

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
APRIL 18, 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**
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - 8b) Resn #1121 – Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service to Certain Property Described as: Hilldale Drive (Zoschke's Addition)
 - 8c) Resn #1122 - Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project: Hilldale Drive (Zoschke's Property)
 - 8d) Water Engineering Consultant Selection
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
10. **Reports: Human Resources**
 - 10a) Electric Superintendent Position - Verbal
11. **Reports: General**
 - 11a) Quarterly Schedules and Priorities Review
12. **Adjourn to Closed Session - Wage and Benefits Subcommittee**
 - 12a) Wage Range Discussion
13. **Reconvene to Regular Session**
14. **New Business**
15. **Tentative Dates for Upcoming Meetings**

- Regular Meeting	--	May 2
- Mid Month Meeting	--	May 16
- Regular Meeting	--	June 6
- Mid Month Meeting	--	June 20
16. **Adjourn to 5/2/16** at the SPUC Service Center, 255 Sarazin Street



MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Joos called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., April 4, 2016.

MEMBERS PRESENT: Commissioners Joos, Amundson, Helkamp, Olson and Weyer. Also present, Liaison Whiting, Utilities Manager Crooks, Planning & Engineering Director Adams, Line Superintendent Athmann, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh.

Motion by Helkamp, seconded by Olson to approve the minutes of the March 21, 2016 Commission meeting. Motion carried.

Motion by Helkamp, seconded by Olson to offer Resolution #1120. A Resolution Of Appreciation To Marvin Athmann. Ayes: Commissioners Weyer, Helkamp, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

President Joos offered the agenda for approval.

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

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

President Joos stated that the Consent Items were: item 8d: Quarterly Nitrate Results; and item 11f: SPU Website Analytics.

The warrant listing for bills paid April 4, 2016 was presented.

Motion by Amundson, seconded by Helkamp to approve the warrant listing dated April 4, 2016 as presented. Motion carried.

Liaison Whiting presented his report. Several items on the upcoming City Council agenda were discussed.

Water Superintendent Schemel provided a report of current water operations. Well 16 has been pulled out of the ground and is being inspected. The Spring Flushing Program is underway.

Utilities Manager Crooks stated that Lon Schemel has been officially appointed to the Metropolitan Council's Water Supply Committee.



Customer Relations/Marketing Director Walsh provided an update on the Automatic Meter Reading (AMR) Pilot Project.

Item 8d: Quarterly Nitrate Results was received under Consent Business.

Line Superintendent Athmann provided his last report of current electric operations. There were two outages since the last report. One was caused by a squirrel and the second was caused by a burned transformer connection. The crews are continuing undergrounding lines and finishing restoration projects.

Mr. Athmann reviewed the very successful APPA Lineworker's Rodeo that took place April 2, 2016. Lots of compliments were received from Utilities around the US. The Commission thanked Mr. Athmann and SPU employees for all the work that went into the event.

Planning and Engineering Director Adams provided the Distributed Generation Facility Progress Report. The MMPA Interconnection Reimbursement Agreement was presented. The bid award for Switchgear and Control Building was also reviewed.

Motion by Helkamp, seconded by Olson to approve the MMPA DG Plant Interconnection Reimbursement Agreement and authorize its execution. Motion carried

Motion by Helkamp, seconded by Amundson to award the Dean Lake Substation Switch Gear and Control Building contract to States Manufacturing in the amount of \$1,288,200. Motion carried.

Mr. Crooks presented the March 2016 MMPA Board Meeting Public Summary.

Mr. Crooks provided an update on the Electric Superintendent position. Six candidates have been selected for the first round of interviews. The interviews will take place the week of April 11.

Ms. Walsh presented the essays for the 2016 Tom Bovitz Award. The Commission will rate the essays and return their ranking by Friday, April 8.

Mr. Crooks presented the SPU Governance Handbook and Commission meeting protocol.

Mr. Crooks presented a donation request for a Saints Healthcare Foundation Sponsorship for their 19th Annual Tee One For Care Golf Event. The sponsorship for the Golf Ball Drop is being requested in the amount of \$1500. SPU has sponsored this event for the last two years.

Motion by Helkamp, seconded by Amundson to be the Golf Ball Drop Sponsor for the 2016 Tee One For Care Golf Event to support the Saints Healthcare Foundation in the amount of \$1500. Motion carried.

President Joos announced the 2016 election for officers and officials to the Shakopee Public Utilities Commission. Each officer; President, Vice President and Secretary, are to be elected to a 1 year term.

Mr. Crooks called for nominations for the office of President of the Shakopee Public Utilities Commission.

Motion by Helkamp, seconded by Amundson to nominate Commissioner Joos for the office of President of the Shakopee Public Utilities Commission. There were no further nominations.

Mr. Crooks moved to close the nominations and move to Commission vote. Vote was unanimous. Motion carried.

Mr. Crooks acknowledged the vote and Commissioner Joos was elected unanimously to the office of President of the Shakopee Public Utilities Commission.

Mr. Crooks called for nominations for the office of Vice President of the Shakopee Public Utilities Commission.

Motion by Helkamp, seconded by Joos to nominate Commissioner Amundson for the office of Vice President of the Shakopee Public Utilities Commission. There were no other nominations.

Mr. Crooks moved to close the nominations and move to Commission vote. Vote was unanimous. Motion carried.

Mr. Crooks acknowledged the vote and Commissioner Amundson was elected unanimously to the office of Vice President of the Shakopee Public Utilities Commission.

President Joos called for nominations for the office of Secretary to the Shakopee Public Utilities Commission.

Motion by Helkamp, seconded by Amundson to nominate Utilities Manager Crooks for the office of Secretary to the Shakopee Public Utilities Commission. There were no further nominations.

Mr. Crooks moved to close the nominations and move to Commission vote. Vote was unanimous. Motion carried

The vote was acknowledged and Mr. Crooks was elected unanimously for the office of Secretary to the Shakopee Public Utilities Commission.

President Joos called for a motion for a Representative to the Minnesota Municipal Power Agency (MMPA) for the Shakopee Public Utilities Commission.

Motion by Amundson, seconded by Weyer to appoint Utilities Manager Crooks as Representative to MMPA for the Shakopee Public Utilities Commission by unanimous ballot. Motion carried.

President Joos acknowledged the vote and Mr. Crooks was appointed unanimously as Representative to MMPA for the Shakopee Public Utilities Commission.

President Joos called for a motion to nominate the Alternate Representative to MMPA for the Shakopee Public Utilities Commission.

Motion by Amundson, seconded by Weyer to appoint Commissioner Helkamp as Alternate Representative to MMPA for the Shakopee Public Utilities Commission by unanimous ballot. Motion carried.

President Joos acknowledged the vote and Commissioner Helkamp was appointed as Alternate Representative to MMPA for the Shakopee Public Utilities Commission.

Item 11f: SPU Website Analytics was received under Consent Business.

The tentative commission meeting dates of April 18 and May 2 were noted.

Motion by Helkamp, seconded by Amundson to adjourn to the April 18, 2016 meeting. Motion carried.

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

Commission Secretary: John R. Crooks

RESOLUTION #1121

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

HILLDALE DRIVE (ZOSCHKE'S ADDITION)

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

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

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

WHEREAS, the Shakopee Public Utilities Commission previously agreed to apply its 2015 trunk water rate to this project,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$36,852.86 based on 13.19 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Lots 1-10, Block 1, ZOSCHKE'S ADDITION

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

Passed in regular session of the Shakopee Public Utilities Commission, this 18th day of April, 2016.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks



RESOLUTION #1122

A RESOLUTION APPROVING OF THE ESTIMATED COST OF
PIPE OVERSIZING ON THE WATERMAIN PROJECT:HILDALE DRIVE (ZOSCHKE'S ADDITION)

WHEREAS, the Shakopee Public Utilities Commission has been notified of a watermain project, and

WHEREAS, the pipe sizes required for that project have been approved as shown on the engineering drawing by City of Shakopee, Engineering Department., and

WHEREAS, a part, or all, of the project contains pipe sizes larger than would be required under the current Standard Watermain Design Criteria as adopted by the Shakopee Public Utilities Commission, and

WHEREAS, the policy of the Shakopee Public Utilities Commission calls for the payment of those costs to install oversize pipe above the standard size, and

WHEREAS, the pipes considered oversized are listed on an attachment to this Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the oversizing to be paid by the Shakopee Public Utilities Commission is approved in the amount of approximately \$118,000.00, and

BE IT FURTHER RESOLVED, the payment of the actual amount for said oversizing will be approved by the Utilities Commission when final costs for the watermain project are known.

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

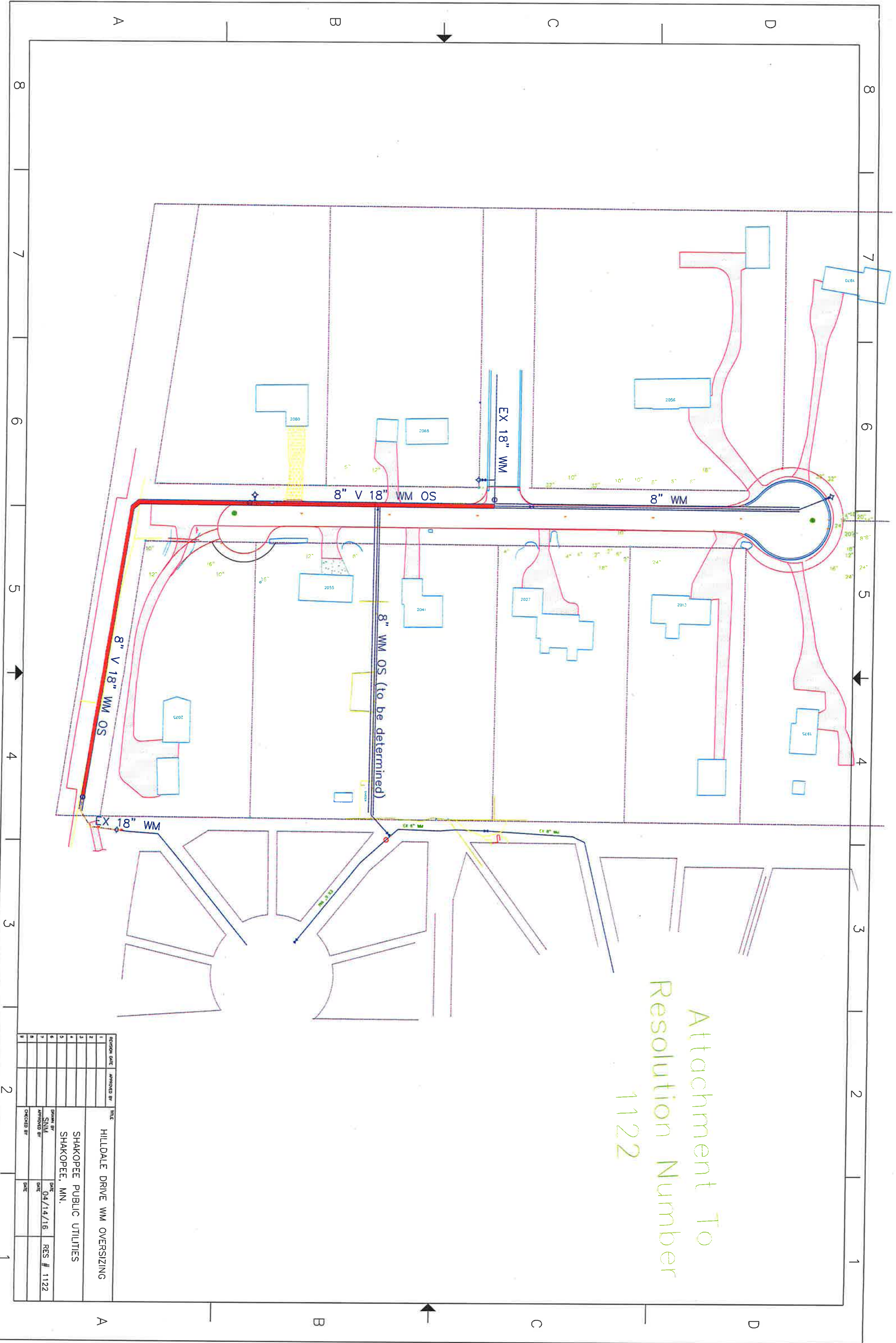
Passed in regular session of the Shakopee Public Utilities Commission, this 18th day of April, 2016.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks






Attachment To
Resolution Number
1122

NO.	REVISION DATE	APPROVED BY	TITLE
1			HILDALE DRIVE WM OVERSIZING
2			
3			
4			
5			
6			
7			
8			

DESIGNED BY	DATE	CHECKED BY	DATE
SNM	04/14/16		
APPROVED BY		RES #	1122
OK'ED BY			

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: WATER ENGINEERING CONSULTANT SELECTION
DATE: APRIL 14, 2016

ISSUE –

The Water Department has seen the need to solicit Statements of Qualifications from consultants within the water industry to serve the needs of the utility for the coming 5 years. The skills required of these consultants are to assist the SPU's Water and Engineering Departments for planned projects within this period.

BACKGROUND –

SPU has not selected consultants since 2008. Since that time many consulting firms have changed names and personnel. Due to these changes in the industry the Water Department needs to realign itself with consultants who possess the proper disciplines for its needs.

DISCUSSION –

Ten consulting firms were selected to submit Statements of Qualifications to staff by September 25, 2015. Staff was to select up to 3 firms for general water engineering, one primary and two secondary if necessary. Staff was also to select other technical/specialty consultants as needed for current and upcoming projects. Specific criteria used for selection were, cost of services, the qualifications and experience of lead persons, compatibility with SPU, possible conflicts of interest, previous experience with SPU, and any specific technical skills desired.



RECOMMENDATION –

The following categories and desired consultants are as follows:


General Engineering	
Hydrologic Studies, GIS, and Facilities Design & Construction	Sambatek - Minnetonka (primary) SEH - St. Paul WSB - Minneapolis
Technical/Specialty	
Water Studies, Modeling	PCE - Minneapolis
SCADA Hardware & Networking	Wunderlich-Malec - Minnetonka
SCADA Interface & Control	AE2S - Maple Grove
Tower & Tank Maintenance	BSI - Osseo, WI

REQUESTED ACTION –

Based on the recommendations from SPUC staff, it is requested that the Commission direct SPUC staff to proceed with professional service agreements with the above named firms.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

**SUBJECT: SPUC AND STAFF PRIORITIES AND SCHEDULES FORM
QUARTERLY REVIEW – UPDATED FORMAT**

DATE: JANUARY 14, 2016

The attached forms have been updated through January 14, 2016. The forms are intended to assist Staff and the Commission in addressing the priorities and schedules for projects and tasks at hand. There is a spreadsheet for projects that are to be considered Major and a spreadsheet for Designated Tasks.

Changes from previous quarterly reviews of the form have been noted in the right column.

Projects and steps which carry the designation being "Done" are highlighted in red which identifies work done in 2015.



SPUC STAFF PRIORITIES AND SCHEDULES - 2016

2016			
Staff Input - LS, RS, MA, JA, SW - as of 4-14-16 **Approved by Commission			
MAJOR PROJECTS			
	Staff Assignment	Completion Date	Status Update
SMART GRID TECHNOLOGIES			
Feasibility analysis / Business case analysis	JC		DONE
AMR PILOT PROJECT			
Define / Obtain equipment	MA/LS/JA		DONE
Convert field equipment		Jul 2016	DONE
Complete trial and evaluate		Dec 2016	
SHAKOPEE SUBSTATION PROJECT			
Construction complete	JA/MA	Nov 2015	DONE
Substation in operation		Nov 2015	DONE
ELECTRIC POLICY MANUAL			
Final revisions / Draft review	JA/MA	Dec 2015	May 2016
Formal adoption by Commission		Jan 2016	Jun 2016
CUSTOMER PAYMENT OPTIONS			
Credit card / Phone options	RS/SW/JC		DONE
E-Bill presentment		May 2016	
E-Bill payment option		Jun 2016	
DAFFRON BILLING SYSTEM			
IXP upgrade	SW/RS	Aug 2016	
Fixed asset tracking implementation		Aug 2017	
FACILITY AGREEMENTS WITH XCEL ENERGY			
Shakopee Substation Construction Agreement	JA		DONE
Shakopee Substation Operational Agreement		Mar 2016	DONE
Blue Lake Development Agreement		Jun 2016	
COMPREHENSIVE WATER SUPPLY PLAN			
Infill redevelopment	LS/JA	Nov 2016	
Final Comprehensive Water Supply Plan		Jan 2017	

SPUC STAFF PRIORITIES AND SCHEDULES - 2016

2016			
Staff Input - LS, RS, MA, JA, SW - as of 4-14-16 **Approved by Commission			
DESIGNATED TASKS			
	Staff Assignment	Completion Date	Status Update
POLE ATTACHMENT AGREEMENTS			
	JA/MA/RS		
Re-evaluate with MVEC		Nov 2015	Jun 2016
Finalize and approval with MVEC		Mar 2016	Jul 2016
Comcast/MediaCom billing agreements		Sept 2016	Sep 2016
VALLEYFAIR LOOPING AGREEMENT			
	JA/JC		
Review terms with Valleyfair		Mar 2016	Jun 2016
MARKETING MATERIALS			
	SW		
Solar distributed generation materials and promotion		Mar 2016	Jun 2016
Wind distributed generation materials and promotion		on hold	
Tree trimming safety brochure/advertisement		Mar 2016	Jun 2016
CITY / SPU BILLING CLARIFICATIONS			
	JA/RS		
Traffic lights		Jul 2016	
County traffic lights		Jul 2016	
CUSTOMER DG PROCEDURES			
	JA/JC		
Review and adoption		Dec 2015	Jun 2016
STREET LIGHTING AGREEMENTS			
	JA		
Stonebrooke District		on hold	
Southbridge Crossing District		on hold	
Southbridge Parkway District		on hold	
SMSC - Bluff View 2nd Addition		on hold	
SMSC - East Village		on hold	