

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
APRIL 4, 2016

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
  - 3a) Resn. #1120 – In Recognition of Public Service – Marvin Athmann
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) Appointment to Met Council Water Supply Committee
  - 8c) Automatic Meter Reading (AMR) – Pilot Project Update
  - C=> 8d) Quarterly Nitrate Results
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) APPA Lineworker's Rodeo – Verbal
  - 9c) Distributed Generation Facility Progress Report
    - MMPA Interconnection Reimbursement Agreement
    - Bid Award for Switchgear and Control Building
  - 9d) March 2016 MMPA Board Meeting Public Summary
10. **Reports: Human Resources**
  - 10a) Electric Superintendent Position - Verbal
11. **Reports: General**
  - 11a) 2016 Tom Bovitz Award
  - 11b) Governance Handbook and Meeting Protocol
  - 11c) Saints Healthcare Foundation Sponsorship Request
  - 11d) Election of Shakopee Public Utilities Commission Officers
  - 11e) Appointments of MMPA Representative and Alternate
  - C=> 11f) SPU Website Analytics
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**
  - Mid Month Meeting -- April 18
  - Regular Meeting -- May 2
  - Mid Month Meeting -- May 16
  - Regular Meeting -- June 6
14. **Adjourn to 4/18/16** 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., March 21, 2016.

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

Motion by Mars, seconded by Helkamp to approve the minutes of the March 7, 2016 Commission meeting. Motion carried.

Under Communications, President Joos read Resolution #1118 - A Resolution in Recognition of Public Service: William P. Mars into the record. Commissioners and Staff thanked Commissioner Mars for his years of service to Shakopee Public Utilities.

Motion by Helkamp, seconded by Amundson to offer Resolution #1118 - A Resolution In Recognition Of Public Service: William P. Mars. Ayes: Commissioners Mars, Helkamp, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

President Joos offered the agenda for approval. President Joos asked that Item 11a: 2015 Audited Financial Statements Presentation be moved up in the Agenda and be placed after the Liaison Report.

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

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

President Joos stated that the Consent Items were: item 8c: Monthly Production Dashboard; and item 11c: February 2016 Financial Statements.

The warrant listing for bills paid March 21, 2016 was presented.

Motion by Mars, seconded by Helkamp to approve the warrant listing dated March 21, 2016 as presented. Motion carried.

Liaison Whiting presented his report. It was stated the City Council will be meeting with Scott County and Jackson Township on the development of southwest Shakopee.

Andrew Grice, Audit Manager with Bergan KDV, presented the 2015 Financial Audit for Shakopee Public Utilities. The audited financial statements and related management letter were discussed. There were no material weaknesses or significant deficiencies identified. This puts the audit in the top 5% of audits. The Commission thanked Finance Director Schmid and her Staff for their work.

Motion by Mars, seconded by Helkamp to accept the 2015 Audited Financial Statements as presented by Bergan KDV. Motion carried.

Water Superintendent Schemel provided a report of current water operations. Verizon is beginning their upgrade on Tank #1. The AMR Pilot Project has begun and an overview of the project will be presented at the next Commission meeting. Well #16 is scheduled to be pulled for preventative maintenance in early April.

Motion by Olson, seconded by Amundson to offer Resolution #1119. A Resolution Approving Watermain Replacement With The 2016 City Of Shakopee Street Reconstruction Project. Ayes: Commissioners Mars, Helkamp, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

Item 8c: Monthly Production Dashboard was received under Consent Business.

Mr. Crooks provided a report of current electric operations. One outage occurred which was caused by a car hitting a pedestal. Ten customers were out of power for less than an hour. Crews are working on the last part of the tree trimming season and are providing support for the Lineworker's Rodeo grounds.

The APPA Lineworker's Rodeo is scheduled for April 2, 2016. Preparations are well under way and deadlines are being met. The week of the event, crews are being made available to concentrate on the final work to the event site.

Mr. Crooks presented the 2015 APPA Certificate of Excellence in Reliability Award given to Shakopee Public Utilities for being in the top quartile of public power systems in reliable service.

Planning and Engineering Director Adams provided an update on the Dean Lake Substation Expansion Project. Mr. Adams reviewed the completed NSP Dean Lake Substation Construction Agreement, the bid results for the 47 MVA Transformer and the bid results for the Control Building and Switchgear.

Motion by Mars, seconded by Amundson to accept and conditionally approve the Dean Lake Substation Construction Agreement with NSP and authorize its execution subject to attorney review. Motion seconded.

Kevin Favero from Leidos Engineering reviewed the bid results for the 47 MVA power transformer. The estimated engineer's estimate was \$1,300,000. Bids came in much less than the

estimate due to commodity costs being low, especially the cost of copper. The apparent low bid was by Virginia Transformer Corporation in the amount of \$775,646.

Motion by Mars, seconded by Olson to award the Dean Lake Transformer #3 to Virginia Transformer Corporation in the amount of \$775,646. Motion carried.

The review of the bid results for the Control Building and associated switchgear was presented by Mr. Favero. Commission consensus was to wait and award the bid once the MMPA Interconnection Reimbursement Agreement is finalized.

Mr. Crooks provided an update on the search for the new Electric Superintendent. Six applicants have been identified as potential candidates. The first round of interviews will begin in early April.

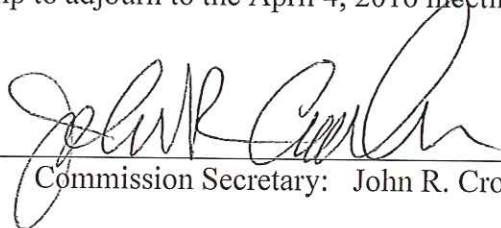
Mr. Crooks began a discussion on Customer Surveys. The 2005 Residential and Business Customer Assessment of Shakopee Utilities was reviewed. Several different types of surveys were presented. Commission consensus was to explore the cost of a third party customer survey, explore the demographics of such a survey and explore social media and mailers as potential avenues for the customer survey. This information will be brought back at a future meeting.

Item 11c: February 2016 Financial Statements were received under Consent Business.

Under New Business, President Joos welcomed Aaron Weyer. Mr. Weyer will be the new SPU Commissioner as of April 1, 2016. President Joos also welcomed Corky Mars to the meeting.

The tentative commission meeting dates of April 4 and April 18 were noted.

Motion by Mars, seconded by Helkamp to adjourn to the April 4, 2016 meeting. Motion carried.

  
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Commission Secretary: John R. Crooks

**RESOLUTION #1120****A RESOLUTION OF APPRECIATION  
TO MARVIN ATHMANN**

**WHEREAS**, Mr. Marvin Athmann joined Shakopee Public Utilities on March 1, 1975 and during his tenure of more than forty one years, has held various positions, including his current position as Electric Superintendent; and

**WHEREAS**, Mr. Athmann always strived for excellence in contributing to the efficient operation of Shakopee Public Utilities and has been extremely dependable and responsible in performing his duties; and

**WHEREAS**, Mr. Marvin Athmann will retire from his position as Electric Superintendent with Shakopee Public Utilities on April 15, 2016; and

**NOW THEREFORE, BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION**, that it does hereby express its deep appreciation to Mr. Marvin Athmann for his forty one years of dedicated service to Shakopee Public Utilities.

**BE IT FURTHER RESOLVED** that the Shakopee Public Utilities Commission extends its best wishes and congratulations to Mr. Athmann.

Passed in regular session of the Shakopee Public Utilities Commission this 4<sup>th</sup> day of April, 2016.

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Commission President: Terrance Joos

ATTEST:

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Commission Secretary: John R. Crooks

March 28, 2016

Lon Schemel  
1961 Blue Jay  
Shakopee, MN 55379

Re: Application for Metro Area Water Supply Technical Advisory Committee

Dear M. Schemel,

On behalf of the Metropolitan Area Water Supply Advisory Committee (MAWSAC), I want to thank you for your application and I am pleased to announce that you have been selected to serve on the Water Supply Technical Advisory Committee.

As a member of this technical committee, you will bring a much-needed perspective to MAWSAC's water supply policy work. We are grateful that you are willing to share your time and your talents.

With the assistance of MAWSAC, the Metropolitan Council has a growing role in water supply planning and, thus, relies heavily on the advice of people like you to help plan for sustainable water supplies in the Twin Cities metropolitan area.

Shortly, you will receive a notice of the committee's first meeting. At that time, a charter will be finalized and a calendar of meetings for the remainder of the year will be established.

Thank you again for your application, and we look forward to working with you to address the water supply needs of the metro area.

Sincerely,




Sandy Rummel  
Chair, Metropolitan Area Water Supply Advisory Committee



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

March 28, 2016

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations

SUBJECT: Electric and Water Radio Read Testing

## Overview

In October 2015, SPU upgraded the Itron meter reading handhelds and system software to replace unsupported equipment and services. As part of this upgrade, without further investment beyond the cost of the handhelds, we received 375 each of AMR/radio read electric meters and water ERTs (Encoder Receiver Transmitters). This presented us with the opportunity to test AMR technology in our service area on a smaller scale with little to no upfront investment.

In March of 2016, we started a two phase installation process in the Pheasant Run neighborhood, which is located east and south of the St. Francis Regional Medical Campus. This location was selected based on the number of homes, the age of the homes and the geographical details of the neighborhood. The installation involved replacing existing electric meters with the new radio read meters. For Water, the existing sensor pads were removed and the ERT was installed. Existing water meters were not removed.

We have completed Phase I installation of approximately 175 homes. The April reading for this neighborhood is scheduled for Tuesday, April 12<sup>th</sup>. An Itron representative will be onsite to ensure a smooth and accurate reading process. Upon the successful completion of these readings, we will continue with Phase II installation intended to be completed by the May readings for a total of just over 350 radio read addresses in this neighborhood.

The findings from this test area will be used to determine future direction regarding AMR/radio read technology. NOTE: These meters and ERTs can be used in batch readings should we proceed with full AMR/AMI systems.

## Action Requested



No action requested.



SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

## MEMORANDUM

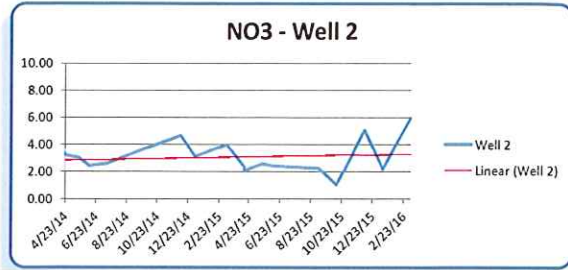
TO: John R. Crooks, Utilities Manager   
FROM: Lon R. Schemel, Water Superintendent   
SUBJECT: Nitrate Results Update -- Advisory  
DATE: March 28, 2016

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.



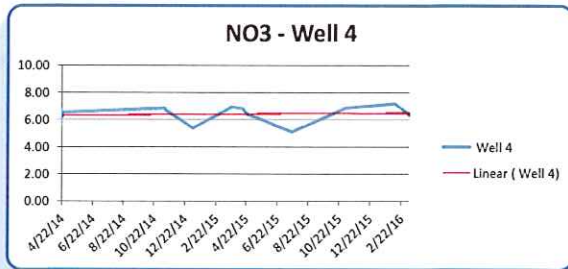
Shakopee Public Utilities Commission  
 Water Department  
 Nitrate Results  
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
2	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	9/8/15	9/15/15	2.27	MVTL	132 hrs prior
2	10/13/15	10/19/15	1.03	MVTL	96 hrs prior
2	12/8/15	2/1/16	5.04	MVTL	132 hrs prior
2	1/12/16	1/25/16	2.22	MVTL	220 hrs prior
2	3/8/16	3/14/16	5.93	MVTL	168 hrs prior

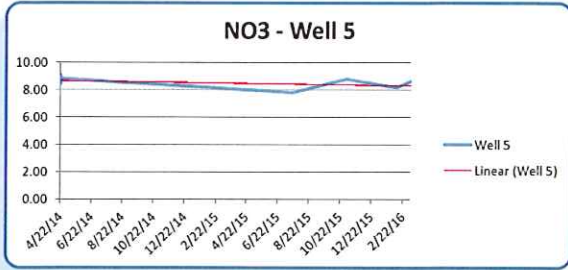


\* Samples with an asterisk are from a Nitrate Source Water Survey conducted by the MDH and are not used in determining compliance.

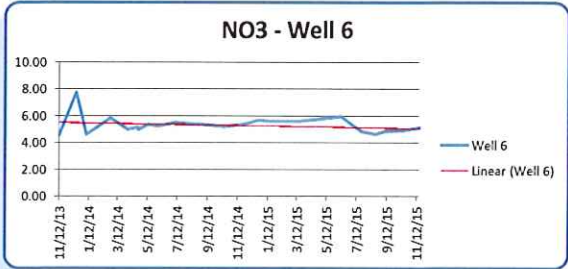
4	4/22/14	4/30/14	6.48	MVTL	72 hrs prior
4	4/22/14	6/16/14	6.20	MDH	*
4	4/23/14	5/7/14	6.52	MVTL	96 hrs prior
4	11/12/14	11/20/14	6.81	MVTL	210 hrs prior
4	11/12/14	12/29/14	6.70	MDH	*
4	1/6/15	1/14/15	5.38	MVTL	220 hrs prior
4	3/24/15	3/30/15	6.90	MVTL	388 hrs prior
4	4/14/15	4/20/15	6.79	MVTL	96 hrs 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
4	2/9/16	2/16/16	7.18	MVTL	112 hrs prior
4	3/8/16	3/14/16	6.31	MVTL	144 hrs prior



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
5	2/9/16	2/16/16	8.18	MVTL	434 hrs prior
5	3/8/16	3/14/16	8.62	MVTL	288 hrs prior

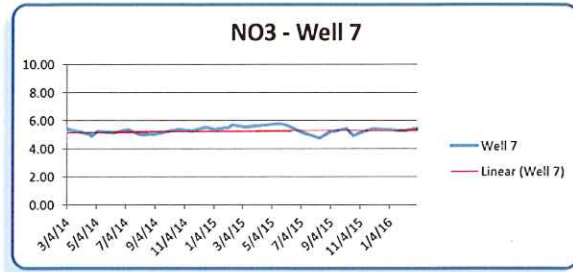


6	11/12/13	11/18/13	4.56	TCWC	144 hrs prior
6	12/17/13	12/23/13	7.71	TCWC	192 hrs prior
6	1/7/14	1/10/14	4.62	TCWC	696 hrs prior
6	2/25/14	3/3/14	5.82	MVTL	144 hrs prior
6	3/11/14	3/27/14	5.52	MVTL	168 hrs prior
6	4/1/14	4/7/14	5.02	MVTL	264 hrs prior
6	4/23/14	5/7/14	5.13	MVTL	24 hrs prior
6	4/23/14	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	182 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	10/13/15	10/19/15	4.93	MVTL	192 hrs prior
6	11/17/15	11/23/15	5.15	MVTL	144 hrs prior

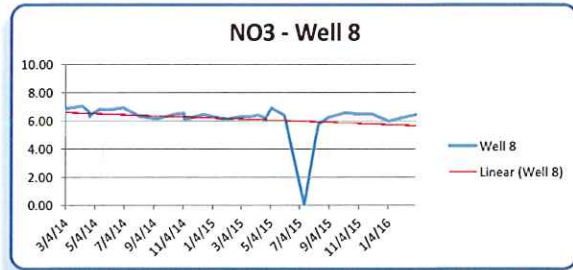


Shakopee Public Utilities Commission  
 Water Department  
 Nitrate Results  
 Reported in mg/L

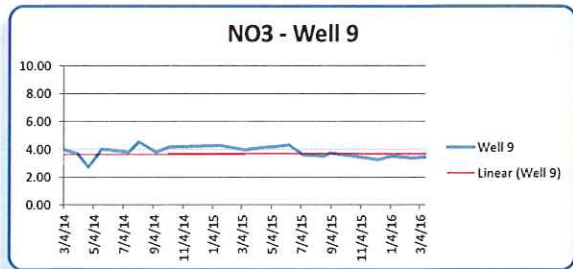
Location	Sample Collected	Results Received	Results	Lab	Run Time
7	3/4/14	3/12/14	5.39	MVTL	96 hrs prior
7	4/23/14	5/7/14	5.00	MVTL	24 hrs prior
7	4/23/14	6/16/14	4.90	MDH	*
7	5/6/14	5/16/14	5.24	MVTL	216 hrs prior
7	6/10/14	6/23/14	5.14	MVTL	144 hrs prior
7	7/8/14	7/14/14	5.34	MVTL	212 hrs prior
7	8/5/14	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
7	2/2/16	2/8/16	5.29	MVTL	192 hrs prior
7	3/1/16	3/8/16	5.45	MVTL	140 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	1/5/15	1/22/15	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
8	1/5/16	1/13/16	6.00	MVTL	96 hrs prior
8	2/2/16	2/8/16	6.24	MVTL	144 hrs prior
8	3/1/16	3/8/16	6.43	MVTL	96 hrs prior

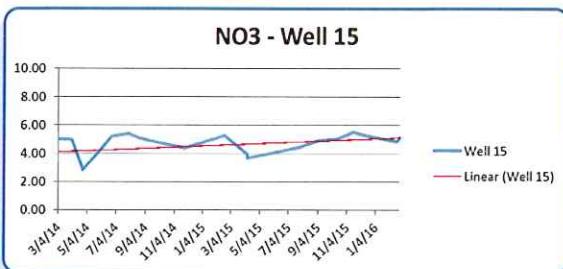
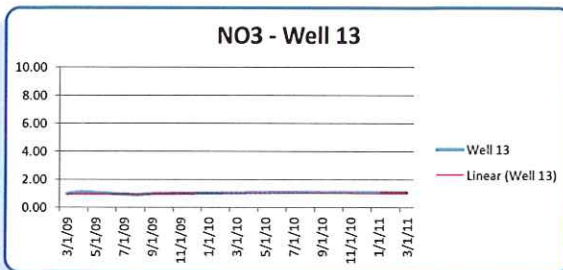
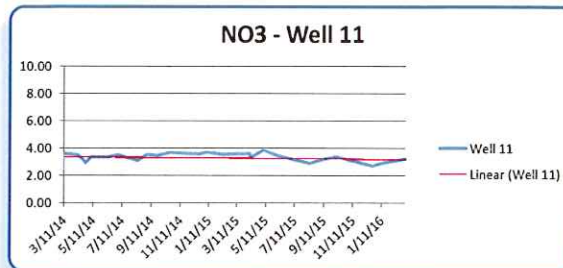


9	3/4/14	3/12/14	3.96	MVTL	96 hrs prior
9	4/1/14	4/7/14	3.71	MVTL	168 hrs prior
9	4/23/14	5/7/14	2.72	MVTL	24 hrs prior
9	4/23/14	5/15/14	2.70	MDH	
9	4/23/14	6/16/14	2.70	MDH	*
9	5/20/14	5/27/14	3.97	MVTL	144 hrs prior
9	6/3/14	6/19/14	3.96	MVTL	144 hrs prior
9	7/15/14	7/29/14	3.80	MVTL	243 hrs prior
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
9	12/8/15	2/1/16	3.28	MVTL	144 hrs prior
9	1/5/16	1/13/16	3.54	MVTL	168 hrs prior
9	2/16/16	2/23/16	3.40	MVTL	312 hrs prior
9	3/15/16	3/21/16	3.48	MVTL	168 hrs prior



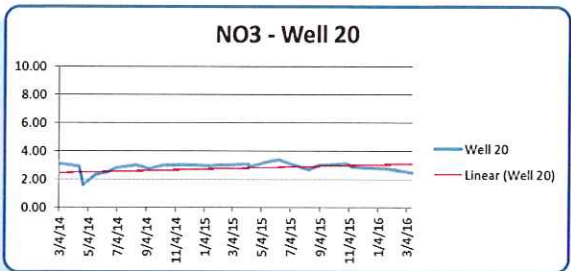
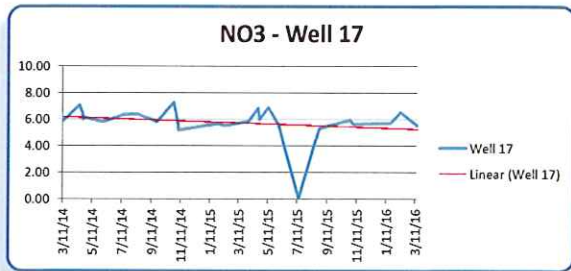
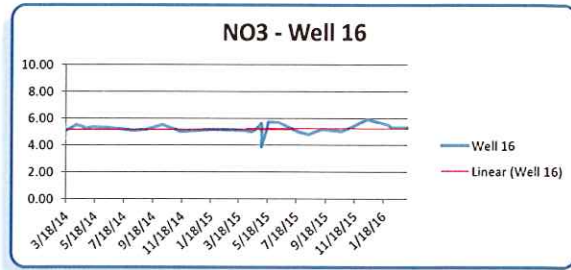
Shakopee Public Utilities Commission  
Water Department  
Nitrate Results  
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
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	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
11	12/22/15	12/30/15	2.71	MVTL	168 hrs prior
11	1/12/16	1/25/16	2.92	MVTL	192 hrs prior
11	2/23/16	2/29/16	3.20	MVTL	132 hrs prior
11	3/1/16	3/8/16	3.23	MVTL	60 hrs prior
12	12/17/13	12/23/13	3.01	TCWC	144 hrs prior
12	1/21/14	1/29/14	1.70	TCWC	168 hrs prior
12	2/4/14	2/10/14	2.21	TCWC	144 hrs prior
12	4/23/14	5/7/14	1.27	MVTL	192 hrs prior
12	4/23/14	6/16/14	1.30	MDH	*
12	8/12/14	8/20/14	2.10	MVTL	162 hrs prior
12	9/23/14	10/2/14	2.28	MVTL	132 hrs prior
12	10/13/15	10/19/15	2.35	MVTL	126 hrs prior
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
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	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
15	1/5/16	1/13/16	5.15	MVTL	312 hrs prior
15	12/8/15	2/1/16	5.33	MVTL	168 hrs prior
15	2/16/16	2/23/16	4.86	MVTL	144 hrs prior
15	2/23/16	2/29/16	5.16	MVTL	172 hrs prior



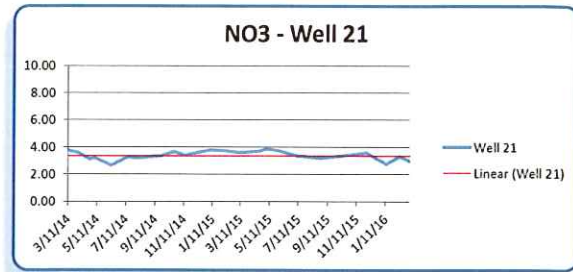
Shakopee Public Utilities Commission  
Water Department  
Nitrate Results  
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
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	144 hrs prior
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
16	1/26/16	2/1/16	5.48	MVTL	120 hrs prior
16	2/2/16	2/8/16	5.29	MVTL	312 hrs prior
16	3/8/16	3/14/16	5.30	MVTL	168 hrs prior
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	<	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
17	1/19/16	1/26/16	5.73	MVTL	144 hrs prior
17	2/9/16	2/16/16	6.51	MVTL	180 hrs prior
17	3/15/16	3/21/16	5.52	MVTL	288 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
20	12/8/15	2/1/16	2.83	MVTL	120 hrs prior
20	1/19/16	1/26/16	2.78	MVTL	165 hrs prior
20	3/15/16	3/21/16	2.48	MVTL	162 hrs prior



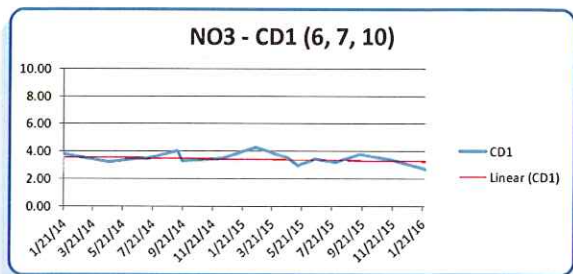
Shakopee Public Utilities Commission  
Water Department  
Nitrate Results  
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
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
21	1/12/16	1/25/16	2.77	MVTL	368 hrs prior
21	2/9/16	2/16/16	3.31	MVTL	144 hrs prior
21	3/1/16	3/8/16	2.98	MVTL	160 hrs prior



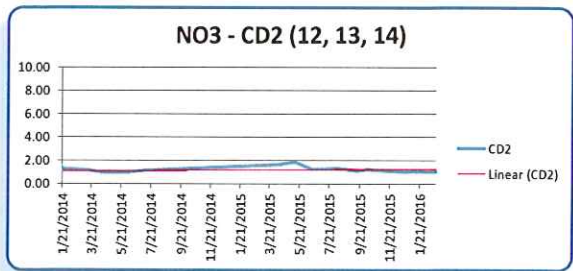
**combined discharge - Wells 6-7-10**

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
CD 1	1/26/16	2/1/16	2.71	MVTL	168 hrs prior

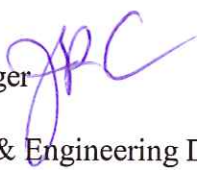



**combined discharge - Wells 12-13-14**

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
CD 2	12/22/2015	12/30/2015	1.03	MVTL	168 hrs prior
CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: **Dean Lake Substation Expansion Project Update**

DATE: March 31, 2016

ISSUE

SPU is planning to construct an expansion of our Dean Lake Substation with the addition of a third 47 MVA power transformer and switchgear and control building for additional feeder circuits.

BACKGROUND

The Dean Lake Substation expansion project is included in the capital improvement plan with a budgeted amount of \$4,700,000. There are additional line items noted in the CIP in the amount of \$3,000,000 for the planned interconnection with the proposed MMPA Distributed Generation plant and SPU distribution facilities upgrades to facilitate the interconnection both within the substation and outside of it on the distribution system. These costs are expected to be borne by MMPA and a reimbursement agreement is in process to reflect that arrangement. The current estimated costs to MMPA are \$3,940,000.

The expanded substation capacity will serve the growing load anticipated by the Canterbury Park phased developments and other proposed developments within the city including Amazon, Duke Realty, and SFRMC among others.

The expanded substation will also allow the Commission, should it choose to do so, to vacate its present capacity within NSP's Blue Lake Substation where we have two feeder circuits with a combined nominal capacity of 8.3 MVA. NSP MN has requested that the Commission agree to permanently vacate that capacity, so NSP can serve its own growing load within Shakopee i.e. Rosemount Emerson and the Opus business park next to it. Staff believes the Commission can agree to NSP's request if and only if NSP MN agrees to grant the Commission a perpetual easement on their surplus property next to their Blue Lake Substation as a site for a future Shakopee owned substation and further agrees to coordinate and cooperate in extending transmission service to said future substation.

Staff has received a draft New Blue Lake Substation Development Agreement from NSP MN and returned that draft with comments from staff, the Commission's engineering consultant and legal counsel in December, 2015. We are awaiting NSP's revision.

**The Commission approved the Dean Lake Substation Construction Agreement with NSP MN on March 21, 2016.**

**The Commission awarded the power transformer contract to Virginia Transformer Corporation in the amount of \$775,646 at their March 21, 2016 meeting.**

## DISCUSSION

**Staff received a revised and executed MMPA DG Plant Interconnection Reimbursement Agreement from Avant Energy on March 30, 2016. The agreement now meets all of our concerns and is submitted to the Commission for approval.**

The engineer's estimated cost of the switchgear and control building was \$1,700,000. Bids for the substation's switchgear and control equipment/building were opened on March 15, 2016 and the results are summarized in the attached report by Kevin Favero of Leidos Engineering LLC. The bids are valid for 60 days or until May 14<sup>th</sup>. Staff concurs with his analysis and conclusions to award the bid to States Manufacturing with Siemens switchgear, but not until we have an acceptable reimbursement agreement with MMPA.

**The Commission may now choose to award the Switchgear and Control Building contract to States Manufacturing in the amount of \$1,288,200; which price reflects a deduct of \$14,000 for not including the spare relays that staff believes are not necessary and an adder of \$4,200 for bright galvanized walls for the reasons stated in the attached email from Kevin Favero of Leidos Engineering..**

## REQUESTED ACTION

**Staff requests the commission approve the MMPA DG Plant Interconnection Reimbursement Agreement and authorize its execution.**

**Staff requests the Commission award the Dean Lake Substation Switchgear and Control Building contract to States Manufacturing in the amount of \$1,288,200.**

## INTERCONNECTION REIMBURSEMENT AGREEMENT

This INTERCONNECTION REIMBURSEMENT AGREEMENT (the "Agreement") is made and entered into effective as of the \_\_\_ day of March, 2016 (the "Effective Date") by and between Shakopee Public Utilities Commission ("SPUC") and Minnesota Municipal Power Agency ("MMPA"). SPUC and MMPA may herein be referred to individually as "Party" or collectively as "Parties."

### RECITALS

WHEREAS, MMPA is developing a 46 MW natural gas-fired distributed generation facility ("DG Project") to be located approximately 0.5 miles northwest of the SPUC Dean Lake Substation and to be interconnected with SPUC's Distribution System at the Dean Lake Substation;

WHEREAS, SPUC is willing to facilitate the interconnection of the DG Project to its Distribution System;

WHEREAS, MMPA is willing to reimburse SPUC for the costs incurred by SPUC associated with such interconnection in accordance with the term and conditions of this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants set forth herein, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

#### **Section 1     Definitions**

"Distribution System" means the SPUC's facilities and equipment used to transmit electricity to SPUC retail customers.

"Distribution Upgrades" shall mean the additions, modifications, and upgrades to the Distribution System at or beyond the Points of Interconnection to facilitate interconnection of the DG Project and render the delivery service necessary to affect MMPA's delivery of energy on the Distribution System. For purposes of this Agreement, Distribution Upgrades consist of upgrades to SPUC's Dean Lake Substation and include distribution breakers, equipment enclosure buildings, distribution and protection equipment, switches, etc. Distribution Upgrades include, but are not limited to, the following:

- Bus tie breakers in the Dean Lake switchgear building between the buses to which the Interconnection Facilities are connected and associated compartments, bus, relays, and relay panels (to be owned by SPUC and to be installed by SPUC under a separate third party contract);
- Switchgear and fuses on the Distribution System that need to be upgraded to accommodate the increased fault current from the DG Project (to be owned by SPUC and to be installed by SPUC's own crews).



Distribution Upgrades do not include the following:

- Interconnection Facilities (to be owned by MMPA and to be installed by SPUC under a separate third party contract).
- Dean Lake Substation power transformer T3 and associated connection to switchgear building and 115 kV system (to be owned by SPUC and to be installed by SPUC under a separate third party contract).
- Portion of Dean Lake switchgear building not included in Distribution Upgrades (to be owned by SPUC and to be installed by SPUC under a separate third party contract).
- Underground duct banks and cables to connect the Dean Lake switchgear building to existing Distribution System facilities (to be owned by SPUC and to be installed by SPUC under a separate third party contract (duct banks) and by SPUC's own crews (cables/terminations).).

“Interconnection Facilities” means all facilities and equipment, as identified in Attachment 1 of this Agreement, necessary to physically and electrically interconnect the DG Project to the Distribution System at the Points of Interconnection. The Interconnection Facilities include but are not limited to:

- The duct bank and the underground cables between the DG Project and the Dean Lake Substation and the associated terminations and switching equipment at both ends.
- The breakers in the Dean Lake Substation switchgear building, identified as GENFD1, GENFD2, and GENFD3 on Attachment 1 and associated compartments, bus, relays, relay panels, instrument transformers and meters for metering power from the DG Project and for synchronization check, and synchronization equipment.

The Interconnection Facilities do not include the voltage transformers for Bus 3 which will also be used for metering the power flow over the main breaker and which will be owned by SPUC.

“Good Utility Practice” means any of the practices, methods and acts engaged in or approved by a significant portion of the electric industry during the relevant time period, or any of the practices, methods and acts which, in the exercise of reasonable judgment in light of the facts known at the time the decision was made, could have been expected to accomplish the desired result at a reasonable cost consistent with good business practices, reliability, safety and expedition. Good Utility Practice is not intended to be limited to the optimum practice, method, or act to the exclusion of all others, but rather to be acceptable practices, methods, or acts generally accepted in the region.

“Points of Interconnection” means the points, as illustrated in Attachment 1 where the DG Project physically connects to the Distribution System at the Dean Lake Substation.

**Section 2 SPUC's Obligations**

SPUC has identified and MMPA has concurred in the Interconnection Facilities and Distribution Upgrades necessary to reliably and safely interconnect MMPA's DG Project to SPUC's Distribution System, has provided MMPA with descriptions and drawings of such Interconnection Facilities and Distribution Upgrades, and agrees to install or arrange the installation of such Interconnection Facilities and Distribution Upgrades to facilitate the DG Project interconnection. SPUC shall perform all obligations of this Agreement in accordance with all applicable laws and regulations, operating requirements and Good Utility Practices.

**Section 3 MMPA's Obligations**

SPUC has provided MMPA with an estimate of the total costs associated with design, engineering, construction, installation, testing, and commissioning of Interconnection Facilities and Distribution Upgrades, including overhead costs. Such estimates are reflected in Attachment 2. MMPA shall reimburse SPUC for such costs associated with the design, engineering, construction, installation, testing, and commissioning of Interconnection Facilities and Distribution Upgrades as such costs are incurred by SPUC plus 5% as overhead costs in accordance with Section 4 below.

SPUC will provide MMPA with a summary of the quotes for material and associated installation costs or bids for the contracts under which the procurement, construction, installation, testing, and commissioning of Interconnection Facilities and Distribution Upgrades will be provided. The quotes and bids will segregate or prorate the costs for Interconnection Facilities and Distribution Upgrades from other costs that will be funded solely by SPUC.

If at any time SPUC determines that the costs associated with the Interconnection Facilities and Distribution Upgrades might exceed the estimate provided in Attachment 2, SPUC shall notify MMPA and explain the reasoning behind SPUC's determination.

**Section 4 Reporting and Billing**

After execution of this Agreement, SPUC will invoice MMPA for the estimated amounts shown on Attachment 2 in accordance with the following Payment Schedule:

Payment Due Date	Interconnection & Engineering	Distribution Upgrades & Engineering	Owner's Cost 5%	Total
4/15/2016	300,000	40,000	17,000	357,000
6/1/2016	1,125,000	60,000	60,000	1,245,000
9/1/2016	1,520,000	250,000	89,000	1,859,000
11/1/2016	455,000		24,000	479,000
	\$ 3,400,000.00	\$ 350,000.00	\$ 190,000.00	\$ 3,940,000.00

SPUC shall send a monthly report to MMPA describing progress made in the design, engineering, construction, procurement, testing, and commissioning of the Interconnection Facilities and Distribution Upgrades. Such report shall provide an accounting of the costs

incurred during the reporting period and the cumulative costs to date in comparison to the amounts paid under the Payment Schedule.

Within thirty (30) days after completion of the construction, installation, testing, and commissioning of the Interconnection Facilities and Distribution Upgrades, SPUC shall provide a report to MMPA of the final costs of the design, engineering, procurement, installation, construction, testing, and commissioning of the Interconnection Facilities and Distribution Upgrades, including overhead costs, and shall set forth such costs in sufficient detail to enable MMPA to compare the actual costs with the estimates and to ascertain deviations, if any, from the estimates set forth in Attachment 2. SPUC shall refund or charge (as the case may be) MMPA any amounts by which the amounts deposited by MMPA differs from the actual costs incurred by SPUC within thirty (30) Days of the issuance of such final construction report. MMPA shall have thirty (30) days to pay any charge assessed by SPUC in accordance with this Agreement. SPUC shall have thirty (30) days to pay any refund due and owing to MMPA in accordance with this Agreement.

SPUC shall send the reports, any refund or invoice for charges, and any notices to:

MMPA  
Attn.: Vice President, Finance  
Avant Energy  
220 South Sixth Street, Suite 1300,  
Minneapolis, MN 55402

MMPA shall send all payments to:

Shakopee Public Utilities Commission  
Attn.: Finance Department/Miscellaneous Accounts Receivable  
PO Box 470  
255 Sarazin Street,  
Shakopee, MN 55379

MMPA shall send all notices to:

Shakopee Public Utilities Commission  
Attn.: Joe Adams  
PO Box 470  
255 Sarazin Street,  
Shakopee, MN 55379  
Email: [JAdams@ShakopeeUtilities.com](mailto:JAdams@ShakopeeUtilities.com)

Either Party can revise the above payment and notice provisions by sending a notice to the other Party.

## **Section 5      Dispute Resolution**

The Parties agree that any disputes arising under this Agreement shall be discussed and resolved by authorized representatives designated by the Parties, who shall use reasonable efforts to amicably and promptly resolve the dispute in accordance with the provisions of this Agreement. If the representatives of the Parties are unable to reach a resolution within sixty (60) days after the matter has been referred to them (or a different period as may be unanimously agreed upon by them), the Parties may mutually agree to settle the dispute through mediation or other alternative dispute resolution methods. If the Parties are unable to resolve the dispute through these methods, either Party may resort to any available legal or equitable remedies.

## **Section 6      Ownership, Operation, Maintenance, and Warranties**

The Interconnection Facilities shall be and will remain owned by MMPA. As identified in Section 1, Distribution Upgrades shall be and will remain owned by SPUC. SPUC will operate and maintain the Interconnection Facilities, including administering on behalf of MMPA the warranties for the facilities owned by MMPA, and invoice MMPA for the associated costs. Within thirty days of receiving such invoice, MMPA will pay SPUC for all reasonable and verifiable costs incurred. SPUC and MMPA shall use reasonable efforts to negotiate and execute an operation and maintenance agreement for the Interconnection Facilities within two (2) months of the execution of this Agreement.

## **Section 7      Miscellaneous**

Entire Agreement. This writing constitutes the entire agreement between the Parties and supersedes any prior understanding or agreements between them respecting the subject matter herein. There are no extraneous representations, understandings, or agreements, oral or written, in respect of the subject matter of this Agreement, between the parties to this Agreement, except those fully expressed in this Agreement.

Amendments. No amendments, changes, alterations, modifications, additions and qualifications to the terms of this Agreement shall be made or binding unless made in writing and signed by all the Parties to this Agreement.

Waiver. The failure of either Party to enforce at any time any of the provisions of this Agreement shall not be construed as a waiver of such provisions or of the right of such Party to enforce any such provisions after any such failure.

Headings. Headings are for convenience and are not a part of this Agreement and shall not be used in the interpretation of any provision of this Agreement.

Governing Law. This Agreement shall be construed and governed in accordance with the laws of the State of Minnesota.

Responsibilities. Each Party will be responsible for its own acts or omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts or omissions of any others and the results thereof. Nothing in this Agreement limits or waives the rights or limits provided to SPUC in Minnesota Statutes Chapter 466, and it is intended in this Agreement that

unless explicitly provided otherwise, SPUC shall have the maximum benefits and rights accorded to it under Chapter 466 and applicable law.

Counterparts; Facsimile signatures. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall together constitute one and the same instrument. Signatures delivered via facsimile transmission shall be binding upon the party so delivering such a signature, regardless of whether originally executed signatures are subsequently delivered.

Late Payments. Any payments not made when due will bear interest at 1.5% per month from the time payment is due until payment is made.

[Balance of page intentionally left blank]

IN WITNESS WHEREOF, the Parties to this Agreement have executed this instrument as of the date and year first above written.

**SHAKOPEE PUBLIC UTILITIES COMMISSION**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

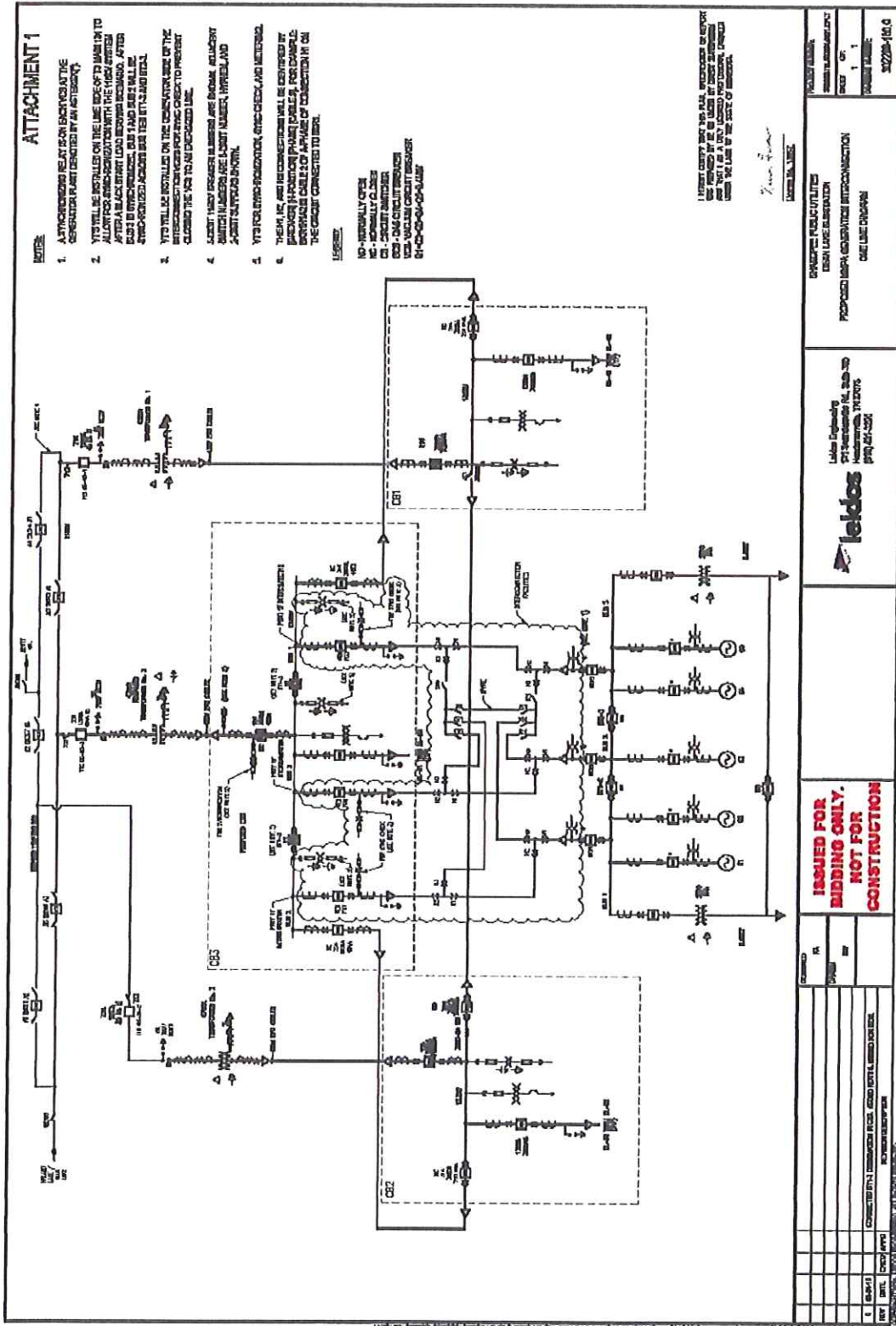
**MINNESOTA MUNICIPAL POWER AGENCY**

By: Denick O. Dahlia

Print Name: Denick O. Dahlia

Title: Agent for M M P A

# Attachment 1



**Attachment 2**

Estimated Costs (\$)	
1. Interconnection Facilities	2,900,000
2. Engineering for Interconnection Facilities	500,000
3. Distribution Upgrades	300,000
4. Engineering for Distribution Upgrades	50,000
Subtotal	3,750,000
5. Owner's Costs (Overhead at 5% of above items)	190,000
Total	3,940,000



## Adams, Joe

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**From:** Favero, Kevin T. [KEVIN.T.FAVERO@leidos.com]  
**Sent:** Thursday, March 31, 2016 2:31 PM  
**To:** Adams, Joe  
**Subject:** Spare equipment deduct for Dean Lake Switchgear Building

Joe,

### **Deduct for Not Supplying Spare Relays**

The spare equipment included in the 15 kV switchgear contract for Dean Lake includes spare breakers and also the following spare relays:

- One SEL-351S
- One SEL-351A
- One SEL-387E
- One SEL-551C
- One SEL-751A

The above spare relays for the Dean Lake switchgear building are identical to the spare relays that were included with the Shakopee Substation switchgear building.

The States Manufacturing bid for the Dean Lake switchgear includes a deduct of \$14,000 if the above spare relays are not supplied. We concur that the above spare relays included with the Shakopee Substation switchgear building can be also used as spares for the relays in the Dean Lake switchgear building. We recommend that the above spare relays not be supplied with the Dean Lake switchgear building and that the deduct be applied.

### **Adder for Bright Galvanized Interior Walls**

The States Manufacturing bid for the Dean Lake switchgear also includes an adder for providing bright galvanized interior walls. We concur this is desirable for long term resistance to wear and corrosion and recommend it be included in the contract.

States Manufacturing base bid	\$1,298,000
Adder for bright galvanized interior walls	4,200
Deduct for not supplying spare relays	<u>(14,000)</u>
Net contract price	\$1,288,200

Based on the above, the contract price for the Dean Lake switchgear building to be supplied by States Manufacturing is \$1,288,200.

Let me know if you have any questions on the above. Thanks.

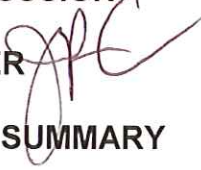
### **Kevin Favero**

Senior Project Manager | Energy Consulting & Engineering  
Leidos Engineering, LLC  
office: 651.289.2509 | mobile: 952.594.0686 [Kevin.T.Favero@leidos.com](mailto:Kevin.T.Favero@leidos.com)

60 Plato Boulevard, Suite 300  
St. Paul, MN 55107  
[www.leidos.com/engineering](http://www.leidos.com/engineering)

Energy | Environment | National Security | Health | Critical Infrastructure

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: MARCH 2016 MMPA BOARD MEETING SUMMARY**  
**DATE: MARCH 30, 2016**

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on March 22, 2016 in Shakopee, Minnesota.

The Board reviewed the progress of the 46MW distributed generation project in Shakopee.

It was reported the Conditional Use Permit for MMPA's 8MW Buffalo solar project was approved by Wright County.


The Board also discussed a draft interconnection agreement for distributed generation projects in Member communities.



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

March 28, 2016

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations

SUBJECT: MMUA 2016 Tom Bovitz Memorial Scholarship Award

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## Overview

Each year, SPU partners with the MMUA to sponsor the Tom Bovitz Memorial Scholarship. The SPU scholarship is offered to high school seniors who have plans to attend a post-secondary educational institution and who are, or have legal guardians who are, customers of SPU. Students participate in an essay competition interpreting one or more aspects of the theme, “Municipal Utilities: Good For All of Us.”

SPU will award a first place scholarship in the amount of \$1000 and a second place scholarship in the amount of \$500. The first place winner will have their essay submitted to the MMUA to compete at the state level. This winner will have the opportunity to earn an additional scholarship of \$500, \$1000, \$1500 or \$2000, depending on their placement in the state competition.

## Action Requested

Commissioners: Please review the 2016 local submissions and determine a first and second place winner. The first place winner’s essay will be submitted to the MMUA before the April 15, 2016 deadline.

# Municipal Utilities: Best for Our Community

1184 Elmwood Ave, Shakopee, Minnesota 55379

Joshua McKelvey

3-4-2016

"The biggest benefit about public power is the local control," as described by Ursula Schryver, a director at the American Public Power Association. Municipal public utilities are economically the most efficient form of power and gas delivery within a community for many reasons. Public Utilities also makes our community more active in local government. Finally, with our growing community, public utilities are more responsive to our local market than an investor owned utility. Public utilities are for the betterment of communities in many ways.

Public utilities are highly efficient economically for a community. The primary reason is public utilities are non-profits, removing the investors from the equation, driving down prices, as there is no board of director to appease. With the investors being the community, electricity and gas prices are driven to affordable prices. Public utilities are better for the customer overall with better customer service and higher reliability than an investor owned utility provider. Typically, the employees of the Shakopee Public Utilities live within our community and want to improve it, creating a genuine form of customer service. Because our community is fortunate, enough to have a locally owned utility provider, our citizens are better represented because public employees also manage our utilities.

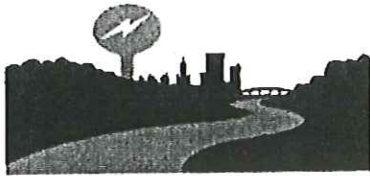
Our community also becomes more active in local government bodies because of our municipal utilities. Community representatives are able to represent themselves directly to Shakopee Public Utilities, which communities with investor owned utilities are unable to do. Through this form of democracy, citizens are encouraged to be more active in their local government and communities. With more active citizens, young people are encouraged to participate in government, pressing the ideals of our founding

fathers and creating a better society. With a growing community, there will be many more young people within Shakopee.

Shakopee is growing incredibly quickly, and our public utilities are best suited to respond to this growth. Our local government is responsible for our sewer, storm drainages, and water systems, allowing our city to grow as need be without waiting on another entity to complete their part to expand. Our municipally owned and operated utilities are also very appealing to new residences looking at cost to live in Shakopee and looking for strong community goals. Our growing community is very appealing to new citizens and businesses.

New businesses are flowing into Shakopee, bringing new jobs and opportunities. As a soon to be high school graduate, this is highly appealing, making me want to stay in Shakopee. These businesses come here for our educated workforce, low cost of living here and access to affordable utilities. The Shakopee Public Utilities also make it appealing for myself to continue to live in Shakopee because of the low costs and great customer service.

Municipal utilities are for the betterment of our community through many means. Economically, our utilities are highly efficient, while providing fantastic customer service and improving our community. Shakopee Public Utilities also promote growth within our community, which encourage young people like myself to live here, growing our community further. According to the American Public Power Association, 70 percent of United States Citizens get power from investor owned utilities. I am Joshua McKelvey, and I am lucky to live in a community that is a part of the 30 percent of citizens that receive their power from municipal utilities.



# SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

## 2016 Tom Bovitz Memorial Scholarship Entry Form

*(An Opportunity to Win Two Separate Scholarships)*

### Shakopee Public Utilities

First Place = \$1,000

Second place = \$500

The local first place winner will be entered into the MMUA competition.

### Minnesota Municipal Utilities Association (MMUA)

First Place = \$2,000 Second Place = \$1,500 Third Place = \$1,000 Fourth Place = \$500

Name: Joshua McKelvey

Address: 1164 Elmwood Ave Shakopee 55379  
(Street) (City) (Zip Code)

Telephone: 612 518 9729

Graduation Date: 6-9-16

Parent/Legal Guardian Names: Cheri McKelvey

SPU Account #: 14374 - 001

*Eligible entrant must be – or have a legal guardian who is – a customer of Shakopee Public Utilities.*

Submission Deadline is March 4, 2016

Mail Cover Letter, Essay, and completed Entry Form to:

Shakopee Public Utilities  
Bovitz Scholarship PO  
Box 470  
255 Sarazin Street  
Shakopee, MN 55379

Leticia Wamulumba  
709 Roundhouse Street, Shakopee MN 55379



**Explore the theme of municipal utilities: good for all of us this applies to municipal electric and natural gas utilities.**

The electricity running through our walls, the clean water flowing from the faucet, the clear flush of a toilet and the cool air blowing in my face all remind me of one thing: gratitude. Often times as a teenager, I don't pay attention to the small things that surround my daily life; I only expect them to work each and every time I need them. However, as I reflect upon the last few years, I remember that it's the small things that make up a network of change and influence.

Municipal utilities usually get overlooked, except by those paying monthly bills for them. Nevertheless, they are relevant not only to individuals but also to a city as a whole. For example, the Minnesota Municipal Utilities Association, or MMUA, is using complex measures to integrate renewable fuels and methods to their plethora of branches. In fact, the MMUA predicts that "By the year 2020, 40 percent of all municipal utilities will be run from renewable resources" ("Meet Minnesota Municipal Utilities"). This would ensure that the harm exerted on the planet is minimal while still providing the services needed in the communities across the state. The MMUA is making leaps and bounds toward an eco-friendly plan which is, in turn, good for all. If the environment is taken care of, then so are the many species and humans that inhabit it. By demonstrating a clear dedication to decreasing its carbon-footprint, the Minnesota Municipal Utilities Association is ensuring the sustainability of community members and the world.

In my hometown, Shakopee, I see the manifestation of the dedication to use renewable resources. My city has various wind turbines which have cut residential electric bills significantly. In fact, only a few blocks from my neighborhood lies the 328 foot wind generator which helps power my own house. Having these wind turbines is necessary for the obvious reason of cutting bills, but also for economic and financial activity. Decreasing the amount citizens pay for electricity gives them more to spend on other necessities. In addition, economic theory reminds us that if people have more to spend, they will spend it, in turn boosting the economy of the city. By strengthening small businesses and increasing economic flow, municipal utilities have left a definite imprint in my city.

In addition to renewable fuels, the MMUA also focuses on providing clean water to all. Clean water has become especially important in my own life as I see the injustices that have occurred in Flint, Michigan. The BBC News reminds me that "100,000 people in Flint have contaminated water" ("Flint, Michigan water contamination: Obama declares emergency"). When people think of clean water, Asia, South America, and Africa all come to mind. Nevertheless, here in the United States there are people battling to obtain this necessity. When analyzing this crisis, I have found gratitude in the public works that the MMUA provides. Being able to go drink a crisp glass of water, take a hot shower, and wash my hands are all things I now deeply appreciate. The MMUA blesses my city and the state of Minnesota by providing clean water in every aspect of daily life. Services such as: distribution and/or installation of water heater blankets, testing for bacterial levels, and making sure water complies with federal standards are just a few ways my very own Shakopee Municipal Utilities Commission ensures

safe drinking water. Once again, the MMUA keeps the prices of its services low and affordable for people living within that area. The association reported that the difference between its pricing and that of the national average for moderate rates was 1.34 cents less ("Clean Power Plan"). Although this does not seem significant when comparing the entire country to one state, every penny counts. Hence, it not only supplies the community and state with clean water, but also makes it cost efficient for all.

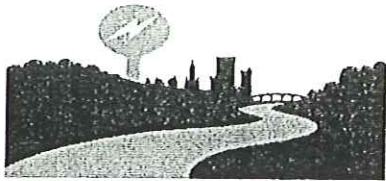
When I reflect upon the small things I've been blessed with, Municipal Utilities is always towards the top. Without the tireless work of this organization, renewable energy methods and clean water wouldn't even be an option. Municipal Utilities is not only good for all of us, but essential in sustaining a stable society.

Works Cited:

"Clean Power Plan". *MMUA*. 21 Jan. 2016. Web. 3 Mar. 2016.

"Flint, Michigan water contamination: Obama declares emergency". *BBC News*. 17 Jan. 2016. Web. 3 Mar. 2016.

"Meet Minnesota Municipal Utilities". *MMUA*. 21 Jan. 2016. Web. 3 Mar. 2016.



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

## 2016 Tom Bovitz Memorial Scholarship Entry Form

*(An Opportunity to Win Two Separate Scholarships)*

**Shakopee Public Utilities**

First Place = \$1,000

Second place = \$500

The local first place winner will be entered into the MMUA competition.

**Minnesota Municipal Utilities Association (MMUA)**

First Place = \$2,000 Second Place - \$1,500 Third  
Place = \$1,000 Fourth Place = \$500

Name: Leticia Wamulumba

Address: 709 Roundhouse St. Shakopee MN 55379  
(Street) (City) (Zip Code)

Telephone: 952-232-4896

Graduation Date: June 11, 2016

Parent/Legal Guardian Names: Angela Wamulumba

SPU Account #: 15613 - 001

*Eligible entrant must be – or have a legal guardian who is - a customer of Shakopee Public Utilities.*

Submission Deadline is March 4, 2016

Mail Cover Letter, Essay, and completed Entry Form to:

Shakopee Public Utilities

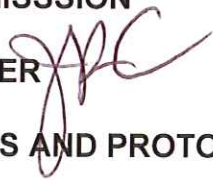
Bovitz Scholarship PO

Box 470

255 Sarazin Street

Shakopee, MN 55379

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: COMMISSION MEETING PROCEDURES AND PROTOCOL**  
**DATE: MARCH 30, 2016**

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

Thank You.

**MEETING GUIDELINES:****1. Conflict of Interest**

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

**2. Abstaining from a vote**

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

**3. Agenda**

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

- Communications

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

- Consent Items

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

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

- Reports

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

- Liaison Report

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

- Audience

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

**4. Directing Staff**

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

**5. Procedure**

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

- Only those having the floor as recognized by the President shall speak.
- The President will not generally make a motion or second a motion but may do so at his/her discretion.
- Discussion on a motion will be disallowed until the motion is seconded.

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

## 6 Resolutions

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

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



**SHAKOPEE PUBLIC UTILITIES COMMISSION**

*"Lighting the Way - Yesterday, Today and Beyond"*

## **GOVERNANCE HANDBOOK**

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



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## GOVERNANCE PRINCIPALS

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

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

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

## **ROLE OF THE SPUC COMMISSION**

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

## ROLE OF AN INDIVIDUAL SPUC COMMISSIONER

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

## ROLE OF THE SPUC PRESIDENT

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

## **ROLE OF THE SPUC VICE PRESIDENT**

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

## **ROLE OF THE WAGE AND BENEFITS COMMITTEE**

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

Specific duties of the Committee shall include:

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

## COMMISSION APPOINTMENT PROCESS, TERMS AND OFFICERS

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

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



## COMMISSIONERS

**Deb Amundson**  
**Joe Helkamp**  
**Terry Joos**  
**Jordan Olson**  
**Aaron Weyer**

E-Mail	Non-Public E-Mail	
Amundson	<a href="mailto:damundson@shakopeeutilities.com">damundson@shakopeeutilities.com</a>	<a href="mailto:damund1281@hotmail.com">damund1281@hotmail.com</a>
Helkamp	<a href="mailto:jhelkamp@shakopeeutilities.com">jhelkamp@shakopeeutilities.com</a>	<a href="mailto:jlhent6@att.net">jlhent6@att.net</a>
Joos	<a href="mailto:tjoos@shakopeeutilities.com">tjoos@shakopeeutilities.com</a>	<a href="mailto:tjoos@mnsupply.com">tjoos@mnsupply.com</a>
Olson	<a href="mailto:jolson@shakopeeutilities.com">jolson@shakopeeutilities.com</a>	<a href="mailto:P3NN4B7T3@gmail.com">P3NN4B7T3@gmail.com</a>
Weyer	<a href="mailto:aweyer@shakopeeutilities.com">aweyer@shakopeeutilities.com</a>	<a href="mailto:aweyer428@hotmail.com">aweyer428@hotmail.com</a>

Phone	Non-Public Phone #	
Amundson	952-445-7091	612-810-6678 – cell
Helkamp	952-445-0558	952-270-4700
Joos	952-445-2011	952-913-4695 - work
Olson	651-336-4401	
Weyer	952-445-4459	

Address		
Amundson	1281 Jefferson Street South	
Helkamp	6408 Oxford Road South	
Joos	886 Carriage Circle	
Olson	249 Mound Street	
Weyer	1815 Countryside Drive	

Terms		
Amundson	4/1/15 - 3/31/18	
Helkamp	6/1/10 - 3/31/19	
Joos	4/1/11 - 3/31/17	
Olson	4/1/14 - 3/31/17	
Weyer	4/1/16 - 3/31/19	

Revised 3/3016

## SHAKOPEE PUBLIC UTILITIES COMMISSION

### COMMISSIONER ACKNOWLEDGEMENT

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

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

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

Commissioner Signature \_\_\_\_\_


Print Name \_\_\_\_\_ Date \_\_\_\_\_

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

**This copy is to remain in the Handbook**

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**

**FROM: JOHN R. CROOKS, UTILITIES MANAGER** 

**SUBJECT: SAINTS HEALTHCARE FUNDS – DONATION REQUEST  
BALL AND BALL DROP SPONSOR**

**DATE: MARCH 31, 2016**

Shakopee Public Utilities has once again been approached by Alan Spillers, Executive Director of the Saints Healthcare Funds, formally known as the Saints Healthcare Foundation. The donation request is for Shakopee Public Utilities Commission to become the Ball and Ball Drop Sponsor for the 19<sup>th</sup> Annual Tee One for Care Charity Golf Tournament. The request is for a \$1500 donation for the sponsorship.

This year's golf event will celebrate the 20<sup>th</sup> Anniversary of the St. Francis/St. Gertrude's regional campus.

Shakopee Public Utilities was the Ball and Ball Drop Sponsor for the 2014 and the 2015 Event. Last year just the Ball Drop was able to raise over \$10,000 for Saints Healthcare Funds. The amount of the donation request this year is the same as last year.

The Donations Policy requires donations over the \$1000 threshold to obtain Commission approval. To date, in 2016, \$1000 has been donated, out of a budget of \$20,000.

**Request -**

To have the Commission decide if they would like to become the Ball and Ball Drop Sponsor for the 19<sup>th</sup> Annual Tee One for Care Charity Golf Tournament. The event benefits the St. Francis Regional Medical Center and St. Gertrude's Health and Rehabilitation Center. The donation request is for \$1500.



**SAINTS HEALTHCARE**  
**FUNDS**

*St. Gertrude's & St. Francis • Working together for your health*

## About St. Gertrude's & St. Francis

*Working Together for Your Health*

St. Gertrude's Health & Rehabilitation Center and St. Francis Regional Medical Center are working together to provide the local community with unparalleled quality health care. Physically connected on the St. Francis Campus, residents receive all the care they need, close to home.

St. Francis, distinguished as one of the best community hospitals in the nation, provides exceptional, award winning care, close to home.

St. Gertrude's, recognized for outstanding patient care, offers programs in short-term rehabilitation and therapy, long term and end-of-life care, and assisted living.

All proceeds help to better the lives and advance the wellness of individuals and families in our communities. Your support enables St. Francis and St. Gertrude's to launch important new programs and services, acquire the most advance medical technology and provide the ultimate healing environment for all who visit the St. Francis Campus.

**All the care you need, close to home.**

*Register today for this  
fun-filled charity  
Golf Tournament*



**TEE  
ONE  
FOR  
CARE**

SAINTS HEALTHCARE PRESENTS  
**20TH CAMPUS ANNIVERSARY**  
*Golf Tournament*

For more information, please contact:

**ALAN SPILLERS, Saints Healthcare Funds**

1455 St. Francis Avenue  
Shakopee, MN 55379-3380

p: 952-428-2070

f: 952-428-3003

e: [alan.spillers@allina.com](mailto:alan.spillers@allina.com)

[www.saintshealthcarefunds.org](http://www.saintshealthcarefunds.org)

**JUNE 16, 2016**

**Stonebrooke Golf Club**

2693 County Road 79

Shakopee, MN

952-496-3171

[www.stonebrooke.com](http://www.stonebrooke.com)

## TWO GREAT GOLFING EXPERIENCES!

### MAJOR SPONSORSHIPS

### OTHER GOLF SPONSORSHIPS

#### Schedule of Activities

##### Stonebrooke 18-hole Scramble

- 9:00 Registration
- 10:00 Shotgun Start
- 3:30 19th Hole Happy Hour & Awards
- 4:30 Ball Drop

##### Waters Edge 9-hole Social Scramble

- 10:30 Registration
- 11:30 Instructional Golf Clinic
- 12:30 Shotgun Start
- 3:30 19th Hole Happy Hour & Awards
- 4:30 Ball Drop

#### Tournament Highlights

- Contests - Longest Drive, Closest to the Pin, Putting, and More!
- Box Lunch & 19th Hole Happy Hour
- Ball Drop
- Prizes and Awards
- Instructional Golf Clinic for Waters Edge golfers
- Super Ticket available for purchase for mulligan, gimme ribbon, and putting contest entry.
- Also includes entry into special prize drawing and a beverage on the course.
- Ball Drop Raffle**
- Buy a \$20 ticket with your number on a golf ball. 1,000 numbered golf balls will be lifted and dropped near the putting green during the 19<sup>th</sup> Hole Happy Hour. The ball ending up closest to or in the cup will

**WIN \$5,000!!!**

**PRESENTING - \$10,000**

**19TH HOLE HAPPY HOUR - \$5,000**

**BEVERAGE CARTS - \$5,000**

**EAGLE - \$2,500**

**BALL & BALL DROP - \$1,500**

**GOLF CART - \$1,500**

**BIRDIE - \$1,500**

**FAIRWAY - \$1,500**

**CELEBRATE TRIVIA - \$1,500**

**BOGEY - \$1,500**

**CONTEST HOLE - \$750**

Recognition signage of one contest on Stonebrooke and Waters Edge  
 Recognition in publications

**HOLE - \$500 Stonebrooke**

**\$250 Waters Edge**

Recognition signage on one hole  
 Recognition in publications

**TEAM - \$600 Stonebrooke**

**\$300 Waters Edge**

Includes 4 registrations\*

\*Registration includes a round of golf, cart, food, team photo, prizes and more!

**CADDY - Make a donation to the event.**

**Donations of \$100 or more will be**

**recognized on the Saints Healthcare website.**



**TEE ONE FOR CARE**



Major Sponsorship benefits include recognition, visibility, and registrations for a fun-filled day of golf

For more information and availability

Contact Saints Healthcare Funds

952-428-2070

SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM

TO: John R. Crooks, Utilities Manager   
FROM: Lon R. Schemel, Water Superintendent   
SUBJECT: **WEBSITE UPDATE**  
DATE: March 28, 2016

This update is for December 29, 2015 to March 28, 2016.

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 December 29, 2014 to March 28, 2015.



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

SiteLock has verified this website: 03/28/2016

spucweb.com ✓

Company Name	Shakopee Public Utilities
Domain	spucweb.com
Verified spam-free	03/28/2016
Verified malware-free	03/28/2016

Got an online business? Get protected by SiteLock. >>>



FIND

Malware & Threats



FIX

Website Issues



PREVENT

Website Attacks



ACCELERATE

Performance



COMPLY

with PCI

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# Audience Overview

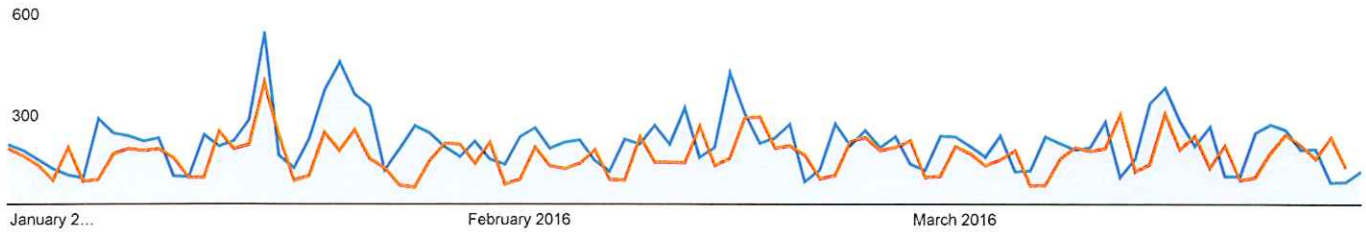
Dec 29, 2015 - Mar 28, 2016  
Compare to: Dec 29, 2014 - Mar 28, 2015

All Users  
+0.00% Sessions

## Overview

Dec 29, 2015 - Mar 28, 2016: Sessions

Dec 29, 2014 - Mar 28, 2015: Sessions



Sessions

**28.73%**

16,551 vs 12,857



Users

**21.65%**

10,883 vs 8,946



Pageviews

**39.76%**

33,851 vs 24,220



Pages / Session

**8.57%**

2.05 vs 1.88



Avg. Session Duration

**-1.73%**

00:02:07 vs 00:02:09



Bounce Rate

**-12.91%**

21.20% vs 24.34%



% New Sessions

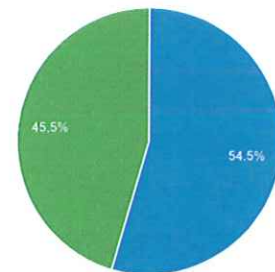
**-6.07%**

54.50% vs 58.02%

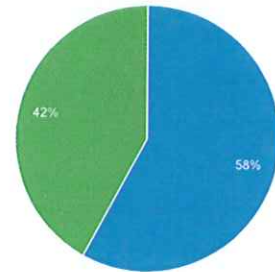


■ New Visitor ■ Returning Visitor

Dec 29, 2015 - Mar 28, 2016



Dec 29, 2014 - Mar 28, 2015



Language	Sessions	% Sessions
<b>1. en-us</b>		
Dec 29, 2015 - Mar 28, 2016	16,221	98.01%
Dec 29, 2014 - Mar 28, 2015	12,542	97.55%
<b>% Change</b>	<b>29.33%</b>	<b>0.47%</b>
<b>2. (not set)</b>		
Dec 29, 2015 - Mar 28, 2016	214	1.29%
Dec 29, 2014 - Mar 28, 2015	56	0.44%
<b>% Change</b>	<b>282.14%</b>	<b>196.85%</b>
<b>3. en-gb</b>		
Dec 29, 2015 - Mar 28, 2016	32	0.19%
Dec 29, 2014 - Mar 28, 2015	21	0.16%
<b>% Change</b>	<b>52.38%</b>	<b>18.37%</b>

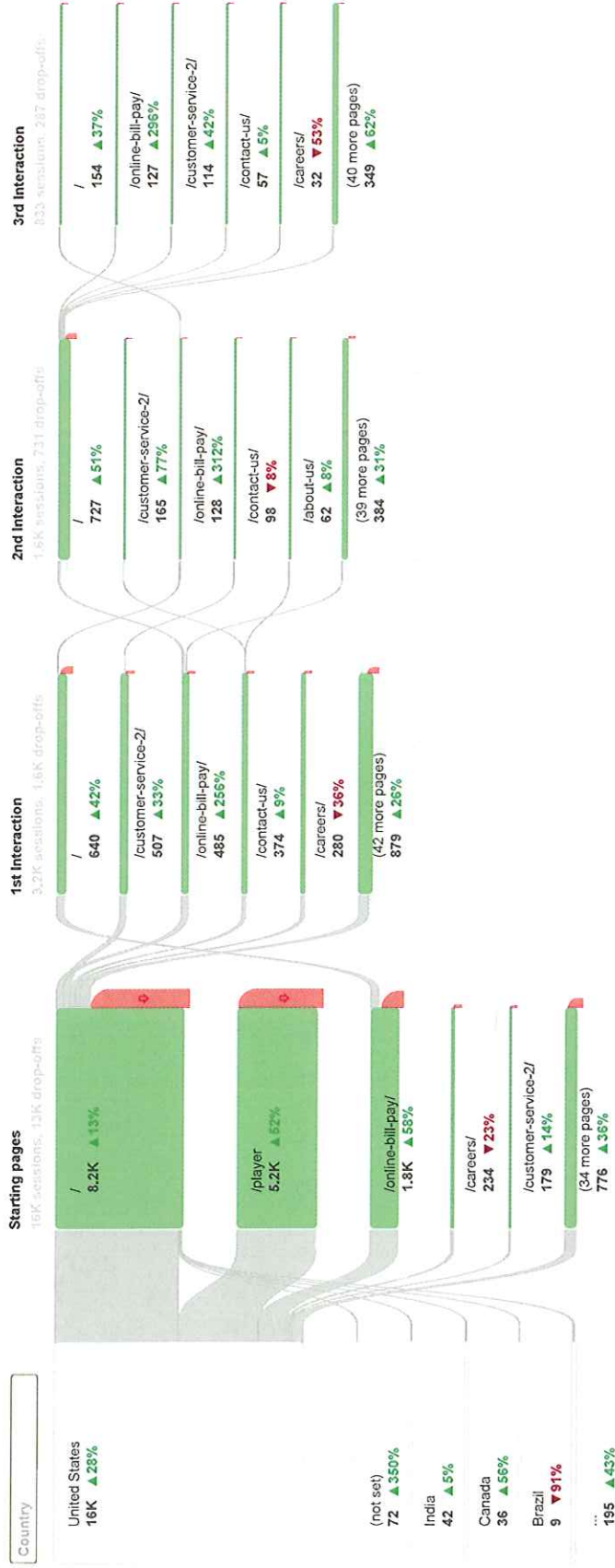


4. <a href="#">en</a>		
Dec 29, 2015 - Mar 28, 2016	19	0.11%
Dec 29, 2014 - Mar 28, 2015	63	0.49%
<b>% Change</b>	<b>-69.84%</b>	<b>-76.57%</b>
5. <a href="#">es</a>		
Dec 29, 2015 - Mar 28, 2016	10	0.06%
Dec 29, 2014 - Mar 28, 2015	5	0.04%
<b>% Change</b>	<b>100.00%</b>	<b>55.36%</b>
6. <a href="#">es-xl</a>		
Dec 29, 2015 - Mar 28, 2016	9	0.05%
Dec 29, 2014 - Mar 28, 2015	0	0.00%
<b>% Change</b>	<b>100.00%</b>	<b>100.00%</b>
7. <a href="#">pt-br</a>		
Dec 29, 2015 - Mar 28, 2016	8	0.05%
Dec 29, 2014 - Mar 28, 2015	72	0.56%
<b>% Change</b>	<b>-88.89%</b>	<b>-91.37%</b>
8. <a href="#">es-us</a>		
Dec 29, 2015 - Mar 28, 2016	6	0.04%
Dec 29, 2014 - Mar 28, 2015	4	0.03%
<b>% Change</b>	<b>50.00%</b>	<b>16.52%</b>
9. <a href="#">en-ca</a>		
Dec 29, 2015 - Mar 28, 2016	4	0.02%
Dec 29, 2014 - Mar 28, 2015	3	0.02%
<b>% Change</b>	<b>33.33%</b>	<b>3.57%</b>
10. <a href="#">en-secrid</a>		
Dec 29, 2015 - Mar 28, 2016	4	0.02%
Dec 29, 2014 - Mar 28, 2015	9	0.07%
<b>% Change</b>	<b>-55.56%</b>	<b>-65.48%</b>

# Users Flow

Dec 29, 2015 - Mar 28, 2016  
Compare to: Dec 29, 2014 - Mar 28, 2015

All Users  
+0.00% Sessions



# Devices

Dec 29, 2015 - Mar 28, 2016

Compare to: Dec 29, 2014 - Mar 28, 2015

Industry Vertical

Business & Industrial

Country / Region

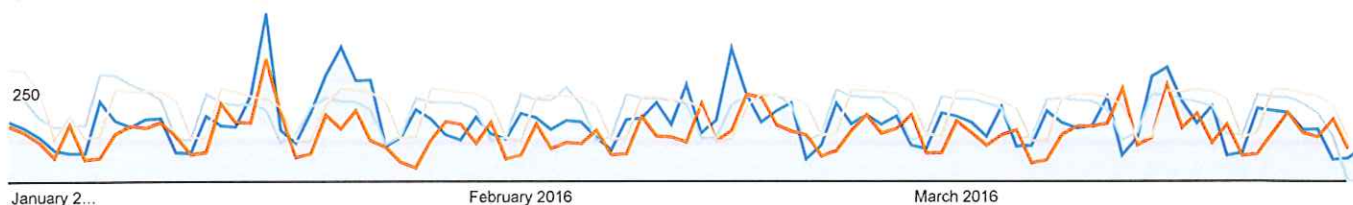
Minnesota  
United States

Size by daily sessions

100-499

Some benchmark data has been filtered due to an insufficient number of contributing properties.

Dec 29, 2015 - Mar 28, 2016: Sessions Benchmark Sessions  
Dec 29, 2014 - Mar 28, 2015: Sessions Benchmark Sessions



Device Category	Acquisition			Behavior		
	Sessions	% New Sessions	New Users	Pages / Session	Avg. Session Duration	Bounce Rate
1. desktop	62.30% <span style="color: green;">▲</span> -13.15% vs -34.87%	77.24% <span style="color: red;">▼</span> 1.83% vs 8.03%	61.00% <span style="color: green;">▲</span> -11.56% vs -29.64%	7.06% <span style="color: green;">▲</span> -46.21% vs -49.72%	7.85% <span style="color: red;">▼</span> -38.42% vs -35.63%	9.68% <span style="color: green;">▲</span> -59.33% vs -54.09%
Dec 29, 2015 - Mar 28, 201	-5.12% 10,830 vs 11,414	8.21% 52.43% vs 48.45%	2.68% 5,678 vs 5,530	-53.25% 1.87 vs 4.00	-47.95% 00.02:00 vs 00.03:50	-63.59% 16.33% vs 44.83%
Dec 29, 2014 - Mar 28, 201	-27.69% 8,556 vs 11,832	11.51% 55.62% vs 49.88%	-19.37% 4,759 vs 5,902	-55.18% 1.80 vs 4.01	-42.59% 00.02:07 vs 00.03:42	-58.66% 18.75% vs 45.35%
% Change	81.52%	-28.63%	113.82%	3.50%	-12.57%	-8.39%
2. mobile	-40.17% 1,994 vs 3,333	-12.92% 52.31% vs 60.07%	-47.90% 1,043 vs 2,002	-0.54% 2.78 vs 2.79	27.84% 00.02:30 vs 00.01:57	-45.42% 30.49% vs 55.87%
Dec 29, 2015 - Mar 28, 201	-58.60% 1,458 vs 3,522	3.25% 58.16% vs 56.33%	-57.26% 848 vs 1,984	-17.16% 2.34 vs 2.82	2.42% 00.02:18 vs 00.02:15	-37.42% 35.32% vs 56.45%
Dec 29, 2014 - Mar 28, 201	-58.60% 1,458 vs 3,522	3.25% 58.16% vs 56.33%	-57.26% 848 vs 1,984	-17.16% 2.34 vs 2.82	2.42% 00.02:18 vs 00.02:15	-37.42% 35.32% vs 56.45%
% Change	31.45%	-497.58%	16.34%	96.88%	1,050.28%	-21.37%
3. tablet	-43.67% 690 vs 1,225	-8.79% 51.45% vs 56.41%	-48.63% 355 vs 691	-47.24% 1.99 vs 3.77	-25.03% 00.02:14 vs 00.02:58	-31.76% 34.20% vs 50.12%
Dec 29, 2015 - Mar 28, 201	-50.96% 636 vs 1,297	-4.47% 52.52% vs 54.97%	-53.16% 334 vs 713	-47.45% 1.90 vs 3.62	-25.78% 00.02:11 vs 00.02:57	-29.22% 37.11% vs 52.43%
Dec 29, 2014 - Mar 28, 201	-50.96% 636 vs 1,297	-4.47% 52.52% vs 54.97%	-53.16% 334 vs 713	-47.45% 1.90 vs 3.62	-25.78% 00.02:11 vs 00.02:57	-29.22% 37.11% vs 52.43%
% Change	14.30%	-96.67%	8.52%	0.45%	2.92%	-8.68%

Rows 1 - 3 of 3

## Network Referrals

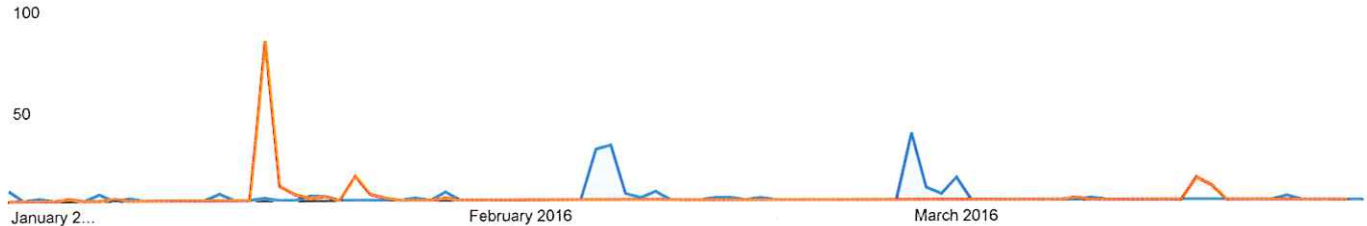
Dec 29, 2015 - Mar 28, 2016  
Compare to: Dec 29, 2014 - Mar 28, 2015

All Users  
+0.00% Sessions

### Social Referral

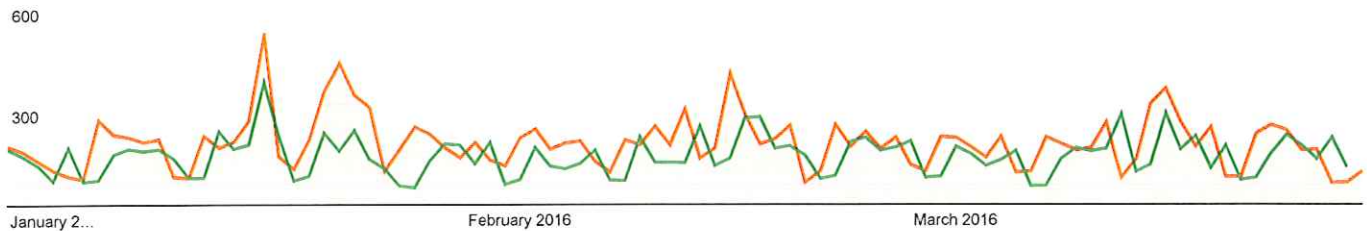
Dec 29, 2015 - Mar 28, 2016: Sessions via Social Referral

Dec 29, 2014 - Mar 28, 2015: Sessions via Social Referral



Dec 29, 2015 - Mar 28, 2016: All Sessions

Dec 29, 2014 - Mar 28, 2015: All Sessions



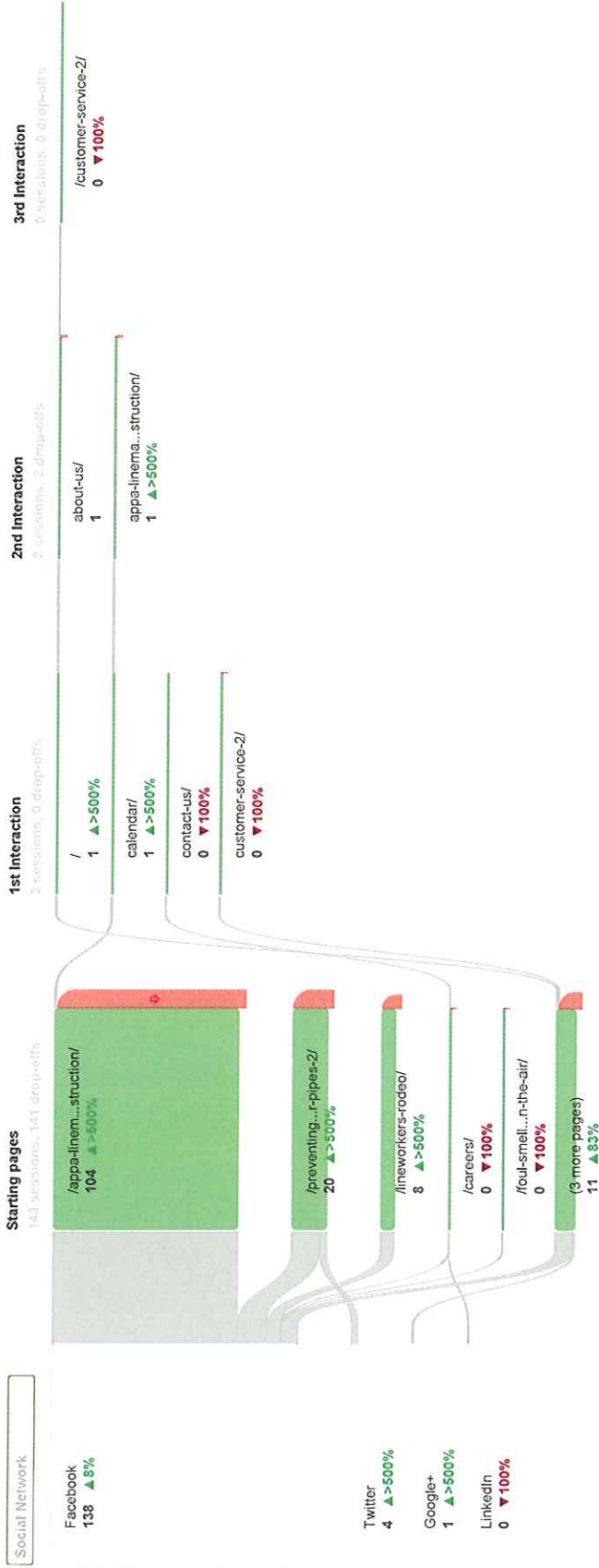
Social Network	Sessions	Pageviews	Avg. Session Duration	Pages / Session
<b>1. Facebook</b>				
Dec 29, 2015 - Mar 28, 2016	138 (96.50%)	151 (96.18%)	00:00:18	1.09
Dec 29, 2014 - Mar 28, 2015	127 (100.00%)	150 (100.00%)	00:00:20	1.18
<b>% Change</b>	<b>8.66%</b>	<b>0.67%</b>	<b>-9.71%</b>	<b>-7.36%</b>
<b>2. Twitter</b>				
Dec 29, 2015 - Mar 28, 2016	4 (2.80%)	5 (3.18%)	00:00:03	1.25
Dec 29, 2014 - Mar 28, 2015	0 (0.00%)	0 (0.00%)	00:00:00	0.00
<b>% Change</b>	<b>∞%</b>	<b>∞%</b>	<b>∞%</b>	<b>∞%</b>
<b>3. Google+</b>				
Dec 29, 2015 - Mar 28, 2016	1 (0.70%)	1 (0.64%)	00:00:00	1.00
Dec 29, 2014 - Mar 28, 2015	0 (0.00%)	0 (0.00%)	00:00:00	0.00
<b>% Change</b>	<b>∞%</b>	<b>∞%</b>	<b>0.00%</b>	<b>∞%</b>

Rows 1 - 3 of 3

### Social Users Flow

Dec 29, 2015 - Mar 28, 2016  
Compare to: Dec 29, 2014 - Mar 28, 2015

All Users  
+0.00% Sessions



	Video #	Title	Uploaded	Frame Size	Duration	Size	Plays		
<input type="checkbox"/>	6660627	3 21 2016	22 Mar 2016	SPUC 720x400	1h 24m 56s	924mb	2	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	6556460	3 7 2016	09 Mar 2016	SPUC 720x400	45m 45s	990mb	14	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	6395310	2 16 2016	19 Feb 2016	SPUC 720x400	1h 42s	909mb	14	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	6274469	2 1 2016	03 Feb 2016	SPUC 720x396	49m 9s	923mb	4	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	6202282	1 19 2016	25 Jan 2016	SPUC 720x400	1h 4m 11s	937mb	11	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	6066057	1 4 2016	06 Jan 2016	SPUC 720x400	1h 34m 8s	754mb	32	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5990895	APP4 Rodeo Field Cons...	23 Dec 2015	SPUC 720x540	15m 33s	458mb	5507	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5864627	12 7 2015	09 Dec 2015	SPUC 720x400	1h 21m 9s	855mb	4	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5730211	11 16 2015	23 Nov 2015	SPUC 720x400	3h 3m 52s	837mb	20	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5588021	11 2 2015	05 Nov 2015	SPUC 720x406	1h 8m 8s	522mb	2	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5480850	10 19 2015	22 Oct 2015	SPUC 720x396	31m 43s	895mb	21	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5326524	10 5 2015	06 Oct 2015	SPUC 720x400	1h 1m 4s	953mb	15	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5223407	9 21 2015	25 Sep 2015	SPUC 720x400	1h 6m 14s	1006mb	10	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	5073022	9 8 2015	10 Sep 2015	SPUC 720x400	1h 30m 48s	862mb	5	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	4758028	8 3 2015	06 Aug 2015	SPUC 512x286	2h 20m 20s	978mb	5	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	4699947	7 20 2015	29 Jul 2015	SPUC 720x400	2h 50m 35s	899mb	16	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	4223639	6 15 2015	17 Jun 2015	SPUC 720x400	1h 22m 53s	974mb	24	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	4047224	6 1 2015	02 Jun 2015	SPUC 720x400	1h 22m 14s	975mb	29	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	3764480	5 4 2015	06 May 2015	SPUC 512x286	57m 25s	523mb	19	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	3606898	4 20 2015	22 Apr 2015	SPUC 448x336	1h 23m 46s	523mb	16	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	3480046	4 6 2015	12 Apr 2015	SPUC 448x336	2h 12m 20s	829mb	8	<a href="#">embed</a>	<a href="#">Manage</a>
<input type="checkbox"/>	3072818	3 16 2015	21 Mar 2015	SPUC 448x336	1h 19m 51s	517mb	6	<a href="#">embed</a>	<a href="#">Manage</a>