buildings 2030 (SB 2030) standards (§216B.241, subd. 1f(c) and §216B.241, subd. 9(e)). We recommend that at a minimum, utilities offer subsidies for design assistance and/or certification expenses on a case by case basis within their commercial and industrial program(s).

Load-Management Activities: Each utility and association may use load-management activities to achieve up to 50 percent of a utility's minimum spending requirement (§216B.241, subd. 1b(e)).

⁵ Minn. Stat. §216B.241 subd. 1c (d) allows a utility or associated to include in its energy conservation plan energy savings from electric utility infrastructure projects.

⁶ Minn. Stat. §216B.241 subd. 1b (b) requires each electric cooperative association and electric municipal utility to spend 1.5% of gross operating revenues annually on *energy conservation improvements*. Minn. Stat. §216B.241 subd. 1(e) specifically excludes electric utility infrastructure projects from the definition of energy conservation improvements.

Electric Utility Infrastructure (EUI): As stated above, energy savings from EUI projects count towards CIP energy savings goals. However, according to the Minnesota Statutes, spending on EUI projects may not be counted towards CIP spending requirements.

For 2014, Shakopee Public Utilities:

- Did not achieve the statutory energy savings goal of 1.5 percent of gross annual retail energy sales excluding sales to CIP-exempt customers, equivalent to 5,960,903 kWh at the generator in 2014.
- Did not meet the statutory minimum spending requirement of 1.5 percent of gross operating revenue, excluding revenue from CIP-exempt customers, equivalent to \$577,455 in 2014.
- Invested \$0 on DRG. This amount complies with the statutory spending cap, equal to \$28,873 in 2014.
- Invested \$447,145 on conservation programs, equivalent to 77.43 percent of the total CIP minimum spending amount of \$577,455. This amount complies with the minimum spending amount on conservation programs (programs designed to save energy rather than reduce peak demand and/or shift energy use to off-peak hours), 50 percent of a utility's total minimum spending amount.
- Invested \$52,799 on low-income customers through CIP, equivalent to 0.33 percent of residential gross operating revenue. This amount complies with the minimum low-income spending amount, equal to \$31,638.

2016 PLAN REVIEW

The CIP plan for 2016 presented by Shakopee Public Utilities:

- Has a total savings goal of 7,426,381 kWh, equivalent to 1.87 percent of 2012-2014 average annual retail sales, excluding sales to any CIP-exempt customers. This amount complies with the 1.5 percent savings goal.
- Has a total budget of \$825,650, equivalent to 1.96 percent of 2014 GOR, excluding revenues from any CIP-exempt customers. This amount complies with the minimum 1.5 percent spending requirement. (As discussed in the 2014 Results section, EUI expenditures do not count as CIP expenditures.)
- Invests \$0 on DRG. This amount complies with the statutory spending cap, equal to \$31,601 in 2016.
- Invests \$825,650 on conservation programs, equivalent to 130.64 percent of the total CIP minimum spending amount of \$632,010. This amount complies with the minimum spending amount on conservation programs (programs designed to save energy rather than reduce peak demand and/or shift energy use to off-peak hours), 50 percent of a utility's total minimum spending amount.

- Invests \$57,252 on low-income customers, equivalent to 0.36 percent of 2012-2014 average residential GOR. This amount complies with the minimum low-income spending requirement equal to \$32,068.

FUTURE REPORTING

Annual one-year plans and one-year status reports are due on June 1 of each year. The next scheduled report will be on June 1, 2016, when Shakopee Public Utilities will be required to submit expenditures and savings for 2015, budgets and goals for 2017, and updated program designs in Reporting_{ESP} for 2017. Program designs will persist from one year to the next so that it will not be necessary to reenter those programs that have not changed. The baseline periods for each program year are shown below.

Please note that there is a change to the low-income spending requirements beginning in 2016. Legislation passed in 2014⁷ changed the calculation of the minimum low-income spending requirements to use a three-year average of residential GOR. Similar to how the 1.5 percent savings goal is calculated, low-income spending requirements will be calculated using average residential GOR over the most recent three-year period prior to the year in which the plan is filed. Beginning with 2016 plans filed in 2015, the low-income spending requirements for all utilities will be calculated as 0.2 percent of 2012-2014 average residential GOR.⁸

Baseline Periods for Cooperatives and Municipalities

Program Year	Savings Goal 1.5% of:	Total Spending Rqmt 1.5% of:	Low-Income Spending Rqmt 0.2% of:
2014	2010-2012 average sales	2012 GOR	2012 residential GOR
2015	2011-2013 average sales	2013 GOR	2013 residential GOR
2016	2012-2014 average sales	2014 GOR	2012-2014 average residential GOR
2017	2013-2015 average sales	2015 GOR	2013-2015 average residential GOR
...

⁷ Minn. Laws 2013 Ch. 132 Sec. 2

⁸ Since associations and municipalities have already developed and filed 2014 and 2015 plans under the old low-income formula, the Department will apply the new low-income formula beginning in 2016.

DECISION

With this letter, I accept Shakopee's results for the 2014 CIP program year and approve Shakopee's CIP plan for 2016. Thank you for Shakopee's continued contributions to Minnesota's energy efficiency and conservation goals. Please contact Jessica Burdette at Jessica.Burdette@state.mn.us or 651-539-1871 or Laura Silver at laura.silver@state.mn.us or 651-539-1873 with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'W Grant', written in a cursive style.

WILLIAM GRANT
Deputy Commissioner

WG/LNS

Crooks, John

From: Silver, Laura (COMM) [laura.silver@state.mn.us]
Sent: Friday, November 13, 2015 4:40 PM
To: Crooks, John
Subject: Dept of Commerce - Shakopee Conservation Improvement Plan Review
Attachments: Shakopee 2014_2016-2.docx

Hello John Crooks,

Minnesota Department of Commerce, Division of Energy Resources staff have been conducting their annual review of Minnesota utility [Conservation Improvement Program \(CIP\)](#) performance and planning, including Shakopee Public Utilities' information as it was reported in the [Energy Savings Platform \(ESP\)](#). Attached to this email you will find a draft copy of our agency's letter summarizing our review of Shakopee Public Utilities' CIP results for 2014 and plan for 2016.

We have found that Shakopee Public Utilities' plan for 2016 is compliant with the statutory requirements in MN Statutes 216B.241. We will be posting our final letter on [eDockets](#) in docket 15-983 so that it is publically available.

Please contact me if you have any questions or concerns about the contents of the letter or the reporting requirements for CIP.

Thanks,

Laura N. Silver

Senior State Program Administrator – Conservation Improvement Program
Minnesota Department of Commerce
85 7th Place East, Suite 500, Saint Paul, MN 55101
P: 651-539-1873



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SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program

Non-Residential Lighting – New Construction

Description

In 2016, SPUC will continue to promote a non-residential lighting program specifically for new construction. A new construction lighting program is aimed at the importance of achieving high efficiency in the construction stage. If high efficient equipment is not installed when the building is built, the opportunity to achieve energy savings over the life of the measure will be lost. For lighting systems, the lost opportunity may be much longer than the measure life since a lighting system once installed is maintained without much consideration given to the installation of high efficiency. This program provides rebates to the project owner to encourage the installation of high efficient lighting when the building is being built.

Target Market

Business, Commercial and Industrial new construction projects

Participant must be the owner or decision maker for specifying and selecting high efficiency equipment.

2016 Budget

\$34,100

Budget will be balanced between the Non-Residential Lighting Retrofit program and the Non-Residential Lighting New Construction program.

Qualifying Criteria

The new construction project must be an electric non-residential customer of Shakopee Public Utilities. Lighting project must result in a reduction of kWh from standard efficiency equipment installations. Customers are responsible for ensuring that equipment installed meets all applicable codes and standards.

Rebate Amounts

Rebates will stay the same as offered in 2015.

Marketing Efforts

Marketing materials will be developed and the Lighting New Construction program will be coordinated through local lighting contractors and on one-on-one utility marketing relationships.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program

Non-Residential Lighting - Retrofit

Description

Moving into 2016, there continues to be numerous non-residential buildings that consist of the standard outdated T12 lighting systems. In addition, the lighting industry continues to be in flux due to many factors including the impacts of the Energy Policy Act of 2005 which has mandated higher standards for lighting. Lighting represents about 29% of the electrical use in non-residential buildings. Of that, 29%, standard T12 lighting represents 42% of the lighting usage. Energy represents 86% of the lighting ownership costs (lighting ownership costs typically include cost of energy, maintenance, and carrying costs of the asset).

As of July 1, 2010, magnetic ballasts used in the operation of T12 lamps are no longer being manufactured. The lighting retrofit program will encourage non-residential customers to change out old inefficient lighting and replace with low wattage T8 (where applicable), and T5 technology. It will also encourage pulse start metal halide and LED. These retrofit measures will increase efficiency in most non-residential applications.

Target Market

Business, Commercial and Industrial, retrofit lighting projects

Participant must be the owner or decision maker for specifying and selecting high efficiency equipment.

2016 Budget

\$108,000

Budget will be balanced between the Non-Residential Lighting Retrofit program and the Non-Residential Lighting New Construction program, as expectations are that most will be retrofit projects.

Qualifying Criteria

Participant must be an electric non-residential customer of Shakopee Public Utilities. Lighting project must result in a reduction of kWh. Customers are responsible for ensuring that equipment installed meets all applicable codes and standards.

Rebate Amounts

Rebates will stay the same as offered in 2015.

Marketing Efforts

Marketing materials will be developed and the Lighting Retrofit program will be coordinated through local lighting contractors and on one-on-one utility marketing relationships.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program

Custom

Description

Shakopee Public Utilities recognizes projects that are not covered under its prescriptive rebates may result in substantial energy savings. To accommodate those projects, Shakopee Public Utilities offers a custom incentive.

Target Market

Participant must be a non-residential electric customer, who implements a project that results in an energy efficiency savings that does not fit SPU's prescriptive rebates.

2016 Budget

\$59,500

Qualifying Criteria

Project must result in a kWh savings that can be substantiated by certified energy calculations.

Rebate Amounts

Rebate changed from \$.05 in 2015

Customer incentive - \$.085 per kWh saved - 1st year, not to exceed 50% of project costs and not less than a two year payback.

Marketing Efforts

Program will be promoted on a one-on-one meeting with customers and vendors. Program will be coordinated with various vendors depending on the technology.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program

Cooling - Commercial

Description

The Commercial and Industrial Cooling program will offer incentives to commercial and industrial customers that have outdated or poorly functioning cooling equipment.

Target Market

Business and Commercial and Industrial electric customers

2016 Budget

\$60,000

Qualifying Criteria

Incentives will be offered to replace cooling equipment that is not working properly or is past its useful life, the project must result in kWh savings. Program will also include energy efficient rebates for qualifying new construction.

Rebate Amounts

Rebate amounts will not change from 2015.

Marketing Efforts

The Commercial and Industrial Cooling program will be marketed by local HVAC dealers who SPU has relationships with.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program

RCx (Retrocommissioning)

Description

A Retrocommissioning (RCx) study evaluates a facility's usage and systems and identifies ways to optimize the facility's direct digital controls (DDC) or process controls. Most of the recommendations from the study will be no- to low-cost operational and maintenance solutions that can result in significant energy and cost savings.

RCx can be a cost-effective way to fine-tune your system or correct problems that are found in commercial businesses that have many energy consuming systems that degrade or fail without preventative maintenance attention.

Target Market

Electric Commercial and Industrial Customers of SPUC:

- Food processing
- Diversified products
- Hospitals and clinics
- Large office buildings
- Apartment buildings
- Large retail
- Electronics manufacturing
- Metal fabricators
- Correctional facilities
- Schools
- Grocery stores

2016 Budget

\$35,000

Qualifying Criteria

The best candidates for the RCx program meet the following criteria:

- Building is a minimum of 20,000 square feet
- Must have a central DDC system or digital process controls 2 to 10 years of age
- System is free of major problems requiring capital repairs
- No plans for any major system renovations or retrofits for the area under consideration

Rebate Amounts

As in 2015, SPU will reimburse the customer 50% of the study cost upon delivery of the study. The remaining 50% of the study cost is reimbursed by SPUC once the recommended measures are implemented per the guidelines.

Study Costs will be capped at SPU management discretion.

Marketing Efforts

SPU will develop relationships with vendors who have an expertise in delivering RCx programs.



SHAKOPEE PUBLIC UTILITIES

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2016 SPUC Conservation Improvement Program **Energy Star Appliance**

Description

Refrigerators, washers, and dryers use more than 80% of the appliance energy consumed by most homes. Shakopee Public Utilities' Energy Star Appliance program addresses all of the major appliances that are large consumers of energy in the home, including refrigerators, clothes washers, dehumidifiers, and dishwashers.

Target Market

The Energy Star Appliance Rebate program will target all residential customers including owners and renters.

2016 Budget

\$13,150

Qualifying Criteria

Applicant must provide a final, detailed copy of the original sales receipt/invoice/packing slip, which must include the store name, customer name, date of sale, manufacturer name, model number and date of installation and the energy guide label. Product must meet Energy Star designation and will be verified by SPUC through the Energy Star website.

Rebate Amounts

No change from 2015

Refrigerator -	\$25
Dishwasher-	\$25
Clothes Washer-	\$25

Marketing Efforts

Residential programs marketing efforts including the Energy Star Appliance program will be carried out primarily through bill inserts, newspaper advertisements, and the newsletter.

It is anticipated that the OPower program which is designed to support and reinforce customer behavior to purchase energy efficient products for the home will continue to be a driver for this program.



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2016 SPUC Conservation Improvement Program **Appliance Recycling**

Description

Old refrigerators and freezers can use more than two times the electricity of new Energy Star qualified models.

Shakopee Utilities Appliance Recycling provides an easy way for customers to become more energy efficient by having an authorized appliance recycler remove the old appliance from the home, to demanufacture the appliance and provide permanent removal of the appliance from the grid.

Target Market

All residential customers, including renters and home owners as well as small businesses who have appliances that are older than 10 years old and need to be removed from the grid.

2016 Budget

\$4,000

Qualifying Criteria

The unit must be at least 10 years old and in working condition.

Rebate Amounts

No change from 2015

Appliance Removal - Rebate

Refrigerator - \$50

Freezer - \$50

Room AC- \$25

Marketing Efforts

Shakopee Public Utilities has a relationship with three recycling vendors, who will promote the program, pick-up the working appliance, certify the appliance will be demanufactured, and invoice the customer. After the customer submits the certificate of demanufacturing, recycling invoice and rebate application, SPUC's will pay the customer the rebate.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program

OPower

Description

In 2016, SPU will continue with OPower to deliver home energy reports to approximately 14,000 Shakopee Public Utilities' residential customers for an extension of 1 year. This program is designed to reduce residential energy consumption by motivating and educating recipients to take actions to improve the energy efficiency in their home.

Target Market

Program offering will be made to approximately 14,000 customers as in 2015.

2016 Budget

\$135,000

Qualifying Criteria

Participants needed to meet the criteria as required by the HERS reporting platform

Rebate Amounts

None

Marketing Efforts

Home Energy Reports are mailed directly to the customer's residence. Shakopee Public Utilities Customer Relations Department works closely with customers who receive the OPower report and need additional interaction.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program

Cooling - Residential

Description

Residential cooling equipment that is more than 10 years old or is not performing efficiently or needs upgrading should be considered to be replaced with an Energy Star model. By encouraging customers to replace their 10 year old or older units with Energy Star equipment can cut their annual energy bill by \$200.

Target Market

Residential and small commercial customers

2016 Budget

\$17,500

Qualifying Criteria

Program requires the replacement of cooling equipment that is more than 10 yrs old or is not performing efficiently.

Rebate Amounts

No change from 2015

14.5 SEER Air Conditioner - \$100

15 SEER Air Conditioner - \$150

16 SEER Air Conditioner - \$200

Air Source Heat Pump 14.5 SEER - \$100

ASHP 15 SEER \$150

ASHP 16 SEER \$200

Ground Source Heat Pumps (minimum EER 14.1 and 3.3 COP) - \$100 per ton

Marketing Efforts

The Residential Cooling program will be carried out primarily through bill inserts, newspaper advertisements, and SPUC newsletter. SPUC also anticipates OPower to provide support for this program.

Program will include coordination with local HVAC dealers to encourage customers to purchase energy efficient equipment.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program **Lighting - Residential**

Description

Shakopee Public Utilities will offer a Residential Energy Efficiency Lighting program. This program is important as an average household dedicates 5% to 10% of its energy budget for lighting and approximately 90% of the power consumed by an incandescent lamp is emitted as heat radiating from the lamp. It follows that incandescent lamps are very inefficient light sources.

The U.S. Department of Energy advises that replacing the light bulbs in an average home with energy saving light bulbs can reduce lighting energy use by up to 75 percent. The most reliable and cost effective replacement in the market today is CFL and LED lamps, as in the case of the newer more efficient LED Holiday Lights.

Target Market

Residential and small commercial customers

2016 Budget

\$26,900

Qualifying Criteria

Customer must provide a completed and signed SPUC application along with the UPC code(s), Energy Star Logo(s) from each product box, as well as a copy of the sales receipt.

Rebate Amounts

No change from 2015

LED - \$8

Holiday Lights - \$3 a string

Marketing Efforts

Customers can purchase their LED and LED holiday lights at any retail store they choose. This program does not require coordination with a third party, except for the ACE Hardware promotion.

The OPower program will be leveraged to enhance the residential lighting program.



SHAKOPEE PUBLIC UTILITIES

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2016 SPUC Conservation Improvement Program

Smart Switch

Description

Smart Switch is a load control program that is activated by SPU during peak periods. This program is carried out by utilizing a paging system to activate the Cannon load control switches on residential homes that have the switch installed on their home and connected to their central A/C.

Target Market

Residential customers who are home owners

2016 Budget

\$50,000

Qualifying Criteria

Customers who will qualify for the Smart Switch program will be residential home owners who have working central air conditioners that will allow SPU to control their A/Cs during peak days as experienced by SPU.

Rebate Amounts

No change from 2015

Customer Incentives will continue to be a \$4.00 credit on their electric bill during the months of June, July and August

Marketing Efforts

SPU is not planning marketing advertisement for 2016. The program will be limited to existing Smart Switch customers.



SHAKOPEE PUBLIC UTILITIES

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2016 SPUC Conservation Improvement Program

Low Income

Description

Shakopee Public Utilities offers an income eligible energy efficiency program that is administered by the Scott County CAP Agency. This program includes home audits, CFL installs and appliance installs when deemed necessary.

Target Market

Program will target income eligible residential customers of Shakopee Public Utilities. This can include renters as the audit is focused on electricity in the home.

2016 Budget

Budget will be .2% of the residential electric gross operating revenue as required by law.

Estimated: \$35,000

Qualifying Criteria

Income Eligible as determined by Scott CAP Agency

Rebate Amounts

Shakopee Public Utilities offers an income eligible energy efficiency program that is administered by the Scott County CAP Agency. This program includes home audits, CFL installs and appliance installs when deemed necessary. The Scott County CAP Agency provides SPUC with a detailed report on the results of each audit performed. If an appliance is deemed inefficient or not working properly, SPUC pays 75% of the appliance cost for a unit that has an Energy Star rating.

Marketing Efforts

Scott County CAP Agency carries out all marketing efforts for the utility.



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

2016 SPUC Conservation Improvement Program **Photovoltaic – Residential & Commercial**

Description

Shakopee Public Utilities Solar Generation Rebate Program is designed to help customers implement photovoltaic technology in their home or business. The program offers generous incentives to help offset the costs of the system.

Target Market

Customers must be residential home owners or commercial business owners

Customers must provide appropriate forms, applications, checklists, agree to a pre inspection of the site, implement SPUC approved interconnection standards, install a net meter and agree to a final inspection of the site.

2016 Budget

Total Budget: \$67,000

Qualifying Criteria

Customers must agree to both a pre and post site installation inspection as carried out by SPUC engineers.

Rebate Amounts

No change from 2015

Residential rebates are calculated at \$1500 per KW with a maximum of \$6000 per residential account. Residential customers must agree to pay a net meter fee \$360.

Commercial rebates are calculated at \$1.25 watt with a maximum of \$5000 per business account. Commercial customers must agree to pay a net meter fee

1. Single phase \$160
2. Three phase \$230

SPUC coordinates the PV program through several qualified PV installers.

Marketing Efforts

The PV program will be marketed through Powerlines and direct marketing efforts. In addition, SPUC is developing a PV packet to further facilitate the PV program.

Marvin Athmann
Electric Superintendent
Shakopee Public Utilities

John Crooks
Manager
Shakopee Public Utilities

October 7, 2015

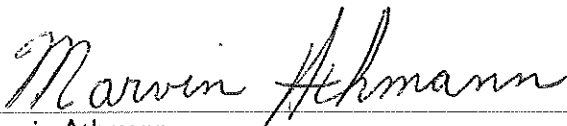
John,

It is with much pause and deliberation that I write to you today to offer my retirement from the Shakopee Public Utilities. It is that time in my life that I need to enjoy the things that work prevents me from doing. In all sincerity, I feel that I have been very fortunate to represent the Shakopee Public Utilities and to serve the utility's customers for the past 41 years.

Shakopee Public Utilities is the jewel of the city. It was made that way through the dedication and great effort of all the employees and Commissioners. I will truly miss being part of that.


Therefore, I submit to you my retirement from the Shakopee Public Utilities, effective at 1600 hours on Friday, April 15, 2016.

Sincerely



Marvin Athmann
Electric Superintendent
Shakopee Public Utilities
10/7/2015

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: JOB DESCRIPTION – ELECTRIC SUPERINTENDENT
DATE: DECEMBER 31, 2015

With the pending retirement of our Electric Superintendent, there is an opportunity to update the existing job description. The current description was approved by the Commission in June 2003.

I have included that job description in this memo for your review.

I have also included an updated version to reflect other responsibilities the Electric Superintendent currently handles.

A discussion on the proposed changes will provide direction to Staff if these responsibilities should be included. This would also be the opportunity to consider other potential changes to the existing description, if so warranted.

Any changes to the existing Electric Superintendent's job description would be brought back for Commission approval at the next scheduled meeting.

SHAKOPEE PUBLIC UTILITIES COMMISSION

JOB CLASSIFICATION: Electric Superintendent

REPORTS TO: Utilities Manager

SUPERVISES: Line Foreman, Systems Technician, Storekeeper

JOB PURPOSE: Manages the electric utility
by
directing, supervising and ensuring the effectiveness and
efficiency of all operational activities relating to electric
utility systems, personnel and equipment.

% of ESSENTIAL JOB RESULTS:
Time

- 55% 1. Ensures consistent and adequate electrical service for the community
By
managing the construction of electrical distribution systems including project management, structural component design and overall design review, project costing and staff supervision; overseeing the maintenance of existing electrical distribution systems and related equipment including staff supervision, materials management and establishing routine maintenance schedules; monthly monitor and trend analysis of system usage and management of outage database to assess system demand and capacity; conducting random field reviews of all utility extensions, additions and modifications; researching, testing and evaluating new materials, equipment and operating procedures; evaluating test results for cost effectiveness, safety and efficiency.
- 10% 2. Sustains fiscal health and stability of the electric utility
By
providing input for short and long range fiscal plans relevant to electric operational and system needs; recommending items for operational and capital expenditure budgets; developing operational procedures in support of sound plant accounting methods; monitoring rates and rules to ensure favorable impact on operational entities; monitoring revenues, expenditures and budget adherences; evaluating power bills and trends on a monthly basis; participating in the negotiation of all contracts for electric utility related work; and estimating electric system construction and maintenance project costs and developing appropriate project costing standards.
- 10% 3. Establishes and maintains positive working relationships
By
acting as technical liaison with contractors, industrial and commercial customers, city representatives and regulatory officials on construction and maintenance projects; coordinating responses to customer complaints and outage situations; interacting with counterparts within the utility industry on matters of joint importance; sharing ideas and coordination of resources with other utilities; communicating with municipal staff to coordinate work efforts and keep them informed; attending Commission meetings; and acting as a liaison to the City Council on electric utility matters.

% of Time ESSENTIAL JOB RESULTS:

- 10% 4. Enhances public image of utility
By acting as a spokesperson for electric utility issues; preparing articles for the news media; meeting with customers regarding utility-related problems; and attending relevant electric utility association meetings.
- 5% 5. Supervises electric utility employees
By Overseeing submittal of employee timesheet information; and making recommendations to the Utilities Manager for hiring, promotion, training, evaluation, discipline and termination of employees.
- 5% 6. Ensures electric utility operations compliance
by developing necessary operational policies and procedures; managing required state and federal testing programs; informing line crew of changes to state regulations; and completing and filing required reports with governmental agencies.
- 3% 7. Maintains technical knowledge
by attending educational workshops; reviewing publications; establishing professional networks and maintaining knowledge of state and federal electric utility regulations.
- 2% 8. Contributes to team effort
by assisting other utility departments; serving as a member of the utility management team and accomplishing related results and performing other required duties as needed.

JOB QUALIFICATIONS:

Bachelor's degree in engineering or applied technology plus five years municipal utility experience or a minimum of ten years municipal utility experience; minimum three (3) years experience supervising technical staff preferably electric line crews; or any combination of education and experience that provides the necessary knowledge, skills and abilities.

Extensive knowledge of principles and practices related to overhead and underground electrical distribution and transmission systems. Working knowledge of federal, state and local laws and regulations affecting the operations of the electric utility.

Comprehensive knowledge of principles and practices of project and personnel management.

PHYSICAL REQUIREMENTS:

Generally works indoors in a climate-controlled office environment with minimal physical exertion. Frequently interacts with customers, employees and contractors via verbal and written communication.

Occasionally works outdoors to assist crews in construction and maintenance of lines or when visually conducting field inspections. May be required to assist in the actual performance of line work in emergency outage situations.

SHAKOPEE PUBLIC UTILITIES COMMISSION

JOB CLASSIFICATION: Electric Superintendent

REPORTS TO: Utilities Manager

SUPERVISES: Line Foreman, Systems Technician, Storekeeper

JOB PURPOSE: Manages the electric utility by directing, supervising and ensuring the effectiveness and efficiency of all operational activities relating to electric utility systems, personnel and equipment.

% of ESSENTIAL JOB RESULTS:
Time

- 50% 1. Ensures consistent and adequate electrical service for the community
By
managing the construction of electrical distribution systems including project management, structural component design and overall design review, project costing and staff supervision; overseeing the maintenance of existing electrical distribution systems and related equipment including staff supervision, materials management and establishing routine maintenance schedules; monthly monitor and trend analysis of system usage and management of outage database to assess system demand and capacity; conducting random field reviews of all utility extensions, additions and modifications; researching, testing and evaluating new materials, equipment and operating procedures; evaluating test results for cost effectiveness, safety and efficiency.
- 10% 2. Sustains fiscal health and stability of the electric utility
By
providing input for short and long range fiscal plans relevant to electric operational and system needs; recommending items for operational and capital expenditure budgets; developing operational procedures in support of sound plant accounting methods; monitoring rates and rules to ensure favorable impact on operational entities; monitoring revenues, expenditures and budget adherences; evaluating power bills and trends on a monthly basis; participating in the negotiation of all contracts for electric utility related work; and estimating electric system construction and maintenance project costs and developing appropriate project costing standards.
- 10% 3. Establishes and maintains positive working relationships
By
acting as technical liaison with contractors, industrial and commercial customers, city representatives and regulatory officials on construction and maintenance projects; coordinating responses to customer complaints and outage situations; interacting with counterparts within the utility industry on matters of joint importance; sharing ideas and coordination of resources with other utilities; communicating with municipal staff to coordinate work efforts and keep them informed; attending Commission meetings; and acting as a liaison to the City Council on electric utility matters.

% of ESSENTIAL JOB RESULTS:

Time

- 5% 4. Enhances public image of utility
By
acting as a spokesperson for electric utility issues; preparing articles for the news media; meeting with customers regarding utility-related problems; and attending relevant electric utility association meetings.
- 5% 5. Ensures safety programs, protocol and procedures
By
complying with organization's safety programs; promotes and maintains safe working conditions; formulates and suggests work safety standards and enforces procedures.
- 5% 6. Supervises electric utility employees
By
overseeing submittal of employee timesheet information; and making recommendations to the Utilities Manager for hiring, promotion, training, evaluation, discipline and termination of employees.
- 5% 7. Ensures electric utility operations compliance
By
developing necessary operational policies and procedures; managing required state and federal testing programs; informing line crew of changes to state regulations; and completing and filing required reports with governmental agencies.
- 5% 8. Maintains Facilities
By
overseeing maintenance of electric facilities and Service Center; managing maintenance contracts; general repairs and preventative maintenance of Service Center.
- 3% 9. Maintains technical knowledge
By
attending educational workshops; reviewing publications; establishing professional networks and maintaining knowledge of state and federal electric utility regulations.
- 2% 10. Contributes to team effort
By
assisting other utility departments; serving as a member of the utility management team and accomplishing related results and performing other required duties as needed.

JOB QUALIFICATIONS:

Bachelor's degree in engineering or applied technology plus five years municipal utility experience or a minimum of ten years municipal utility experience; minimum three (3) years experience supervising technical staff preferably electric line crews; or any combination of education and experience that provides the necessary knowledge, skills and abilities.

Extensive knowledge of principles and practices related to overhead and underground electrical distribution and transmission systems. Working knowledge of federal, state and local laws and regulations affecting the operations of the electric utility.

Comprehensive knowledge of principles and practices of project and personnel management.


PHYSICAL REQUIREMENTS:

Generally works indoors in a climate-controlled office environment with minimal physical exertion. Frequently interacts with customers, employees and contractors via verbal and written communication.

Occasionally works outdoors to assist crews in construction and maintenance of lines or when visually conducting field inspections. May be required to assist in the actual performance of line work in emergency outage situations.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

**SUBJECT: UTILITIES MANAGER'S ANNUAL REVIEW AND
SETTING OF 2016 GOALS AND OBJECTIVES**

DATE: DECEMBER 29, 2015

Per the contract between the Shakopee Public Utilities Commission and the Utilities Manager, there is to be an annual evaluation and a process for establishing goals and objectives for the ensuing year.

The Commission shall evaluate and assess in writing, the performance of the Utilities Manager, at least once a year during the term of the contract. This evaluation and assessment shall be related to the position description of the Utilities Manager and the goals and objectives of the Commission for the year in question. The performance evaluation is to be scheduled by the Utilities Manager within the first 90 days of each fiscal year.

Also within 90 days of the execution of the contract, the Commission and the Utilities Manager shall meet to establish Commission goals and objectives for the ensuing year. The goals and objectives shall be established in writing and be among the criteria by which the Utilities Manager is evaluated.

REQUEST-

Have the Commission establish the date or dates to conduct the annual performance review and schedule the workshop for setting the 2016 goals and objectives.



SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

December 21, 2015

Propose as Consent

TO: John Crooks *JC*

CC: Joe Adams
 Sherri Anderson
 Marv Athmann
 Lon Schemel
 Sharon Walsh

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

SUBJECT: Financial Results for November, 2015

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

Month to Date & Year to Date Financial Results – November, 2015

- 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 – November, 2015

- Total Utility Operating Revenues for the month of November totaled \$3.5 million and were favorable to budget by \$0.1 million or 4.0%. Electric revenues were favorable to budget by \$0.1 million or 4.0% driven by higher than plan sales in the industrial revenue class and water revenues were also favorable to budget by \$11k or 3.6% driven by higher than plan water sales in the commercial and industrial revenue groups.
- Total operating expenses were \$2.9 million and were favorable to budget by \$204k or 6.6%. Total purchased power expense in November was \$2.1 million and was \$64k or 3.2% higher than budget for the month. Total Operating Expense for electric including purchased power was favorable to budget by \$133k or 4.9% primarily due to lower than planned expenditures in energy conservation, outside services, other miscellaneous expenses, and depreciation expense. Total Operating Expense for Water was favorable to budget by \$71k or 20.4% due to lower than planned expenditures in operations and maintenance expense, administrative and general expenses, and depreciation expense.
- Total Utility Operating Income was \$0.6 million and was \$0.3 million favorable to budget due to higher than plan operating revenues and lower than plan expenditures.



SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

- Total Utility Non-Operating Expense was \$35k and was unfavorable to budget by \$31 due to lower than plan investment income of \$33k, and lower than plan rental and miscellaneous income of \$6k, and partially offset by \$8k reflecting a gain on the sale of a truck in the electric department.
- Capital Contributions for November totaled \$418k and were favorable to budget by \$363k due to higher than planned capital contributions of \$58k, trunk fees of \$37k, and Water Connection fees of \$271k which include fees for several new projects.
- Transfers to the City of Shakopee totaled \$179k and were lower than budget for the month by \$8k.
- Change in Net Position was \$0.8 million and was favorable to budget by \$0.7 million driven by higher than plan operating income, lower than plan operating expenses, and higher than plan capital contributions.
- Electric usage billed to customers in November was 31,512,912 KWH, a decrease from October usage billed at 33,506,065 KWH.
- Water usage billed to customers in November was 107.6 million gallons, a decrease from October usage billed at 151.9 million gallons.

Year to Date Financial Results – November, 2015

- Total Utility Operating Revenue year to date November was \$43.8 million and was unfavorable to budget by \$0.8 million or 1.9%. Electric revenues were unfavorable to budget by \$0.4 million or 1.1% and water revenues were also unfavorable to budget by \$0.4 million or 9.0%.
- Total Utility Operating Expenses year to date November were \$37.1 million and were favorable to budget by \$2.1 million or 5.3% primarily due to lower than plan purchased power costs of \$0.1 million, timing of expenditures in energy conservation of \$0.5 million, operation and maintenance expense in electric and water of \$0.2 million, outside services \$0.4 million, employee benefits \$0.2 million, depreciation \$0.3 million, and other expenses of \$0.4 million. Total Operating Expense for electric including purchased power was favorable to budget by \$1.6 million or 4.6%. Total Operating Expense for Water was favorable to budget by \$0.5 million or 12.6%.
- Total Utility Operating Income was \$6.7 million and was favorable to budget by \$1.2 million driven by lower operating expenses of \$2.0 million and partially offset by lower than planned operating revenues \$0.8 million.
- Total Utility Non-Operating Income was \$203k and was favorable to budget by \$162k due to higher than planned rental and miscellaneous income of \$92k, investment income of \$46k and a \$24k gain on the sale of three electric vehicles and two electric transformers.
- YTD Capital Contributions were \$3.3 million and are favorable to budget by \$2.7 million due to paid in capital contributions of \$0.6 million, and water connection fees of \$2.1 million related to the collection of several large projects under development within the city of Shakopee.
- YTD Transfer to the City of Shakopee is \$2.0 million and is lower than plan by \$83k or 4.0%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.



SHAKOPEE PUBLIC UTILITIES COMMISSION

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- YTD Change in Net Position is \$8.2 million and is favorable to budget by \$4.2 million reflecting lower than plan operating revenues which were more than offset by lower than plan operating expense, higher than plan non-operating revenues, and capital contributions.

SHAKOPEE PUBLIC UTILITIES

MONTH TO DATE FINANCIAL RESULTS

NOVEMBER 2015



SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

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

	Month to Date Actual - November 2015			Month to Date Budget - November 2015			Total Utility
	Electric	Water	Total	Electric	Water	Total	
OPERATING REVENUES	\$ 3,178,231	305,093	3,483,324	3,055,981	294,414	3,350,395	
OPERATING EXPENSES							
Operation, Customer and Administrative	2,464,512	177,271	2,641,783	2,548,724	235,545	2,784,269	
Depreciation	124,370	99,855	224,224	172,665	112,816	285,481	
Amortization of Plant Acquisition	5,250	-	5,250	5,250	-	5,250	
Total Operating Expenses	2,594,132	277,125	2,871,257	2,726,639	348,361	3,075,001	
Operating Income	584,099	27,968	612,067	329,342	(53,947)	275,394	
NON-OPERATING REVENUE (EXPENSE)							
Rental and Miscellaneous	6,047	2,361	8,408	12,523	1,840	14,363	
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	
Investment Income	(26,335)	(1,370)	(27,706)	4,191	937	5,128	
Interest Expense	(30,455)	(4)	(30,458)	(30,418)	(3)	(30,421)	
Amortization of Debt Issuance Costs and Loss on Refunding	(1,484)	-	(1,484)	(1,484)	-	(1,484)	
Gain/(Loss) on the Disposition of Property	8,286	-	8,286	-	-	-	
Total Non-Operating Revenue (Expense)	(35,440)	987	(35,453)	(7,688)	2,774	(4,913)	
Income Before Contributions and Transfers	547,658	28,955	576,614	321,654	(51,173)	270,481	
CAPITAL CONTRIBUTIONS							
TRANSFER TO MUNICIPALITY	58,078	359,749	417,827	-	54,344	54,344	
	(107,157)	(72,000)	(179,157)	(109,598)	(77,110)	(186,707)	
CHANGE IN NET POSITION	\$ 498,580	316,704	815,283	212,056	(73,938)	138,118	

	Electric		Water		Total Utility	
	MTD Actual v. Budget B/(W)	%	MTD Actual v. Budget B/(W)	%	MTD Actual v. Budget B/(W)	%
	\$ 122,250	4.0%	\$ 10,679	3.6%	\$ 132,929	4.0%
	84,212	3.3%	58,274	24.7%	142,486	5.1%
	48,295	28.0%	12,961	11.5%	61,257	21.5%
	0	0.0%	-	-	0	0.0%
	132,507	4.9%	71,236	20.4%	203,743	6.6%
	254,757	77.4%	81,915	151.8%	336,672	122.3%
	(6,476)	-51.7%	521	28.3%	(5,955)	-41.5%
	-	0.0%	-	-	-	0.0%
	(30,526)	-728.4%	(2,307)	-246.2%	(32,833)	-640.3%
	(37)	-0.1%	(1)	-33.0%	(38)	-0.1%
	-	0.0%	-	-	-	0.0%
	8,286	-	-	-	8,286	-
	(28,753)	-374.0%	(1,787)	-64.4%	(30,540)	-621.6%
	226,004	70.3%	80,128	156.6%	306,133	113.2%
	58,078	-	305,404	562.0%	363,482	668.6%
	2,441	2.2%	5,110	6.6%	7,550	4.0%
	286,523	135.1%	390,642	528.3%	677,165	490.3%

SHAKOPEE PUBLIC UTILITIES ELECTRIC OPERATING REVENUE AND EXPENSE

	MTD Actual November 2015	MTD Budget November 2015	MTD Actual v. Budget Better/(Worse) \$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	1,077,190	1,125,764	(48,574)	-4.3%
Commercial and Industrial	2,017,211	1,849,971	167,240	9.0%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	3,094,401	2,975,734	118,666	4.0%
Forfeited Discounts	23,577	20,181	3,396	16.8%
Free service to the City of Shakopee	14,157	13,804	353	2.6%
Conservation program	46,096	46,261	(165)	-0.4%
Total Operating Revenues	3,178,231	3,055,981	122,250	4.0%
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	2,105,065	2,040,585	(64,480)	-3.2%
Distribution operation expenses	25,268	29,606	4,337	14.7%
Distribution system maintenance	21,383	55,012	33,629	61.1%
Maintenance of general plant	18,410	32,002	13,592	42.5%
Total Operation and Maintenance	2,170,126	2,157,204	(12,922)	-0.6%
Customer Accounts				
Meter Reading	8,334	10,168	1,833	18.0%
Customer records and collection	35,757	41,738	5,981	14.3%
Energy conservation	34,388	52,591	18,202	34.6%
Total Customer Accounts	78,479	104,496	26,016	24.9%
Administrative and General				
Administrative and general salaries	34,865	45,590	10,725	23.5%
Office supplies and expense	9,808	13,833	4,026	29.1%
Outside services employed	18,544	44,586	26,043	58.4%
Insurance	10,717	16,074	5,357	33.3%
Employee Benefits	131,252	131,479	227	0.2%
Miscellaneous general	10,723	35,462	24,739	69.8%
Total Administrative and General	215,907	287,024	71,117	24.8%
Total Operation, Customer, & Admin Expenses	2,464,512	2,548,724	84,212	3.3%
Depreciation	124,370	172,665	48,295	28.0%
Amortization of plant acquisition	5,250	5,250	0	0.0%
Total Operating Expenses	2,594,132	2,726,639	132,507	4.9%
OPERATING INCOME	\$ 584,099	329,342	254,757	77.4%

SHAKOPEE PUBLIC UTILITIES WATER OPERATING REVENUE AND EXPENSE

	MTD Actual November 2015	MTD Budget November 2015	MTD Actual v. Budget Better/(Worse) \$ %
OPERATING REVENUES			
Sales of Water	302,714	292,784	9,930 3.4%
Forfeited Discounts	2,379	1,630	749 45.9%
Uncollectible accounts	-	-	-
Total Operating Revenues	<u>305,093</u>	<u>294,414</u>	<u>10,679 3.6%</u>
OPERATING EXPENSES			
Operations and Maintenance			
Pumping and distribution operation	25,174	37,581	12,407 33.0%
Pumping and distribution maintenance	15,288	29,874	14,586 48.8%
Power for pumping	21,956	22,024	69 0.3%
Maintenance of general plant	630	1,819	1,188 65.3%
Total Operation and Maintenance	<u>63,048</u>	<u>91,297</u>	<u>28,249 30.9%</u>
Customer Accounts			
Meter Reading	4,488	5,293	805 15.2%
Customer records and collection	10,007	12,505	2,498 20.0%
Energy conservation	-	-	-
Total Customer Accounts	<u>14,495</u>	<u>17,798</u>	<u>3,303 18.6%</u>
Administrative and General			
Administrative and general salaries	23,471	29,386	5,915 20.1%
Office supplies and expense	3,441	5,130	1,690 32.9%
Outside services employed	8,357	16,562	8,205 49.5%
Insurance	3,572	5,358	1,786 33.3%
Employee Benefits	47,523	48,704	1,181 2.4%
Miscellaneous general	13,364	21,310	7,946 37.3%
Total Administrative and General	<u>99,728</u>	<u>126,450</u>	<u>26,722 21.1%</u>
Total Operation, Customer, & Admin Expenses	<u>177,271</u>	<u>235,545</u>	<u>58,274 24.7%</u>
Depreciation	99,855	112,816	12,961 11.5%
Amortization of plant acquisition	-	-	-
Total Operating Expenses	<u>277,125</u>	<u>348,361</u>	<u>71,236 20.4%</u>
OPERATING INCOME	<u>\$ 27,968</u>	<u>(53,947)</u>	<u>81,915 151.8%</u>

SHAKOPEE PUBLIC UTILITIES

YEAR TO DATE FINANCIAL RESULTS

NOVEMBER 2015



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

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

	Year to Date Actual - November 2015			Year to Date Budget - November 2015			Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W)	%
OPERATING REVENUES	\$ 39,749,430	4,035,582	43,785,012	40,197,953	4,435,832	44,633,785	(848,774)	-1.9%
OPERATING EXPENSES								
Operation, Customer and Administrative	31,948,497	2,233,226	34,181,723	33,400,548	2,590,996	35,991,544	1,809,821	5.0%
Depreciation	1,738,027	1,115,819	2,853,846	1,899,316	1,240,976	3,140,292	286,446	9.1%
Amortization of Plant Acquisition	57,753	-	57,753	57,755	-	57,755	2	0.0%
Total Operating Expenses	33,744,277	3,349,045	37,093,322	35,357,619	3,831,972	39,189,591	2,096,269	5.3%
Operating Income	6,005,153	686,536	6,691,689	4,840,334	603,860	5,444,194	1,247,495	22.9%
NON-OPERATING REVENUE (EXPENSE)								
Rental and Miscellaneous	212,975	133,730	346,705	137,753	117,147	254,900	91,805	36.0%
Interdepartment Rent from Water	82,500	-	82,500	82,500	-	82,500	-	0.0%
Investment Income	85,526	17,136	102,662	46,099	10,308	56,407	6,828	66.2%
Interest Expense	(336,282)	(40)	(336,322)	(335,938)	(29)	(335,967)	(344)	-0.1%
Amortization of Debt Issuance Costs and Loss on Refunding	(16,319)	-	(16,319)	(16,319)	-	(16,319)	-	0.0%
Gain/(Loss) on the Disposition of Property	14,121	10,100	24,221	-	-	-	14,121	0.0%
Total Non-Operating Revenue (Expense)	42,521	160,926	203,447	(65,905)	127,425	41,520	128,426	149.5%
Income Before Contributions and Transfers	6,047,674	847,462	6,895,136	4,754,430	731,285	5,485,715	1,293,244	27.2%
CAPITAL CONTRIBUTIONS								
TRANSFER TO MUNICIPALITY	558,608	2,766,500	3,325,107	-	597,789	597,789	558,608	362.8%
	(1,179,484)	(791,750)	(1,971,233)	(1,205,575)	(848,205)	(2,053,780)	26,091	2.2%
CHANGE IN NET POSITION	\$ 5,426,798	2,822,213	8,249,010	3,548,855	480,869	4,029,724	1,877,943	52.9%
							2,341,344	486.9%
							4,219,286	104.7%



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

	YTD Actual November 2015	YTD Budget November 2015	YTD Actual v. Budget Better/(Worse) \$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	14,912,873	15,487,020	(574,147)	-3.7%
Commercial and Industrial	23,891,921	23,753,655	138,266	0.6%
Uncollectible accounts	(365)	-	(365)	-
Total Sales of Electricity	38,804,429	39,240,675	(436,246)	-1.1%
Forfeited Discounts	211,076	221,993	(10,917)	-4.9%
Free service to the City of Shakopee	155,727	151,844	3,883	2.6%
Conservation program	578,199	583,441	(5,243)	-0.9%
Total Operating Revenues	39,749,430	40,197,953	(448,523)	-1.1%
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	27,681,242	27,811,017	129,775	0.5%
Distribution operation expenses	331,432	325,661	(5,771)	-1.8%
Distribution system maintenance	591,696	605,128	13,433	2.2%
Maintenance of general plant	246,725	352,026	105,301	29.9%
Total Operation and Maintenance	28,851,094	29,093,832	242,737	0.8%
Customer Accounts				
Meter Reading	105,157	111,845	6,687	6.0%
Customer records and collection	440,536	459,114	18,577	4.0%
Energy conservation	124,974	578,496	453,522	78.4%
Total Customer Accounts	670,668	1,149,455	478,787	41.7%
Administrative and General				
Administrative and general salaries	437,207	501,485	64,278	12.8%
Office supplies and expense	126,391	152,166	25,774	16.9%
Outside services employed	172,669	490,451	317,783	64.8%
Insurance	145,602	176,815	31,213	17.7%
Employee Benefits	1,271,335	1,446,267	174,932	12.1%
Miscellaneous general	273,532	390,078	116,547	29.9%
Total Administrative and General	2,426,735	3,157,262	730,527	23.1%
Total Operation, Customer, & Admin Expenses	31,948,497	33,400,548	1,452,051	4.3%
Depreciation	1,738,027	1,899,316	161,289	8.5%
Amortization of plant acquisition	57,753	57,755	2	0.0%
Total Operating Expenses	33,744,277	35,357,619	1,613,342	4.6%
OPERATING INCOME	\$ 6,005,153	4,840,334	1,164,818	24.1%

SHAKOPEE PUBLIC UTILITIES WATER OPERATING REVENUE AND EXPENSE

	YTD Actual November 2015	YTD Budget November 2015	YTD Actual v. Budget Better/(Worse) \$	%
OPERATING REVENUES				
Sales of Water	4,019,056	4,417,901	(398,845)	-9.0%
Forfeited Discounts	16,524	17,931	(1,407)	-7.8%
Uncollectible accounts	2	-	2	
Total Operating Revenues	4,035,582	4,435,832	(400,250)	-9.0%
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	401,502	413,388	11,886	2.9%
Pumping and distribution maintenance	267,214	328,609	61,395	18.7%
Power for pumping	240,936	242,265	1,329	0.5%
Maintenance of general plant	15,542	20,004	4,462	22.3%
Total Operation and Maintenance	925,194	1,004,267	79,073	7.9%
Customer Accounts				
Meter Reading	57,305	58,221	916	1.6%
Customer records and collection	119,293	137,558	18,266	13.3%
Energy conservation	-	-	-	-
Total Customer Accounts	176,597	195,779	19,182	9.8%
Administrative and General				
Administrative and general salaries	284,109	323,246	39,137	12.1%
Office supplies and expense	54,568	56,433	1,866	3.3%
Outside services employed	71,560	182,180	110,620	60.7%
Insurance	49,023	58,938	9,915	16.8%
Employee Benefits	473,580	535,745	62,165	11.6%
Miscellaneous general	198,595	234,408	35,813	15.3%
Total Administrative and General	1,131,434	1,390,951	259,516	18.7%
Total Operation, Customer, & Admin Expenses	2,233,226	2,590,996	357,770	13.8%
Depreciation	1,115,819	1,240,976	125,157	10.1%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	3,349,045	3,831,972	482,927	12.6%
OPERATING INCOME	\$ 686,536	\$ 603,860	\$ 82,677	13.7%

SHAKOPEE PUBLIC UTILITIES
MEMORANDUM

TO: John R. Crooks, Utilities Manager 
FROM: Lon R. Schemel, Water Superintendent 
SUBJECT: **WEBSITE UPDATE**
DATE: December 29, 2015

This update is for October 2, 2015 to December 28, 2015.

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 October 2, 2014 to December 28, 2014.



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SiteLock has verified this website: **12/29/2015**

spucweb.com ✓

Company Name	Shakopee Public Utilities
Domain	spucweb.com
Verified spam-free	12/29/2015
Verified malware-free	12/29/2015

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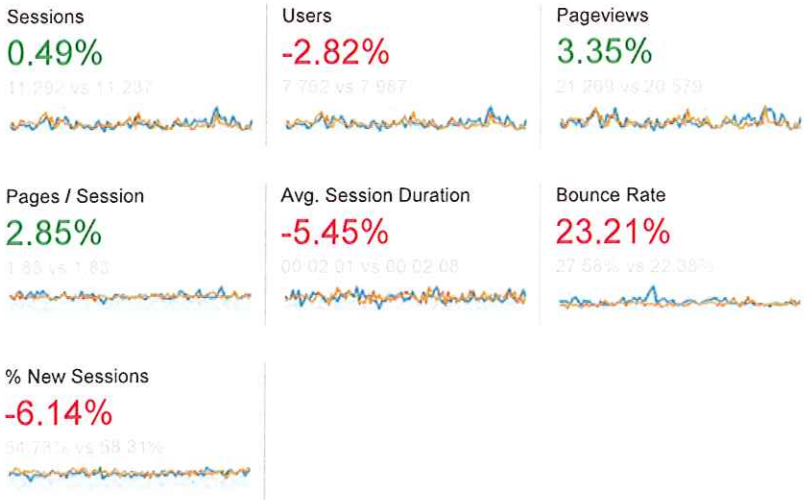
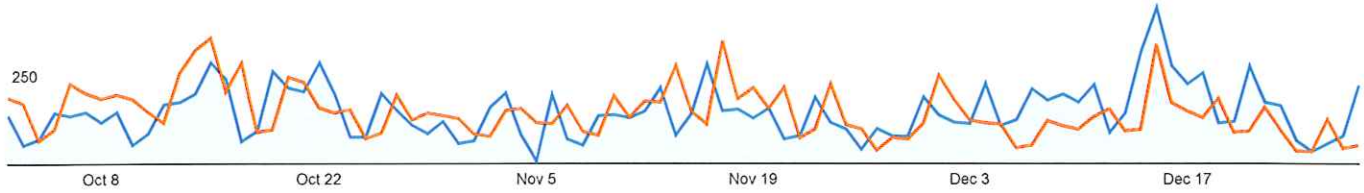
Audience Overview

Oct 2, 2015 - Dec 28, 2015
Compare to: Oct 2, 2014 - Dec 28, 2014

All Sessions
+0.00%

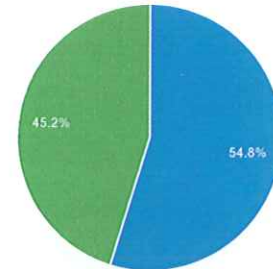
Overview

Oct 2, 2015 - Dec 28, 2015: ● Sessions
Oct 2, 2014 - Dec 28, 2014: ● Sessions
500

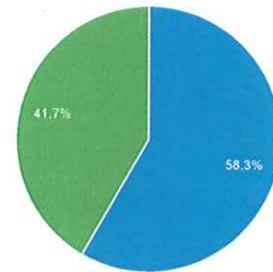


■ New Visitor ■ Returning Visitor

Oct 2, 2015 - Dec 28, 2015

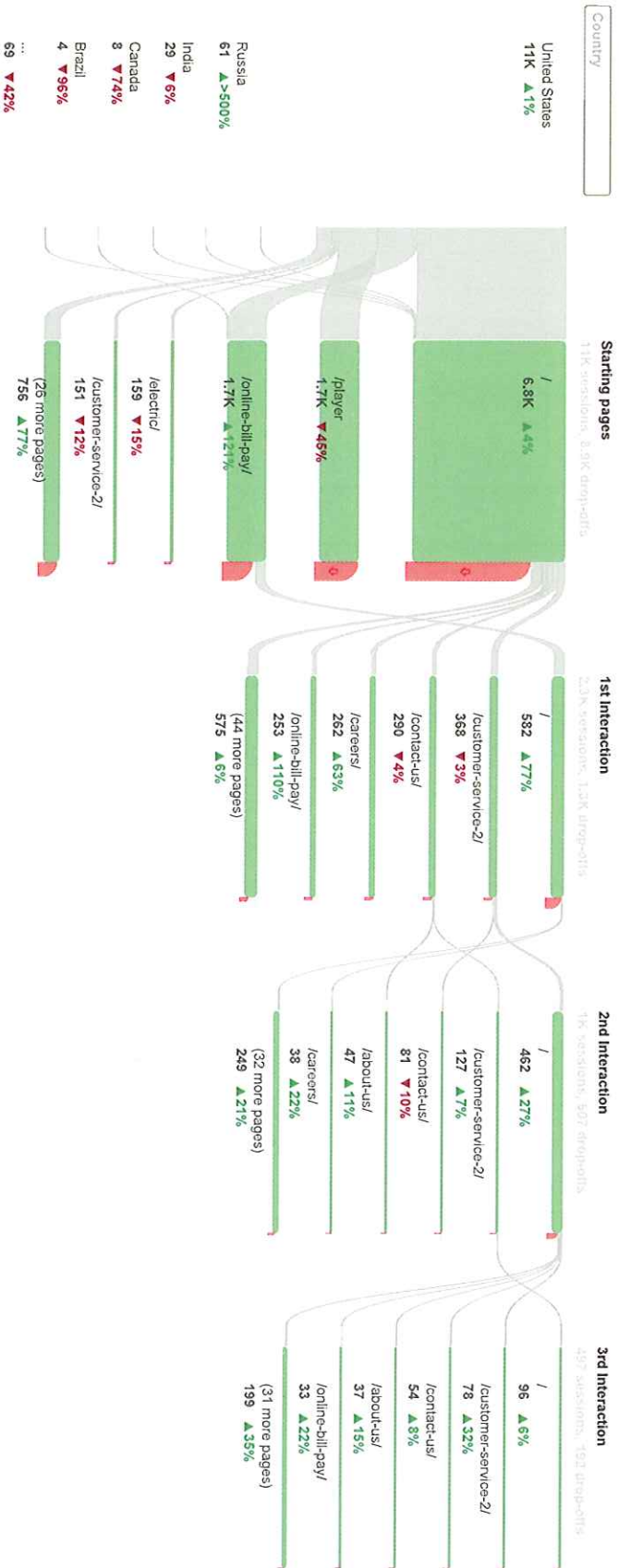


Oct 2, 2014 - Dec 28, 2014



Language	Sessions	% Sessions
1. en-us		
Oct 2, 2015 - Dec 28, 2015	11,162	98.85%
Oct 2, 2014 - Dec 28, 2014	10,969	97.62%
% Change	1.76%	1.26%
2. en		
Oct 2, 2015 - Dec 28, 2015	47	0.42%
Oct 2, 2014 - Dec 28, 2014	47	0.42%
% Change	0.00%	-0.49%
3. (not set)		
Oct 2, 2015 - Dec 28, 2015	17	0.15%
Oct 2, 2014 - Dec 28, 2014	0	0.00%
% Change	100.00%	100.00%

4. en-gb		
Oct 2, 2015 - Dec 28, 2015	15	0.13%
Oct 2, 2014 - Dec 28, 2014	13	0.12%
% Change	15.38%	14.82%
5. es-419		
Oct 2, 2015 - Dec 28, 2015	9	0.08%
Oct 2, 2014 - Dec 28, 2014	5	0.04%
% Change	80.00%	79.12%
6. es		
Oct 2, 2015 - Dec 28, 2015	8	0.07%
Oct 2, 2014 - Dec 28, 2014	3	0.03%
% Change	166.67%	165.37%
7. es-xl		
Oct 2, 2015 - Dec 28, 2015	7	0.06%
Oct 2, 2014 - Dec 28, 2014	0	0.00%
% Change	100.00%	100.00%
8. xu		
Oct 2, 2015 - Dec 28, 2015	6	0.05%
Oct 2, 2014 - Dec 28, 2014	7	0.06%
% Change	-14.29%	-14.70%
9. c		
Oct 2, 2015 - Dec 28, 2015	5	0.04%
Oct 2, 2014 - Dec 28, 2014	0	0.00%
% Change	100.00%	100.00%
10. en-secrid		
Oct 2, 2015 - Dec 28, 2015	3	0.03%
Oct 2, 2014 - Dec 28, 2014	8	0.07%
% Change	-62.50%	-62.68%



	Oct 2, 2015 -	41 (1.43%)	48.78%	20 (1.36%)	41.46%	2.83	00:02:43	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Oct 2, 2014 -	33 (1.51%)	39.39%	13 (1.11%)	54.55%	2.18	00:01:55	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	24.24%	23.83%	53.85%	-23.98%	29.67%	41.47%	0.00%	0.00%	0.00%
6.	Samsung SCH i545 Galaxy S4									
	Oct 2, 2015 -	39 (1.36%)	56.41%	22 (1.49%)	48.72%	2.46	00:02:46	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Oct 2, 2014 -	17 (0.78%)	47.06%	8 (0.68%)	41.18%	1.88	00:01:53	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	129.41%	19.87%	175.00%	18.32%	30.77%	47.44%	0.00%	0.00%	0.00%
7.	Microsoft Windows RT Tablet									
	Oct 2, 2015 -	34 (1.19%)	58.82%	20 (1.36%)	11.76%	1.82	00:02:49	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Oct 2, 2014 -	25 (1.14%)	48.00%	12 (1.02%)	16.00%	1.72	00:01:49	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	36.00%	22.55%	66.67%	-26.47%	6.02%	54.37%	0.00%	0.00%	0.00%
8.	Samsung SM-G920T Galaxy S6									
	Oct 2, 2015 -	33 (1.15%)	30.30%	10 (0.68%)	36.36%	1.76	00:02:21	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Oct 2, 2014 -	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%
9.	Samsung SM-G900P Galaxy S5									
	Oct 2, 2015 -	30 (1.05%)	43.33%	13 (0.88%)	26.67%	3.03	00:02:25	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Oct 2, 2014 -	27 (1.23%)	40.74%	11 (0.94%)	40.74%	2.59	00:03:03	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	11.11%	6.36%	18.18%	-34.55%	17.00%	-20.71%	0.00%	0.00%	0.00%
10.	LG F320L G2									
	Oct 2, 2015 -	22 (0.77%)	45.45%	10 (0.68%)	45.45%	1.68	00:00:59	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Oct 2, 2014 -	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%

Rows 1 - 10 of 321

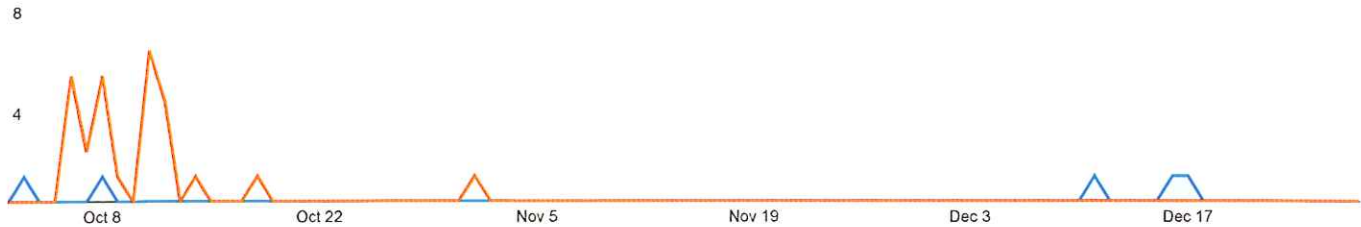
Network Referrals

Oct 2, 2015 - Dec 28, 2015
Compare to: Oct 2, 2014 - Dec 28, 2014

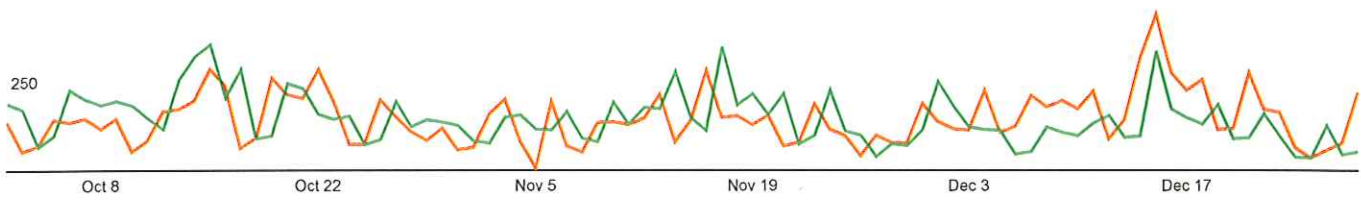
All Sessions
+0.00%

Social Referral

Oct 2, 2015 - Dec 28, 2015: Sessions via Social Referral
Oct 2, 2014 - Dec 28, 2014: Sessions via Social Referral

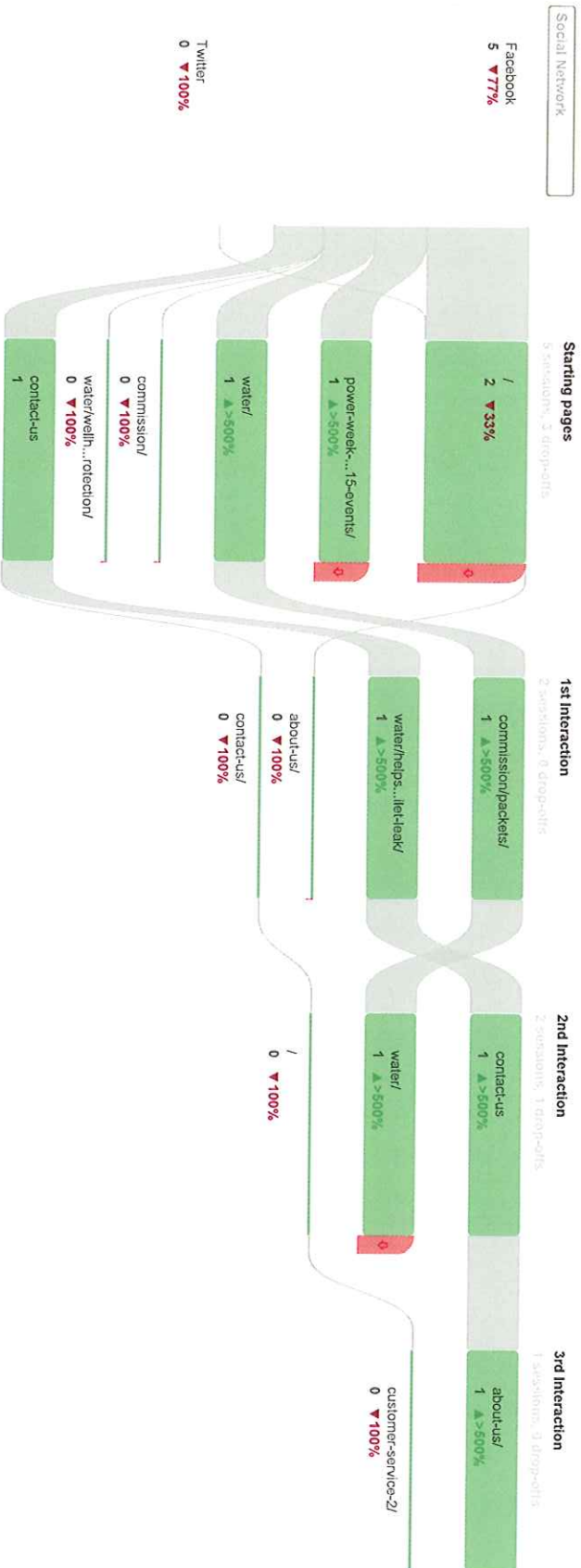


Oct 2, 2015 - Dec 28, 2015: All Sessions
Oct 2, 2014 - Dec 28, 2014: All Sessions




Social Network	Sessions	Pageviews	Avg. Session Duration	Pages / Session
1. Facebook				
Oct 2, 2015 - Dec 28, 2015	5 (100.00%)	15 (100.00%)	00:01:45	3.00
Oct 2, 2014 - Dec 28, 2014	22 (100.00%)	31 (100.00%)	00:01:19	1.41
% Change	-77.27%	-51.61%	33.22%	112.90%

Rows 1 - 1 of 1



Video #	Title	Uploaded	Frame Size	Duration	Size	Plays	
<input type="checkbox"/>	5990895	APPA Redes Field Con... 23 Dec 2015	SPUC 720x540	15m 33s	458mb	24	embed Manage
<input type="checkbox"/>	5964927	12 7 2015 09 Dec 2015	SPUC 720x400	1h 21m 9s	855mb	0	embed Manage
<input type="checkbox"/>	5730211	11 16 2015 23 Nov 2015	SPUC 720x400	2h 3m 52s	837mb	19	embed Manage
<input type="checkbox"/>	5588021	11 2 2015 05 Nov 2015	SPUC 720x406	1h 8m 5s	522mb	2	embed Manage
<input type="checkbox"/>	5480850	10 19 2015 22 Oct 2015	SPUC 720x396	31m 43s	895mb	21	embed Manage
<input type="checkbox"/>	5326524	10 5 2015 06 Oct 2015	SPUC 720x400	1h 1m 4s	953mb	15	embed Manage
<input type="checkbox"/>	5223407	9 21 2015 25 Sep 2015	SPUC 720x400	1h 6m 14s	1006mb	10	embed Manage
<input type="checkbox"/>	5073022	9 8 2015 10 Sep 2015	SPUC 720x400	1h 30m 48s	862mb	2	embed Manage
<input type="checkbox"/>	4758028	9 3 2015 06 Aug 2015	SPUC 512x286	2h 20m 20s	978mb	5	embed Manage
<input type="checkbox"/>	4699647	7 20 2015 29 Jul 2015	SPUC 720x400	2h 50m 35s	899mb	16	embed Manage
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<input type="checkbox"/>	4047224	6 1 2015 02 Jun 2015	SPUC 720x400	1h 22m 19s	975mb	29	embed Manage
<input type="checkbox"/>	3764480	5 4 2015 06 May 2015	SPUC 512x288	57m 25s	523mb	19	embed Manage
<input type="checkbox"/>	3606898	4 20 2015 22 Apr 2015	SPUC 448x336	1h 23m 46s	523mb	16	embed Manage
<input type="checkbox"/>	3480046	4 6 2015 12 Apr 2015	SPUC 448x336	2h 12m 20s	829mb	8	embed Manage
<input type="checkbox"/>	3072618	3 16 2015 21 Mar 2015	SPUC 448x336	1h 19m 51s	517mb	6	embed Manage
<input type="checkbox"/>	2918040	3 2 2015 06 Mar 2015	SPUC 448x336	58m 8s	373mb	4	embed Manage
<input type="checkbox"/>	2779134	2 17 2015 19 Feb 2015	SPUC 448x336	1h 12m 32s	311mb	7	embed Manage
<input type="checkbox"/>	2650899	2 2 2015 09 Feb 2015	SPUC 448x	2h 4m 28s	763mb	11	embed Manage
<input type="checkbox"/>	2566546	1 20 2015 24 Jan 2015	SPUC 576x432	2h 4m 32s	1020mb	39	embed Manage
<input type="checkbox"/>	2491720	1 5 2015 06 Jan 2015	SPUC 576x326	1h 11m 18s	563mb	31	embed Manage
<input type="checkbox"/>	2429725	12 15 2014 19 Dec 2014	SPUC 576x326	1h 35m 46s	803mb	25	embed Manage

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: ECONOMIC DEVELOPMENT BROCHURE OUTLINE
DATE: DECEMBER 30, 2015

ISSUE-

By motion at the November 2, 2015 Commission meeting, a directive was given to Staff to develop a detailed brochure educating and promoting economic development opportunities with Shakopee Public Utilities. The brochure is to be ready for publication by April, 2016.

DISCUSSION -

There were several items that were discussed during the November 2 meeting that could be a part of the materials for the brochure. I would like to provide a draft outline of what would be in the actual brochure. A list of the proposed items to be included in the brochure are listed as follows:

- Welcome to the Community and SPU/Public Power Overview
- Current Rates for Water and Electric and Comparison of Rates
- Explanation of Fees and Charges (WCC, TWC, etc...)
- Commercial/Industrial Rebates
- Explanation of Typical Bill (Power Factors, Demand Charges, etc...)
- MPPA's Renewable Portfolio and DG Opportunities
- FAQ's
- Contact Information

Initial drafts of the materials will be brought back at future meetings for the Commission to stay involved in the development of the information.

REQUEST –

If the Commission agrees to the described outline, direct Staff to develop the first draft of the materials to be included in the brochure and bring back for review in February.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER
SUBJECT: STRATEGIC PLANNING UPDATE
DATE: DECEMBER 31, 2015



This is an update in the development of action plans for the three identified strategic issues. During the April 7, 2014 meeting the Commission agreed that Staff should concentrate on the three issues listed below.

Underneath each of the strategic issues are items that have been addressed and will be incorporated into each action plan. A discussion will take place on each of the issues listed.

1. To preserve, cultivate and advance the existing reputation of the Shakopee Public Utilities Commission in our community and service areas; with all customers.

- Rebranding SPUC as SPU with marketing campaign
- Lineworker's Rodeo
- RP3 Designation
- SPU Facilities – Shakopee Substation and Tank 7
- Continued low rates and high reliability

2. To continue our commitment to all Shakopee Public Utilities Commission employees.

- HSA's
- Succession Planning
- Position Analysis
- Wellness Program
- Appreciation Events

3. To be properly positioned in adapting changes, both short and long term, in the Electric and Water industries and therefore to continually evolve the present Shakopee Public Utilities business model in a direction that most positively serves our community and service areas.

- Social Media Presence – Facebook, Twitter and Website
- E-Bill presentment and paperless payment option
- Shakopee Energy Park
- Clean Energy Choice and EcoEnergy Programs
- MMPA Portfolio
- Economic Development Partnership with City of Shakopee

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER

SUBJECT: 2015 CHARITABLE DONATIONS REVIEW

DATE: DECEMBER 30, 2015

With the adoption of the Donation Policy on November 5, 2012, the Commission agreed that we as Shakopee Public Utilities have a goal to engage, support and improve the programs that foster growth and development of youth, provide sponsorship of causes that help the underprivileged and those that concentrate on civic and community development.

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

Attached is the list of monetary donations made in the Commission's behalf for the calendar year 2015.

Thank You.

**Shakopee Public Utilities Commission
Charitable Donations - 2015**

	ORGANIZATION	DOLLARS
February	Shakopee Dollars For Scholars	1000
February	Shakopee Graduation - All Night Event	250
March	Esperanza - Summer Camp Program	1000
March	Derby Days - Platinum Sponsor	5000
March	Grads in Need - Cap and Gown Cost Assistance	250
March	Downtown Flowers - Chamber and Visitor's Bureau	500
March	Saints Healthcare Funds - Tee One For Care	1500
April	Holmes St. Mural Project - CVB	500
April	Good to Go Kids-SW Metro Educational Foundation	500
July	YMCA Fore the Y! Golf Fundraiser	1000
July	Shakopee HS Boys Hockey Club - Jersey Sponsor	500
September	Shakopee Football Booster Club	500
September	Saints Healthcare Funds - Annual Gala	2500
September	Scott County Historical Society - Academy Sponsor	750
November	SCVB - Holiday Tree Lighting Sponsor	250
December	Shakopee Community Assistance	1000
December	Shakopee Dollars For Scholars	2000
	TOTAL	\$19,000