

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
APRIL 6, 2020

**Due to the COVID-19 pandemic this SPU Commission meeting will be held via WebEx. For access to the 5:00pm meeting dial 1 (408) 418-9388 and enter access code 623 451 766**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
  - 3a) Shakopee Senior Graduation Party Thank You
  - 3b) Shakopee Rotary Sponsorship Donation Thank You
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) Water Tank #8 – Bid Results/Recommendation
  - C=> 8c) MN DNR Certificate of Completion
  - C=> 8d) Quarterly Nitrate Results - Review
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
10. **Reports: Human Resources**
  - 10a) COVID-19 Preparedness Planning
    1. SPU Employees
    2. Customer Relations
11. **Reports: General**
  - C=> 11a) Financial Results – February 2020
  - 11b) SPU Governance Handbook and Social Media Policy
  - 11c) Commission Meeting Protocol
  - 11d) Election of Shakopee Public Utilities Commission Officers
  - 11e) Appointment of MMPA Representative and Alternate
  - C=> 11f) SPU Website Analytics
  - C=> 11g) Tom Bovitz Memorial Scholarship



12. **New Business**

15. **Tentative Dates for Upcoming Meetings**

- Mid Month Meeting -- April 20
- Regular Meeting -- May 4
- Mid Month Meeting -- May18
- Regular Meeting -- June 1

16. **Adjourn to 4/20/20 at the SPUC Service Center, 255 Sarazin Street**

MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
(Regular Meeting)

Vice President Amundson called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., March 16, 2020.

MEMBERS PRESENT: Commissioners Amundson, Meyer, Clay. Also present, Utilities Manager Crooks, Planning & Engineering Director Adams, Electric Superintendent Drent, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh. Liaison Lehman and Finance Director Schmid attended via conference call. Commission Mocol was absent as previously advised and Commissioner Joos was absent.

Motion by Meyer, seconded by Clay to approve the minutes of the March 2, 2020 Commission meeting. Motion carried.

Motion by Meyer, seconded by Clay to offer Resolution #1267. A Resolution In Recognition of Public Service Terrance Joos. Ayes: Commissioners Clay, Meyer and Amundson. Nay: none. Motion carried. Resolution passed.

Utilities Manager and the Commission thanked Commissioner Joos for his many years of public service to the Shakopee community and his 9 years of service to SPU.

Motion by Meyer, seconded by Amundson to offer Resolution #1268. A Resolution In Recognition of Public Service Steve Clay. Ayes: Commissioners Meyer, Amundson and Clay. Nay: none. Motion carried. Resolution passed.

Commissioner Clay was also thanked for his many years of public service in the community.

Mr. Crooks stated that he had been forwarded a letter from City Councilor Jody Brennan in regards to disconnections of utility service during the COVID-19 event.

Mr. Crooks also informed the Commission that he had a conversation with Rep. Brad Tabke on the SPU's COVID-19 preparedness planning and the discontinuation of service disconnects in Shakopee. Rep. Tabke was appreciative of the steps taken by SPU.

Vice President Amundson offered the agenda for approval.

Utilities Manager Crooks asked the scheduled Goals and Objectives Work Session for this evening be postponed.



Motion by Meyer, seconded by Clay to approve the amended agenda as presented. Motion carried.

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

Vice President Amundson stated that the Consent Items were: Item 8c: Monthly Water Production Dashboard.

The warrant listing for bills paid March 16, 2020 was presented.

Motion by Meyer, seconded by Clay to approve the warrant listing dated March 16, 2020 as presented. Motion carried.

Liaison Lehman presented his report. Mr. Lehman commended the public service of both Commissioners Joos and Clay. The Shakopee City Council appointed Councilor Jody Brennan and Kayden Fox as new SPU Commissioners beginning April 1. Commissioner Clay was not reappointed.

Water Superintendent Schemel provided a report of current water operations. With the mild weather, hydrant flushing has begun. Preventative maintenance activities continue in anticipation of increased water usage with the warmer temperatures.

Mr. Adams said that formal bid results were received earlier in the day for the construction of Water Tank #8. It was stated there were issues with the apparent low bid for the project. Staff will pursue a legal review of the issues before recommending an award for the project.

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

Electric Superintendent Drent provided a report of current electric operations. One outage affecting 3 customers was reviewed. A ten second blink on a portion of the distribution system was explained. Cooper Control Systems is paying to have the faulty switch sent to their factory for forensic analysis. Construction updates were provided.

Mr. Adams reviewed the annual Distributed Generation Filing with the MN Public Utilities Commission. Currently there are 53 SPU customers that have solar installations on their home or business. This number is up from 38 customers in 2018.

An analysis of the underground vs. overhead relocation costs for the CR 83 project were presented by Mr. Adams.

Motion by Meyer, seconded by Clay to accept the estimated costs to relocate the DL-55 overhead facilities and the DL-41 and DL-44 underground facilities in the project area; to forward the estimated costs to the City of Shakopee and to pursue reimbursement from Scott County for the cost to relocate the DL-55 overhead and DL-44 underground facilities for the portions originally located in utilities easements. Motion carried.

Mr. Adams reviewed potential new substation sites on the west and east areas of Shakopee. Also reviewed were the reasons for pursuing certain properties. Property appraisal reports for potential substation sites are being completed and initial discussions with one property owner has taken place.

Mr. Crooks read the MMPA Board Meeting Public Summary for February 2020.

Customer Relations/Marketing Director Walsh stated that SPU will again be sponsoring the downtown flower baskets in Shakopee. Ms. Walsh also reviewed donations made to the community thus far in 2020.

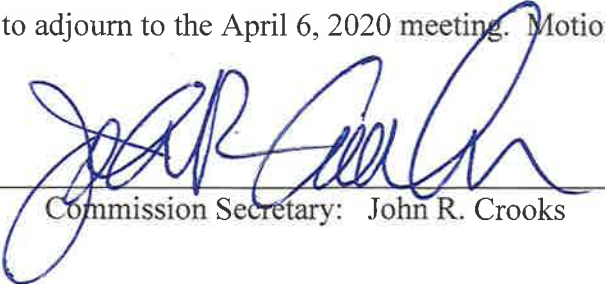
Mr. Crooks reviewed City of Shakopee Resolution #2020-020 – Rejecting Shakopee Public Utilities Commission’s Modification to the Method of Calculating the Amount of the Commission’s Payment to the City.

Motion by Meyer, seconded by Amundson to suspend SPU Resolution #1261 “Authorizing Certain Payments for the Shakopee Public Utilities Commission to the City of Shakopee” for a period of 60 days; within 60 days the SPU Commission should meet with the City Council at a neutral meeting site and attempt to resolve the issue with the Commission’s annual monetary transfer to the City of Shakopee’s general fund and that during the 60 day suspension, make estimated payments to the City’s general fund according to the Commission’s earlier resolution #672. Motion carried.

Mr. Crooks reviewed the Coronavirus COVID-19 preparedness planning underway. Health safety measures were reviewed. SPU is also positioned to execute further precautionary measures as events unfold. The Commission will receive updates from the Utilities Manager on the continuing efforts to protect SPU employees and community.

The tentative commission meeting dates of April 6 and April 20 were noted.

Motion by Meyer, seconded by Clay to adjourn to the April 6, 2020 meeting. Motion carried.



Commission Secretary: John R. Crooks

# CERTIFICATE OF DONATION

is awarded to

## Shakopee Public Utilities

on 02-01-20

for your generous donation of

### Donation

to

## Shakopee Senior Graduation Party Class of 2020



Hello Shakopee Public Utilities,

## First, a big thank you!

On behalf of the Shakopee Senior Graduation Party, thank you for your Donation donation, which was received on 02-01-20. Your gift allows us to continue the long-standing tradition of providing a memorable celebration for this year's graduating class.

The Shakopee Senior Graduation Party was established in 1979 by a group of parents looking to provide a fun, safe and unforgettable event for Shakopee's graduating seniors. This party is organized entirely by parent and community volunteers. The longevity of the party tradition continues with the help of generous donations like yours.

Again, we greatly appreciate your donation and thank you for supporting SSGP!

Sincerely,

Dawn Schwieger  
SSGP Board President



The Shakopee Senior Graduation Party is a 501c3 Organization (EIN 36-3152045). No goods or services were exchanged or transferred to you in connection with this donation. Please keep this written acknowledgement of your donation for your tax records.

**Crooks, John**

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**From:** Michele L. Dahl <MDahl@canterburypark.com>  
**Sent:** Monday, March 9, 2020 9:10 AM  
**To:** Crooks, John  
**Subject:** Shakopee Rotary Speakeasy - March 21  
  
**Importance:** High

On behalf of Rotary, thank you once again for your generous sponsorship at our upcoming Speakeasy event on March 21.

As part of your sponsorship, you have a reserved table and 6 tickets. In order for us to make the check in process go smoothly, I will need the names of your 6 attendees. If you could forward that information by Friday, March 13, it would be greatly appreciated.

I do also need to know who from Shakopee Public Utilities will present the certificates for the Winter Get Away package.

Thank you in advance for your help,  
Michele

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**Crooks, John**

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SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

April 6, 2020

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

55209	AGC Networks Inc	6,833.50
55210	Allstream	2,369.93
55211	Altec Industries Inc	317.13
55212	Amaril Uniform	1,990.36
55213	Nighthawk	250.00
55214	AAR Building Service Co	3,504.88
55215	Apple Ford of Shakopee	1,464.29
55216	Arrow Ace Hardware	224.57
55217	Robert Berndtson	219.07
55218	Best Buy Advantage Account	169.36
55219	Border States Electric Supply	31,684.62
55220	Brad Carlson	9.64
55221	CenterPoint Energy	2,259.43
55222	Choice Electric Inc	655.50
55223	City of Prior Lake	3,423.00
55224	City of Shakopee	419,752.94
55225	City of Shakopee	194,000.00
55226	City of Shakopee	2,999.90
55227	Comcast	2.25
55228	CSK Auto	13.95
55229	Delta Dental	5,213.50
55230	DGR Engineering	24,649.18
55231	E.H. Wachs	292.77
55232	EZ-Spot-UR	11,564.87
55233	Ferguson Enterprises LLC	730.00
55234	Flyte HCM LLC	40.00
55235	Further	471.09
55236	Gopher State One-Call	523.80
55237	Grainger Inc	526.65
55238	Haven Acres	500.00
55239	Hawkins Inc	35.00
55240	HealthPartners	77,322.92
55241	Interstate All Battery Center	185.17
55242	Ideal Service Inc	16,926.98
55243	Innovative Office Solutions LLC	2,282.90
55244	IRBY - Stuart	2,187.38
55245	Stuart C Irby	3,663.69
55246	JT Services	1,692.49
55247	Tyra Kratochvil	43.01
55248	L & S Electric	3,336.19
55249	Locators & Supplies Inc	1,121.82
55250	Master Electric	15,000.00
55251	Matheson Tri-Gas Inc	7.62
55252	McGrann Shea Carnival	1,322.75
55253	Cindy Menke	611.39
55254	Mid America Meter Inc	2,344.00
55255	Midwest Safety Counselors Inc	151.88
55256	Milsoft Utility Solutions Inc	884.30
55257	Minn Valley Testing Labs Inc	725.00
55258	Minnesota Life	1,544.57
55259	Tony Myers	82.80
55260	NCPERS Group Life Ins	192.00
55261	Gerry Neville	173.07
55262	Cindy Nickolay	273.13
55263	Bluetarp Financial Inc	63.96
55264	Olsen Chain & Cable Inc	272.43
55265	PLIC - SBD Grand Island	3,644.60
55266	Pitney Bowes Inc	1,214.52
55267	Plunkett's Pest Control	130.57
55268	Pomp's Tire Service Inc	1,016.15
55269	Resco	2,416.39
55270	Robert Romansky	2,190.97
55271	Saints Healthcare Foundation	4,000.00

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

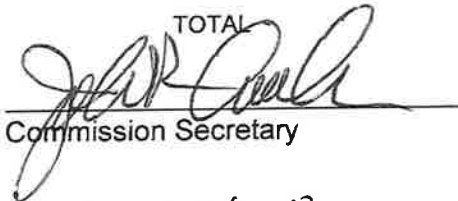
April 6, 2020

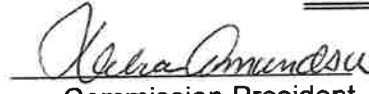
By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

55272	Lon Schemel	89.99
55273	Cody Schuett	150.00
55274	Scott County	162.00
55275	Scott County	3,304.00
55276	Short Elliot Hendrickson Inc	2,155.00
55277	Southwest News Media	999.17
55278	Gregory Triplett	192.62
55279	Verizon Wireless	1,252.46
55280	Vessco Inc	42,562.88
55281	Chuck Vest	429.63
55282	Wesco	6,412.68
55283	Woodhill Business Products	344.60
55284	Xcel Energy	2,274.61

TOTAL

924,045.47

  
Commission Secretary

  
Commission President

*Renee Schmid*

Director of Finance & Administration

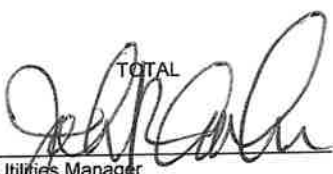

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

April 7, 2020

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


55285	Mona Bayoumy	25.49
55286	Katherine Bjorklund	2.65
55287	Chris Brown	33.26
55288	Jodi & William D Brunson	79.42
55289	Charles Merritt Homes	4.48
55290	Chaska Market LLC	8,351.82
55291	James R Davis	36.85
55292	Distinctive Design Build LLC	11.10
55293	East Metro Clean N Press	513.35
55294	Evergreen Heights Townhomes	29.83
55295	Mohammed Fahed	29.51
55296	Joseph M Garvey	63.16
55297	Haven Chemical Health System	66.28
55298	Matthew Heisel	59.97
55299	Christy M James	30.50
55300	Susan Kemp-Trustee	51.91
55301	Amanda Khon	13.84
55302	Mary King	35.57
55303	Robert R Kopesky	50.75
55304	Lindahl Properties LP	58.18
55305	Nathalie P Luke	25.74
55306	James L Luker	105.05
55307	Hap Mankowski	1,009.00
55308	Amanda Matzer	45.98
55309	David B McMahon	2.00
55310	Metro Ice Sculptures	49.29
55311	Aneta Nela Miu	66.49
55312	Asha Mohamud	43.37
55313	Taylor Nelson	43.20
55314	Opendoor Labs Inc	7.51
55315	Party City #1155	1,094.35
55316	Manuelita Pliego	58.25
55317	Steven Pomeraning	1.03
55318	Ronald Pool	2.14
55319	Primenet Direct Marketing	783.41
55320	Qwest	99.15
55321	Chris Rollins	4.19
55322	Layla Mohamed Salax	66.21
55323	Scannell Properties 396 Inc	6,236.63
55324	Shakopee Secure Storage	79.07
55325	William Sims	12.78
55326	Amy Stead	35.28
55327	Marius Stefan	81.74
55328	Andrew Sterrett	61.73
55329	Joseph Tschumperlin	58.45
55330	Twin Cities Software	82.78
55331	Andrew C Vig	241.98
55332	Brent Walden	46.90
55333	Western Automotive Ventures Inc	244.93
55334	Emily Wolf	63.21
55335	Halea Wright	3.40
55336	Xpand Inc	91.70


TOTAL  
  
 Utilities Manager  
  
 Director of Finance & Administration

  
 Commission President

20,394.86

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Water Tank #8 Construction Contract Bid Award

DATE: April 2, 2020

**ISSUE**

On March 16th, we opened bids for the construction contract to develop the site and construct a 750,000-gallon water storage tower. The bid results and project engineer's bid evaluation with his recommendation are attached. Also attached is the Commission's legal counsel's evaluation of the bid results and her recommendations.

**BACKGROUND**

To provide water service in the second-high elevation service (2HES) district at adequate water pressure the Windermere Booster Station has been in service since last fall. With projected usage from the number of residential lots approved in the Windermere South additions and the living units within the BHS Assisted Living complex there will soon be sufficient demand that an elevated storage facility will be required to maintain water pressure for domestic uses and assure adequate fire protection to this growing area.

Once the tank is in service (November 2021) The booster station will pump water from the 1HES district to fill the tank and then the tank will be the primary source of water supply and pressure for the 2HES district. The booster station will also be the secondary source of supply/pressure to the 2HES district should the tank be out of service, until a 2HES district water supply well is in service.

**DISCUSSION**

The 2020 Capital Projects lists the 2HES district tank expense in the amount of \$2,800,000.

When developing the five year 2020-2024 Capital Improvement Plan staff reviewed costs estimates dated September 2019 for numerous water infrastructure projects from the



Commission's consulting engineer John Karwacki of Sambatek, including for water tank #8. John's tank cost estimates were broken down into design engineering, construction costs and construction project management. John further detailed estimates in those categories for the remaining time period for 2019 and for 2020 and 2021. Staff misread these numbers and only put an amount of \$2,800,000 into the 2020 project year and did not put any amount in the 2021 year.

The total project cost for the tank and site design, actual construction and construction project management was estimated to be \$3,596,000, and that includes a 10% contingency on the design, construction and project management costs. Of that total, the fourth quarter 2019 expenses for design were estimated to be \$119,100. The total expenses for 2020 were estimated to be \$2,063,200 and for 2021 \$1,413,700.

Thus, using the engineer's estimate we have a 2020 Capital Projects/CIP surplus of \$736,800 (equal to \$2,800,000 minus \$2,063,200) and a 2021 CIP shortage of \$1,413,700, leaving an overall budgeted shortage of \$676,900 (equal to \$736,800 minus \$1,413,700).

The engineer's estimate for the tank construction costs was \$3,170,000 and the low responsive bid is for \$3,753,000, an amount \$583,000 (18%) higher than the estimate. Given the bid environment as outlined in the project engineer's bid evaluation letter and current economic situation across the country staff believes the bid is a valid amount and unlikely to decrease if the project were to be re-bid.

Should the Commission award the bid to Caldwell Tanks, Inc. the actual project shortfall will then be \$1,259,900 (\$676,900 plus \$583,000). We will have to adjust the 2021 CIP budget accordingly when preparing the 2021-2025 CIP and the 2021 Capital Projects this fall. Since the project costs are for a water storage facility the expenses are funded from the Water Connection Fund through developer fees known as Water Capacity Charges, this adjustment in the CIP will not have any effects on water usage rates. The planned Water Connection Fund, along with the Trunk Water Fund, analysis will need to take into account the actual project costs when determining any future WCC rate adjustments.

#### RECOMMENDATION

Staff concurs with the project engineer's recommendation to award the construction contract to Caldwell Tanks, Inc. in the amount of \$3,753,000.

#### REQUESTED ACTION

Staff requests the Commission award the bid to Caldwell Tanks, Inc in the amount of \$3,753,000.

April 6, 2020

Honorable Chairman and Members of the Commission  
c/o Lon Schemel, Water Superintendent  
Shakopee Public Utility  
255 Sarazin Street  
Shakopee, MN 55379

Subject: Contractor Bid Award Recommendation  
Water Tank 8, SPU, Shakopee

Dear Mr. Schemel,

On Monday, March 16, 2020 a bid opening was held for the Water Tank 8 project. Two bids were received and Phoenix Fabricators and Erectors, LLC. was the apparent low bidder.

The two bids received are listed below:

*Phoenix Fabricators and Erectors, LLC:	\$3,716,885.98
**Caldwell Tanks, Inc.:	\$3,753,000.00

\* Not verified due to incorrect Bid Form submitted  
\*\* Based on verified calculated Bid Items costs.

Both bids were reviewed and the Caldwell Tanks, Inc. bid was totaled and checked. The low bid, from Phoenix Fabricators and Erectors, LLC (Phoenix), was determined to be unresponsive due to incorrect submitted documents. On February 21, 2020, Addendum No. 1 was released for contractor review. Addendum No. 1 included an updated Bid Form outlining unit price clarifications and a unit price item addition. Phoenix indicated on the Bid Form that they acknowledged receipt of all addendums. However, the Bid Form submitted by Phoenix on March 16, 2020 was of the original Bid Form which excluded the Addendum No. 1 updates. Phoenix Fabricators and Erectors, LLC are deemed unresponsive bidders for the Water Tank 8 project. Because Phoenix is an unresponsive bidder, the Caldwell Tanks, Inc. bid was verified as the low responsive bid. Caldwell Tanks, Inc. bid submittal documentation was reviewed including municipal facility experience and was found to be acceptable.

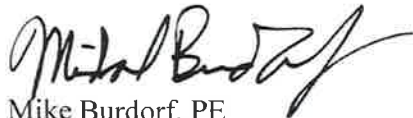
The two bids received are representative of a very competitive group of bids and are a good indication of competitive bidding between the two construction companies. The price for the missing unit item from the Phoenix bid is anticipated to be equivalent to the Caldwell Tanks unit price, further reducing the price separation between the two contractor's bids.

The Engineer's construction cost estimate was \$3,170,000 and was low by \$583,000 compared to the Caldwell Tanks, Inc. bid. In mid-January, notification was received that Chicago Bridge and Iron (CB&I) entered into Chapter 13 Bankruptcy and would not be able to attain bonding for the Water Tank 8 project. CB&I is the leading spheroid style water tower manufacture in the country and provided significant competition in the water tower market. It is anticipated that bid prices of the remaining bidders was affected by CB&I's bidding capacity. In addition, market instability caused by the global virus pandemic, material price increases due to inflation and labor cost increases due to the construction worker shortages affected bid results. The Engineer's construction cost analysis under estimated the influence of these trends on their impact on current construction costs. The difference amount is not an indication of "high bid's" and the low responsive bid is reasonable.

Based on review of the lowest responsive bid, the recommendation is to award the Project to Caldwell Tanks, Inc.

Feel free to contact me with any questions and comments.

Sincerely,  
Sambatek, Inc.



Mike Burdorf, PE  
Senior Project Manager  
763-398-0860

Enclosures; Bid Opening Tabulation, Plan Holder's List



**BID OPENING TABULATION**

**PROJECT: Water Tank 8**

**DATE: Monday, March 16, 2020**

**PLACE: SPU Service Center**

**ENGINEER: Sambatek Inc., Mike Burdorf**

**TIME: 11:00 A.M.**

**OWNER: Shakopee Public Utilities**

Contractor	Addendum Sent	Proposal Guarantee (5% Bond)	Total Amount of Bid
Caldwell Tanks, Inc	AD 1: X AD 2: X	X	\$3,753,000.00
Phoenix Fabricators and Erectors, LLC	AD 1: X AD 2: X	X	\$3,716,885.98
	AD 1: AD 2:		\$
	AD 1: AD 2:		\$
	AD 1: AD 2:		\$

**Plan Holder Report as of 03/10/2020 09:48:03 AM CDT****Sambatek, Inc.**

Water Tank 8 (eBidDoc #6824399)

Contact: Mike Burdorf  
 Phone: 763-476-6010  
 E-mail: [MBurdorf@sambatek.com](mailto:MBurdorf@sambatek.com)  
 Bid Date: 03/16/2020 11:00 AM CDT

[Help](#)

Company	Contact	Designation	Bus. Types	Entry Date	Doc Type	Comments
Dodge Data & Analytics Next Member Numbe 4300 Beltway Place Suite 150 Arlington, TX 76018	Melanie Yancey Phone: 800-393-6343 Fax: 8176087129 Email: <a href="mailto:dodge.docs@construction.com">dodge.docs@construction.com</a>	Plan Room	DBE	02/16/2020	eBidDoc	
McDermott 14105 S. Route 59 Plainfield, IL 60544	Charlotte Martinez Phone: 815-439-3118 Fax: 815-439-3130 Email: <a href="mailto:charlotte.martinez@mcdermott.com">charlotte.martinez@mcdermott.com</a>	Prime Bidder		02/17/2020	eBidDoc	
LANDMARK STRUCTURES 1665 Harmon Road Fort Worth, TX 76177	Janine Straw Phone: 8174398888 Fax: Email: <a href="mailto:estimating@teamlandmark.com">estimating@teamlandmark.com</a>	Prime Bidder		02/17/2020	eBidDoc	
Maguire Iron, Inc. P.O. Box 1446 Sioux Falls, SD 57101	Troy Werdel Phone: 605-334-9749 Fax: 605-334-9752 Email: <a href="mailto:werdelt@maguireiron.com">werdelt@maguireiron.com</a>	Prime Bidder		02/17/2020	eBidDoc	
Caldwell Tanks, Inc. 4000 Tower Road Louisville, KY 40219	Carolyn E. Burke Phone: 502-964-3361 Fax: 502-966-8732 Email: <a href="mailto:cburke@caldwelltanks.com">cburke@caldwelltanks.com</a>	Prime Bidder		02/17/2020	eBidDoc	
American Cast Iron Pipe Company 21695 Highview Avenue Lakeville, MN 55044	Lisa Brumfield Phone: 952-469-1100 Fax: 952-469-3311 Email: <a href="mailto:lbrumfield@american-usa.com">lbrumfield@american-usa.com</a>	Supplier		02/17/2020	eBidDoc	
Ferguson Water Works - Blaine 1694 91st Avenue NE Blaine, MN 55449	Dyanna Peterson Phone: 763-560-5200 Fax: 763-560-1799 Email: <a href="mailto:blaine2518.sales@ferguson.com">blaine2518.sales@ferguson.com</a>	Supplier		02/17/2020	eBidDoc	
Northdale Construction Company, Inc. 9760 71st Street NE Albertville, MN 55301	Phil Lesnar Phone: 763-428-4868 Fax: 763-428-4997 Email: <a href="mailto:northdalecbids@northdaleconst.com">northdalecbids@northdaleconst.com</a>	Prime Bidder		02/18/2020	eBidDoc	

PHOENIX FABRICATORS 182 SOUTH CR 900 E. AVON, IN 46123	Casey Cornett Phone: 317-271-7002 Fax: 317-273-1154 Email: casey.cornett@phoenixtank.com	Prime Bidder		02/20/2020	eBidDoc	
Swan Companies 682 39th Ave NE Columbia Heights, MN 55421	Kyle Higdem Phone: 612-490-8111 Fax: 952-641-3670 Email: kyle@swancompanies.net	Subcontractor		02/20/2020	eBidDoc	
The Blue Book Building & Construction Network 800 E. Main St. Jefferson Valley, NY 10535	Daedri Cavuoto Phone: 800-431-2584 Fax: Email: dcavuoto@mail.theblucbook.com	Plan Room		02/26/2020	eBidDoc	
Integrated Process Solutions, Inc. 34696 412th Street SE PO Box 26 Fosston, MN 56542	Peter Nelson Phone: 218-435-1703 Fax: 866-786-4828 Email: peter.nelson@ipsamerica.biz	Subcontractor		02/26/2020	eBidDoc	
Sambatek, Inc. 12800 Whitewater Drive Suite 300 Minnetonka, MN 55343	Mike Burdorf Phone: 763-476-6010 Fax: 763-476-8532 Email: MBurdorf@sambatek.com	A/E Consultant	MBE	02/27/2020	eBidDoc	
Great Northern Environmental 1300 Helmo Ave N Oakdale, MN 55128	Matt Fritze Phone: 651-289-9100 Fax: 651-289-9101 Email: cmeron@gnenv.com	Supplier		03/04/2020	eBidDoc	
All Phase Contracting, Inc. 9652 152nd Ave NE Forest Lake, MN 55025	Mary Ann Jay Phone: 651-462-7232 Fax: 651-784-3609 Email: estimating@apcwbe.com	Subcontractor	DBE,SBE,TGB,WBE	03/05/2020	eBidDoc	
Penn Contracting, Inc. 13025 Central Ave NE Blaine, MN 55434	Dean Luxenburg Phone: 763-767-2141 Fax: 763-767-2545 Email: dean@penncontractinginc.com	Subcontractor	SBE	03/05/2020	eBidDoc	
Forterra Pipe and Precast 30622 Forest Blvd Stacy, MN 55079	Michelle Kornowski Phone: (651) 462-2130 Fax: Email: michelle.kornowski@forterrabp.com	Supplier		03/05/2020	eBidDoc	
Core and Main LP 16195 54th St NE St. Michael, MN 55376	Derek Johnson Phone: 763-428-7473 Fax: 763-428-7559 Email: derek.johnson3@coreandmain.com	Supplier		03/05/2020	eBidDoc	
Northwestern Power Equipment Co. Inc. P. O. Box 131180 779 County Rd B2 Roseville, MN 55113	Darin Kluck Phone: 651-628-0683 Fax: 651-447-2158 Email: djkluck@nwpeco.com	Supplier		03/06/2020	eBidDoc	

MCGRANN SHEA CARNIVAL STRAUGHN & LAMB, CHARTERED

MEMORANDUM

To: Joseph Adams  
From: Kaela Brennan      CONFIDENTIAL – ATTORNEY-CLIENT PRIVILEGE  
Date: March 25, 2020  
Re: Bid Question – Water Tank 8  
Our File No.: 13889-0001

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You asked me to research the legal authorities that address mistakes in a bid response under the competitive bidding law. I have reviewed the case law, and the courts prohibit any adjustment to bids after opening, even in the case of a clerical mistake. The Commission may either reject the Phoenix Fabricators' bid as non-responsive and award the bid to the lowest responsible bidder (Caldwell Tanks), or, if the bid results are not yet public and the schedule allows, given the small number of responses, the Commission may reject all bids and re-bid.

Responses

The bid responses for the Water Tank 8 project are as follows:

Phoenix Fabricators:	\$3,716,885.98
Caldwell Tanks:	\$3,753,000.00

The Phoenix Fabricators' response contains two errors: (1) the failure to include the correct addendum form, and (2) listing the dollar value of an item once, when there are two units.

Brief Analysis

Minnesota law prohibits any "material change" after bids have been opened. *Rochon v. City of St. Paul*, 814 N.W.2d 366 (Minn. App. 2012). "Whether a change is material depends on whether it gives a bidder "a substantial advantage or benefit" the other bidders lack. *Id.* A change is substantial and material if it affects "the price, quality or quantity, or the manner of performance, or other things that go into the actual determination of the amount of the bid." *Foley Bros. v. Marshall*, 266 Minn. 259, 263, 123 N.W.2d 387, 390 (1963); *see also Lovering-Johnson*, 558 N.W.2d at 503.

For example, a bid response that mistakenly listed a plus sign -- +\$21,500 -- when it was meant to be a minus sign, and the city changed to be a deduction, was deemed a material change and the contract was void. *Lovering-Johnson, Inc. v. City of*

*Prior Lake*, 558 N.W.2d 499 (Minn. App. 1997). More recently, the Minnesota Court of Appeals held that a change to an opened bid to address clerical errors was a material change, making the adjusted bid invalid and the resulting contract with the city void. *Rochon v. City of St. Paul*, 814 N.W.2d 366 (Minn. App. 2012). The Court specifically addressed that the changes to the bid did not affect the order of the lowest bidder:

We recognize the difference between this case and *Lovering-Johnson* in that Shaw-Lundquist's change did not actually displace a lower bidder. But the principles associated with reproach-free bidding are at least equally offended anytime a price change is allowed after the opening of all bids. The concern is the *possibility* of creating the opportunity for fraud or collusion, not only *actual* fraud or collusion. See *Lovering-Johnson*, 558 N.W.2d at 502; *Tele. Assocs.*, 364 N.W.2d at 382.

Moreover, if a public body awards a bid response that is based on an error, the responder may seek to set aside the contract due to unilateral mistake. *St. Nicholas Church v. Kropp*, 135 Minn. 115, 160 N.W. 500 (1916) (holding that no contract should follow from bid that mistakenly did not include iron structural work, and awarding the mistaken bidder the fees submitted with the bid). The mistake and errors in the Phoenix Fabricators' response would likely provide grounds to rescind a contract.

#### Recommendations

On balance, we recommend that the Commission either reject the Phoenix Fabricators' bid as non-responsive (particularly, the failure to submit the correct forms) and award the bid to the lowest responsible bidder (Caldwell Tanks), or, if bid results are not yet public and the schedule allows, given the small number of responses, reject all bids and re-bid.



# Certificate of Completion

THIS ACKNOWLEDGES THAT

Shakopee Public Utilities  
Commission

**Has Completed the 2019 Water Conservation Report**




Carmelita Nelson, Program Coordinator




**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

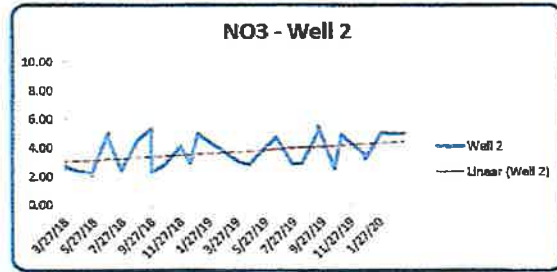
DATE: March 31, 2020

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

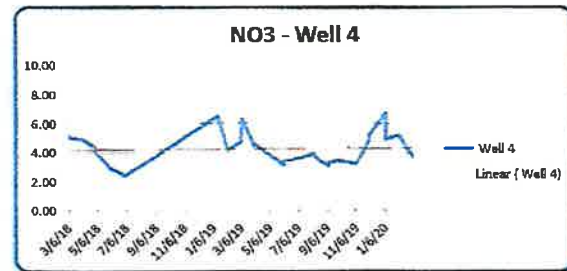


Shakopee Public Utilities Commission  
 Water Department  
 Nitrate Results  
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
2	3/27/18	5/31/18	2.70	MDH	
2	4/3/18	4/10/18	2.55	MVTL	168 hrs prior
2	4/24/18	5/9/18	2.37	MVTL	168 hrs prior
2	5/22/18	5/31/18	2.21	MVTL	168 hrs prior
2	5/22/18	6/14/18	2.20	MDH	
2	6/26/18	7/2/18	5.07	MVTL	312 hrs prior
2	6/26/18	8/17/18	4.70	MDH	
2	7/24/18	8/17/18	2.41	MVTL	264 hrs prior
2	8/28/18	10/15/18	4.57	MVTL	168 hrs prior
2	9/25/18	10/15/18	5.30	MVTL	168 hrs prior
2	9/26/18	10/15/18	2.30	MDH	
2	10/23/18	11/7/18	2.76	MVTL	168 hrs prior
2	11/27/18	12/5/18	4.12	MVTL	168 hrs prior
2	12/18/18	12/26/18	2.89	MVTL	168 hrs prior
2	12/18/18	1/14/19	2.90	MDH	
2	1/2/19	1/14/19	4.97	MVTL	168 hrs prior
2	4/1/19	7/11/19	3.00	MDH	
2	4/23/19	5/1/19	2.84	MVTL	168 hrs prior
2	4/23/19	5/17/19	2.90	MDH	
2	5/21/19	5/29/19	3.83	MVTL	168 hrs prior
2	6/18/19	7/3/19	4.74	MVTL	168 hrs prior
2	7/23/19	7/29/19	2.89	MVTL	168 hrs prior
2	8/13/19	8/23/19	2.90	MVTL	168 hrs prior
2	9/17/19	10/3/19	5.16	MVTL	168 hrs prior
2	9/17/19	11/12/19	5.50	MDH	
2	10/22/19	11/12/19	2.52	MVTL	168 hrs prior
2	11/5/19	11/14/19	4.91	MVTL	168 hrs prior
2	12/23/19	1/23/20	3.60	MDH	
2	12/26/19	1/23/20	3.20	MVTL	168 hrs prior
2	1/28/20	2/21/20	5.02	MVTL	168 hrs prior
2	2/25/20	3/19/20	4.98	MVTL	168 hrs prior
2	3/17/20	3/24/20	4.99	MVTL	168 hrs prior



4	3/6/18	3/26/18	5.09	MVTL	168 hrs prior
4	3/6/18	3/26/18	5.00	MDH	
4	4/3/18	4/10/18	4.89	MVTL	168 hrs prior
4	5/1/18	5/9/18	4.40	MVTL	168 hrs prior
4	5/1/18	6/26/18	4.10	MDH	
4	6/5/18	6/14/18	2.80	MVTL	168 hrs prior
4	6/5/18	7/18/18	2.90	MDH	
4	7/3/18	11/19/18	2.40	MDH	168 hrs prior
4	1/15/19	1/29/19	6.50	MVTL	168 hrs prior
4	2/5/19	2/12/19	4.16	MVTL	168 hrs prior
4	3/5/19	3/14/19	4.76	MVTL	168 hrs prior
4	3/5/19	3/29/19	4.80	MDH	
4	3/7/19	3/25/19	6.30	MDH	168 hrs prior
4	4/2/19	4/11/19	4.48	MVTL	168 hrs prior
4	4/2/19	12/9/19	4.60	MDH	
4	5/7/19	5/14/19	3.82	MVTL	168 hrs prior
4	6/4/19	6/21/19	3.14	MVTL	168 hrs prior
4	6/4/19	7/11/19	3.40	MDH	
4	7/2/19	7/24/19	3.57	MVTL	168 hrs prior
4	8/6/19	8/23/19	3.95	MVTL	168 hrs prior
4	8/6/19	12/9/19	3.90	MDH	
4	8/20/19	8/27/19	3.44	MVTL	168 hrs prior
4	9/9/19	10/3/19	3.11	MVTL	168 hrs prior
4	9/9/19	11/12/19	3.30	MDH	
4	10/1/19	11/12/19	3.50	MVTL	168 hrs prior
4	10/1/19	12/9/19	3.40	MDH	
4	11/5/19	11/14/19	3.24	MVTL	168 hrs prior
4	12/2/19	1/23/20	4.80	MDH	
4	12/3/19	12/13/19	5.18	MVTL	168 hrs prior
4	1/7/20	1/23/20	6.69	MVTL	168 hrs prior
4	1/7/20	3/24/20	4.90	MDH	
4	2/4/20	2/21/20	5.19	MVTL	168 hrs prior
4	3/3/20	3/19/20	3.76	MVTL	168 hrs prior

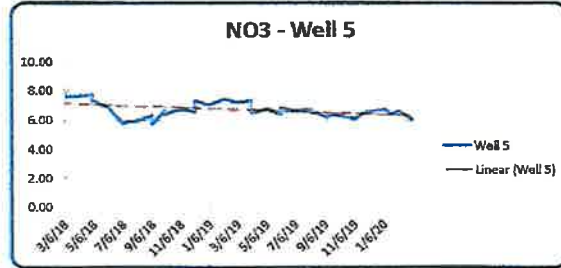


MVTL = Minnesota Valley Testing Laboratories  
 MDH = Minnesota Department of Health  
 TCWC = Twin City Water Clinic

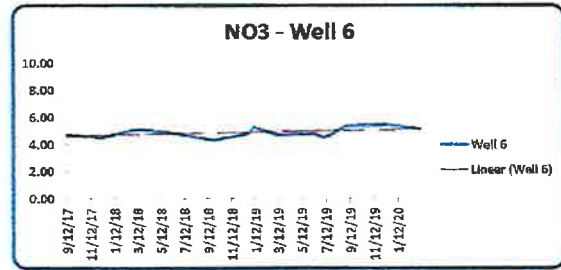


Shakopee Public Utilities Commission  
Water Department  
Nitrate Results  
Reported in mg/L

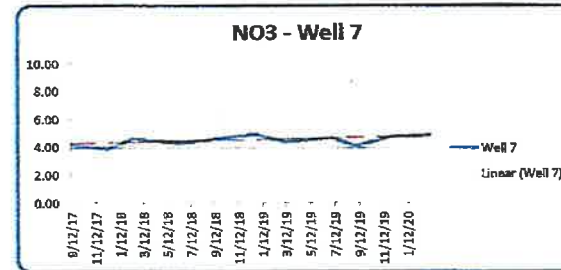
Location	Sample Collected	Results Received	Results	Lab	Run Time
5	3/6/18	3/26/18	7.84	MVTL	168 hrs prior
5	3/6/18	3/26/18	7.60	MDH	
5	4/3/18	4/10/18	7.62	MVTL	168 hrs prior
5	5/1/18	5/9/18	7.75	MVTL	168 hrs prior
5	5/1/18	6/26/18	7.30	MDH	
5	6/5/18	6/14/18	6.63	MVTL	168 hrs prior
5	6/5/18	7/18/18	6.80	MDH	
5	7/3/18	11/19/18	5.80	MDH	
5	8/7/18	8/20/18	5.39	MVTL	168 hrs prior
5	9/4/18	10/15/18	6.32	MVTL	168 hrs prior
5	9/4/18	10/15/18	5.70	MDH	
5	10/2/18	10/15/18	6.67	MVTL	168 hrs prior
5	10/2/18	11/19/18	6.40	MDH	
5	11/6/18	11/19/18	6.74	MVTL	168 hrs prior
5	12/4/18	12/11/18	6.55	MVTL	168 hrs prior
5	12/4/18	12/26/18	7.30	MDH	
5	1/2/19	1/14/19	7.01	MVTL	168 hrs prior
5	1/2/19	3/4/19	7.00	MDH	
5	2/5/19	2/12/19	7.42	MVTL	168 hrs prior
5	3/5/19	3/14/19	7.16	MVTL	168 hrs prior
5	3/5/19	3/29/19	7.20	MDH	
5	4/2/19	4/11/19	7.29	MVTL	168 hrs prior
5	4/2/19	12/9/19	6.50	MDH	
5	5/7/19	5/14/19	6.73	MVTL	168 hrs prior
5	6/4/19	6/21/19	6.38	MVTL	168 hrs prior
5	6/4/19	7/11/19	6.80	MDH	
5	7/2/19	7/24/19	6.62	MVTL	168 hrs prior
5	8/6/19	9/23/19	6.70	MVTL	168 hrs prior
5	8/6/19	12/9/19	6.50	MDH	
5	8/20/19	8/27/19	6.46	MVTL	168 hrs prior
5	9/9/19	10/3/19	6.16	MVTL	168 hrs prior
5	9/9/19	11/12/19	6.30	MDH	
5	10/1/19	11/12/19	6.34	MVTL	168 hrs prior
5	10/1/19	12/9/19	6.30	MDH	
5	11/5/19	11/14/19	6.10	MVTL	168 hrs prior
5	12/2/19	1/23/20	6.60	MDH	
5	12/3/19	12/13/19	6.53	MVTL	168 hrs prior
5	1/7/20	1/23/20	6.69	MVTL	168 hrs prior
5	1/20/20	3/24/20	6.40	MDH	
5	2/4/20	2/21/20	6.80	MVTL	168 hrs prior
5	3/3/20	3/19/20	6.05	MVTL	168 hrs prior



6	9/12/17	10/20/17	4.70	MDH	168 hrs prior
6	12/12/17	1/8/18	4.50	MDH	168 hrs prior
6	3/13/18	4/10/18	5.10	MDH	168 hrs prior
6	6/19/18	7/18/18	4.80	MDH	456 hrs prior
6	9/26/18	10/15/18	4.30	MDH	192 hrs prior
6	12/27/18	2/5/19	4.80	MDH	168 hrs prior
6	1/8/19	1/14/19	5.21	MVTL	168 hrs prior
6	3/12/19	3/29/19	4.70	MDH	168 hrs prior
6	6/11/19	7/11/19	4.80	MDH	168 hrs prior
6	7/9/19	7/24/19	4.63	MVTL	168 hrs prior
6	9/3/19	11/12/19	5.30	MDH	
6	12/10/19	1/23/20	5.40	MDH	
6	3/10/20	3/19/20	5.13	MVTL	168 hrs prior



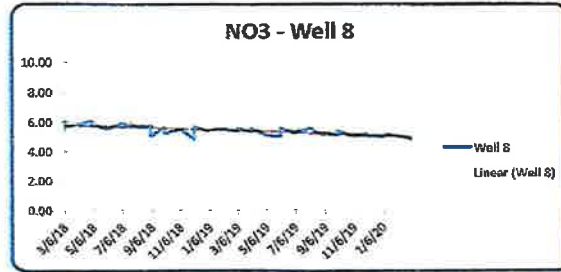
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7	12/12/17	1/8/18	3.90	MDH	168 hrs prior
7	2/13/18	3/26/18	4.60	MDH	168 hrs prior
7	6/19/18	7/18/18	4.30	MDH	456 hrs prior
7	9/18/18	10/15/18	4.50	MDH	216 hrs prior
7	12/27/18	2/5/19	4.90	MDH	168 hrs prior
7	1/8/19	1/14/19	4.73	MVTL	168 hrs prior
7	3/12/19	3/29/19	4.40	MDH	168 hrs prior
7	6/11/19	7/11/19	4.60	MDH	168 hrs prior
7	7/9/19	7/24/19	4.64	MVTL	168 hrs prior
7	9/3/19	11/12/19	4.10	MDH	
7	12/10/19	1/23/20	4.80	MDH	
7	3/10/20	3/19/20	4.84	MVTL	168 hrs prior



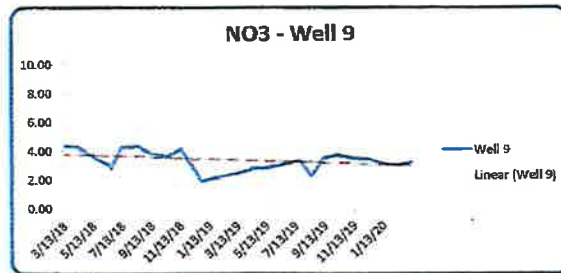
MVTL = Minnesota Valley Testing Laboratories  
MDH = Minnesota Department of Health  
TCWC = Twin City Water Clinic

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

Location	Sample Collected	Results Received	Results	Lab	Run Time
8	3/6/18	3/26/18	6.03	MVTL	168 hrs prior
8	3/6/18	3/26/18	5.70	MDH	
8	4/3/18	4/10/18	5.88	MVTL	168 hrs prior
8	5/1/18	5/9/18	6.08	MVTL	168 hrs prior
8	5/1/18	6/26/18	5.80	MDH	
8	6/5/18	6/14/18	5.59	MVTL	168 hrs prior
8	6/5/18	7/18/18	5.60	MDH	
8	7/3/18	11/19/18	5.90	MDH	
8	8/7/18	8/20/18	5.72	MVTL	168 hrs prior
8	9/4/18	10/15/18	5.72	MVTL	168 hrs prior
8	9/4/18	10/15/18	5.10	MDH	
8	10/2/18	10/15/18	5.65	MVTL	168 hrs prior
8	10/2/18	11/19/18	5.30	MDH	
8	11/6/18	11/19/18	5.51	MVTL	168 hrs prior
8	12/4/18	12/11/18	4.89	MVTL	168 hrs prior
8	12/4/18	12/26/18	5.70	MDH	
8	1/2/19	1/14/19	5.41	MVTL	168 hrs prior
8	1/2/19	3/4/19	5.50	MDH	
8	2/5/19	2/12/19	5.58	MVTL	168 hrs prior
8	3/5/19	3/14/19	5.41	MVTL	168 hrs prior
8	3/5/19	3/29/19	5.60	MDH	
8	4/2/19	4/11/19	5.40	MVTL	168 hrs prior
8	4/2/19	12/8/19	5.60	MDH	
8	5/7/19	5/14/19	5.13	MVTL	168 hrs prior
8	6/4/19	6/21/19	5.12	MVTL	168 hrs prior
8	6/4/19	7/11/19	5.60	MDH	
8	7/2/19	7/24/19	5.32	MVTL	168 hrs prior
8	8/5/19	12/8/19	5.60	MDH	
8	8/13/19	8/23/19	5.38	MVTL	168 hrs prior
8	9/3/19	10/3/19	5.20	MVTL	168 hrs prior
8	9/3/19	11/12/19	5.30	MDH	
8	10/1/19	11/12/19	5.16	MVTL	168 hrs prior
8	10/1/19	12/8/19	5.40	MDH	
8	11/5/19	11/14/19	5.08	MVTL	168 hrs prior
8	12/2/19	1/23/20	5.20	MDH	
8	12/3/19	12/13/19	5.08	MVTL	168 hrs prior
8	1/7/20	1/23/20	5.07	MVTL	168 hrs prior
8	1/7/20	3/24/20	5.20	MDH	
8	2/4/20	2/21/20	5.08	MVTL	168 hrs prior
8	3/3/20	3/19/20	4.89	MVTL	168 hrs prior



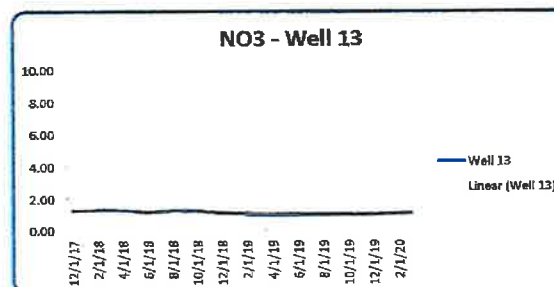
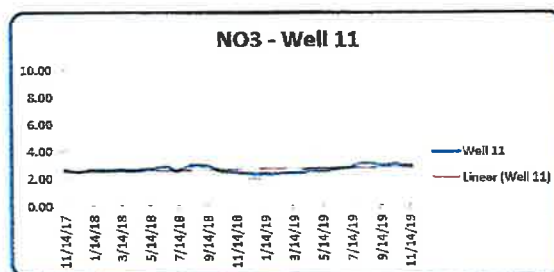
9	3/13/18	3/28/18	4.36	MVTL	168 hrs prior
9	4/10/18	4/18/18	4.23	MVTL	168 hrs prior
9	6/19/18	6/26/18	2.92	MVTL	96 hrs prior
9	6/19/18	7/18/18	2.80	MDH	
9	7/10/18	7/18/18	4.20	MVTL	240 hrs prior
9	8/14/18	8/20/18	4.29	MVTL	168 hrs prior
9	9/11/18	10/15/18	3.83	MVTL	168 hrs prior
9	10/15/18	11/7/18	3.61	MVTL	168 hrs prior
9	11/13/18	11/29/18	4.15	MVTL	168 hrs prior
9	12/27/18	1/14/19	1.87	MVTL	168 hrs prior
9	4/9/19	4/16/19	2.69	MVTL	168 hrs prior
9	4/9/19	5/1/19	2.80	MDH	
9	5/14/19	5/20/19	2.82	MVTL	168 hrs prior
9	7/23/19	7/29/19	3.32	MVTL	168 hrs prior
9	8/13/19	8/23/19	2.23	MVTL	168 hrs prior
9	9/9/19	10/3/19	3.49	MVTL	168 hrs prior
9	10/8/19	11/12/19	3.68	MVTL	168 hrs prior
9	12/10/19	12/19/19	3.42	MVTL	168 hrs prior
9	11/12/19	12/9/19	3.48	MVTL	168 hrs prior
9	1/14/20	2/3/20	3.07	MVTL	168 hrs prior
9	2/11/20	2/21/20	2.99	MVTL	168 hrs prior
9	3/10/20	3/19/20	3.20	MVTL	168 hrs prior



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

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

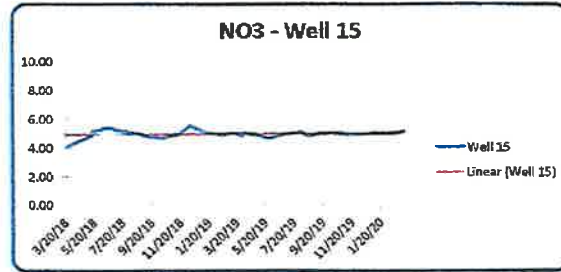
Location	Sample Collected	Results Received	Results	Lab	Run Time
10	4/17/12	4/20/12	< 1.00	TCWC	158 hrs prior
10	1/21/14	1/29/14	< 1.00	TCWC	144 hrs prior
10	3/25/14	4/1/14	3.61	MVTL	96 hrs prior
10	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
10	4/23/14	6/16/14	< 0.05	MDH	*
10	8/16/15	8/26/15	< 0.05	MVTL	144 hrs prior
10	4/11/17	4/17/17	< 0.05	MVTL	168 hrs prior
10	1/8/19	1/14/19	< 0.05	MVTL	168 hrs prior
10	7/8/19	7/24/19	< 0.05	MVTL	168 hrs prior
11	11/14/17	11/21/17	2.57	MVTL	168 hrs prior
11	12/12/17	12/22/17	2.39	MVTL	168 hrs prior
11	1/9/18	1/16/18	2.57	MVTL	168 hrs prior
11	2/13/18	2/20/18	2.54	MVTL	168 hrs prior
11	3/13/18	3/28/18	2.59	MVTL	168 hrs prior
11	4/10/18	4/18/18	2.53	MVTL	168 hrs prior
11	8/22/18	7/18/18	2.80	MDH	24 hrs prior
11	7/10/18	7/18/18	2.48	MVTL	24 hrs prior
11	8/14/18	8/20/18	2.95	MVTL	168 hrs prior
11	9/18/18	10/15/18	2.83	MVTL	168 hrs prior
11	10/16/18	11/7/18	2.45	MVTL	168 hrs prior
11	11/13/18	11/29/18	2.41	MVTL	168 hrs prior
11	12/27/18	1/14/19	2.25	MVTL	168 hrs prior
11	1/8/19	1/14/19	2.31	MVTL	168 hrs prior
11	4/9/19	4/16/19	2.40	MVTL	168 hrs prior
11	4/9/19	5/1/19	2.60	MDH	
11	5/14/19	5/20/19	2.48	MVTL	168 hrs prior
11	6/18/19	7/3/19	2.71	MVTL	168 hrs prior
11	7/9/19	7/24/19	2.72	MVTL	168 hrs prior
11	8/6/19	8/23/19	3.07	MVTL	168 hrs prior
11	8/20/19	8/27/19	3.06	MVTL	168 hrs prior
11	9/17/19	10/3/19	2.89	MVTL	168 hrs prior
11	10/15/19	11/12/19	2.98	MVTL	168 hrs prior
11	11/19/19	12/9/19	2.84	MVTL	168 hrs prior
12	4/11/17	4/17/17	0.92	MVTL	168 hrs prior
12	9/5/17	9/26/17	0.72	MVTL	168 hrs prior
12	12/5/17	12/22/17	0.72	MVTL	168 hrs prior
12	9/4/18	10/15/18	0.62	MVTL	168 hrs prior
12	12/4/18	12/11/18	0.58	MVTL	144 hrs prior
12	3/5/19	3/14/19	0.68	MVTL	168 hrs prior
12	5/28/19	6/6/19	0.53	MVTL	168 hrs prior
12	9/9/19	10/3/19	0.65	MVTL	168 hrs prior
12	12/10/19	12/19/19	0.74	MVTL	168 hrs prior
12	3/10/20	3/19/20	0.73	MVTL	168 hrs prior
13	12/5/17	12/22/17	1.20	MVTL	168 hrs prior
13	3/6/18	3/26/18	1.32	MVTL	168 hrs prior
13	6/5/18	6/14/18	1.11	MVTL	24 hrs prior
13	9/4/18	10/15/18	1.28	MVTL	168 hrs prior
13	12/4/18	12/11/18	1.08	MVTL	168 hrs prior
13	3/5/19	3/14/19	0.98	MVTL	168 hrs prior
13	5/28/19	6/6/19	0.95	MVTL	168 hrs prior
13	9/3/19	10/3/19	1.01	MVTL	168 hrs prior
13	12/3/19	12/13/19	1.00	MVTL	168 hrs prior
13	3/3/20	3/19/20	1.08	MVTL	168 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
14	4/11/17	4/17/17	< 0.05	MVTL	20 hrs prior
14	9/5/17	9/26/17	< 0.05	MVTL	24 hrs prior
14	12/5/17	12/22/17	< 0.05	MVTL	168 hrs prior
14	3/6/18	3/26/18	< 0.05	MVTL	168 hrs prior
14	6/5/18	6/14/18	< 0.05	MVTL	24 hrs prior



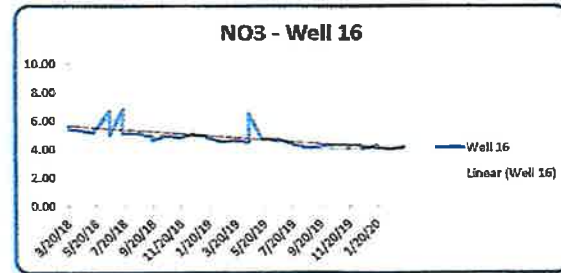
MVTL = Minnesota Valley Testing Laboratories  
MDH = Minnesota Department of Health  
TCWC = Twin City Water Clinic

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

Location	Sample Collected	Results Received	Results	Lab	Run Time
15	3/20/18	3/27/18	4.04	MVTL	168 hrs prior
15	5/15/18	5/31/18	4.88	MVTL	168 hrs prior
15	5/15/18	5/31/18	5.10	MDH	
15	6/19/18	6/26/18	5.40	MVTL	408 hrs prior
15	7/17/18	8/17/18	5.16	MVTL	120 hrs prior
15	8/21/18	10/15/18	5.02	MVTL	168 hrs prior
15	9/18/18	10/15/18	4.76	MVTL	168 hrs prior
15	10/18/18	11/7/18	4.74	MVTL	168 hrs prior
15	11/20/18	11/29/18	4.88	MVTL	168 hrs prior
15	12/11/18	12/21/18	5.54	MVTL	168 hrs prior
15	1/15/19	1/29/19	5.05	MVTL	168 hrs prior
15	2/19/19	3/4/19	4.91	MVTL	168 hrs prior
15	3/15/19	3/25/19	5.05	MVTL	168 hrs prior
15	4/2/19	4/11/19	4.87	MVTL	168 hrs prior
15	4/2/19	5/1/19	5.10	MDH	
15	5/7/19	5/14/19	4.69	MVTL	168 hrs prior
15	5/28/19	6/6/19	4.70	MVTL	168 hrs prior
15	7/2/19	7/24/19	4.99	MVTL	168 hrs prior
15	8/6/19	8/23/19	5.11	MVTL	168 hrs prior
15	8/20/19	8/27/19	4.81	MVTL	168 hrs prior
15	9/9/19	10/3/19	4.97	MVTL	168 hrs prior
15	10/8/19	11/12/19	5.07	MVTL	168 hrs prior
15	12/10/19	12/19/19	4.95	MVTL	168 hrs prior
15	11/12/19	12/8/19	4.93	MVTL	168 hrs prior
15	1/14/20	2/3/20	5.01	MVTL	168 hrs prior
15	2/11/20	2/21/20	5.01	MVTL	168 hrs prior
15	3/10/20	3/19/20	5.13	MVTL	168 hrs prior



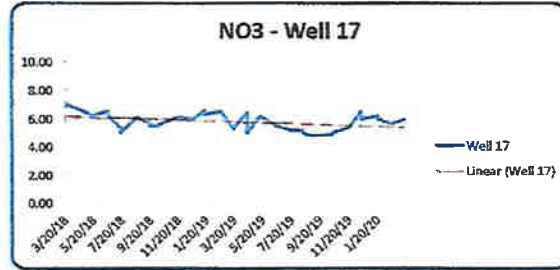
16	3/20/18	3/27/18	5.53	MVTL	168 hrs prior
16	3/20/18	5/31/18	5.40	MDH	
16	5/15/18	5/31/18	5.14	MVTL	168 hrs prior
16	5/15/18	6/26/18	5.20	MDH	
16	6/19/18	6/26/18	6.65	MVTL	408 hrs prior
16	6/19/18	7/18/18	5.00	MDH	
16	7/17/18	8/17/18	6.76	MVTL	408 hrs prior
16	7/17/18	11/19/18	5.10	MDH	
16	9/18/18	10/15/18	4.87	MVTL	168 hrs prior
16	9/18/18	10/15/18	4.60	MDH	
16	10/9/18	10/15/18	4.79	MVTL	168 hrs prior
16	10/9/18	11/19/18	4.90	MDH	
16	8/21/18	10/15/18	5.09	MVTL	192 hrs prior
16	11/20/18	11/29/18	4.81	MVTL	168 hrs prior
16	12/18/18	12/26/18	5.06	MVTL	192 hrs prior
16	12/18/18	1/14/19	5.00	MDH	
16	1/15/19	1/29/19	4.90	MVTL	168 hrs prior
16	1/15/19	3/4/19	4.80	MDH	
16	2/19/19	3/4/19	4.54	MVTL	168 hrs prior
16	3/19/19	3/25/19	4.63	MVTL	168 hrs prior
16	3/19/19	4/8/19	4.60	MDH	
16	4/16/19	4/23/19	4.50	MVTL	168 hrs prior
16	4/16/19	12/9/19	6.59	MDH	
16	5/14/19	5/20/19	4.68	MVTL	168 hrs prior
16	6/18/19	7/3/19	4.64	MVTL	168 hrs prior
16	6/18/19	7/11/19	4.70	MDH	
16	7/16/19	7/24/19	4.40	MVTL	168 hrs prior
16	8/20/19	8/27/19	4.08	MVTL	168 hrs prior
16	8/20/19	12/8/19	4.10	MDH	
16	11/12/19	12/3/20	4.30	MDH	
16	11/19/19	12/9/19	4.04	MVTL	168 hrs prior
16	11/20/19	12/26/19	4.20	MDH	
16	12/16/19	1/23/20	4.20	MDH	
16	12/17/19	12/26/19	3.99	MVTL	168 hrs prior
16	1/20/20	3/24/20	4.20	MDH	
16	1/21/20	2/8/20	4.05	MVTL	168 hrs prior
16	2/18/20	3/19/20	3.95	MVTL	168 hrs prior
16	3/17/20	3/24/20	4.14	MVTL	168 hrs prior



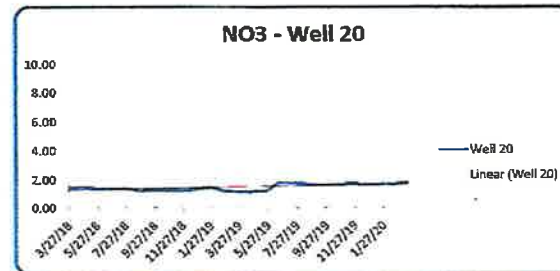
MVTL = Minnesota Valley Testing Laboratories  
 MDH = Minnesota Department of Health  
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Shakopee Public Utilities Commission  
Water Department  
Nitrate Results  
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
17	3/20/18	5/31/18	6.80	MDH	
17	3/20/18	3/27/18	7.00	MVTL	168 hrs prior
17	5/15/18	5/31/18	6.27	MVTL	168 hrs prior
17	5/15/18	6/26/18	6.20	MDH	
17	6/19/18	6/26/18	6.52	MVTL	408 hrs prior
17	6/19/18	7/18/18	6.30	MDH	
17	7/17/18	8/17/18	5.30	MVTL	408 hrs prior
17	7/17/18	11/19/18	5.00	MDH	
17	8/21/18	10/15/18	6.10	MVTL	168 hrs prior
17	9/18/18	10/15/18	5.70	MVTL	168 hrs prior
17	9/18/18	10/15/18	5.50	MDH	
17	10/9/18	10/15/18	5.50	MVTL	168 hrs prior
17	10/9/18	11/19/18	5.60	MDH	
17	11/20/18	11/29/18	6.13	MVTL	168 hrs prior
17	12/18/18	12/26/18	5.97	MVTL	168 hrs prior
17	12/18/19	1/14/19	5.90	MDH	
17	1/15/19	1/29/19	6.56	MVTL	168 hrs prior
17	1/15/19	3/4/19	6.30	MDH	
17	2/19/19	3/4/19	6.49	MVTL	168 hrs prior
17	3/19/19	3/25/19	5.25	MVTL	168 hrs prior
17	3/19/19	4/4/19	5.40	MDH	
17	4/16/19	4/23/19	6.40	MVTL	168 hrs prior
17	4/16/19	12/9/19	5.00	MDH	
17	5/14/19	5/20/19	6.19	MVTL	168 hrs prior
17	6/18/19	7/3/19	5.50	MVTL	168 hrs prior
17	6/18/19	7/11/19	5.50	MDH	
17	7/16/19	7/24/19	5.20	MVTL	168 hrs prior
17	8/13/19	8/23/19	5.16	MVTL	168 hrs prior
17	8/13/19	12/9/19	5.00	MDH	
17	9/3/19	10/3/19	4.77	MVTL	168 hrs prior
17	9/3/19	11/12/19	4.80	MDH	
17	10/15/19	11/12/19	4.89	MVTL	168 hrs prior
17	10/15/19	12/9/19	5.00	MDH	
17	11/19/19	12/9/19	5.38	MVTL	168 hrs prior
17	12/16/19	1/23/20	6.50	MDH	
17	12/17/19	1/23/20	5.98	MVTL	168 hrs prior
17	1/20/20	3/24/20	6.20	MDH	
17	1/21/20	2/3/20	5.98	MVTL	168 hrs prior
17	2/18/20	3/19/20	5.64	MVTL	168 hrs prior
17	3/17/20	3/24/20	5.95	MVTL	168 hrs prior



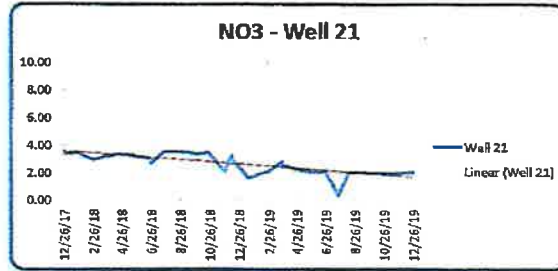
20	3/27/18	4/10/18	1.43	MVTL	168 hrs prior
20	4/24/18	5/9/18	1.49	MVTL	168 hrs prior
20	5/22/18	5/31/18	1.42	MVTL	168 hrs prior
20	5/22/18	6/14/18	1.40	MDH	
20	6/26/18	7/2/18	1.39	MVTL	72 hrs prior
20	7/24/18	8/17/18	1.42	MVTL	576 hrs prior
20	8/28/18	10/15/18	1.24	MVTL	192 hrs prior
20	9/25/18	10/15/18	1.30	MVTL	168 hrs prior
20	10/23/18	11/7/18	1.30	MVTL	216 hrs prior
20	12/11/18	12/21/18	1.29	MVTL	168 hrs prior
20	1/22/19	2/5/19	1.49	MVTL	168 hrs prior
20	2/26/19	3/6/19	1.25	MVTL	168 hrs prior
20	3/26/19	4/1/19	1.18	MVTL	168 hrs prior
20	4/23/19	5/1/19	1.15	MVTL	168 hrs prior
20	4/23/19	5/17/19	1.20	MDH	
20	5/21/19	5/29/19	1.21	MVTL	168 hrs prior
20	6/18/19	7/3/19	1.79	MVTL	168 hrs prior
20	8/20/19	8/27/19	1.72	MVTL	158 hrs prior
20	9/9/19	10/3/19	1.63	MVTL	168 hrs prior
20	10/15/19	11/12/19	1.64	MVTL	168 hrs prior
20	11/19/19	12/9/19	1.78	MVTL	168 hrs prior
20	12/17/19	12/26/19	1.67	MVTL	168 hrs prior
20	1/21/20	2/3/20	1.73	MVTL	168 hrs prior
20	2/18/20	3/19/20	1.72	MVTL	168 hrs prior
20	3/17/20	3/24/20	1.82	MVTL	168 hrs prior



MVTL = Minnesota Valley Testing Laboratories  
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TCWC = Twin City Water Clinic

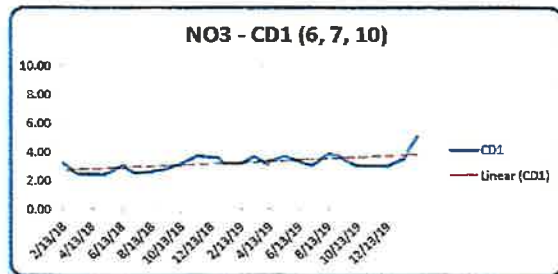
Shakopee Public Utilities Commission  
 Water Department  
 Nitrate Results  
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
21	12/26/17	1/9/18	3.58	MVTL	168 hrs prior
21	12/26/17	2/20/18	3.40	MDH	
21	1/23/18	2/20/18	3.49	MVTL	168 hrs prior
21	2/27/18	3/9/18	2.95	MVTL	168 hrs prior
21	3/27/18	4/10/18	3.28	MVTL	168 hrs prior
21	3/27/18	5/31/18	3.20	MDH	
21	4/24/18	5/9/18	3.40	MVTL	168 hrs prior
21	5/22/18	5/31/18	3.30	MVTL	168 hrs prior
21	5/22/18	6/14/18	3.20	MDH	
21	6/26/18	7/2/18	3.07	MVTL	240 hrs prior
21	6/26/18	8/17/18	2.70	MDH	
21	7/24/18	8/17/18	3.60	MVTL	576 hrs prior
21	8/28/18	10/15/18	3.54	MVTL	168 hrs prior
21	9/25/18	10/15/18	3.45	MVTL	216 hrs prior
21	9/28/18	10/15/18	3.40	MDH	
21	10/23/18	1/17/19	3.49	MVTL	168 hrs prior
21	11/27/18	1/25/19	2.13	MVTL	192 hrs prior
21	12/11/18	12/21/18	3.28	MVTL	168 hrs prior
21	12/11/18	1/14/19	3.10	MDH	
21	1/15/19	1/29/19	1.65	MVTL	168 hrs prior
21	2/26/19	3/6/19	2.13	MVTL	168 hrs prior
21	3/26/19	4/1/19	2.82	MVTL	168 hrs prior
21	3/28/19	7/11/19	2.60	MDH	
21	4/23/19	5/1/19	2.31	MVTL	168 hrs prior
21	4/23/19	5/17/19	2.30	MDH	
21	5/21/19	5/29/19	2.12	MVTL	168 hrs prior
21	6/25/19	7/3/19	2.11	MVTL	168 hrs prior
21	8/25/19	8/3/19	2.20	MDH	
21	7/23/19	7/29/19	0.33	MVTL	168 hrs prior
21	8/13/19	8/23/19	2.00	MVTL	168 hrs prior
21	9/17/19	11/12/19	2.10	MDH	
21	9/17/19	10/3/19	1.94	MVTL	168 hrs prior
21	10/22/19	11/12/19	1.99	MVTL	168 hrs prior
21	11/26/19	12/13/19	1.94	MVTL	168 hrs prior
21	12/23/19	1/23/20	2.10	MDH	
21	12/26/19	1/23/20	2.04	MVTL	168 hrs prior



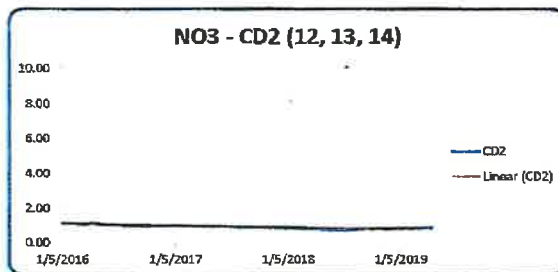
**Combined Discharge - Wells 6-7-10**

CD 1	2/13/18	2/20/18	3.18	MVTL	168 hrs prior
CD 1	3/13/18	3/26/18	2.42	MVTL	168 hrs prior
CD 1	5/8/18	5/31/18	2.36	MVTL	168 hrs prior
CD 1	6/19/18	6/26/18	3.05	MVTL	168 hrs prior
CD 1	6/19/18	7/18/18	2.90	MDH	
CD 1	7/10/18	7/18/18	2.46	MVTL	240 hrs prior
CD 1	8/14/18	8/20/18	2.59	MVTL	168 hrs prior
CD 1	9/11/18	10/15/18	2.78	MVTL	168 hrs prior
CD 1	10/9/18	10/15/18	3.06	MVTL	168 hrs prior
CD 1	11/13/18	11/29/18	3.68	MVTL	168 hrs prior
CD 1	12/27/18	1/14/19	3.63	MVTL	168 hrs prior
CD 1	1/8/19	1/14/19	3.19	MVTL	168 hrs prior
CD 1	2/12/19	2/22/19	3.16	MVTL	168 hrs prior
CD 1	3/12/19	3/18/19	3.67	MVTL	168 hrs prior
CD 1	4/9/19	4/16/19	3.13	MVTL	168 hrs prior
CD 1	4/9/19	5/1/19	3.30	MDH	
CD 1	5/14/19	5/20/19	3.69	MVTL	168 hrs prior
CD 1	6/11/19	6/21/19	3.37	MVTL	168 hrs prior
CD 1	7/9/19	7/24/19	3.04	MVTL	168 hrs prior
CD 1	8/13/19	8/23/19	3.89	MVTL	168 hrs prior
CD 1	9/3/19	10/3/19	3.74	MVTL	168 hrs prior
CD 1	10/8/19	11/12/19	3.02	MVTL	168 hrs prior
CD 1	12/10/19	12/19/19	2.96	MVTL	168 hrs prior
CD 1	11/12/19	12/9/19	3.00	MVTL	168 hrs prior
CD 1	1/14/20	2/3/20	3.51	MVTL	168 hrs prior
CD 1	2/11/20	2/21/20	5.05	MVTL	168 hrs prior



**Combined Discharge - Wells 12-13-14**

CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior
CD 2	3/22/2016	3/28/2016	0.96	MVTL	288 hrs prior
CD 2	4/12/2016	4/19/2016	1.07	MVTL	120 hrs prior
CD 2	5/10/2016	5/16/2016	0.98	MVTL	165 hrs prior
CD 2	5/10/2016	6/2/2016	0.97	MDH	
CD 2	7/12/2016	7/18/2016	0.93	MVTL	170 hrs prior
CD 2	10/11/2016	10/17/2016	0.87	MVTL	168 hrs prior
CD 2	11/8/2016	11/17/2016	0.91	MVTL	168 hrs prior
CD 2	1/10/2017	1/20/2017	0.92	MVTL	216 hrs prior
CD 2	4/11/2017	4/17/2017	0.85	MVTL	144 hrs prior
CD 2	6/8/2017	6/29/2017	0.86	MDH	144 hrs prior
CD 2	6/22/2018	7/18/2018	0.67	MDH	528 hrs prior
CD 2	4/16/2019	5/1/2019	0.78	MDH	165 hrs prior



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



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

March 31, 2020

TO: John Crooks, Utilities Manager

FROM: Renee Schmid,<sup>RS</sup> Director of Finance and Administration

SUBJECT: Employee Communication on Business Continuity and COVID 19 Update

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The attached communication was sent to all employee on Tuesday, March 31<sup>st</sup>, 2020 to provide an update on SPU Business Continuity planning and COVID-19 updates. It is being provided to the Commission to keep them informed as well.

## Action Requested

No Action is requested of the Commission.



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Post Office Box 470 • 255 Sarazin Street • Shakopee, Minnesota 55379-0470  
(952) 445-1988 • Fax (952) 445-7767 • [www.spucweb.com](http://www.spucweb.com)





# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

March 30, 2020

TO: SPU Employees  
FROM: Renee Schmid, <sup>RS</sup> Director of Finance and Administration  
SUBJECT: Business Continuity and COVID-19 Updates

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The information being shared in this memo is lengthy and important and we ask that you take the time to read it. Please direct any questions you have to either your manager or myself.

In these uncertain times we want all SPU employees and customers to know our priority is continuing to provide dependable electricity and quality water services to our community. To ensure we are able to do this during COVID-19 conditions, we have taken multiple precautionary measures to protect our staff, customers and the general public.

The following actions have been put in place:

- The SPU Lobby is closed to the public. Only SPU staff are permitted inside the service center.
- Social distancing is being practiced for the limited personnel within the service center.
- SPU has implemented remote work schedules, separating critical staff for added protection and to ensure business continuity.
- All non-emergency residential service calls have been suspended.
- All personnel are practicing social distancing as well.
- Face-to-face meetings have been suspended. Teleconferencing or video-conferencing is being utilized as necessary.
- All business travel by SPU staff has been cancelled.
- Each department has developed and implemented action plans for continuing operations. These plans will continue to be adjusted as needed.
  - The Water and Electric crews are working staggered shifts with some employees “on” and some “off”.
  - Engineering, Customer Service, and Finance & Administration are working remotely as much as possible and maintaining minimum staffing in the office to keep operations running.
  - Directors and the Utilities Manager will rotate schedules in and out of the office to ensure we have senior leadership representation on site at all times.
- The SPU Utilities Manager and his direct reports are meeting every morning to discuss updates and needed responses/changes to our operations regarding business continuity operations due to the impacts of COVID 19 pandemic. Keeping our staff healthy is critical to our operations and ability to serve to our customers.
- SPU Information Technology is working diligently to provide systems to support working remotely and to allow effective communication between our staff and customers. This will





# SHAKOPEE PUBLIC UTILITIES

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continue to evolve and ask for your patience as we implement new solutions to keep our operations running.

- As we change how we operate whether working remotely or on staggered shifts and scheduling, it is important, more than ever, that we continue to communicate with each other. We are accustomed to face to face interaction. Please reach out to your co-workers, supervisors, and managers with any concerns or questions. We are all in this together.
- Please plan to carry your SPU Badge with you as you travel to/from the office. We are under a “shelter in place” order by Governor Walz for two weeks as of 3/28/20. SPU is considered an “essential service business” and our employees are allowed to travel to/from work. It probably won’t happen, but if you are stopped by police, please use your badge as identification and let them know you work for an electric and water utility which is an essential business.

Conditions and situations are changing daily and we will need to be flexible to adapt to these changes. We appreciate your understanding as we work through this together.

## Remote Working Expectations or Staggered Work Schedule Shifts

- For those who are new to working remotely, SPU expects you to work a full day and complete the requirements of your position just as if you are in the office. Please be sure to log off your VPN access at the end of each day and try to adhere your normal work schedule as much as possible. Any overtime work still needs to be pre-approved by your department head per our current policies as outlined in the employee handbook.
- Working remotely or Staggered Work Schedule shifts (electric & water departments) is intended to reduce your exposure to others in the workplace and hopefully reduce spread of the virus. We ask that while you work remotely or are home on staggered work schedule shifts, that you practice the same social distancing and follow CDC precautions to limit exposure to the virus from those in your home environment and other activities. We want to keep everyone safe and healthy as much as possible.

## CDC Guidelines

Please read the attached CDC guidelines for those experiencing symptoms and expected protocol on the COVID 19 virus and guidelines to return to work. **If you have any symptoms, or have been exposed to someone with a COVID 19 diagnosis, please let your manager know immediately! We will ask you to leave the SPU Service Center or refrain from coming into the SPU Service Center. We will work with you to determine the next steps for your particular situation.**

## Families First Coronavirus Response Act

The federal government has passed the Families First Coronavirus Response Act and is effective on Wednesday, April 1, 2020 for any employer with less than 500 employees and includes the following provisions for those employees UNABLE to work due to certain qualifying criteria. Please see the



# SHAKOPEE PUBLIC UTILITIES

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attached poster which outlines your rights under this new law. This information is also posted in the main employee lunchroom. The act includes two major provisions:

## **Emergency Family and Medical Leave Expansion Act (EFMLA)**

This expands leave for an employee who is unable to work to work (including telework) because they need to care for their minor child if the child’s school or place of care is closed, or the child care provider is unavailable due to COVID-19. Please note that SPU is considered an essential Tier 2 business and employees may have access to child care provided through the local school district.

## **Emergency Paid Sick Leave Act (EPSLA)**

Under the EPSLA, employers must immediately provide employees paid sick time when they are unable to work (including telework) for the following reasons related to COVID-19:

1. The employee is subject to a quarantine or isolation order.
2. The employee has been advised by a health care provider to self-quarantine.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to an order as described in 1 or 2, above.
5. The employee is caring for their son or daughter if the school or place of care for the son or daughter has been closed, or the child care provider is unavailable.
6. The employee is experiencing other substantially similar condition.

EPSLA expires on 12/31/20 and does not allow carryover of hours.

Full-time employees are entitled to up to eighty (80) hours of emergency paid sick leave under the EPSLA. Part-time employees are entitled to paid leave hours equal to the average number of hours that the employee works over a two-week period. However, employers do not need to pay more than \$511 per day (and \$5,110 in the aggregate) for reasons 1-3 above, and \$200 per day (and \$2,000 in the aggregate) for reasons 4-6 above, which correspond to the limit on tax credits allowed for employers.

## **How will SPU handle these new laws and what do employees need to do?**

SPU will pay our employees at their regular rate of pay if you qualify for Emergency Paid Sick Leave up to 80 hours. This is more than we are required to do as required under the new law. It is important that you contact HR (Renee Schmid or Cindy Menke) to determine if you qualify for this benefit. If you qualify, you will need to record this time on your time sheets under the C19 Sick/Jury Duty line or column in your time sheets. Time sheets were updated on Friday to include these new columns. We will review and determine our course of action for any leave requests under the Emergency Family and Medical Leave Expansion Act. Please note that leave under the EFMLA act will be paid out as defined under the new law, which could be lower than your current pay level.



# SHAKOPEE PUBLIC UTILITIES

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## **HEALTH PARTNERS COVID-19 TESTING COVERAGE**

For employees who are covered under the SPU Medical plan, here is how HealthPartners is covering COVID-19 testing:

The Federal Families First Coronavirus Response Act, which passed last week, established coverage for COVID-19 testing and diagnosis. Any type of provider visit associated with testing for COVID-19 is covered with no member cost sharing, regardless of plan design. This includes virtual and telehealth visits.

Members with questions about their benefits and coverage should call Member Services at the number on the back of their member ID card.

### **COVID-19 Coverage**

**Q: Is testing and diagnosis of COVID-19 covered at 100 percent?**

**A:** Yes. Based on the Families First Coronavirus Response Act, we cover any type of provider visit associated with testing for COVID-19 with no member cost sharing, regardless of plan design. This includes care at Virtuwel, Doctor on Demand, Teledoc and all e-care visits.

**Q: Will you cover virtual visits at 100 percent for COVID-19 symptoms?**

**A:** Yes. Based on the Families First Coronavirus Response Act, we cover any type of provider visit associated with testing for COVID-19 with no member cost sharing, regardless of plan design. This includes care at Virtuwel, Doctor on Demand, Teledoc and all e-care visits.

**Q: Some providers are referring patients to virtual visits for non-COVID-19 situations. Are you covering all virtual visits at 100 percent?**

**A:** Virtual visits for services not related to COVID-19 testing and diagnosis, including physical therapy, speech therapy and occupational therapy, follow current plan coverage and cost sharing.



# SHAKOPEE PUBLIC UTILITIES

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## Minnesota Unemployment Benefits

Please be aware of changes Minnesota is making to unemployment requirements. On March 16, 2020, Minnesota Governor Tim Walz issued Emergency Executive Order 20-05, effectively immediately, suspending “strict compliance” with the Minnesota Unemployment Insurance Law until December 31, 2020. Applicants are eligible for unemployment benefits if:

- A determination has been made by health authorities or by a health care professional that the presence of the applicant in the workplace would jeopardize the health of others, whether or not the applicant has actually contracted a communicable disease;
- A quarantine or isolation order has been issued to the applicant;
- There is a recommendation from health authorities or by a health care professional that the applicant should self-isolate or self-quarantine due to elevated risk from COVID-19 due to being immunocompromised;
- The applicant has been instructed by their employer not to come to the employer's place of business due to an outbreak of a communicable disease; or
- The applicant has received a notification from a school district, daycare, or other childcare provider that either classes are canceled or the applicant's ordinary childcare is unavailable, provided that the applicant made reasonable effort to obtain other childcare and requested time off or other accommodation from the employer and no reasonable accommodation was available.

In addition:

- The unpaid waiting week is suspended (it will be paid “as quickly as possible”).
- Recipients of unemployment do not need to actively seek suitable employment that puts their health or safety at risk, or that of others. Workers that have been laid off temporarily may meet this requirement by staying in contact with their employer.
- Unemployment benefits paid as a result of COVID-19 will not be used in computing the future unemployment tax rate of a taxpaying employer.
- The five-week benefit limitation is waived for business owners.
- The executive order is in effect during the peacetime emergency declared in Executive Order 20-01.

Thank you for reading and please let us know if you have any questions. Stay safe and healthy! We appreciate everything each of you are doing during this unprecedented time.



## Coronavirus Disease 2019 (COVID-19)

# Discontinuation of Home Isolation for Persons with COVID-19 (Interim Guidance)

CDC guidance for COVID-19 may be adapted by state and local health departments to respond to rapidly changing local circumstances.

### Summary Page

### Summary of Recent Changes

#### Who this is for:

Healthcare providers and public health officials managing persons with coronavirus disease 2019 (COVID-19) under home isolation.

#### Guidance as of March 16, 2020

- New guidance is added for a strategy to discontinue home isolation without testing.
- Updated guidance for a test-based strategy: The recommendation to collect both NP and OP swabs at each sampling has been changed so that only one swab is necessary, preferably NP, at each sampling.

Limited information is available to characterize the spectrum of clinical illness, transmission efficiency, and the duration of viral shedding for persons with novel coronavirus disease (COVID-19). This guidance is based on available information about COVID-19 and subject to change as additional information becomes available.

For Hospitalized Patients, see (Interim Guidance for Discontinuation of Transmission-Based Precautions Among Hospitalized Patients with COVID-19).

### For Persons with COVID-19 Under Home Isolation:

(OR SYMPTOMS)

The decision to discontinue home isolation should be made in the context of local circumstances. Options now include both 1) a time-since-illness-onset and time-since-recovery (non-test-based) strategy, and 2) a test-based strategy.

#### Time-since-illness-onset and time-since-recovery strategy (non-test-based strategy)\*

Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 7 days have passed *since symptoms first appeared*.

**Test-based strategy** (simplified from initial protocol) Previous recommendations for a test-based strategy remain applicable; however, a test-based strategy is contingent on the availability of ample testing supplies and laboratory capacity as well as convenient access to testing. For jurisdictions that choose to use a test-based strategy, the recommended protocol has been simplified so that *only one swab is needed at every sampling*.

**Persons who have COVID-19 who have symptoms** and were directed to care for themselves at home may discontinue home isolation under the following conditions:

- Resolution of fever without the use of fever-reducing medications and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath) and
- Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected  $\geq 24$  hours apart\*\* (total of two negative specimens). See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons Under Investigation (PUIs) for 2019 Novel Coronavirus (2019-nCoV) for specimen collection guidance.

**Individuals with laboratory-confirmed COVID-19 who have not had any symptoms** may discontinue home isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

### Footnote

\*This recommendation will prevent most, but may not prevent all instances of secondary spread. The risk of transmission after recovery, is likely very substantially less than that during illness.

\*\*All test results should be final before isolation is ended. Testing guidance is based upon limited information and is subject to change as more information becomes available.

### Additional Resources

NOTE: Specific guidance for return to work for healthcare facilities for healthcare personnel can be found at: Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19 (Interim Guidance)

- Discontinuation of In-Home Isolation for Immunocompromised Persons with COVID-19 (Interim Guidance)
- Interim Guidance for Implementing Home Care of People Not Requiring Hospitalization for 2019 Novel Coronavirus (2019-nCoV)
- Interim guidance for persons who may have 2019 Novel Coronavirus (2019-nCoV) to prevent spread in homes and residential communities

### References

- Al-Abdely HM, Midgley CM, Alkhamis AM, et al. Middle East respiratory syndrome coronavirus infection dynamics and antibody responses among clinically diverse patients, Saudi Arabia. *Emerg Infect Dis.* 2019 Apr;25(4):753–66.
- Al-Abdely HM, Midgley CM, Alkhamis AM, et al. Infectious MERS-CoV isolated from a mildly ill patient, Saudi Arabia. *Open Forum Infect Dis.* 2018 May 15;5(6):ofy111.



## Coronavirus Disease 2019 (COVID-19)

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### Symptoms



**Call your doctor:** If you think you have been exposed to COVID-19 and develop a fever and symptoms, such as cough or difficulty breathing, call your healthcare provider for medical advice.



#### Coronavirus Self-Checker

A guide to help you make decisions and seek appropriate medical care

### Watch for symptoms

Reported illnesses have ranged from mild symptoms to severe illness and death for confirmed coronavirus disease 2019 (COVID-19) cases.

These symptoms may appear **2-14 days after exposure** (based on the incubation period of MERS-CoV viruses).

- Fever
- Cough
- Shortness of breath



If you develop **emergency warning signs** for COVID-19 get medical attention immediately. Emergency warning signs include\*:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$  for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at  $\frac{2}{3}$  for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://www.dol.gov/agencies/whd)



WH1422 REV 03/20

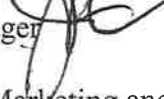





# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

April 2, 2020

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations 

SUBJECT: COVID-19 Process Changes for Customers and Customer Support

## Overview

Since the March 16th Commission Meeting, the following procedural changes have been implemented to assist our customers financially, help slow the spread and keep our staff healthy so we can continue to serve our community.

1. The front lobby was officially closed as of 4:00 p.m. on March 17<sup>th</sup>.
2. Steps were taken to move the billing clerks and CSR's to remote work stations in their homes. One week later we were down to only 1 CSR, 1 Billing Clerk and 1 Supervisor working in the office, as well as myself.
3. Those working remotely are performing tasks as though they were in the office.
  - a. They have access to our iXp billing system and network for file access, printer selection and email.
  - b. Phones are being answered through our standard call routing process utilizing SoftPhone.
4. The individuals that remain in the office are here performing those tasks that need to be done behind our firewall for security purposes, such as file transfers with confidential information and/or that require specific equipment that is not in personal homes, such mail slitters, payment scanners and network printers.
  - a. They are also managing the 24-hour drop box, which has become a bit of a lifeline to the outside world in terms of forms and payments that are outside of standard monthly payments.
5. Effective with the March billing (due April 15) no late fees are being assessed for any missed payments, residential or non-residential.
6. Disconnections for nonpayment ceased as of March 17<sup>th</sup>.
  - a. Individuals that would have been disconnected under normal circumstances were mailed a letter indicating they would not be disconnected and earlier communications (prior to March 16<sup>th</sup>) did not apply.
  - b. Individuals that were late with their March 15<sup>th</sup> payment are receiving a modified communication that went from a “Notice of Disconnection” to a “Courtesy Reminder”.

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# SHAKOPEE PUBLIC UTILITIES

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7. SPU and the CAP Agency partner for our low income customers. CAP currently has funding, but does not have the means to get the word out to people.
  - a. I’m working with them to assist through SPU facebook posts and by including their message and contact information in our upcoming Courtesy Reminders.
    - i. The letter alone will reach an average of 1,500 customers each month, with that number expected to grow as COVID-19 continues.
8. The \$3.95 convenience fee that Paymentus charges for online and IVR phone payments is being absorbed by SPU.
  - a. This change required programming by Paymentus and as of March 20<sup>th</sup>, the fee is no longer being charged to customers. The eBill portal has been updated with this information.
  - b. Additionally, the attached communications will be inserted with our April billing statements.
    - i. The intent is to make it easier for customers to make a payment without incurring additional costs; reduce our manual paper handling should we need to drop to critical staffing levels due to illness; reduce the printing and mailing costs of paper statements; and allow our customers to continue to ‘shelter in place’ conveniently managing their finances from home.
9. Meter Readers continue to collect customer readings in the field.
  - a. In those cases where they need to enter a building (i.e., a commercial business or apartment building), we have offered staff gloves and/or the option to estimate the reading if they cannot safely enter the building.
    - i. AMR meters have been beneficial in new construction/developments reducing the need to enter apartment buildings.
  - b. Internally, we have created a safe zone as they come into the service center to download/upload the reading data, enforcing social distancing as they start and end each day.
  - c. In the event we drop to critical staffing levels with this group, we will collect as many readings as we can in a normal cycle and then utilize the ‘estimate’ feature in our billing system.
10. The goal is reduce my inhouse staff even further over the next two weeks. To do so, I need to go through one full billing cycle to identify process changes, the distribution of staff assignments based on customer activity and to also work with other departments to ensure my departments’ actions are coordinated with their staff and not negatively impacting their processes.

## Action Requested

No action is required from this memo, but I welcome feedback and/or comment for further desired actions.



*Choice. Communications. Convenience.*

# Convenient, Safe and No Fees.

SPU is waiving\* the \$3.95 convenience fee when you pay online or by phone.

\*SPU is paying this fee to help our customers during the COVID-19 pandemic.







Help slow the spread.

**In an effort to reduce the handling of paper between individuals during the COVID-19 outbreak, we are making it easier for our customers to go paperless and make electronic payments.**

 **Paperless** – eliminate your SPU paper bill, but still see your monthly statement online.

 **eNotifications** – receive email or text messages. You can even pay from your phone — it safe and secure!

 **Online Payments** – select the electronic payment type that works best for you — with no fees.

**We know these are uncertain times and there are many unknowns. However, we want our customers to be certain of two things –**

- 1 SPU has taken the necessary measures to ensure our staff and operations will continue to provide you with dependable electricity and quality water through this pandemic.
- 2 We understand many people are experiencing unprecedented financial hardships. If you need help SPU staff is available to assist. Please call 952-445-1988 and press “2.”





## SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

April 2, 2020

Propose as Consent

TO: John Crooks

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

FROM: <sup>RS</sup> Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for February, 2020

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

### Month to Date & Year to Date Financial Results – February, 2020

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

Key items to note:

### Month to Date Results – February, 2020

- Total Utility Operating Revenues for the month of February totaled \$3.8 million and were unfavorable to budget by \$881k or 18.6%. Electric revenues were unfavorable to budget by \$811k or 18.6% driven by lower than plan usage in all revenue groups and lower than plan power cost adjustment revenues driven by lower than plan purchased power costs per kwh. Water revenues were also unfavorable to budget by \$69k or 19.6%. driven by lower than plan usage.
- Total operating expenses were \$3.4 million and were favorable to budget by \$189k or 5.2%. Total purchased power in February was \$2.4 million and was \$18k or 0.8% lower than budget for the month. Total Operating Expense for electric including purchased power totaled \$3.1 million and was favorable to budget by \$131k or 4.1% due to purchased power costs of \$18k, timing of expenditures in conservation expense of \$48k, customer accounts \$8k, and lower than plan administrative and general expenses of \$61k. Total Operating Expense for Water totaled \$392k and was also favorable to budget by \$58k or 12.9% due timing of expenditures in operations and maintenance, administrative and general expenses, customer accounts, and depreciation.





## SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

- Total Utility Operating Income was \$0.4 million and was \$0.7 million unfavorable to budget due to lower than plan operating revenues of \$0.9 million and partially offset by timing of operating expenses of \$0.2 million.
- Total Utility Non-Operating Revenue was \$163k and was favorable to budget by \$60k driven by higher than plan investment income of \$63k, lower than plan interest expense on customer utility deposits of \$3k, and partially offset by lower than plan rental and miscellaneous income of \$6k.
- Capital Contributions for the month of February totaled \$72k and were unfavorable to budget by \$258k due to lower than plan collection of trunk and water capacity charge fees.
- Transfers to the City of Shakopee totaled \$191k and were lower than budget for the month by \$9k and includes a true up of payments for the month of January.
- Change in Net Position was \$0.4 million and was unfavorable to budget by \$0.9 million primarily due to lower than plan operating revenues, timing of operating expenses, resulting in lower than plan operating income, lower than plan capital contributions that were partially offset by higher than plan non-operating income.
- Electric usage billed to customers in February was 34,649,651 kWh, a decrease of 5.0 % from January usage billed at 36,480,684 kWh.
- Water usage billed to customers in February was 82.6 million gallons, a decrease of 7.0% from January usage billed at 88.8 million gallons.

### Year to Date Financial Results – February, 2020

- Total Utility Operating Revenue year to date February was \$7.8 million and was unfavorable to budget by \$1.2 million or 13.2%. Electric revenues totaled \$7.3 million and were unfavorable to budget by \$1.1 million or 13.1% driven by lower than plan energy sales in all revenue groups and lower than plan power cost adjustment revenues, the result of lower than plan purchased power costs per kWh. Average cost of purchased power per kWh year to date is 4.0% lower than plan at 6.76 cents/kwh versus planned costs of 7.05 cents/kwh. Water revenues totaled \$0.6 million and were also unfavorable to budget by \$0.1 million or 14.8% driven by lower than plan sales volumes in the residential and industrial revenue groups.
- Total Utility Operating Expenses year to date February were \$7.3 million and were favorable to budget by \$438k or 5.7% primarily due to lower than plan purchased power costs of \$253k, timing of expenditures in energy conservation of \$137k and operations and maintenance of \$31k, and lower administrative and general expense of \$12k, and other miscellaneous expenses of \$5k. Total Operating Expense for electric including purchased power was \$6.4 million and was favorable to budget by \$0.4 million or 5.5%. Total Operating Expense for Water was \$0.9 million and was also favorable to budget by \$0.1 million or 7.1%.
- Total Utility Operating Income was \$0.6 million and was unfavorable to budget by \$0.8 million driven by lower than planned operating revenues of \$1.2 million and partially offset by lower than plan operating expenses of \$0.4 million.
- Total Utility Non-Operating Income was \$392k and was favorable to budget by \$82k due to higher than planned investment income of \$87k and lower than plan interest expense on customer deposits of \$5k, that was partially offset by lower than plan rental and miscellaneous income of \$11k due to timing.



## SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

- YTD Capital Contributions were \$158k and are unfavorable to budget by \$501k due to lower than planned collection of trunk water fees of \$77k and water capacity charge fees of \$420k.
- Municipal contributions to the City of Shakopee totaled \$403k year to date and are higher than plan by \$2k or 0.4%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$0.7 million and is unfavorable to budget by \$1.2 million reflecting lower than plan operating revenues and lower than plan capital contributions, that were partially offset by lower than operating expense and higher than plan non-operating revenues.

**SHAKOPEE PUBLIC UTILITIES**  
**MONTH TO DATE FINANCIAL RESULTS**

**February 2020**



**SHAKOPEE PUBLIC UTILITIES**  
"Lighting the Way – Yesterday, Today and Beyond"



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

	Month to Date Actual - February 2020			Month to Date Budget - February 2020			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 3,561,365	285,323	3,846,687	4,372,710	354,669	4,727,379	(811,345)	-18.6%	(69,347)	-19.6%	(880,691)	-18.6%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	2,843,640	239,067	3,082,707	2,977,021	294,876	3,271,896	133,381	4.5%	55,809	18.9%	189,190	5.8%
Depreciation	212,556	153,270	365,826	210,622	155,720	366,342	(1,934)	-0.9%	2,451	1.6%	517	0.1%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	3,058,195	392,337	3,448,532	3,187,642	450,596	3,638,238	131,447	4.1%	58,259	12.9%	189,706	5.2%
<b>Operating Income</b>	505,170	(107,015)	398,155	1,185,067	(95,927)	1,089,140	(679,898)	-57.4%	(11,087)	-11.6%	(690,985)	-63.4%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	16,894	135	16,029	21,090	1,160	22,250	(5,196)	-24.6%	(1,025)	-88.4%	(6,221)	-28.0%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	118,150	24,229	142,379	56,116	23,203	79,318	62,035	110.5%	1,026	4.4%	63,061	79.5%
Interest Expense	(2,702)	(118)	(2,819)	(5,413)	(183)	(5,596)	2,711	50.1%	66	36.4%	2,777	49.6%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total Non-Operating Revenue (Expense)	138,842	24,247	163,089	79,292	24,180	103,472	59,549	75.1%	67	0.3%	59,617	57.6%
<b>Income Before Contributions and Transfers</b>	644,011	(82,767)	561,244	1,264,359	(71,747)	1,192,612	(620,348)	-49.1%	(11,020)	-15.4%	(631,368)	-52.9%
<b>CAPITAL CONTRIBUTIONS</b>	-	71,603	71,603	-	329,545	329,545	-	-	(257,942)	-78.3%	(257,942)	-78.3%
<b>TRANSFER TO MUNICIPALITY</b>	(249,747)	58,532	(191,215)	(183,552)	(17,182)	(200,734)	(66,195)	-36.1%	75,714	440.7%	9,519	4.7%
<b>CHANGE IN NET POSITION</b>	\$ 394,264	47,368	441,632	1,080,808	240,615	1,321,423	(686,543)	-63.5%	(193,247)	-80.3%	(879,791)	-66.6%

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

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	February 2020		February 2020		Better/(Worse)	
	\$		\$		\$	%
<b>OPERATING REVENUES</b>						
Sales of Electricity						
Residential	\$ 1,282,918		1,589,800		(306,881)	-19.3%
Commercial and Industrial	2,197,942		2,687,349		(489,407)	-18.2%
Uncollectible accounts	-		-		-	-
Total Sales of Electricity	<u>3,480,860</u>		<u>4,277,149</u>		<u>(796,289)</u>	<u>-18.6%</u>
Forfeited Discounts	19,698		22,719		(3,020)	-13.3%
Free service to the City of Shakopee	8,909		7,125		1,785	25.1%
Conservation program	<u>51,897</u>		<u>65,718</u>		<u>(13,821)</u>	<u>-21.0%</u>
Total Operating Revenues	<u>3,561,365</u>		<u>4,372,710</u>		<u>(811,345)</u>	<u>-18.6%</u>
<b>OPERATING EXPENSES</b>						
Operations and Maintenance						
Purchased power	2,360,861		2,378,778		17,917	0.8%
Distribution operation expenses	36,750		40,708		3,959	9.7%
Distribution system maintenance	62,265		57,035		(5,230)	-9.2%
Maintenance of general plant	<u>30,206</u>		<u>29,587</u>		<u>(618)</u>	<u>-2.1%</u>
Total Operation and Maintenance	<u>2,490,081</u>		<u>2,506,108</u>		<u>16,027</u>	<u>0.6%</u>
Customer Accounts						
Meter Reading	9,876		10,667		792	7.4%
Customer records and collection	42,693		49,719		7,026	14.1%
Energy conservation	<u>12,060</u>		<u>60,407</u>		<u>48,348</u>	<u>80.0%</u>
Total Customer Accounts	<u>64,629</u>		<u>120,794</u>		<u>56,165</u>	<u>46.5%</u>
Administrative and General						
Administrative and general salaries	60,142		63,793		3,651	5.7%
Office supplies and expense	5,950		22,488		16,538	73.5%
Outside services employed	26,367		38,934		12,567	32.3%
Insurance	10,803		13,928		3,125	22.4%
Employee Benefits	145,848		167,761		21,913	13.1%
Miscellaneous general	<u>39,820</u>		<u>43,216</u>		<u>3,395</u>	<u>7.9%</u>
Total Administrative and General	<u>288,930</u>		<u>350,119</u>		<u>61,189</u>	<u>17.5%</u>
Total Operation, Customer, & Admin Expenses	<u>2,843,640</u>		<u>2,977,021</u>		<u>133,381</u>	<u>4.5%</u>
Depreciation	212,556		210,622		(1,934)	-0.9%
Amortization of plant acquisition	-		-		-	0.0%
Total Operating Expenses	<u>\$ 3,056,195</u>		<u>3,187,642</u>		<u>131,447</u>	<u>4.1%</u>
<b>OPERATING INCOME</b>	<u>\$ 505,170</u>		<u>1,185,067</u>		<u>(679,898)</u>	<u>-57.4%</u>

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

	MTD Actual February 2020	MTD Budget February 2020	MTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 284,112	351,109	(66,997)	-19.1%
Forfeited Discounts	1,211	3,560	(2,349)	-66.0%
Uncollectible accounts	-	-	-	-
Total Operating Revenues	<u>285,323</u>	<u>354,669</u>	<u>(69,347)</u>	<u>-19.6%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	47,490	46,738	(751)	-1.6%
Pumping and distribution maintenance	30,219	41,664	11,444	27.5%
Power for pumping	24,313	25,537	1,224	4.8%
Maintenance of general plant	3,667	7,570	3,903	51.6%
Total Operation and Maintenance	<u>105,688</u>	<u>121,508</u>	<u>15,820</u>	<u>13.0%</u>
Customer Accounts				
Meter Reading	5,479	5,780	301	5.2%
Customer records and collection	12,468	13,672	1,203	8.8%
Energy conservation	-	833	833	-
Total Customer Accounts	<u>17,947</u>	<u>20,285</u>	<u>2,338</u>	<u>11.5%</u>
Administrative and General				
Administrative and general salaries	37,338	40,924	3,586	8.8%
Office supplies and expense	2,408	8,006	5,597	69.9%
Outside services employed	8,130	20,012	11,883	59.4%
Insurance	3,601	4,643	1,042	22.4%
Employee Benefits	51,095	61,794	10,699	17.3%
Miscellaneous general	12,860	17,704	4,844	27.4%
Total Administrative and General	<u>115,432</u>	<u>153,083</u>	<u>37,651</u>	<u>24.6%</u>
Total Operation, Customer, & Admin Expenses	<u>239,067</u>	<u>294,876</u>	<u>55,809</u>	<u>18.9%</u>
Depreciation	153,270	155,720	2,451	1.6%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>392,337</u>	<u>450,596</u>	<u>58,259</u>	<u>12.9%</u>
<b>OPERATING INCOME</b>	<u>\$ (107,015)</u>	<u>(95,927)</u>	<u>(11,087)</u>	<u>-11.6%</u>

**SHAKOPEE PUBLIC UTILITIES**  
**YEAR TO DATE FINANCIAL RESULTS**  
**February 2020**



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

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

	Year to Date Actual - January 2020			Year to Date Budget - January 2020			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$	%	YTD Actual v. Budget B/(W) \$	%	YTD Actual v. Budget B/(W) \$	%
<b>OPERATING REVENUES</b>	\$ 7,257,131	588,873	7,846,004	8,351,765	691,037	9,042,803	(1,094,635)	-13.1%	(102,164)	-14.8%	(1,196,799)	-13.2%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	6,002,207	551,417	6,553,624	6,378,415	612,064	6,990,479	376,208	6.9%	60,647	9.9%	436,856	6.2%
Depreciation	425,111	306,540	731,651	421,243	311,441	732,684	(3,868)	-0.9%	4,901	1.6%	1,033	0.1%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	6,427,318	857,956	7,285,275	6,799,658	923,505	7,723,163	372,340	5.5%	65,549	7.1%	437,889	5.7%
<b>Operating Income</b>	829,813	(269,083)	560,729	1,552,107	(232,468)	1,319,639	(722,294)	-46.5%	(36,616)	-15.8%	(758,910)	-57.5%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	33,565	103,281	136,847	42,179	105,331	147,511	(8,614)	-20.4%	(2,050)	-1.9%	(10,664)	-7.2%
Interdepartment Rent from Water	15,000	-	15,000	15,000	-	15,000	-	0.0%	-	-	-	0.0%
Investment Income	196,395	49,173	245,568	112,231	46,405	158,636	84,164	75.0%	2,768	6.0%	86,932	54.8%
Interest Expense	(5,498)	(231)	(5,728)	(10,826)	(365)	(11,191)	5,329	49.2%	135	36.9%	5,463	48.8%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	0.0%	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	-	0.0%	-	-	-	-
Total Non-Operating Revenue (Expense)	239,463	152,224	391,687	158,584	151,371	309,956	80,879	51.0%	853	0.8%	81,731	26.4%
<b>Income Before Contributions and Transfers</b>	1,069,275	(116,860)	952,416	1,710,691	(81,097)	1,629,595	(641,416)	-37.5%	(35,763)	-44.1%	(677,179)	-41.6%
<b>CAPITAL CONTRIBUTIONS</b>		158,306	158,306	-	659,090	659,090	-	-	(500,783)	-76.0%	(500,783)	-76.0%
<b>MUNICIPAL CONTRIBUTION</b>	(370,856)	(32,468)	(403,124)	(367,103)	(34,365)	(401,468)	(3,553)	-1.0%	1,897	5.5%	(1,657)	-0.4%
<b>CHANGE IN NET POSITION</b>	\$ 698,619	8,979	707,598	1,343,588	543,629	1,887,217	(644,969)	-48.0%	(534,650)	-98.3%	(1,179,619)	-62.5%

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


	YTD Actual	YTD Budget	YTD Actual v. Budget	
	February 2020	February 2020	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 2,643,129	3,030,930	(387,801)	-12.8%
Commercial and Industrial	4,446,577	5,135,999	(689,422)	-13.4%
Uncollectible accounts	-	-	-	#DIV/0!
Total Sales of Electricity	7,089,706	8,166,929	(1,077,223)	-13.2%
Forfeited Discounts	43,891	45,437	(1,546)	-3.4%
Free service to the City of Shakopee	17,819	14,249	3,570	25.1%
Conservation program	105,715	125,150	(19,435)	-15.5%
Total Operating Revenues	7,257,131	8,351,765	(1,094,635)	-13.1%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	4,861,494	5,114,992	253,498	5.0%
Distribution operation expenses	53,693	81,417	27,724	34.1%
Distribution system maintenance	154,599	114,069	(40,530)	-35.5%
Maintenance of general plant	55,103	59,174	4,072	6.9%
Total Operation and Maintenance	5,124,889	5,369,652	244,763	4.6%
Customer Accounts				
Meter Reading	22,374	21,335	(1,039)	-4.9%
Customer records and collection	94,689	99,438	4,749	4.8%
Energy conservation	(14,422)	120,815	135,237	111.9%
Total Customer Accounts	102,641	241,587	138,946	57.5%
Administrative and General				
Administrative and general salaries	132,362	127,585	(4,777)	-3.7%
Office supplies and expense	56,886	44,976	(11,910)	-26.5%
Outside services employed	69,913	77,868	7,955	10.2%
Insurance	21,606	27,856	6,250	22.4%
Employee Benefits	399,991	402,459	2,468	0.6%
Miscellaneous general	93,919	86,432	(7,488)	-8.7%
Total Administrative and General	774,677	767,176	(7,501)	-1.0%
Total Operation, Customer, & Admin Expenses	6,002,207	6,378,415	376,208	5.9%
Depreciation	425,111	421,243	(3,868)	-0.9%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 6,427,318	6,799,658	372,340	5.5%
<b>OPERATING INCOME</b>	\$ 829,813	1,552,107	(722,294)	-46.5%

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

	YTD Actual February 2020	YTD Budget February 2020	YTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 586,257	683,918	(97,661)	-14.3%
Forfeited Discounts	2,616	7,119	(4,503)	-63.3%
Uncollectible accounts	-	-	-	#DIV/0!
Total Operating Revenues	<u>588,873</u>	<u>691,037</u>	<u>(102,164)</u>	<u>-14.8%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	81,296	93,477	12,181	13.0%
Pumping and distribution maintenance	62,098	83,327	21,230	25.5%
Power for pumping	48,256	51,073	2,818	5.5%
Maintenance of general plant	7,631	15,140	7,508	49.6%
Total Operation and Maintenance	<u>199,280</u>	<u>243,017</u>	<u>43,736</u>	<u>18.0%</u>
Customer Accounts				
Meter Reading	13,645	11,559	(2,086)	-18.0%
Customer records and collection	28,046	27,343	(702)	-2.6%
Energy conservation	50	1,667	1,617	-
Total Customer Accounts	<u>41,741</u>	<u>40,569</u>	<u>(1,171)</u>	<u>-2.9%</u>
Administrative and General				
Administrative and general salaries	82,382	81,847	(535)	-0.7%
Office supplies and expense	18,181	16,012	(2,169)	-13.5%
Outside services employed	16,837	40,025	23,188	57.9%
Insurance	7,202	9,285	2,083	22.4%
Employee Benefits	135,387	145,900	10,513	7.2%
Miscellaneous general	50,407	35,409	(14,999)	-42.4%
Total Administrative and General	<u>310,396</u>	<u>328,478</u>	<u>18,082</u>	<u>5.5%</u>
Total Operation, Customer, & Admin Expenses	<u>551,417</u>	<u>612,064</u>	<u>60,647</u>	<u>9.9%</u>
Depreciation	306,540	311,441	4,901	1.6%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 857,956</u>	<u>923,505</u>	<u>65,549</u>	<u>7.1%</u>
<b>OPERATING INCOME</b>	<u>\$ (269,083)</u>	<u>(232,468)</u>	<u>(36,616)</u>	<u>-15.8%</u>

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO:** SHAKOPEE PUBLIC UTILITIES COMMISSION

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

**SUBJECT:** SHAKOPEE PUBLIC UTILITIES - GOVERNANCE HANDBOOK

**DATE:** April 1, 2020

At the March 2, 2016 meeting, the Commission approved updates to the SPU Governance Handbook. This document outlines governance principals, roles and expectations of the Shakopee Public Utilities' Commissioners.

The Commission is asked to review the Handbook, make changes to contact information and sign the acknowledgement form on the last page.







**SHAKOPEE PUBLIC UTILITIES COMMISSION**

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“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 other Committees as deemed. 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 – Vice President**

**Mathew Meyer**

**Kathi Mocol**

**Jody Brennan**

**Kayden Fox**

		Non-Public E-Mail
EMail	Amundson	damundson@shakopeeutilities.com    damund1281@hotmail.com
	Meyer	mmeyer@shakopeeutilities.com    mathew@mathewmmeyer.com
	Mocol	kmocol@shakopeeutilities.com    kathimocol@icloud.com
	Brennan	
	Fox	

		Non-Public Phone #
Phone	Amundson	952-445-7091    612-810-6678
	Meyer	952-233-1087    612-741-4732
	Mocol	612-716-0375
	Brennan	
	Fox	

Address	Amundson	1281 Jefferson Street South
	Meyer	437 4 <sup>th</sup> Avenue East
	Mocol	7636 Oak Ridge Trail
	Brennan	
	Fox	

Terms	Amundson	4/1/15 - 3/31/21
	Meyer	4/1/18 - 3/31/21
	Mocol	4/1/19 - 3/31/22
	Brennan	4/1/20 - 3/31/23
	Fox	4/1/20 - 3/31/23

Effective 4/1/20

**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 COMMISSION

## SOCIAL MEDIA POLICY

### INTRODUCTION

Web 2.0 and social media technologies offer continually evolving opportunities to enhance public outreach, resident and visitor interaction and employee productivity for the Shakopee Public Utilities Commission (SPUC). The SPUC will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communications strategy. Social media web resources administered by SPUC departments may be expanded, modified or discontinued based on SPUC goals, priorities and resources.

### PURPOSE

The SPUC wishes to represent itself, its services and its facilities appropriately and consistently on the Internet. The purpose of this policy is to establish procedures for creating a consistent overall social media presence that meets the SPUC's established goals.

The SPUC intends to use social media websites as an additional communication channel to help promote its programs, events and services. This technology allows news of an event to spread quickly and is a good forum to facilitate public discussion. The SPUC's official website, located at [www.spucweb.com](http://www.spucweb.com), shall remain the SPUC's primary online medium for communicating information to the public.

### A. GENERAL PROCEDURES

The SPUC has an overriding interest and expectation in deciding what is "spoken" on behalf of the SPUC on its official social media sites. This policy establishes guidelines for the use of social media by individual SPUC departments. This policy applies to any new, as well as pre-existing or proposed, social media networking accounts sponsored by SPUC departments.

The SPUC's website ([www.spucweb.com](http://www.spucweb.com)) will remain the SPUC's primary and predominant Internet presence. Whenever possible information posted to the SPUC's social media websites should also be posted on the SPUC's website. Content posted to SPUC social media sites should regularly contain links directing users back to the SPUC's official website for in-depth information, forms, documents or online services necessary to conduct business with the SPUC.

1. The best, most appropriate, SPUC uses of social media tools fall generally into two categories:
  - a. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
  - b. As marketing/promotional channels that increase the SPUC's ability to broadcast its messages to the widest possible audience.
2. The Communications Coordinator shall be responsible for the SPUC's primary social media pages.

3. Any department requiring consistent and frequent social communications may be asked to start its own site(s) and to provide staff to maintain it. Each department will be responsible for the content and upkeep of any social media sites the department may create.
4. Elected officials; appointed members of SPUC Boards, Commissions and Committees; and employees should comply with the guidelines outlined in Sections D and E of this document.
5. SPUC social media sites are subject to State of Minnesota public records laws. Any content maintained in a social media format that is related to SPUC business, including a list of subscribers and posted communication, is a public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to SPUC business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer.
6. Minnesota state law and relevant SPUC records retention schedules apply to social media formats and social media content as reflected in the SPUC's record retention policy. In most cases, content on the SPUC's social media sites is expected to be transitory, incidental or non-vital in nature and therefore shall be retained "until read." However, any content posted that does constitute the official record will be retained according to the SPUC records retention schedule.

## **B. PROCESS FOR CREATING A SOCIAL MEDIA PRESENCE**

1. Individual SPUC departments shall have the discretion to determine the utilization of social media. However, once undertaken, all social media initiatives shall comply with this policy.
2. Individual departments shall consult with the Communications Coordinator prior to embarking on the use of new social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
3. The appropriate Department Head shall approve the use of social media tools within their department. Staff shall not create a new or significantly alter an existing social media site without the approval of their Department Head.
4. Prior to launching a social media site, the assigned staff person shall register the site and all associated passwords for the account with the SPUC's Communications Coordinator. Any changes to staff responsibilities or passwords must be reported to the Communications Coordinator in a timely manner.

## **C. STANDARDS FOR OPERATING AND MAINTAINING A SOCIAL MEDIA PRESENCE**

SPUC social media accounts and their associated content should focus on significant SPUC interest areas and be organized in a manner that avoids ambiguities and/or conflicting information across the SPUC's various communication mediums, including other SPUC social media websites. Departments' administration and use of SPUC social media websites must comply with applicable laws, regulations and policies, as well as proper business etiquette.

Social media websites are to be consistently branded in order to communicate a clear association with the SPUC, and must contain a SPUC-standard disclaimer. Branding should include, but is not limited to, the inclusion of the SPUC logo, SPUC department information (address, phone number, and hours of operation) and any other aesthetic “look and feel” defined by the Communications Division now or in the future.

The naming and contact conventions used for social media accounts should be SPUC-specific and must not contain individual employee names, with the exception of professional staff social media accounts. All approved social media sites will be linked with the SPUC’s official website.

All SPUC sponsored social media sites shall prominently post the Disclaimer and Comments Policy found in Appendix A. In situations where a social media site does not allow for prominent posting of the Disclaimer and Comments Policy, a link to a PDF copy of Appendix A shall be posted instead.

### **Interacting on Social Media**

The SPUC social media sites may “like” or “follow” government entities; nonprofit and nonpartisan organizations related to SPUC functions; local media sites; and elected officials. Posts or comments related to the SPUC and the community at large may be shared to the extent that they correspond with the SPUC’s social media goals.

### **Responding to Comments**

In cases where comments are accepted, the staff member responsible for the page **MUST** monitor the site regularly and respond in a timely manner (within 24 hours during the workweek). (Staff can set up automatic e-mail notification when someone posts a comment to a social media site.)

#### *Guidance on When/How to Respond to Comments*

- a. If the person has a question – Respond with information or point them back to the SPUC’s website or other resource. You may ask them to contact you offline when appropriate (when it is a private issue, when the issue is one in which there is little or no interest by others, etc.)
- b. If the person has a complaint – If inaccurate, politely correct inaccuracies. When a general complaint, thank them for sharing feedback and give any other direction that may be needed. If it is regarding a personal matter, reply that you would like to address the issue offline and provide contact information.
- c. If the person leaves a general comment, like “Wow, this is cool” or “Can’t wait,” no response is required.
- d. If the person wants to start debating with a SPUC employee – Take the conversation offline. Do not debate them on the site. It is ok to correct inaccuracies and to provide evidence to support information, but avoid debates.

When in doubt on how to respond to a comment, please contact the Communications Coordinator for guidance.

### **Removing Comments**

Comments violating the SPUC’s comment policy (see Appendix A) shall be removed promptly. When a person’s comment is removed, the SPUC will post a reason for removing the post (i.e. “*A comment to this post was removed because it endorsed a political candidate. This is in violation of the SPUC’s comment policy (link to policy)*”). Removed comments should be archived for our records by completing the tracking form found in Appendix B and submitting it to the Communications Coordinator.

### **Correcting Mistakes**

If an employee makes a factual mistake on a SPUC social media site, he/she should correct it as soon as possible. Corrections should be upfront and timely. If modifying an earlier post, make it clear that the post has been corrected. Designate corrections with “Fixed Link” or “Fact Correction” prior to the correction. Do not try to “hide” corrections, as someone may have seen the incorrect information and may be acting upon it.

### **Review Procedures**

The Communications Coordinator will have access to all SPUC sponsored social media sites, including rights to edit a site. Each site will be monitored weekly to ensure the site is meeting its intended purpose, that it is being updated regularly, that the content is appropriate and to look for any possible problem that would reflect negatively on the SPUC.

## **D. ELECTED OFFICIALS AND OFFICIALS APPOINTED TO SPUC BOARDS, COMMISSIONS AND COMMITTEES**

Elected officials and officials appointed to SPUC Boards, Committees and Commissions should comply with the following guidelines when using SPUC social media sites:

1. Official SPUC social media sites shall not be used for campaigning purposes.
2. Comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official’s campaign site shall not be posted. (ALL comments posted during an election season by anyone who has filed for office will be removed.)
3. Elected officials and members serving on a SPUC board, commission or committee should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between elected officials or between members of SPUC boards, commissions, committees should be strictly avoided. Adding to a post or comment that would create a quorum of the group you represent should also be strictly avoided. (If the comment or posting requires official review it should be handled before the group during a public meeting.)
4. Social media sites should not be used as a mechanism for conducting official SPUC business other than to informally communicate with the public.
5. When posting or commenting on a SPUC social media site, officials shall reveal their position, be honest, straightforward and respectful, and not represent themselves as speaking on behalf of the SPUC.
6. In an effort to be honest, officials must ensure they do not share non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
7. Strive to add value to any social media discussion by staying focused on the issue.
8. To help prevent errors and liability issues, officials are encouraged to ask the appropriate staff person or department to post official SPUC documents (i.e., an ordinance recently passed by the SPUC Council), rather than summarizing them from memory.
9. Officials are asked to correct errors or mistakes in a posting or comment as soon as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with “Fixed link” or “Fact correction” prior to the correction.

## **E. SPUC EMPLOYEES**

### **1. Staff Members Maintaining SPUC Social Media Sites.**

Staff members assigned the task of maintaining social media sites on behalf of the SPUC must follow this Policy and all relevant sections of the SPUC's Information Technology Policy and Personnel Handbook. Failure to do so will be subject to discipline as outlined in the SPUC's Personnel Handbook.

SPUC social media messages may not be used by any SPUC employee or representative for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues.

SPUC social media messages may not be used to express personal views or concerns pertaining to SPUC employment relations matters.

Social media website accounts are considered a SPUC asset and logins to these accounts must be securely administered in accordance with SPUC security policies.

A social media website account shall not be used by the SPUC or any SPUC employee or representative to disclose sensitive and/or confidential information without the prior express written approval of the SPUC Attorney's Office.

### **2. Staff Members Maintaining a Professional Social Media Account.**

In instances where a SPUC staff member wishes to set up a social media account to assist in his or her professional capacity as a representative of the SPUC, the following guidelines must be met:

- a. Department Heads must approve the establishment of a professional social media account by department employees.
- b. Employees shall consult with the Communications Coordinator prior to embarking on the use of professional social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
- c. The account and passwords must be registered with the Communications Coordinator.
- d. The employee must prominently identify his or her job title.
- e. Employees should not post private or personal information on the site, unless it pertains to the goals of the account.
- f. Accounts may "like" or follow individuals, businesses and groups, that pertain to the employee's job function. Employees shall not endorse or express personal views on personal, political or policy issues when representing the SPUC in their professional capacity.

Upon termination, the employee shall close the account and remove all information pertaining to his or her relationship with the SPUC.

### **3. Employees' Personal Social Media Pages.**

The line between personal and professional, public and private can be easily blurred in social media. Keep the following guidelines in mind when using a personal social media account:



- a. Personal social media account names by employees should not be tied to the SPUC. Additionally, staff should not use their personal social media accounts to speak on behalf of the SPUC.
- b. SPUC staff members have the right to speak publicly as a private citizen on matters of public concern. However, employees are reminded to use good judgment when commenting on a SPUC social media site or if commenting or posting on a private site regarding a SPUC related issue, policy, etc. If you are identifying yourself as a SPUC employee, your actions reflect upon the SPUC.
- c. When responding to an item on the SPUC's page or on any other page, ask yourself if you or your department would be embarrassed to see the comment appear in the news. If so, don't post it.
- d. Employees with personal social media accounts never have the right to post non-public and confidential information such as information related to co-workers, personnel data, medical information, and claims or lawsuits against the SPUC.
- e. Video or pictures obtained by employees on duty are the property of the SPUC. Employees shall not post those pictures or videos on social media sites without approval from the employees' department head or the SPUC Administrator.

#### **F. EXCEPTIONS/CHANGE**

This policy supersedes all previous policies covering the same or similar topics. Any exception to this policy may be granted only by the SPUC Administrator. This policy may be reviewed and changed at any time.

## APPENDIX A

### **DISCLAIMER & COMMENT POLICY (to be prominently posted on every social media page)**

The purpose of this and other SPUC sponsored social media sites is to communicate between the SPUC, its individual departments and members of the public. We reserve the right, at our sole discretion, to change, modify, add or delete comments or posts, photos and videos in accordance with this policy.

The SPUC will remove comments that:

1. Contain obscenities;
2. Demean specific individuals or groups of people;
3. Are libelous/slanderous;
4. Contain factual inaccuracies;
5. Qualify as SPAM;
6. Are not topically related to the particular social medium article being commented upon;
7. Express support for or opposition to political campaigns or ballot measures;
8. Contain sexual content or links to sexual content;
9. Solicit commerce;
10. Conduct or encourage illegal activity;
11. Compromise the safety or security of the public or public systems; or
12. Violate a legal ownership interest of any other party.

Additionally, ALL comments posted during an election season by anyone who has filed for office will be removed.

The SPUC has the right to remove a comment from and/or block a user who is not using their legal name or otherwise appropriately identifying themselves.

The SPUC has the right to reproduce any pictures or videos posted to this site in any of its publications or websites or any other media outlets. The SPUC has the right to quote any comments or suggestions left by users.

The views, postings, positions or opinions expressed on this site do not necessarily reflect those of the SPUC.

#### **Advertising**

The SPUC does not endorse any product, service, company or organization advertising on its social media pages. The ads that appear on social media pages are sold, posted and maintained by those social media sites.

#### **Privacy policy**

Please note that the SPUC does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the SPUC is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

APPENDIX B

REMOVED COMMENTS TRACKING FORM

All comments removed from a SPUC sponsored social media site should be documented with this form. When completed, please deliver or email to \_\_\_\_\_, Communications Coordinator, at \_\_\_\_\_.

1. SPUC social media site affected: \_\_\_\_\_
2. Date of original post: \_\_\_\_\_
3. Screen name of poster: \_\_\_\_\_
4. Entire comment that was removed (attach separate page if more room is needed):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Reason for removal of comment: \_\_\_\_\_  
\_\_\_\_\_
6. Date comment was removed and explanation for removal was posted to social media site:  
\_\_\_\_\_
7. Comment removed from SPUC social media site by: \_\_\_\_\_
8. Other pertinent information (if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date this report was received by the Communications Coordinator: \_\_\_\_\_

This form will be retained by the Communications Coordinator for a period of 1 year.

## APPENDIX C

### DEFINITIONS


**Social Media Websites** - Social media websites focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas. Social media websites can offer many different ways for users to interface such as instant messaging, blogging and commenting, online forums, status updates (microblogging), website link sharing, video conferencing, sharing pictures and videos, etc. Examples include Facebook, MySpace, LinkedIn, Twitter, YouTube, Flickr, Vine, etc.

**Blog** - (an abbreviated term for “Web Log”) is a website where a blog author can post information on a specific topic targeted to a specific audience. A blog, if commenting is enabled, allows registered members of the public (called blog commenters) to post comments about posts by the blog author.

**Social Networking** – Social networking websites offer a way for registered users to communicate with each other on the Internet. They usually offer many ways to connect to other registered users such as status updates (microblogging), instant messaging, blogs, polls, photo sharing, video sharing, etc.

**Web 2.0** - Commonly associated with web applications that facilitate interactive information sharing, interoperability, user-centered design, and collaboration on the World Wide Web. A Web 2.0 site gives its users the free choice to interact or collaborate with each other in a social media dialogue as creators (prosumers) of user-generated content in a virtual community, in contrast to websites where users (consumers) are limited to the passive viewing of content that was created for them.

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: COMMISSION MEETING PROCEDURES AND PROTOCOL**  
**DATE: APRIL 1, 2020**

Past SPU 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.



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 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 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 effect 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  
MEMORANDUM**

**TO:** SHAKOPEE PUBLIC UTILITIES COMMISSION  
**FROM:** JOHN R. CROOKS, UTILITIES MANAGER   
**SUBJECT:** MMPA REPRESENTATIVE AND ALTERNATE  
**DATE:** APRIL 1, 2020

**ISSUE –**

The Shakopee Public Utilities Commission President annually appoints a Representative and an Alternate Representative to the MMPA Board each April.

**BACKGROUND –**

Our wholesale power provider, Minnesota Municipal Power Agency (MMPA), is governed by a Board of Directors. The Board consists of voting members, referred to as Representatives and non-voting members, referred to as Alternates. These members are made up of both technical staff and policy makers from each member Utility. Each member Utility is allowed one Representative and one Alternate.

**DISCUSSION –**

Presently, the Utilities Manager is appointed as the SPU Representative. Commissioner Amundson is appointed as our Alternate.

The SPU Utilities Manager currently serves as the Chair of the MMPA Board and has done so since 2017. He has also been a member of the MMPA Board, as the SPU Representative, since 2010.

The reasons for the Alternate is two-fold. The first being this person attends the monthly Board meetings and is therefore up-to-date on the issues and information before the MMPA Board. This provides the opportunity to have two points of view concerning the issues. The second reason is more obvious; to be present when the Utilities Manager is unable to attend.



**REQUEST –**

To have the Commission President appoint to the MMPA Board of Directors the SPU Representative and the SPU Alternate Representative.





**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John R. Crooks, Utilities Manager   
FROM: Lon R. Schemel, Water Superintendent   
SUBJECT: **WEBSITE UPDATE**  
DATE: March 31, 2020

This update is for December 30, 2019, to March 30, 2020.

We now have enough data in Google Analytics to compare previous periods with previous years. These Google Analytics pages are compared to the previous year's period from December 30, 2018, to March 30, 2019.





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

**spucweb.com**



Domain

spucweb.com

Verified spam-free

03/31/2020

Verified malware-free

03/31/2020



**FIND**

Malware & Threats



**FIX**

Website Issues



**PREVENT**

Website Attacks



**ACCELERATE**

Performance



**COMPLY**

with PCI

# Users Flow

Level of Detail ▾ Export ▾

All Users  
+ 0.00% Selected

+ Add Segment

Country

United States  
16K ▲8%

India  
70 ▼48%

Germany  
66 ▲>500%

Canada  
29 ▲70%

China  
18 ▼55%

312 ▲181%

Starting pages  
16K sessions, 13K drop-offs

13K ▲10%

online-bill-pay  
1.9K ▲1%

contact-us  
184 ▲21%

electric  
155 ▲58%

careers  
50 ▼79%

(50 more pages)  
993 ▲31%

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

592 ▲12%

contact-us  
306 ▼1%

customer-service-2  
212 ▲130%

report-a-problem  
170 ▲19%

careers  
95 ▼71%

(64 more pages)  
1.5K ▲74%

2nd Interaction  
1.3K sessions, 637 drop-offs

543 ▲25%

contact-us  
91 ▼8%

customer-service-2  
52 ▲45%

about-us  
50 ▼12%

electric-report-a-problem  
41 ▲41%

(45 more pages)  
500 ▲77%

3rd Interaction  
640 sessions, 306 drop-offs

136 ▲52%

contact-us  
67 ▲13%

about-us  
33 ▼21%

customer-service-2  
33 ▲65%

report-a-problem  
24

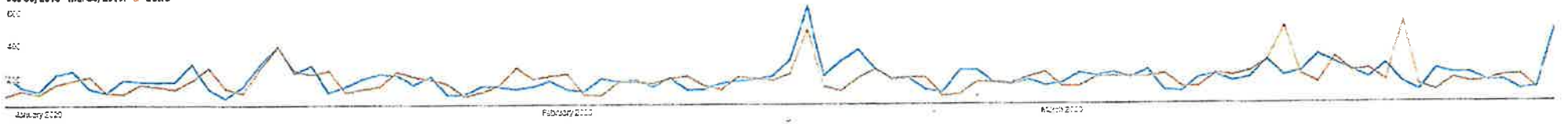
(42 more pages)  
347 ▲79%

Overview

Users vs. Sessions

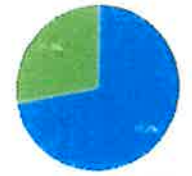
Hourly Day Week Month

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

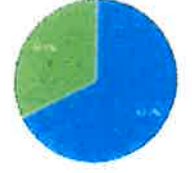


<b>Users</b> 14.48% 12,020,384/83,711,113	<b>New Users</b> 22.93% 8,737,112/38,104,113	<b>Sessions</b> 9.18% 16,017,441/174,816,816	<b>Number of Sessions per User</b> -4.63% 746,437/82,143,113	<b>Pageviews</b> 16.22% 27,112,424/167,185,113	<b>Pages / Session</b> 6.45% 1,693/199	<b>Avg. Session Duration</b> 15.44% 00:00:30.07/01:57:00.00	<b>Bounce Rate</b> -15.58% 28.87%/34.45%
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New Visitor Returning Visitor



Dec 30, 2019 - Mar 30, 2019



Users	% Users
9,888	96.72%
8,737	98.52%

Demographics

Language

Language

1	en-us
	Dec 30, 2019 - Mar 30, 2020
	Dec 30, 2019 - Mar 30, 2019

# Network Referrals

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

Email Export Add to Dashboard Start Date

This report is based on 100% of sessions. [Learn More](#) [Generate Report](#) [Insights](#)

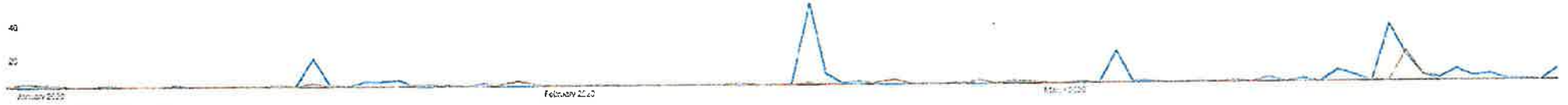


+ Add Segment

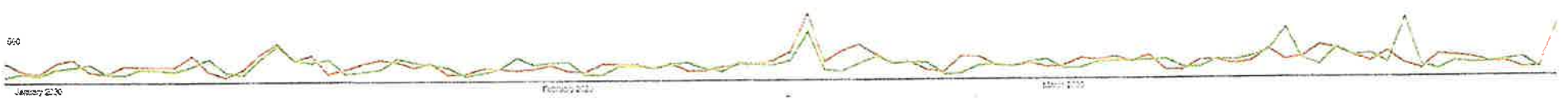
## Social Referral

Day Week Month

Dec 30, 2019 - Mar 30, 2020: Sessions via Social Referral  
Dec 30, 2018 - Mar 30, 2019: Sessions via Social Referral



Dec 30, 2019 - Mar 30, 2020: All Sessions  
Dec 30, 2018 - Mar 30, 2019: All Sessions



Primary Dimension: Social Network

Secondary Dimension

Advanced View Options

### Social Network

	Sessions	↓	Pageviews	Avg. Session Duration	Pages / Session	
<b>1 Facebook</b>						
Dec 30, 2019 - Mar 30, 2020	184	100%	281	00:00:45	1.53	
Dec 30, 2018 - Mar 30, 2019	45	100%	64	00:00:53	1.42	
% Change	309	69%	333	66%	+15.16%	7.38%
<b>2 Twitter</b>						
Dec 30, 2019 - Mar 30, 2020	31	144%	37	00:00:09	1.19	
Dec 30, 2018 - Mar 30, 2019	5	75%	5	00:00:00	1.00	
% Change	620	96%	640	80%	19.35%	

# Social Users Flow

Level of Detail ▾ Export ▾

All Users  
- 2020 Sessions

+ Add Segment

Starting pages

Facebook  
184 ▲308%

Starting pages  
215 sessions, 192 drop-offs

145 ▲417%

/coronavirus-readiness/  
66 ▲500%

Twitter  
31 ▲560%

.commission\_packets-2  
2 ▲500%

careers  
0 ▼100%

agenda-over-shakopee  
0 ▼100%

2 more pages  
2 ▲100%

1st interaction  
23 sessions, 9 drop-offs

report-a-problem  
4 ▲500%

.contact-us  
3 ▲200%

.statement-commission  
3 ▲500%

.customer-service-2  
2 ▲500%

.printing-engineering  
2 ▲500%

2 more pages  
9 ▲350%

2nd interaction  
14 sessions, 7 drop-offs

careers  
4 ▲500%

.election-process/  
2 ▲500%

.election-a-problem  
2 ▲500%

report-a-problem  
1 ▲500%

wp-content-13-corporat  
1 ▲500%

2 more pages  
4 ▲300%

3rd interaction  
7 sessions, 2 drop-offs

careers  
1 ▲500%

.commission/agendas/  
1 ▲500%

.commission/videos  
1 ▲500%

.election  
1 ▲500%

event-commission-meeting/  
1 ▲500%

2 more pages  
2 ▲100%

# Demographics: Overview

All Users  
+1,125 Users

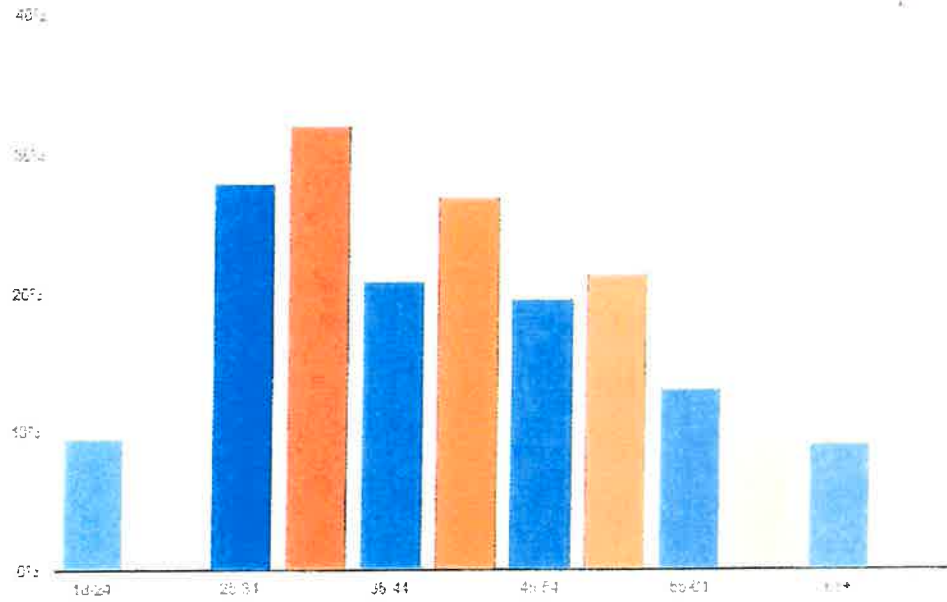
+ Add Segment

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

Key Metric: Users

## Age



















35.53% of total users



## Gender

35.60% of total users



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



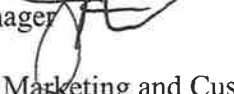




# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

April 1, 2020

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations *SNW*

SUBJECT: 2020 Tom Bovitz Scholarship Entries

Overview

For the benefit of our new commissioners, the following details the Tom Bovitz Memorial Scholarship that SPU sponsors.

Each year SPU partners with 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 awards 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.

This year we have received seven (7) entries. This is up from previous years, following personal communications to the schools, facebook posts and putting the application on our website.

Under separate cover, I have emailed these submissions (without entry identity) to each commissioner for review and ranking. I included a ranking sheet. Each commissioner is to return this ranking sheet to me via email by April 13 so I can submit the top entry into the MMUA state competition before the April 15 deadline.

Action Requested

No action is required from this memo.

