

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
JULY 18, 2016

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
 - 3a) Note of Appreciation from Shakopee Diversity Alliance
 - 3b) Note of Appreciation from Relay for Life
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
 - 6a) July 5, 2016
 - 6b) July 18, 2016
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - 8b) Resn. #1131 – Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service to Certain Property Described as: Lot 1, Block 1 Southbridge Crossings East 2nd Addition
 - 8c) Resn. #1132 – Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service to Certain Property Described as: Lots 1-3, Block 1 Southbridge Crossings Apartments
 - 8d) Resn. #1133 – Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service to Certain Property Described as: Outlots B and D Southbridge Crossings East 2nd Addition
 - 8e) Resn. #1134 – Authorizing Shakopee Public Utilities Commission to Enter Into the Clean Water Fund Grant Agreement and to Undertake the Clean Water Fund Program Through the Metropolitan Council
 - C=> 8f) Water Production Dashboard for June
 - C=> 8g) Nitrate Analysis – Quarterly Review
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) Bid Awards for Shakopee Energy Park Interconnection
 - 9c) June 2016 MPPA Board Meeting Public Summary
10. **Reports: Human Resources**
11. **Reports: General**
 - 11a) Financial Results for June 2016
 - 11b) Life Insurance Request Proposal
 - C=> 11c) 2015 Total Compensation and Benefits Summary
 - C=> 11d) Website Analytics Review
 - C=> 11e) Priorities and Schedules – Quarterly Review



12. **New Business**

13. **Tentative Dates for Upcoming Meetings**

- Regular Meeting -- August 1
- Mid Month Meeting -- August 15
- Regular Meeting -- September 6 (Tuesday)
- Mid Month Meeting -- September 19

14. **Adjourn to 8/1/16 at the SPUC Service Center, 255 Sarazin Street**

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Joos called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., June 20, 2016.

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

Motion by Helkamp, seconded by Weyer to approve the minutes of the June 6, 2016 Commission meeting. Motion carried.

Under Communications, Utilities Manager Crooks stated there will a presentation at the June 21 City Council meeting acknowledging SPU's sponsorship for the Annual Tree Sale.

Also under Communications, Mr. Crooks introduced Greg Drent as our new Electric Superintendent. Greg was warmly welcomed by the Commission members.

President Joos offered the agenda for approval.

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

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

President Joos stated that the Consent Items were: item 8b: Water Production Dashboard; and item 11a: Financial Results for May 2016.

The warrant listing for bills paid June 20, 2016 was presented.

Motion by Helkamp, seconded by Weyer to approve the warrant listing dated June 20, 2016 as presented. Motion carried.

Liaison Whiting presented his report. He discussed several items that are scheduled for the June 21 City Council meeting.

Utilities Manager Crooks provided a report of current water operations. Residential lead and copper testing has been completed and Staff are awaiting results. Past testing has indicated lead and copper levels well below standards set by the EPA. Water construction projects were also brought up-to-date.



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

Customer Relations/Marketing Director Walsh presented the SPU Water Rewards Program. The program is being made possible by a grant from the Metropolitan Council.

Motion by Helkamp, seconded by Olson to offer Resolution #1128. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Of Its Collection And Authorizing Water Service To Certain Property Described As: Vaughan Field Concession Stand. Ayes: Commissioners Weyer, Helkamp, Olson and Joos. Nay: none. Motion carried. Resolution passed.

Mr. Crooks provided a report of current electric operations. Two small animal related outages were discussed as well as the status of several construction projects.

Planning and Engineering Director Adams reviewed the CR 79/Spencer Street and Vaughan Field overhead facilities relocation.

Motion by Helkamp, seconded by Olson to accept the estimated costs to relocate overhead facilities due to the planned CR 79/Spencer Street road improvements and to forward those estimated costs to the City Council to aid the Council in making their determination under the City's Right of Way Management Ordinance as to whether or not to order the overhead facilities be relocated underground. Motion carried.

Motion by Helkamp, seconded by Weyer to accept the School District's offer to fund the cost to bury the overhead power lines from just west of their planned expanded concession stand and entrance plaza at Vaughan Field to CR 79/Spencer Street. Motion carried.

Ms. Wash presented information for the SPU LED Light Bulb Customer Event that is scheduled for July 13, at our Service Center.

Mr. Adams and Kevin Favero, consultant for Leidos Engineering, presented the bid results for the Shakopee Energy Park Interconnection and Dean Lake Substation expansion construction projects.

Motion by Helkamp, seconded by Olson to award the contract to supply the eight switchgear assemblies to Eaton/Cooper in the amount of \$243,105. Motion carried.

Motion by Helkamp, seconded by Weyer to award the contract to supply 51,000 feet of non-triplexed 15 kV underground 1000 MCM cable to Stuart Irby for Okonite cable in the amount of \$5.884 per foot. Motion carried.

Motion by Helkamp, seconded by Olson to award the contract to supply two 161 kV SF6 circuit switchers for the expanded Dean Lake Substation to Southern States in the amount of \$83,800 for the preferred Option B, that being one circuit switcher with a standard support

structure and one circuit switcher with a support structure that can use the existing foundation of the bus support for T1. Motion carried.

Motion by Olson, seconded by Helkamp to award the construction contract for the Dean Lake Substation expansion to Hooper Corporation in the amount of \$1,698,746. Motion carried.


Motion by Helkamp, seconded by Weyer to offer Resolution #1129. A Resolution Regulating Wage And Contract Terms. Ayes: Commissioners Weyer, Helkamp, Olson and Joos. Nay: none. Motion carried. Resolution passed.

Motion by Weyer, seconded by Olson to offer Resolution #1130. A Resolution Regulating Wage Ranges. Ayes: Commissioners Weyer, Helkamp, Olson and Joos. Nay: none. Motion carried. Resolution passed.

Item 11a: Financial Results for May 2016 was received under Consent Business.

The tentative commission meeting dates of July 18 and August 1 were noted. Commission consensus was to cancel the July 5, 2016 meeting.

Motion by Helkamp, seconded by Weyer to adjourn to the July 18, 2016 meeting. Motion carried.



Commission Secretary: John R. Crooks



SHAKOPEE
DIVERSITY
ALLIANCE



6-30-16

Shakopee Public Utilities Commission,

Once again we wish to convey our deep gratitude for the extra donation you sent for our International Festival. I am sorry for the confusion when the check arrived, but we are very happy that there are such great people out there that want to help our community.

Please join us on July 8th, Haber Park from 5:00 to 9:00 PM!

Donna Lane
SDA.

July 1, 2016

Shakopee Public Utility
John Crooks
255 Sarazin St
Shakopee MN 55379

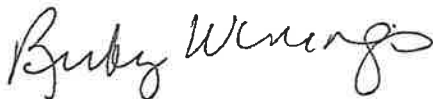
Dear John,

I'm writing to formally ask Shakopee Public Utilities for a donation of lighting for the American Cancer Society's Relay For Life of Scott County, which will be held on Friday July 8th at Lions Park in Shakopee from 3 pm to midnight.

One of our team captains made us aware that you might consider this donation to help light the park with lights from Ziegler. I believe she has asked for 3 lights from 9 pm to 1 am. I will be on site all day the day of the event and can help with placement when the lights are delivered. I can be reached at 952-240-9536. I understand the lights would be delivered Friday afternoon before the event and then picked up on Saturday morning.

We appreciate your consideration of this ask. Lighting is certainly a challenge at this venue compared to our past location at Vaughan Field. Please let me know if you have any questions about our event or this donation request.

Sincerely,



Ruby Winings
Tri-Lead Relay For Life of Scott County
952-240-9536
rwinings@comcast.net
2740 Jade Cir E, Shakopee



RESOLUTION #1131

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

LOT 1, BLOCK 1 SOUTHBRIDGE CROSSINGS EAST SECOND ADDITION

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$3,347.05 based on 1.31 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Lot 1, Block 1, SOUTHBRIDGE CROSSINGS EAST SECOND ADDITION

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

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

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks



RESOLUTION #1132

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

LOTS 1-3, BLOCK 1 SOUTHBRIDGE CROSSINGS APARTMENTS

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$36,707.71 based on 12.61 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Lots 1-3, Block 1, SOUTHBRIDGE CROSSINGS APARTMENTS

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

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

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks



RESOLUTION #1133

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

OUTLOTS B AND D SOUTHBRIDGE CROSSINGS EAST SECOND ADDITION

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$18,981.00 based on 13.50 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

Outlots B and D, SOUTHBRIDGE CROSSINGS EAST SECOND ADDITION

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

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



Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John R. Crooks, Utilities Manager 
FROM: Lon R. Schemel, Water Superintendent 
SUBJECT: **Metropolitan Council Clean Water Fund Grant**
DATE: July 14, 2016

BACKGROUND

The Minnesota Legislature has made monies available for the Metropolitan Council to off grants to municipalities/water supplies to encourage water conservation and to reduce water demands. A reduction in water demand would delay the need for additional water production and increase the sustainability of a water supply.

ISSUE

The Metropolitan Council has granted the Shakopee Public Utilities Commission the maximum grant amount of \$50,000. The Utility's maximum payments if the entire \$50,000 were to be awarded would be \$16,667. SPU staff has prepared the needed rebate forms and media releases to launch the program.

ACTION REQUESTED

Staff requests that the Commission adopt resolution #1134.



RESOLUTION #1134

A RESOLUTION AUTHORIZING SHAKOPEE PUBLIC UTILITIES COMMISSION
TO ENTER INTO THE CLEAN WATER FUND GRANT AGREEMENT AND TO
UNDERTAKE THE CLEAN WATER FUND GRANT PROGRAM THROUGH
THE METROPOLITAN COUNCIL

WHEREAS, the Metropolitan Council (Met Council) has received funds from the Legacy Amendment's Clean Water Fund for State fiscal years 2016 and 2017 for the purpose of establishing a water demand reduction grant program to encourage implementation of water demand reduction measure in municipalities in the Minneapolis-St. Paul metropolitan area, and

WHEREAS, Shakopee Public Utilities has applied for a Water Efficiency Grant (Grant) through the Clean Water Fund program established by Met Council, and

WHEREAS, the Grant is for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with devices that use substantially less water (Program), and

WHEREAS, the Program may include rebates or grants for purchase of WaterSense labeled toilets, Energy Star clothes washing machines, and WaterSense labeled irrigation controllers, and

WHEREAS, Shakopee Public Utilities is responsible for the design and administration of the Program, and

WHEREAS, the Grant will provide 75% of the approved Program costs and Shakopee Public Utilities must provide the remaining 25% of the Program cost.

NOW THEREFORE, BE IT RESOLVED, by the Shakopee Public Utilities Commission as follows:

1. Shakopee Public Utilities is authorized to undertake the Clean Water Fund Grant Program through the Met Council.
2. Shakopee Public Utilities is authorized to enter into the Clean Water Fund Grant Agreement at attached hereto and the Shakopee Public Utilities Commission is authorized to execute the Agreement and any other related documents necessary to undertake the Program.
3. The Shakopee Public Utilities Commissions designates the Water Superintendent as the Authorized Representative under the Agreement and grants the Authorized Representative the authority to provide the certifications required by the Agreement and to submit pay claims for reimbursement of program costs. The Utilities Manager may appoint a successor Authorized Representative if required.

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

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks

**METROPOLITAN COUNCIL
CLEAN WATER FUND GRANT AGREEMENT NO. SG-04411**

This Clean Water fund Grant Agreement ("Grant Agreement") is entered into this 3-28-16 [date of signature by both parties] between the Metropolitan Council, a public corporation and political subdivision of the State of Minnesota ("Met Council") and the Shakopee Public Utilities Commission, a municipal corporation ("Grantee").

RECITALS

1. The Minnesota Legislature, by Minnesota Session Laws 2015, 1st Special Session, chapter 2, article 2, section 9, appropriated to the Met Council funds from the Legacy Amendment's Clean Water Fund ("Clean Water Fund" or "clean water fund") for State fiscal years 2016 and 2017, for the purpose of establishing a water demand reduction grant program to encourage implementation of water demand reduction measures in municipalities in the Minneapolis – St. Paul metropolitan area.

2. The Met Council is authorized by Minnesota Statutes sections 473.129, subdivision 4 and 473.504, subdivision 5 to apply for and use grants from the State for any Metropolitan Council purpose and may dispose of the money in accordance with the terms of the appropriation.

3. The Grantee is authorized to receive grants from the Clean Water Fund to protect, enhance and restore water quality in lakes, rivers and streams, to protect groundwater from degradation and protect drinking water sources by encouraging implementation of water demand reduction measures by municipalities in the Minneapolis – St. Paul metropolitan area to ensure reliability and protection of drinking water supplies.

4. On September 23, 2015, Met Council authorized the granting of portions of the appropriation to the Grantees participating in the grant program, the portion for Grantee defined ahead in this Agreement as "Grantee Program."

5. The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Agreement to the reasonable satisfaction of the Met Council.

GRANT AGREEMENT

1. Term of Grant Agreement.

1.1. **Effective Date.** The effective date of this Grant Agreement is the date stated above on which the Grant Agreement has been duly executed by both parties.

1.2. **Grant Activity Period.** The first day of the month following the Effective Date through and including the expiration date.

1.3. **Expiration Date.** Upon satisfactory fulfillment of obligations, but in no event later than June 30, 2017.

1.4. **Survival of Terms.** The following clauses survive the expiration, termination or cancellation of this Grant Agreement; 9. Liability and Insurance; 10. Audits; 11. Government Data Practices; 13. Data Availability; 14. Governing Law, Jurisdiction and Venues; 16. Data Disclosure; 18. Future Eligibility.

2. Duties, Representations and Warranties of Grantee and Use of Grant Funds.

2.1. The Grantee agrees to conduct, administer and complete in a satisfactory manner the program ("Grantee Program") which is described in Grantee's application to Met Council for assistance under the Met Council's Clean Water Fund grant program, which application is incorporated into this Grant Agreement as **Exhibit A**, and in accordance with the terms and conditions of this Grant Agreement. Specifically, the Grantee agrees to perform the "Grantee Program" in accordance with a specific timeline, all as described in **Exhibit B** of this Grant Agreement and to undertake the financial responsibilities described in **Exhibit B** to this Grant Agreement. The Grantee has the responsibility for and obligation to complete the "Grantee Program" as described in **Exhibit B**. The Met Council makes no representation or warranties with respect to the success and effectiveness of the "Grantee Program". The Met Council acknowledges that "Grantee Program" work may be limited to soliciting participation by its residents and businesses in the "Grantee Program" and requires additional work by the Grantee only to the extent that residents and businesses choose to participate in the "Grantee Program", all as described in the Grantee's application attached as **Exhibit A**.

The Grant Funds must be entirely passed through and can only be used for authorized rebates or grants for qualifying activities.

2.2. Grantee Representations and Warranties. The Grantee further covenants with and represents and warrants to Met Council, as follows:

A. It has the legal authority to enter into, execute and deliver this Grant Agreement and all documents referred to herein, has taken all actions necessary to its execution and delivery of such documents and has provided to Met Council a copy of the resolution by its governing body which authorizes Grantee to enter into this Agreement, to undertake the Clean Water Fund Grant Program, including the Grantee financial responsibilities as shown in **Exhibit B** and which also designates an authorized representative for the Grantee Program who is authorized to provide certifications required in this Grant Agreement and submit pay claims for reimbursement of Grantee Program costs.

B. It has legal authority to conduct and administer the Grantee Program and use the Grant Funds for the purpose or purposes described in this Agreement.

C. This Grant Agreement and all other documents referred to herein are the legal, valid and binding obligations of the Grantee enforceable against the Grantee in accordance with their respective terms.

D. It will comply with all of the terms, conditions, provisions, covenants, requirements, and warranties in this Agreement, and all other documents referred to herein.

E. It will comply with all of the provisions and requirements contained in and imposed by the Clean Water Funding legislation and appropriations from Clean Water Fund legislation, except as explicitly stated in this Grant Agreement that compliance will be handled by the Council.

F. It has made no material false statement or misstatement of fact in connection with the Grant Funds, and all of the information it has submitted or will submit to the Council relating to the Grant Funds or the disbursement of any of the Grant Funds is and will be true and correct. It agrees that all representations contained in its application for the Clean Water Fund Grant are material representations of fact upon which the Council relied in awarding this Grant and are incorporated into this Agreement by reference.

G. It is not in violation of any provisions of its charter or of the laws of the State of Minnesota, and there are no material actions, suits, or proceedings pending, or to its knowledge threatened, before any judicial body or governmental authority against or affecting it and is not in default with respect to any order, writ, injunction, decree, or demand of any court or any governmental authority which would impair its ability to enter into this Grant Agreement or any document referred to herein, or to perform any of the acts required of it in such documents.

H. Neither the execution and delivery of this Grant Agreement or any document referred to herein nor compliance with any of the terms, conditions, requirements, or provisions contained in any of such documents is prevented by, is a breach of, or will result in a breach of, any term, condition, or provision of any agreement or document to which it is now a party or by which it is bound.

I. The Grantee Program will not violate any applicable zoning or use statute, ordinance, building code, rule or regulation, or any covenant or agreement of record relating thereto.

J. The Grantee Program will be conducted in full compliance with all applicable laws, statutes, rules, ordinances, and regulations issued by any federal, state, or other political subdivisions having jurisdiction over the Grantee Program.

K. It will comply with the financial responsibility requirements contained in **Exhibit B**.

L. It shall furnish such satisfactory evidence regarding the representations described herein as may be required and requested by the Met Council.

3. **Time.**

Grantee must comply with all time requirements described in this Grant Agreement. In the performance of this Grant Agreement, time is of the essence.

4. **Eligible Costs.**

Eligible costs are those costs incurred by parties within the jurisdiction of the Grantee only for 75% of rebate or grant payments as defined in **Exhibit B**. The Grantee shall not be reimbursed for non-eligible costs. Any cost not defined as an eligible cost or not included in the Grant Grantee Program or approved in writing by the Council is a non-eligible cost.

5. **Consideration and Payment.**

5.1 **Consideration.** The Met Council will reimburse Grantee for eligible costs performed by the Grantee during the Grant Period in an amount as specified in this agreement. The Met Council shall bear no responsibility for any cost overruns that may be incurred by the Grantee or sub-recipients of any tier in the performance of the Grantee Program. The initial Grant amount to Grantee under this Grant Agreement is \$50,000.00. The Grantee may be eligible to receive additional Grant amounts or an adjustment in Grant amount in accordance with the procedure set forth in the Grant Amendment Form attached hereto and made a part hereof as **Exhibit C**. Upon signature by both Grantee and Met Council on **Exhibit C** this Grant is amended by the amount of increase or decrease approved by Met Council in **Exhibit(s) C**.

5.2 **Advance.** The Met Council will make no advance of the Grant Amount to Grantee. The disbursement of the Grant Amount shall be in the form of reimbursement for eligible costs as provided ahead in this Section 5.

5.3. **Payment.** To obtain payment under this Grant Agreement, the Grantee shall submit a Reimbursement Request/Progress Report on forms provided by the Met Council, and shall submit electronically scanned copies of receipts to verify the cost of eligible devices reported for each reporting period. Reimbursement Request/Progress Reports must be submitted quarterly after this grant agreement has been executed, even if there have been no eligible costs to report and for which to seek reimbursement. The Grantee shall describe its compliance with its the financial requirements and work completed and specific addresses where work was undertaken in connection with the grant and shall provide sufficient documentation of grant eligible expenditures and such other information as the Met Council's staff reasonably requests. The Met Council will promptly pay the Grantee after the Grantee presents to the Met Council a Reimbursement Request/Progress Report and scanned copies of all receipts verifying the cost for all eligible devices reported and the Met Council's Authorized Representative accepts the invoiced services.

6. Conditions of Payment.

6.1. The Grantee must certify to the Council that work at each site for which payment is requested is done, that Grantee has received receipts for such work, that the work was not performed in violation of federal, Met Council, or local law or regulation and that Grantee has issued the appropriate permits for the work completed in the Grantee Program.

6.2. **Conditions Precedent to Any Reimbursement Request.** The obligation of the Met Council to make reimbursement payments hereunder shall be subject to the following conditions precedent:

A. The Met Council shall have received a Reimbursement Request/Progress Report for such amount of funds being requested, and electronically scanned copies of receipts verifying the cost for all eligible devices for that reporting period

B. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that (i) the Grantee has legal authority to and has taken all actions necessary to enter into this Agreement and (ii) this Agreement is binding on and enforceable against the Grantee.

C. The Met Council shall have received evidence upon request, and in form and substance acceptable to the Met Council, that all applicable and required building permits, other permits, bonds and licenses necessary for each site included in the Grantee Program including, where applicable, operation of the site, have been paid for, issued and obtained, other than those permits, bonds and licenses which may not lawfully be obtained until a future date or those permits, bonds and licenses which in the ordinary course of business would normally not be obtained until a later date and that each site under the Grantee Program is active and serving an occupied building.

D. No Event of Default under this Grant Agreement or event which would constitute an Event of Default but for the requirement that notice be given or that a period of grace or time elapse shall have occurred and be continuing.

E. The Grantee has supplied to the Met Council all other items that the Met Council may reasonably require to assure good fiscal oversight of state's funding through the Clean Water Fund.

7. Authorized Representative.

The Met Council's Authorized Representative is:

Name: Brian Davis or successor
Title: Senior Engineer
Mailing Address: 390 North Robert Street
St. Paul, MN 55101
Phone: (651) 602-1519
E-Mail Address: brian.davis@metc.state.mn.us

or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the Met Council's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is:

Name: Lon Schemel, Water Superintendent
Mailing Address: 255 Sarazin St., Shakopee, MN 55379
Phone: 952-233-1504
E-Mail Address: lschemel@shakopeeutilities.com

If the Grantee's Authorized Representative changes at any time during this Grant Agreement, the Grantee must immediately notify the Met Council and within 30 days provide a new City resolution (if such resolution is necessary) specifying the new Representative.

8. Assignment, Amendments, Waiver, and Grant contract Complete.

8.1 Assignment. The Grantee may neither assign nor transfer any rights or obligations under this Grant Agreement without the prior consent of the Met Council and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Grant Agreement, or their successors in office.

8.2 Amendments. Any amendment to this Grant Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Agreement, or their successors, or their delegate in office.

8.3 Waiver. If the Met Council fails to enforce any provision of this Grant Agreement, that failure does not waive the provision or its right to enforce it.

8.4 Grant Contract Complete. This Grant Agreement contains all negotiations and agreements between the Met Council and the Grantee. No other understanding regarding this Grant Agreement, whether written or oral, may be used to bind either party.

9. Liability and Insurance.

9.1 Liability. The Grantee and the Met Council agree that they will be responsible for their own acts and the results thereof to the extent authorized by law, and they shall not be responsible for the acts of the other party and the results thereof. The liability of the Met Council is governed by the provisions contained in Minn. Stat. Chapter 466 as it may be amended, modified or replaced from time to time. The liability of the Grantee is governed by the provisions contained in such Chapter 466.

9.2 Relationship of the Parties. Nothing contained in this Grant Agreement is intended or should be construed in any manner as creating or establishing the relationship of co-partners or a joint venture

between the Grantee and the Met Council, nor shall the Grantee be considered or deemed to be an agent, representative, or employee of the Met Council in the performance of this Grant Agreement, or the Grantee Program.

The Grantee represents that it has already or will secure or cause to be secured all personnel required for the performance of this Grant Agreement and the Grantee Program. All personnel of the Grantee or other persons while engaging in the performance of this Grant Agreement the Grantee Program shall not have any contractual relationship with the Met Council related to the work of the Grantee Program and shall not be considered employees of the Met Council. In addition, all claims that may arise on behalf of said personnel or other persons out of employment or alleged employment including, but not limited to, claims under the Workers' Compensation Act of the State of Minnesota, claims of discrimination against the Grantee, its officers, agents, contractors, or employees shall in no way be the responsibility of the Met Council. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the Met Council, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, disability benefits, severance pay and retirement benefits.

10. Audits.

Under Minn. Stat. § 16C.05, subd. 5; the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the Met Council and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the termination date of this Grant Agreement.

11. Government Data Practices.

The Grantee and Met Council must comply with the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, as it applies to all data provided by the Met Council under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this Grant Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the Met Council. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the Met Council.

12. Workers' Compensation.

The Grantee certifies that it is in compliance with Minn. Stat. § 176.181, subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered Met Council employees. Any claims that may arise under the Minnesota Workers Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the Met Council's obligation or responsibility.

13. Data Availability.

To the extent and as requested by the Council, Grantee agrees to comply with Minn. Stat. § 114D.50, subd. 5 requirements for data collected by the Grantee Programs funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness and infrastructure investments, including but not limited to the requirement that to the extent practicable, summary data and results of Grantee Programs funded with money from the Clean Water Fund should be readily accessible on the internet and identified as a Clean Water Fund Grantee Program. The Council will put overall summary information on the internet and will encourage the Grantee put its city

information on the web. Grantee understands and agrees that Council may list its name and summary information on the internet or in any other Grantor reporting.

14. Governing Law, Jurisdiction, and Venue.

Minnesota law, without regard to its choice-of-law provisions, governs this Grant Agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15. Termination.

The Met Council may cancel this Grant Agreement at any time, with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment for services prequalified and satisfactorily performed before the termination notice.

16. Data Disclosure.

Under Minn. Stat. § 270C.65, subd. 3, and other applicable law, the Grantee consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the Met Council, to federal and state tax agencies and Met Council personnel involved in the payment of Met Council obligations. Grantee will require compliance with this Section 16 by Grantee's subrecipient of Grant funds and shall submit evidence of such compliance to Met Council as requested.

17. Notices.

In addition to any notice required under applicable law to be given in another manner, any notices required hereunder must be in writing and shall be sufficient if personally served or sent by prepaid, registered, or certified mail (return receipt requested), to the business address of the party to whom it is directed. Such business address shall be that address specified below or such different address as may hereafter be specified, by either party by written notice to the other:

To the Grantee at:

Shakopee Public Utilities Commission
255 Sarazin St.
Shakopee, MN 55379
Attention: Lon Schemel

To the Met Council at:

Metropolitan Council
390 Robert Street North
St. Paul, MN 55101
Attention: Regional Administrator

With copy to:

MCES General Manager
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

MCES Finance Director
Metropolitan Council Environmental Services
390 Robert Street North
St. Paul, MN 55101

18. Miscellaneous.

18.1 Report to Legislature. As provided in Minn. Stat. § 3.195, the Met Council must submit a report on the expenditure and use of money appropriated under the Clean Water Fund to the legislature by January 15 of each year. The report must detail the outcomes in terms of additional use of Clean Water Fund resources, user satisfaction surveys, and other appropriate outcomes. The grantee agrees to provide to the Met Council by January 1 of each year a report on any user satisfaction surveys it has related to this Grantee Program, and other appropriate outcomes of the Grantee Program as prescribed in Section 18.3 of this Agreement.

18.2 Supplement. The funds granted under this agreement are to supplement and shall not substitute for traditional sources of funding. Therefore, the Grantee hereby certifies to the Met Council that there was and is no traditional Grantee sources of funding for the City to help fund one-fourth (1/4) of the subject water efficiency rebate or grant work.

18.3 Measureable Outcomes. To the extent and upon request of the Council, Grantee agrees to demonstrate compliance with the following: A Grantee Program or program receiving funding from the Clean Water Fund must meet or exceed the constitutional requirement to protect, enhance, and restore water quality in lakes, rivers and streams and to protect groundwater and drinking water from degradation. A Grantee Program or program receiving funding from the Clean Water Fund must include measurable outcomes, as defined in section 3.303, subdivision 10, and a plan for measuring and evaluating the results. A Grantee Program or program must be consistent with current science and incorporate state-of-the-art technology. All information for funded Grantee Program work, including the proposed measurable outcomes, must be made available for publication on the Web site required under section 3.303, subdivision 10, as soon as practicable and forwarded to the Met Council and the Legislative Coordinating Commission under the provisions of Minn. Stat. § 3.303, subd. 10. The Grantee must compile and submit all information for funded Grantee Programs or programs, including the proposed measurable outcomes and all other items required under section 3.303, subdivision 10, to the Met Council and, if requested by the Council, the Legislative Coordinating Commission as soon as practicable or by January 15 of the applicable fiscal year, whichever comes first.

18.4 Minn. Stat. § 16B.98. Grants funded by the Clean Water Fund must be implemented according to section 16B.98 and must account for all expenditures.

18.5 Benefit to Minnesota Waters. Money from the Clean Water Fund may only be spent on Grantee Programs that benefit Minnesota waters.

18.6 Website. If the Grantee has information on its website about the water efficiency grant program pursuant to Minn. Stat. § 114D.50, the Grantee shall, when practicable, prominently display on the Grantee's Website home page the Legacy logo required under Laws 2009, chapter 172, article 5, section 10, as amended by Laws 2010, chapter 361, article 3, section 5, accompanied by the phrase "Click here for more information." When a person clicks on the Legacy logo image, the Web site must direct the person to a Web page that includes both the contact information that a person

may use to obtain additional information, as well as a link to the Council's and Legislative Coordinating Commission Website required under section 3.303, subdivision 10.

18.7 Future Eligibility. Future eligibility for money from the Clean Water Fund is contingent upon the Grantee satisfying all application requirements related to Council's fulfillment of Minn. Stat. § 114D.50 as well as any additional requirements contained in 2013 Session Laws chapter 137, article 2, section 9.

18.8 Data Availability. Data collected by the Grantee Programs, if any, funded with money from the Clean Water Fund that have value for planning and management of natural resources, emergency preparedness, and infrastructure investments must conform to the enterprise information architecture developed by the Office of MN.IT Services. Spatial data must conform to geographic information system guidelines and standards outlined in that architecture and adopted by the Minnesota Geographic Data Clearinghouse at the Minnesota Geospatial Information Office. A description of these data that adheres to the Office of MN.IT Services geographic metadata standards must be submitted to the Minnesota Geospatial Information Office to be made available online through the clearinghouse and the data must be accessible and free to the public unless made private under chapter 13. To the extent practicable, summary data and results of the Grantee Program funded with money from the clean water fund should be readily accessible on the Internet and identified as a Clean Water Fund Grantee Program.

18.9 Prevailing Wages. The Grantee agrees to comply with all of the applicable provisions contained in chapter 177 of the Minnesota Statutes, and specifically those provisions contained in Minn. Stat. §§ 177.41 through 177.435, as they may be amended, modified or replaced from time to time with respect to the Grantee Program. By agreeing to this provision, the Grantee is not acknowledging or agreeing that the cited provisions apply to the Grantee Program.

18.10. E-Verification. The Grantee agrees and acknowledges that it is aware of Governor's Executive Order 08-01 regarding e-verification of employment of all newly hired employees to confirm that such employees are legally entitled to work in the United States, and that it will, if and when applicable, fully comply with such order.

18.11 Disability Access. Where appropriate, Grantee of clean water funds, in consultation with the Council on Disability and other appropriate governor-appointed disability councils, boards, committees, and commissions, should make progress toward providing greater access to programs, print publications, and digital media for people with disabilities related to the programs the recipient funds using appropriations made in this agreement.

18.12. General Provisions.

(i) Grants. The Grantee shall implement this Grant Agreement according to Minnesota Statutes, section 16B.98, and shall account for all expenditures of funds.

(ii) Lawsuit. This Grant shall be canceled to the extent that a court determines that the appropriation unconstitutionally substitutes for a traditional source of funding.

(iii) Termination Due to Lack of Funds. Grantee recognizes that Council's obligation to reimburse Grantee for eligible Grantee Program costs is dependent upon Council's receipt of funds from the State of Minnesota appropriated to Council under 2015 Session Laws, 1st Special Session, Chapter 2, Article 2, Section 9. Should the State of Minnesota terminate such appropriation or should such funds become unavailable to Council for any reason, Council shall, upon written

notice to Grantee of termination or unavailability of such funds, have no further obligations for reimbursement or otherwise under this Grant Agreement. In the event of such written notice to Grantee by Council of termination or unavailability of funds, Grantee has no further obligation to complete the Grantee Program as required by this Grant Agreement.

19. Default and Remedies.


19.1 Defaults. The Grantee's failure to fully comply with all of the provisions contained in this Grant Agreement shall be an event of default hereunder ("Event of Default").

19.2 Remedies. Upon an event of default, the Met Council may exercise any one or more of the following remedies:

- a. Refrain from disbursing the Grant;
- b. Demand that all or any portion of the Grant already disbursed be repaid to it, and upon such demand the Grantee shall repay such amount to the Met Council.
- c. Enforce any additional remedies the Met Council may have at law or in equity.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their duly authorized representatives on or as of the date first above written.

METROPOLITAN COUNCIL

By: 
Regional Administrator, successor, or delegatee

Date: 3/28/2016

GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: 

Lon R. Schemel, water Superintendent
Printed Name and Title

Date: March 21, 2016

EXHIBIT A

Metropolitan Council Water Efficiency Grant Application Form

Applicant Information

Municipality: City of Shakopee

Municipality Utility: Shakopee Public Utilities Commission

Mailing Address: 255 Sarazin St, Shakopee, MN 55379

Primary Contact Information: The City/Community primary authorized representative (all correspondence and city responsibility regarding participation in the Grantee Program should be should be addressed to individual named below).

NAME: Lon Schemel
TITLE: Water Superintendent
STREET: 355 Sarazin St
CITY, ZIP: Shakopee, 55379
PHONE: 952-233-1504
EMAIL: lschemel@shakopeeutilities.com

Secondary Contact Information: City/Community Secondary Authorized Representative:

NAME: Naseem Qureshi
TITLE: President of Progressive Consulting Engineering Inc.
STREET: 6120 Earl Brown Dr.
CITY, ZIP: Minneapolis, 55430
PHONE: 763-560-9133
EMAIL: nquresh@pce.com

Municipal Utility Total Per Capita Water Use (2013): 120.28 gallons per day

Municipal Utility Residential Per Capita Water Use (2013): 73.68 gallons per day

Municipal Utility Ratio of Peak Month to Winter Month Water Use (2013): 3.73

Municipality's estimated annual water savings from proposed program: 1,879,020 gallons

Municipal Utility Grant or Rebate Program Design

Requested Grant Amount (must equal 75% of total program budget): \$50,000

Required Utility Matching Amount (must equal 25% of total program budget): \$17,000

Will your program be a grant program or rebate program: a grant program

Estimated Number of Items:

Item	Estimated Number
Toilets	330
Clothes Washing Machines	100
Irrigation System Controllers	50

Metropolitan Council Water Efficiency Grant Application Form

Project Work Plan and Schedule*

Task Description	Responsible Person/Group	Estimated Start Date	Estimated Completion Date
Prepare the design and wording for coupon and prepare a spreadsheet for vendors to fill in as an invoice and contract rules	Shakopee Public Utilities Commission (SPUC) and Progressive Consulting Engineers, Inc (PCE)	12/1/2015	12/31/2015
Set up a coupon program with local vendors	SPUC and PCE	12/1/2015	12/31/2015
Set up a SPUC website for coupon application and write a news letter about the coupon program	SPUC and PCE	12/1/2015	12/31/2015
Start the coupon program	SPUC and PCE	1/4/2016	8/31/2016
Monthly review of vendors' invoices and data collection of the program	SPUC	1/4/2016	8/31/2016

* Municipal utility may create own project plan and schedule form

Metropolitan Council Water Efficiency Grant Application Form

Communications to Property Owners

How will your program be advertised?

Newsletter

Print Media

Email

Twitter

Radio

Television

*Please provide examples of proposed newsletter, print media, or email communication

Critical Points to Remember

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Grant funds for a municipality's rebate or grant program do not cover 100% of the program cost
- The municipality's rebate or grant amount cannot pay for 100% of the eligible activity's cost
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo

EXHIBIT B

Clean Water Fund Grant Program Overview & Goal, Structure, and Qualified Activities (for reference only; should anything herein be contradicted by the Agreement language, the Agreement terms prevail).

Overview

The Metropolitan Council (Council) will implement a water efficiency grant program effective September 30, 2015 to June 30, 2017. Grants will be awarded on a competitive basis to municipalities that manage municipal water systems. The Council will provide 75% of the program cost; the municipality must provide the remaining 25%. Grants will be made available in amounts with a minimum of \$2,000 and a maximum of \$50,000. Grantees will be required to provide estimated water savings achieved through this program for Clean Water Land & Legacy Amendment reporting purposes.

Legislative Directive

Minnesota 2015 Session Law Ch. 2, Art. 2, Sec. 9:

\$250,000 the first year and \$250,000 the second year are for the water demand reduction grant program to encourage implementation of water demand reduction measures by municipalities in the metropolitan area to ensure the reliability and protection of drinking water supplies.

Grant Program Goal

The goal of the water efficiency grant program is to support technical and behavioral changes that improve municipal water use efficiency in the seven-county metropolitan area.

Critical Points to Remember

- The applying municipality must be a water supplier
- New construction and new developments are not eligible
- Funds are for rebates or grants only; consulting and city staff time are ineligible
- Grant funds for a municipality's rebate or grant program do not cover 100% of the program cost
- The municipality's rebate or grant amount cannot pay for 100% of the eligible activity's cost
- Grant recipients must display the Clean Water, Land and Legacy Amendment logo and the Metropolitan Council logo

Grant Program Structure

Administration and Funding

The water conservation grant program will be administered by the Metropolitan Council Environmental Services (MCES) and will be funded with \$500,000 appropriated by the 2015 Minnesota Legislature in Clean Water Funds for FY 2015-2016. Grant applications will be reviewed and ranked by the MCES Water Supply Planning Unit staff.

Grants are only for water efficiency programs offering rebates or grants to property owners who are customers of the municipal water supply system and who replace specified water using devices with devices that use substantially less water.

Grants will be awarded to municipalities in amounts ranging from \$2,000 to \$50,000 for providing rebates or grants to property owners. Municipalities will be responsible for the design of their rebate or grant program and its details. Grant payments to the municipality will be for 75% of approved rebate or grant program amounts. The municipality must provide the remaining 25% of the program cost. Rebates or grants are eligible for reimbursement on device replacements conducted September 30, 2015 through June 30, 2017.

Please note: municipalities may choose the amount of the rebate or grant to apply to any specified water device, up to and including 100% of eligible costs for the device replacements.

Eligibility

Per legislative language, the grant program is limited to municipalities in the seven-county metropolitan area.

Communities eligible per above must apply to participate and, if approved, sign a standard Council grant agreement, before any eligible rebates or grants can be submitted for reimbursement. Agreements shall require that communities:

- Sign certification of work done to receive grants.
- Retain records, and cooperate with any audit.
- Do all communications with property owners and ensure all written communications to property owners include both the Clean Water, Land and Legacy Amendment and the Metropolitan Council's logo.
- Agree to provide quantitative information for state reporting purposes.

Eligible water efficiency measures:

- Toilet replacement with a US EPA WaterSense labeled toilet
- Clothes washing machine replacement with an Energy Star qualified clothes washing machine
- Irrigation system audits by a WaterSense audit-certified professional that result in an irrigation system Controller *Replacements* with a WaterSense labeled controller, replacement of broken or inefficient sprinkler heads

Expenses eligible for rebate are the out-of-pocket cost of the device and its installation only, not to include any owner labor costs. In addition, new construction and new developments are ineligible, as this program is intended as a current infrastructure replacement program. \

Application Process

- Applicants must be municipal water suppliers.
- Municipalities will submit MCES supplied application form by November 30, 2015. Required information will include:
 - the municipality's rebate or grant program design and work plan (Template Provided)
 - examples or proposed examples of communications to property owners
 - requested total grant amount
 - estimated annual amount of water saved by the applying municipality.
- Metropolitan Council will notify municipalities of grant awards and provide agreements by December 31, 2015.

Proposal Selection Criteria

Preference will be given to:

- Municipalities where total per capita water use is greater than 90 gallons per capita per day (gpcd) or residential per capita water use is greater than 75 gpcd (based on 2013 water data reported to the DNR)
- Municipalities that are supplied 100% with groundwater
- Municipalities with identified water supply issues in the Master Water Supply Plan Community Profiles (including location within the DNR North & East Metro Groundwater Management Area)
- Municipalities with a high ratio of peak monthly water use to winter monthly water use (based on 2013 water data reported to the DNR)
- The order in which applications are received and until grant funds are completely committed.

Funding Process and Reporting Requirements

- Utilizing forms provided by MCES, the following information must be reported on a quarterly basis:
 - Number, type and amount of rebates or grants provided to property owners, along with each property address
 - Estimated annual gallons of water saved per installation
 - Municipality matching funds disbursed and encumbered for disbursement
 - Number of unmet funding requests from property owners
- Upon review and confirmation of the above information, including electronically scanned copies of receipts verifying the cost of eligible devices reported for that reporting period, MCES will process a grant payment in the amount of 75% of approved total rebates or grants for the reporting period.
- MCES will provide confirmation of grant balances available upon request and reserves the right to amend grant agreements, in collaboration with grantee municipality, if quarterly reporting indicates rebate or grant programs will not fully utilize grant awards within the grant period.

Qualified Activities

- Toilet Replacements
http://www.epa.gov/WaterSense/product_search.html
- Residential Clothes Washing Machine Replacements
<http://www.energystar.gov/productfinder/product/certified-clothes-washers/results>
- Irrigation System Audits that result in Irrigation System Controller Replacements
http://www.epa.gov/watersense/outdoor/cert_programs.html
http://www.epa.gov/WaterSense/product_search.html
- Irrigation System Controller Replacements only
http://www.epa.gov/WaterSense/product_search.html

Reporting and Rebate Example

Municipality ABC

Property Address	Property Type	Water Device Replaced	#	Rebate or Grant per device	Total Rebate or Grant	Municipality Contribution	Eligible Grant Amount	Est Annual Water Saved (Gal)
2828 Service Rd, 55035	Residential	Toilet	2	\$50.00	\$100.00	\$25.00	\$75.00	250
		Clothes Washer	1	\$125.00	\$125.00	\$31.25	\$93.75	325
1658 Rockford Rd, 55034	Residential	Toilet	1	\$50.00	\$50.00	\$12.50	\$37.50	250
		Clothes Washer	1	\$125.00	\$125.00	\$31.25	\$93.75	325
		Irrigation Control	2	\$200.00	\$400.00	\$100.00	\$300.00	1575
52 Pennington Ave, 55035	Commercial	Toilet	4	\$50.00	\$200.00	\$50.00	\$150.00	500
Totals					\$1,000.00	\$250.00	\$750.00	3225

EXHIBIT C Revision #

METROPOLITAN COUNCIL ENVIRONMENTAL SERVICES

**2015 CLEAN WATER FUND WATER EFFICIENCY GRANT PROGRAM
GRANT AMENDMENT FORM**

NOTICE TO GRANTEE: Submission of this form is required to modify your city's signed agreement with Metropolitan Council Environmental Services (MCES) 2015 Clean Water Fund Water Efficiency Grant program (Grantee Program).

Subsequent to determination of your city's initial grant amount per the signed agreement, completion and submission of this form is necessary when 1) you are requesting additional grant funds to meet unexpected rebate or grant demand, or 2) when your city has determined that the previously approved program's rebate or grant demand will not be met, requiring less grant funds than anticipated when the agreement was signed.

The process for modifying your agreement is as follows:

1. Your City's designated authorized representative submits 2 signed copies of Exhibit B to MCES, with an attachment itemizing request(s) for a) pre-qualification of additional projects and/or b) changes to prior prequalified amounts.
2. Upon receipt of signed Exhibit B, MCES Program Administrator obtains Council authorized signatures that officially modifies the agreement, maintains in the contract file and returns a fully signed copy of Exhibit B indicating new grant amount to City's designated authorized representative.

These steps MUST OCCUR via postal or other courier service to include original signatures and require retention of signed documents to be made available upon request.

Instructions: Indicate the date of your change request in #1 box. Indicate the number of this particular change request in #2 box (and in box at top of page – must match). Enter the current grant agreement amount (as MCES approved) in #3 box. If you wish to increase your municipality's grant amount, enter the amount you are requesting in #4 box. If you wish to decrease your grant amount due to lesser demand than anticipated, enter the amount in #5 box. Enter in #6 box the amount derived from adding #3 to #4 or derived from subtracting #5 from #3.

Grant Agreement #

1. Date of change request:

2. Change request number:

3. Current Grant Agreement Amount (as MCES approved):

4. Increase due to request for additional funding:

5. Decrease due to lessor demand:

6. Amended Grant Agreement Amount requested:

CITY NAME: _____

I request the above changes (sign with title and date):

MCES PROGRAM ADMINISTRATOR APPROVAL (signature and date):

COUNCIL AUTHORIZED SIGNATURE AND DATE

Questions may be directed to the MCES Program Administrator:

Brian Davis
MCES Senior Engineer
390 Robert Street North
St. Paul, MN 55101-1805
Phone: (651) 602-1519
Email: brian.davis@metc.state.mn.us

Monthly Water Dashboard

As of: June 2016

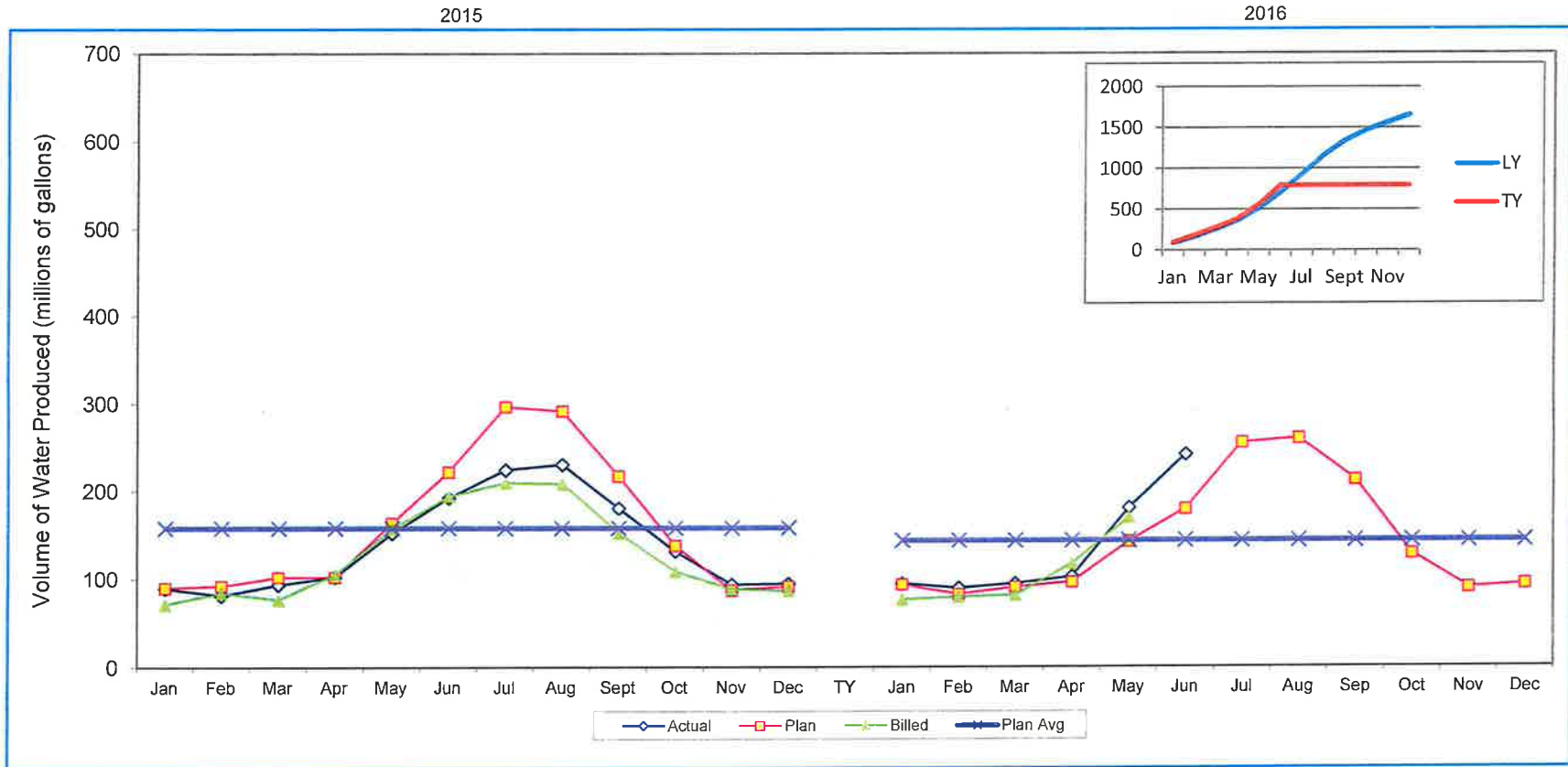
Shakopee Public Utilities Commission

ALL VALUES IN MILLIONS OF GALLONS

Element/Measure Water Pumped/Metered

Averages	
2013	150
2014	140
2015	138

Last 6 months actuals	94	89	94	102	180	241
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	LY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actual		89	81	93	102	152	192	224	230	180	131	93	94		94	89	94	102	180	241						
Plan		90	92	102	102	164	222	297	292	217	138	87	91		93	82	90	96	142	179	255	260	212	128	89	93
YTD % *															101%	105%	105%	105%	111%	117%						
Billed		71	84	76	105	157	194	209	208	152	108	88	86		76	79	81	117	169							



Actual gallons pumped vs. Plan



SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

MEMORANDUM

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

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

SUBJECT: Nitrate Results Update -- Advisory

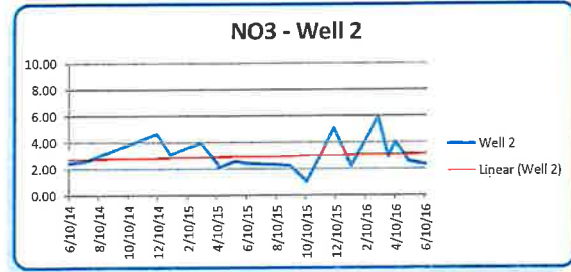
DATE: July 13, 2016

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

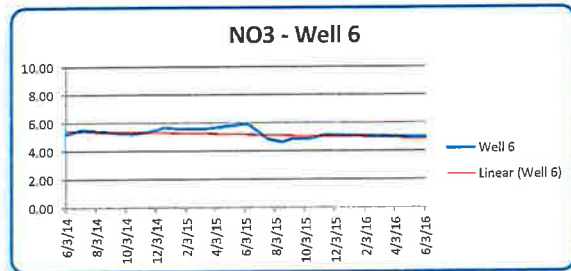
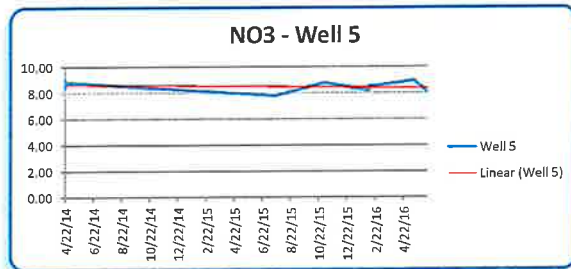
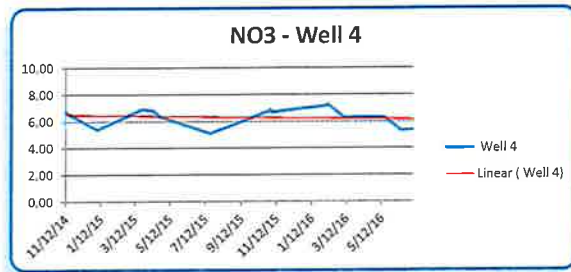


Shakopee Public Utilities Commission
 Water Department
 Nitrate Results
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
2	6/10/14	6/19/14	2.44	MVTL	144 hrs prior
2	7/15/14	7/29/14	2.60	MVTL	164 hrs prior
2	12/9/14	12/15/14	4.63	MVTL	132 hrs prior
2	1/6/15	1/14/15	3.10	MVTL	128 hrs prior
2	3/10/15	3/16/15	3.95	MVTL	126 hrs prior
2	4/14/15	4/20/15	2.36	MVTL	75 hrs prior
2	4/14/15	4/30/15	2.10	MDH	
2	5/19/15	5/26/15	2.58	MVTL	288 hrs prior
2	6/9/15	6/16/15	2.43	MVTL	26 hrs prior
2	9/8/15	9/15/15	2.27	MVTL	132 hrs prior
2	10/13/15	10/19/15	1.03	MVTL	96 hrs prior
2	12/8/15	2/1/16	5.04	MVTL	132 hrs prior
2	1/12/16	1/25/16	2.22	MVTL	220 hrs prior
2	3/8/16	3/14/16	5.93	MVTL	168 hrs prior
2	3/29/16	4/4/16	2.96	MVTL	312 hrs prior
2	4/12/16	4/19/16	4.05	MVTL	48 hrs prior
2	5/10/16	5/16/16	2.60	MVTL	144 hrs prior
2	5/10/15	6/2/16	2.60	MDH	
2	6/14/16	6/20/16	2.32	MVTL	168 hrs prior
4	11/12/14	11/20/14	6.81	MVTL	210 hrs prior
4	11/12/14	12/29/14	6.70	MDH	
4	1/6/15	1/14/15	5.38	MVTL	220 hrs prior
4	3/24/15	3/30/15	6.90	MVTL	388 hrs prior
4	4/14/15	4/20/15	6.79	MVTL	96 hrs prior
4	4/23/15	7/8/15	6.40	MDH	163 hrs prior
4	7/21/15	7/29/15	5.10	MVTL	220 hrs prior
4	11/3/15	11/9/15	6.85	MVTL	168 hrs prior
4	11/3/15	4/29/16	6.70	MDH	
4	2/9/16	2/16/16	7.18	MVTL	112 hrs prior
4	2/9/16	4/29/16	7.30	MDH	
4	3/8/16	3/14/16	6.31	MVTL	144 hrs prior
4	5/17/16	5/25/16	6.33	MVTL	168 hrs prior
4	6/14/16	6/20/16	5.35	MVTL	168 hrs prior
4	7/5/16	7/12/16	5.37	MVTL	168 hrs prior
5	4/22/14	4/30/14	9.06	MVTL	72 hrs prior
5	4/22/14	6/16/14	8.40	MDH	*
5	4/23/14	5/7/14	8.82	MVTL	96 hrs prior
5	7/21/15	7/29/15	7.80	MVTL	210 hrs prior
5	11/3/15	11/9/15	8.78	MVTL	112 hrs prior
5	11/3/15	4/29/16	8.80	MDH	
5	2/9/16	2/16/16	8.18	MVTL	434 hrs prior
5	2/9/16	4/29/16	8.50	MDH	
5	3/8/16	3/14/16	8.62	MVTL	288 hrs prior
5	5/17/16	5/25/16	8.96	MVTL	168 hrs prior
5	6/14/16	6/20/16	8.08	MVTL	168 hrs prior
6	6/3/14	6/19/14	5.25	MVTL	144 hrs prior
6	7/8/14	7/14/14	5.52	MVTL	288 hrs prior
6	8/12/14	8/20/14	5.40	MVTL	182 hrs prior
6	9/2/14	9/11/14	5.36	MVTL	109 hrs prior
6	10/14/14	10/23/14	5.23	MVTL	434 hrs prior
6	11/25/14	12/3/14	5.40	MVTL	312 hrs prior
6	12/23/14	1/5/15	5.69	MVTL	191 hrs prior
6	1/13/15	1/22/15	5.60	MVTL	145 hrs prior
6	3/17/15	3/30/15	5.61	MVTL	48 hrs prior
6	6/9/15	6/16/15	5.94	MVTL	96 hrs prior
6	7/21/15	7/29/15	4.86	MVTL	144 hrs prior
6	8/18/15	8/24/15	4.68	MVTL	696 hrs prior
6	9/8/15	9/15/15	4.89	MVTL	288 hrs prior
6	10/13/15	10/19/15	4.93	MVTL	192 hrs prior
6	11/17/15	11/23/15	5.15	MVTL	144 hrs prior
6	6/7/16	6/14/16	5.04	MVTL	195 hrs prior

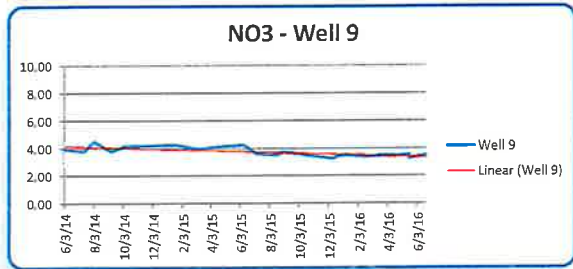
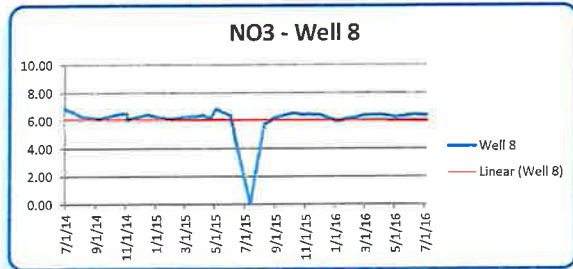
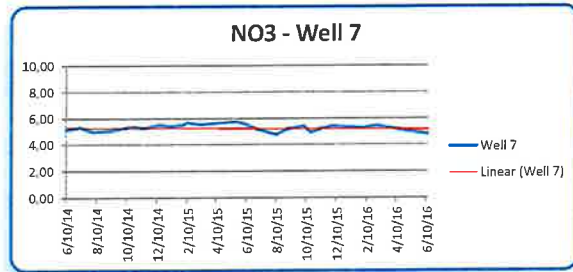


* Samples with an asterisk are from a Nitrate Source Water Survey conducted by the MDH and are not used in determining compliance.



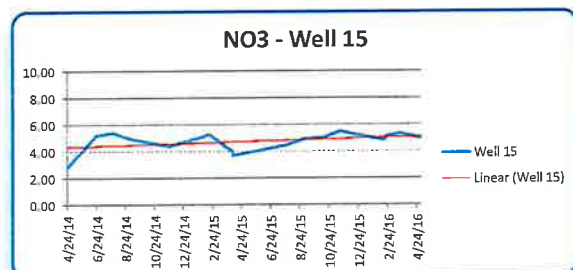
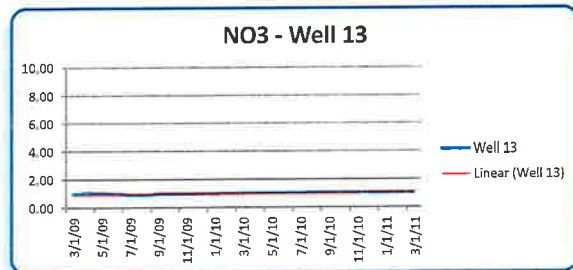
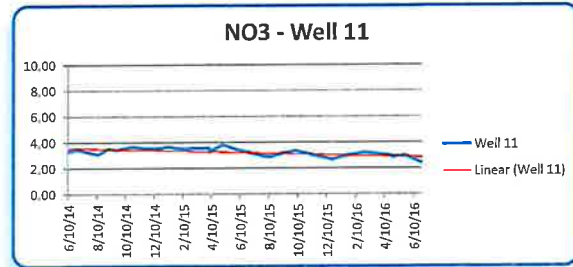
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
7	6/10/14	6/23/14	5.14	MVTL	144 hrs prior
7	7/8/14	7/14/14	5.34	MVTL	212 hrs prior
7	8/5/14	8/18/14	4.98	MVTL	168 hrs prior
7	9/2/14	9/11/14	5.05	MVTL	96 hrs prior
7	10/21/14	10/27/14	5.37	MVTL	127 hrs prior
7	11/18/14	11/24/14	5.26	MVTL	321 hrs prior
7	12/16/14	12/24/14	5.50	MVTL	212 hrs prior
7	1/6/15	1/22/15	5.38	MVTL	159 hrs prior
7	2/3/15	2/9/15	5.51	MVTL	112 hrs prior
7	2/10/15	2/17/15	5.67	MVTL	144 hrs prior
7	3/10/15	3/16/15	5.52	MVTL	352 hrs prior
7	5/19/15	5/26/15	5.75	MVTL	158 hrs prior
7	6/2/15	6/8/15	5.66	MVTL	96 hrs prior
7	7/7/15	7/20/15	5.14	MVTL	144 hrs prior
7	8/11/15	8/17/15	4.77	MVTL	96 hrs prior
7	9/1/15	9/9/15	5.18	MVTL	144 hrs prior
7	10/6/15	10/14/15	5.41	MVTL	336 hrs prior
7	10/20/15	10/28/15	4.94	MVTL	144 hrs prior
7	11/10/15	11/16/15	5.24	MVTL	321 hrs prior
7	12/1/15	12/15/15	5.41	MVTL	352 hrs prior
7	2/2/16	2/8/16	5.29	MVTL	192 hrs prior
7	3/1/16	3/8/16	5.45	MVTL	140 hrs prior
7	6/14/16	6/20/16	4.81	MVTL	188 hrs prior
8	7/1/14	7/10/14	6.91	MVTL	140 hrs prior
8	8/5/14	8/18/14	6.32	MVTL	168 hrs prior
8	9/9/14	9/15/14	6.14	MVTL	192 hrs prior
8	10/21/14	10/27/14	6.49	MVTL	180 hrs prior
8	11/5/14	11/14/14	6.51	MVTL	480 hrs prior
8	12/16/14	12/24/14	6.44	MVTL	124 hrs prior
8	1/15/15	1/22/15	6.10	MDH	
8	1/13/15	1/22/15	6.23	MVTL	212 hrs prior
8	2/3/15	2/9/15	6.12	MVTL	127 hrs prior
8	3/3/15	3/9/15	6.31	MVTL	336 hrs prior
8	3/24/15	3/30/15	6.32	MVTL	24 hrs prior
8	4/7/15	4/13/15	6.41	MVTL	192 hrs prior
8	4/23/15	7/8/15	6.20	MDH	312 hrs prior
8	5/5/15	5/18/15	6.87	MVTL	144 hrs prior
8	6/2/15	6/8/15	6.39	MVTL	192 hrs prior
8	7/14/15	7/20/15	0.05	MVTL	168 hrs prior
8	8/11/15	8/17/15	5.77	MVTL	120 hrs prior
8	9/1/15	9/9/15	6.24	MVTL	180 hrs prior
8	10/6/15	10/14/15	6.55	MVTL	192 hrs prior
8	11/3/15	11/9/15	6.46	MVTL	140 hrs prior
8	11/3/15	4/29/16	6.50	MDH	
8	12/1/15	12/15/15	6.46	MVTL	312 hrs prior
8	1/5/16	1/13/16	6.00	MVTL	96 hrs prior
8	2/2/16	2/8/16	6.24	MVTL	144 hrs prior
8	2/2/16	4/29/16	6.20	MDH	
8	3/1/16	3/8/16	6.43	MVTL	96 hrs prior
8	4/5/16	4/22/16	6.46	MVTL	336 hrs prior
8	5/3/16	5/9/16	6.30	MVTL	124 hrs prior
8	6/7/16	6/14/16	6.44	MVTL	310 hrs prior
8	7/5/16	7/12/16	6.40	MVTL	190 hrs prior
9	6/3/14	6/19/14	3.96	MVTL	144 hrs prior
9	7/15/14	7/29/14	3.80	MVTL	243 hrs prior
9	8/5/14	8/18/14	4.50	MVTL	161 hrs prior
9	9/9/14	9/15/14	3.79	MVTL	212 hrs prior
9	10/7/14	10/17/14	4.17	MVTL	192 hrs prior
9	1/20/15	1/26/15	4.25	MVTL	144 hrs prior
9	3/10/15	3/16/15	3.96	MVTL	512 hrs prior
9	4/21/15	4/27/15	4.15	MVTL	240 hrs prior
9	5/19/15	5/26/15	4.20	MVTL	168 hrs prior
9	6/8/15	6/16/15	4.29	MVTL	24 hrs prior
9	7/7/15	7/20/15	3.62	MVTL	192 hrs prior
9	8/19/15	8/24/15	3.54	MVTL	24 hrs prior
9	9/1/15	9/9/15	3.75	MVTL	161 hrs prior
9	10/13/15	10/19/15	3.57	MVTL	150 hrs prior
9	12/8/15	2/1/16	3.28	MVTL	144 hrs prior
9	1/5/16	1/13/16	3.54	MVTL	168 hrs prior
9	2/16/16	2/23/16	3.40	MVTL	312 hrs prior
9	3/15/16	3/21/16	3.48	MVTL	168 hrs prior
9	4/19/16	4/25/16	3.48	MVTL	168 hrs prior
9	5/17/16	5/25/16	3.58	MVTL	212 hrs prior
9	5/17/16	6/2/16	3.30	MDH	
9	6/21/16	6/28/16	3.51	MVTL	144 hrs prior



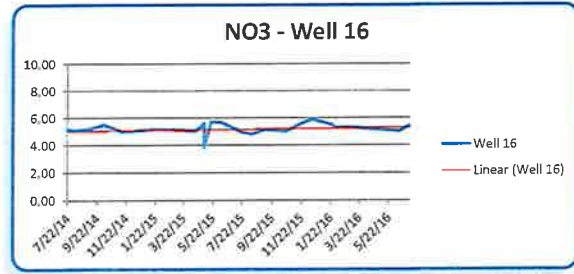
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
10	4/17/12	4/20/12	< 1.00	TCWC	158 hrs prior
10	1/21/14	1/29/14	< 1.00	TCWC	144 hrs prior
10	3/25/14	4/1/14	3.61	MVTL	96 hrs prior
10	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
10	4/23/14	6/16/14	< 0.05	MDH	*
10	6/16/15	6/26/15	< 0.05	MVTL	144 hrs prior
11	6/10/14	6/23/14	3.33	MVTL	144 hrs prior
11	7/1/14	7/10/14	3.48	MVTL	312 hrs prior
11	8/12/14	8/20/14	3.08	MVTL	144 hrs prior
11	9/2/14	9/11/14	3.50	MVTL	144 hrs prior
11	9/23/14	10/2/14	3.43	MVTL	512 hrs prior
11	10/21/14	10/27/14	3.66	MVTL	288 hrs prior
11	11/18/14	11/24/14	3.58	MVTL	144 hrs prior
11	12/23/14	1/5/15	3.55	MVTL	281 hrs prior
11	1/6/15	1/14/15	3.68	MVTL	168 hrs prior
11	2/10/15	2/17/15	3.50	MVTL	148 hrs prior
11	3/3/15	3/9/15	3.56	MVTL	192 hrs prior
11	4/7/15	4/13/15	3.57	MVTL	144 hrs prior
11	4/7/15	4/23/15	3.30	MDH	
11	5/5/15	5/18/15	3.81	MVTL	60 hrs prior
11	6/2/15	6/8/15	3.46	MVTL	100 hrs prior
11	7/21/15	7/29/15	3.05	MVTL	288 hrs prior
11	8/11/15	8/17/15	2.90	MVTL	144 hrs prior
11	9/8/15	9/15/15	3.17	MVTL	144 hrs prior
11	10/6/15	10/14/15	3.36	MVTL	300 hrs prior
11	12/22/15	12/30/15	2.71	MVTL	168 hrs prior
11	1/12/16	1/25/16	2.92	MVTL	192 hrs prior
11	2/23/16	2/29/16	3.20	MVTL	132 hrs prior
11	3/1/16	3/8/16	3.23	MVTL	60 hrs prior
11	4/26/16	5/2/16	2.99	MVTL	192 hrs prior
11	4/26/16	5/26/16	2.90	MDH	
11	5/24/16	6/2/16	3.02	MVTL	264 hrs prior
11	6/28/16	7/6/16	2.42	MVTL	216 hrs prior
12	12/17/13	12/23/13	3.01	TCWC	144 hrs prior
12	1/21/14	1/29/14	1.70	TCWC	168 hrs prior
12	2/4/14	2/10/14	2.21	TCWC	144 hrs prior
12	4/23/14	5/7/14	1.27	MVTL	192 hrs prior
12	4/23/14	6/16/14	1.30	MDH	*
12	8/12/14	8/20/14	2.10	MVTL	162 hrs prior
12	9/23/14	10/2/14	2.28	MVTL	132 hrs prior
12	10/13/15	10/19/15	2.35	MVTL	126 hrs prior
13	3/12/09	3/26/09	0.96	MVTL	46 hrs prior
13	4/14/09	4/27/09	1.10	MVTL	60 hrs prior
13	8/4/09	8/12/09	0.90	MVTL	1013 hrs prior
13	9/24/09	10/5/09	0.98	MVTL	51 hrs prior
13	7/14/10	7/27/10	1.07	MVTL	42 hrs prior
13	3/11/11	3/16/11	1.08	MVTL	100 hrs prior
14	3/11/11	3/16/11	< 0.20	MVTL	90 hrs prior
14	2/12/13	2/19/13	Absent	TCWC	126 hrs prior
14	1/21/14	1/29/14	< 1.00	TCWC	168 hrs prior
14	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
15	4/24/14	6/16/14	2.80	MDH	*
15	6/24/14	7/10/14	5.20	MVTL	244 hrs prior
15	7/29/14	8/4/14	5.39	MVTL	144 hrs prior
15	8/19/14	8/27/14	5.13	MVTL	248 hrs prior
15	9/9/14	9/15/14	4.93	MVTL	96 hrs prior
15	11/25/14	12/3/14	4.42	MVTL	200 hrs prior
15	2/3/15	2/9/15	5.11	MVTL	132 hrs prior
15	2/17/15	2/23/15	5.27	MVTL	60 hrs prior
15	4/7/15	4/13/15	4.00	MVTL	144 hrs prior
15	4/7/15	4/23/15	3.70	MDH	
15	7/28/15	8/3/15	4.49	MVTL	96 hrs prior
15	8/4/15	8/10/15	4.58	MVTL	144 hrs prior
15	9/1/15	9/9/15	4.91	MVTL	200 hrs prior
15	10/13/15	10/19/15	5.05	MVTL	132 hrs prior
15	11/17/15	11/23/15	5.50	MVTL	336 hrs prior
15	1/5/16	1/13/16	5.15	MVTL	312 hrs prior
15	12/8/15	2/1/16	5.33	MVTL	168 hrs prior
15	2/16/16	2/23/16	4.86	MVTL	144 hrs prior
15	2/23/16	2/29/16	5.16	MVTL	172 hrs prior
15	3/22/16	3/28/16	5.36	MVTL	72 hrs prior
15	4/5/16	4/22/16	5.20	MVTL	144 hrs prior
15	5/3/16	5/9/16	5.00	MVTL	288 hrs prior
15	5/3/16	5/26/16	5.00	MDH	

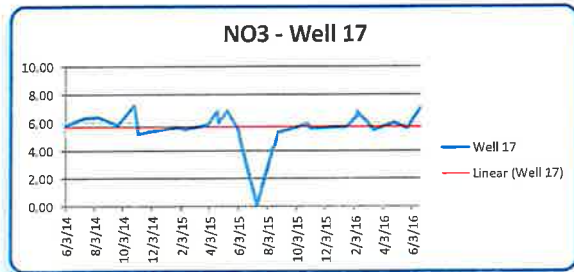


Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

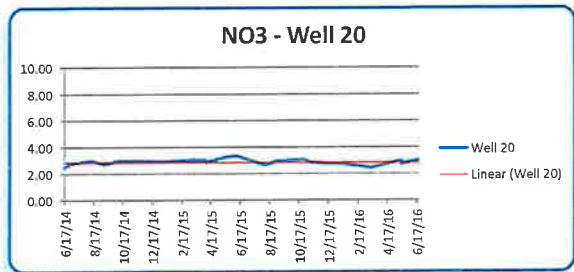
Location	Sample Collected	Results Received	Results	Lab	Run Time
16	7/22/14	7/29/14	5.16	MVTL	48 hrs prior
16	8/5/14	8/18/14	5.09	MVTL	312 hrs prior
16	9/2/14	9/11/14	5.16	MVTL	144 hrs prior
16	10/7/14	10/17/14	5.48	MVTL	312 hrs prior
16	11/12/14	11/20/14	5.05	MVTL	144 hrs prior
16	11/12/14	12/29/14	5.00	MDH	
16	1/20/15	1/26/15	5.16	MVTL	137 hrs prior
16	3/24/15	3/30/15	5.11	MVTL	172 hrs prior
16	4/14/15	4/20/15	5.01	MVTL	168 hrs prior
16	4/23/15	7/8/15	5.20	MDH	120 hrs prior
16	5/5/15	5/18/15	5.61	MVTL	144 hrs prior
16	5/5/15	5/18/15	3.86	MVTL	144 hrs prior
16	5/19/15	5/26/15	5.70	MVTL	168 hrs prior
16	6/9/15	6/16/15	5.68	MVTL	120 hrs prior
16	7/21/15	7/29/15	4.98	MVTL	312 hrs prior
16	8/11/15	8/17/15	4.80	MVTL	144 hrs prior
16	9/8/15	9/15/15	5.17	MVTL	120 hrs prior
16	10/20/15	10/28/15	5.04	MVTL	48 hrs prior
16	11/10/15	11/16/15	5.33	MVTL	172 hrs prior
16	11/10/15	4/29/16	5.40	MDH	
16	12/15/15	12/21/15	5.92	MVTL	144 hrs prior
16	1/26/16	2/1/16	5.48	MVTL	120 hrs prior
16	2/2/16	2/8/16	5.29	MVTL	312 hrs prior
16	2/2/16	4/29/16	5.30	MDH	
16	3/8/16	3/14/16	5.30	MVTL	168 hrs prior
16	6/14/16	6/20/16	5.05	MVTL	360 hrs prior
16	7/5/16	7/12/16	5.45	MVTL	312 hrs prior



17	6/3/14	6/19/14	5.79	MVTL	144 hrs prior
17	7/15/14	7/29/14	6.33	MVTL	120 hrs prior
17	8/12/14	8/20/14	6.37	MVTL	144 hrs prior
17	9/23/14	10/2/14	5.81	MVTL	244 hrs prior
17	10/28/14	11/5/14	7.25	MVTL	244 hrs prior
17	11/5/14	11/14/14	5.51	MVTL	48 hrs prior
17	11/5/14	12/29/14	5.20	MDH	
17	1/27/15	2/4/15	5.68	MVTL	192 hrs prior
17	2/10/15	2/17/15	5.54	MVTL	144 hrs prior
17	3/31/15	4/13/15	5.84	MVTL	168 hrs prior
17	4/23/15	7/8/15	6.00	MDH	211 hrs prior
17	4/21/15	4/27/15	6.82	MVTL	168 hrs prior
17	5/12/15	5/18/15	6.85	MVTL	312 hrs prior
17	6/2/15	6/8/15	5.57	MVTL	24 hrs prior
17	7/14/15	7/20/15	0.05	MVTL	144 hrs prior
17	8/25/15	9/1/15	5.31	MVTL	192 hrs prior
17	9/15/15	9/22/15	5.52	MVTL	312 hrs prior
17	10/27/15	11/5/15	5.95	MVTL	168 hrs prior
17	11/3/15	11/9/15	5.66	MVTL	144 hrs prior
17	11/3/15	4/29/16	5.60	MDH	
17	12/1/15	12/15/15	5.67	MVTL	168 hrs prior
17	1/19/16	1/26/16	5.73	MVTL	144 hrs prior
17	2/9/16	2/16/16	6.51	MVTL	180 hrs prior
17	2/9/16	4/29/16	6.80	MDH	
17	3/15/16	3/21/16	5.52	MVTL	288 hrs prior
17	4/26/16	5/2/16	6.02	MVTL	172 hrs prior
17	5/24/16	6/2/16	5.63	MVTL	144 hrs prior
17	6/21/16	6/20/16	7.04	MVTL	312 hrs prior

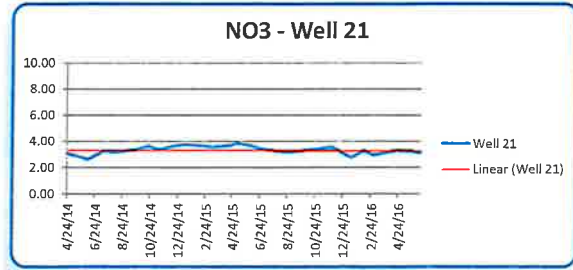


20	6/17/14	6/23/14	2.54	MVTL	144 hrs prior
20	7/1/14	7/10/14	2.81	MVTL	288 hrs prior
20	8/12/14	8/20/14	3.01	MVTL	211 hrs prior
20	9/9/14	9/15/14	2.75	MVTL	312 hrs prior
20	10/7/14	10/17/14	2.99	MVTL	144 hrs prior
20	11/18/14	11/24/14	3.02	MVTL	211 hrs prior
20	1/13/15	1/22/15	2.95	MVTL	94 hrs prior
20	2/3/15	2/9/15	3.01	MVTL	288 hrs prior
20	3/3/15	3/9/15	3.03	MVTL	180 hrs prior
20	4/7/15	4/13/15	3.09	MVTL	768 hrs prior
20	4/7/15	4/23/15	2.90	MDH	
20	5/19/15	5/26/15	3.26	MVTL	336 hrs prior
20	6/9/15	6/16/15	3.36	MVTL	162 hrs prior
20	7/28/15	8/3/15	2.82	MVTL	120 hrs prior
20	8/11/15	8/17/15	2.71	MVTL	211 hrs prior
20	9/1/15	9/9/15	2.99	MVTL	180 hrs prior
20	10/27/15	11/5/15	3.11	MVTL	120 hrs prior
20	11/10/15	11/16/15	2.90	MVTL	288 hrs prior
20	12/8/15	2/1/16	2.83	MVTL	120 hrs prior
20	1/19/16	1/26/16	2.78	MVTL	165 hrs prior
20	3/15/16	3/21/16	2.48	MVTL	162 hrs prior
20	4/19/16	4/25/16	2.61	MVTL	216 hrs prior
20	5/17/16	5/25/16	3.02	MVTL	120 hrs prior
20	5/17/16	6/2/16	2.80	MDH	
20	6/21/16	6/28/16	3.03	MVTL	768 hrs prior



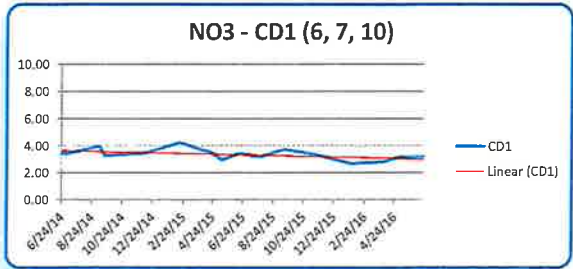
Shakopee Public Utilities Commission
 Water Department
 Nitrate Results
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
21	4/24/14	6/16/14	3.10	MDH	*
21	6/10/14	6/23/14	2.64	MVTL	144 hrs prior
21	7/15/14	7/29/14	3.26	MVTL	422 hrs prior
21	8/5/14	8/18/14	3.20	MVTL	162 hrs prior
21	9/2/14	9/11/14	3.28	MVTL	196 hrs prior
21	9/23/14	10/2/14	3.33	MVTL	172 hrs prior
21	10/21/14	10/27/14	3.64	MVTL	144 hrs prior
21	11/12/14	11/20/14	3.37	MVTL	312 hrs prior
21	12/9/14	12/15/14	3.57	MVTL	312 hrs prior
21	1/6/15	1/14/15	3.75	MVTL	172 hrs prior
21	2/10/15	2/17/15	3.69	MVTL	165 hrs prior
21	3/10/15	3/16/15	3.56	MVTL	120 hrs prior
21	4/21/15	4/27/15	3.68	MVTL	162 hrs prior
21	5/5/15	5/18/15	3.86	MVTL	159 hrs prior
21	6/2/15	6/8/15	3.68	MVTL	168 hrs prior
21	7/7/15	7/20/15	3.36	MVTL	172 hrs prior
21	8/25/15	9/1/15	3.18	MVTL	312 hrs prior
21	10/20/15	10/28/15	3.37	MVTL	168 hrs prior
21	12/1/15	12/15/15	3.57	MVTL	165 hrs prior
21	1/12/16	1/25/16	2.77	MVTL	368 hrs prior
21	2/9/16	2/16/16	3.31	MVTL	144 hrs prior
21	3/1/16	3/8/16	2.98	MVTL	160 hrs prior
21	4/26/16	5/2/16	3.35	MVTL	165 hrs prior
21	4/26/16	5/26/16	3.30	MDH	
21	5/21/16	6/2/16	3.29	MVTL	312 hrs prior
21	6/14/16	6/20/16	3.12	MVTL	144 hrs prior



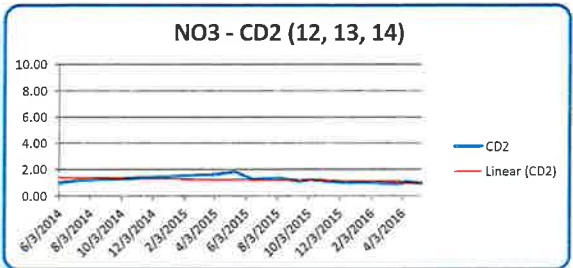
combined discharge - Wells 6-7-10

CD 1	6/24/14	7/10/14	3.48	MVTL	144 hrs prior
CD 1	7/8/14	7/14/14	3.45	MVTL	162 hrs prior
CD 1	9/19/14	8/27/14	3.30	MVTL	368 hrs prior
CD 1	9/9/14	9/15/14	3.99	MVTL	159 hrs prior
CD 1	12/9/14	12/15/14	3.47	MVTL	224 hrs prior
CD 1	2/17/15	2/23/15	4.25	MVTL	168 hrs prior
CD 1	3/31/15	4/13/15	3.75	MVTL	78 hrs prior
CD 1	4/21/15	4/27/15	3.56	MVTL	168 hrs prior
CD 1	5/12/15	5/18/15	2.98	MVTL	144 hrs prior
CD 1	6/16/15	6/26/15	3.45	MVTL	212 hrs prior
CD 1	7/28/15	8/3/15	3.21	MVTL	24 hrs prior
CD 1	8/4/15	8/10/15	3.30	MVTL	368 hrs prior
CD 1	9/15/15	9/22/15	3.76	MVTL	168 hrs prior
CD 1	11/17/15	11/23/15	3.39	MVTL	160 hrs prior
CD 1	1/26/16	2/1/16	2.71	MVTL	168 hrs prior
CD 1	3/31/16	4/22/16	2.83	MVTL	211 hrs prior
CD 1	4/12/16	4/19/16	3.01	MVTL	180 hrs prior
CD 1	5/10/16	5/16/16	3.25	MVTL	120 hrs prior
CD 1	5/10/16	6/2/16	3.20	MDH	
CD 1	6/21/16	6/28/16	3.23	MVTL	162 hrs prior





combined discharge - Wells 12-13-14

CD 2	6/3/2014	6/19/2014	0.99	MVTL	192 hrs prior
CD 2	7/8/2014	7/14/2014	1.16	MVTL	212 hrs prior
CD 2	4/14/2015	4/20/2015	1.65	MVTL	192 hrs prior
CD 2	4/14/2015	4/30/2015	1.70	MDH	
CD 2	5/12/2015	5/18/2015	1.82	MVTL	144 hrs prior
CD 2	6/16/2015	6/26/2015	1.26	MVTL	126 hrs prior
CD 2	8/4/2015	8/10/2015	1.35	MVTL	168 hrs prior
CD 2	9/15/2015	9/22/2015	1.15	MVTL	144 hrs prior
CD 2	10/6/2015	10/14/2015	1.25	MVTL	208 hrs prior
CD 2	12/22/2015	12/30/2015	1.03	MVTL	168 hrs prior
CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior
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	



SHAKOPEE PUBLIC UTILITIES
MEMORANDUM

TO: John Crooks, Utilities Manager 
FROM: Joseph D. Adams, Planning & Engineering Director 
SUBJECT: DG Plant Interconnection and Dean Lake Substation Exit Circuits
DATE: July 15, 2016

ISSUE

A single bid was received from Northern Pipe Line (NPL) for the DG Plant Interconnection and Dean Lake Substation exit circuits duct banks. The single bid received for the project is higher than the engineer's estimate, primarily due to the SPU portion of the duct bank work. The amount is also higher than budgeted for in the Commission's 2016 CIP.

BACKGROUND

The single bid appears to be in line with the engineer's estimate and MMPA's budgeted amount for the DG Plant Interconnection duct bank and the contractor can do the work within an acceptable time period. See attached letter report from Kevin Favero of Leidos Engineering.

The 2016 CIP lists the budget for the Dean Lake Substation Exit Circuits with Duct Bank & Highway 169 Crossing at \$475,000 with an additional amount of \$200,000 for cable installation in 2017. This was just for the work associated with the duct bank exiting the substation site and tying into the bored casing planned under Highway 169, which is all staff anticipated would be desired in 2016 when preparing the CIP. The bid amount for the SPU portion of the project is \$1,158,516 compared to the engineer's estimate of \$860,000.

DISCUSSION

Staff concurs with Kevin Faveo's overall analysis of the bid and his recommendation to award the bid to NPL. Jim Templeton of Avant Energy representing MMPA's interests also concurs with Kevin's recommendations.

During the design phase for the interconnection duct bank and circuits to the DG plant, staff determined it would be advantageous if the same contractor was used to install the duct banks for the Dean Lake Substation exit circuits not only to the north of the substation site and across Highway 169, but also for future exit circuits that will have to run to the east and south. The work is very similar and



we believed it to be more efficient to have the same contractor while they were on the job to install additional duct bank for all eight of the future circuits from the third switchgear and control building, so SPU would be positioned to quickly serve any new developing loads. This will also assist with the desire of MMPA for SPU to shift load from other substations to Dean Lake, so they can fully utilize the DG plant's capacity.

There are a number of projects in the Feeder Extension category of the 2016 CIP that appear to be ones that can be deferred to the future either into 2017 or later years and staff is proposing to use those funds programmed in the 2016 budget for the additional Dean Lake Substation exit circuit cost. Specifically, there is a total of \$2,188,250 budgeted for 2016 Feeder Extensions and as of now we are only going to complete approximately \$613,250 of those individual projects, leaving an available budget of \$1,575,000 which includes the original \$475,000 budgeted for the Dean Lake Substation exit circuits.

Staff would suggest the Commission grant it the flexibility to negotiate with the contractor should the Commission proceed with award to shift some of the duct bank work into 2017 if necessary to smooth out the budget effects in both years.

REQUESTED ACTION

Staff requests the Commission award the contract for the DG Plant Interconnection and Dean Lake Substation exit circuit duct banks to NPL in the amount of \$2,526,627.

Staff also requests the Commission grant the Utilities Manager the authority to negotiate with NPL to shift some of the Dean Lake Substation duct bank installation into 2017, should it prove advantageous for budgeting purposes.

July 15, 2016



Joe Adams
Shakopee Public Utilities
255 Sarazin Street
Shakopee, MN 55379

Subject: **Duct Bank Project – Bid Evaluation**

Dear Mr. Adams:

SPU is pursuing a duct bank project that includes two components:

- An interconnection between the SPU Dean Lake Substation and the MMPA distributed generation plant (the DG Plant) and
- Exit circuits from Dean Lake Substation to serve new electric load growth

Both of the above components include concrete-encased conduits, concrete vaults for cable pulling, and a horizontal boring of a 30-inch steel casing with conduits through the TH169 right-of-way. The interconnection component also includes the installation by the contractor of medium voltage (15,000V) cable supplied by SPU under a separate procurement contract that has already been awarded.

On July 14, SPU received bids for the duct bank project from one contractor: NPL. The bid price was \$2,526,627. The bid components compared to the Engineer's estimate are summarized in the table below.

	Bid Price (\$)	Engineer's Estimate (\$)	Difference (\$)	% Difference
Interconnection	1,368,111	1,360,000	8,111	0.6%
Exit Circuits	1,158,516	860,000	298,516	34.7%
Total	2,526,627	2,220,000	306,627	13.8%

The \$1,368,111 bid price for the DG Plant interconnection was 0.6% above the Engineer's estimate and below the \$1,750,000 budget for that portion of the interconnection project. MMPA has been informed of the bid price and is satisfied with the results.

As shown in the above table, the main difference between the bid price and the Engineer's estimate was in the Dean Lake exit circuits.

There are a couple of issues that mainly resulted in the bid price exceeding the Engineer's estimate for the exit circuits: the price of the boring through TH169 and the price for rock removal for the duct banks as summarized in the following table.

Boring and Rock Removal Components of Dean Lake Exit Circuits Duct Bank			
	Bid Price (\$)	Engineer's Estimate (\$)	Difference (\$)
TH169 Boring	421,418	225,000	196,418
Rock removal for the duct banks	103,950	40,500	63,450
Total	525,368	265,500	259,868

As shown in the above table, most of the \$298,516 difference between the bid price and the Engineer's estimate can be explained by the difference in the boring and rock removal prices. Horizontal jacking and boring of a 30-inch steel casing, installation of conduits and spacers in the casing, and grouting with a concrete slurry is a unique construction task that requires special equipment. NPL is using EJM Pipe Services as a subcontractor for the horizontal boring and pricing depends on the current demand for their services and the unique characteristics of the TH169 right-of-way which includes rock spoils from the nearby sewer construction. EJM has apparently included a significant contingency to account for unforeseen large rock that might be encountered during the horizontal boring. The rock encountered for the horizontal boring is not included in the rock removal associated with the duct banks as described below.

Directional boring of individual conduits through the TH169 right-of-way was previously attempted in 2000 without success due to the presence of rock. EJM was brought in at that time to perform a horizontal boring for the initial Dean Lake exit circuits and is familiar with the potential for rock in the TH169 right-of-way.

There is a significant mobilization cost associated with the equipment needed for the horizontal boring and completion of the horizontal boring for the Dean Lake Substation exit circuits immediately following the horizontal boring for the DG Plant interconnection provides some costs savings compared to performing the borings at different times.

For rock removal for the duct banks, a base amount of rock was identified in the bid documents that was including in the bid price. The difference in the bid price versus estimate is due to a higher per cubic yard price bid by NPL. This per cubic yard price, however, will be used to adjust the contract price, either up or down, depending on the amount of rock encountered during construction relative to the base amount of rock including in the base bid.

NPL took one exception in their bid: that the contract price be increased for the cost of any material needed in addition to the material list that was issued as a part of the bid documents.

Schedule

MMPA has requested the interconnection be in service as close to October 15 as possible to provide an electrical back-feed to the DG Plant for testing. The bid documents requested an October 1 completion date for the interconnection to provide time for cable testing prior to the October 15 date. NPL indicated in their bid a completion date of October 15 due to the schedule for procuring vaults needed in the construction. This might result in some delay for the back-feed service but such service is also dependent on the other work and equipment delivery for the Dean Lake substation being completed in a timely fashion by October 15. The testing company that will be hired will be directed to initially focus attention on testing the equipment and material needed for putting the interconnection in service to provide the back-feed to the DG Plant.

The bidding documents call for completion of the Dean Lake exit circuit duct bank by November 15 and NPL did not take exception to that date. The Dean Lake exit circuits do not need to be immediately installed so, depending on availability of budget authorization, a portion of the exit circuit duct banks could be deferred to 2017. It is desirable that the contract be structured to allow a portion of the duct bank to be deferred as long as it would not require a significant cost increase.

Joe Adams

July 15, 2016

Page 4

Contractor Qualifications

NPL has been in business as a prime contractor for 49 years and performed the construction associated with the initial Dean Lake substation exit circuit duct bank in 2000 and the duct bank along County Road 21 in 2011 for the Pike Lake Substation exit circuits. NPL performed well on both projects. The proposed general superintendent has 26 years of experience and was the general superintendent on the previous two projects. The proposed foreman has 20 years of experience.

As described above, EJM performed the horizontal boring for the initial Dean Lake exit circuits in 2000.

Based on the above, we recommend:

- contracting with NPL for the DG Plant interconnection and Dean Lake Exit circuit duct bank project for a price of \$2,526,627 subject to adjustment for actual rock removed for the duct banks and additional material not included in the bid document material list and
- the contract include provisions for the mutual deferment of a portion of the Dean Lake exit circuit duct bank to 2017 as long as it would not require a significant cost increase.


Sincerely,

Leidos Engineering, LLC



Kevin Favero, P.E.
Senior Project Manager

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: JUNE 2016 MMPA BOARD MEETING SUMMARY
DATE: JULY 14, 2016

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on June 28, 2016 in Shakopee, Minnesota.

Construction is moving ahead on MMPA's 46 MW Shakopee Energy Park. The project is on schedule for a Q2 2017 in-service date. The Board approved bond financing for the project at the meeting.

The Board reviewed the business plan for an Agency-owned distributed generation facility in Chaska, Minnesota.

The Agency's Energy education program celebrated more than 10,000 fourth graders having participated in the program. In 2016, the Agency expanded the program to include hands-on activities from the Science Museum of Minnesota. The program aligns with Minnesota's fourth grade science standards and focuses how energy is generated, transmitted and used.



Shakopee Energy Park



Technology:

Natural Gas-Fired Reciprocating Engines

Capacity:

46 MW

Location:

Shakopee, MN

Progress continues on the construction of Shakopee Energy Park. In June, the engine hall and administration building were erected. In addition, concrete foundations were poured for major equipment.

This month, work is planned for exterior building finishes. The site will also begin receiving power generation equipment and material deliveries.

Energy Education for Shakopee Students

Fourth graders from Shakopee area schools recently got an up-close view of an operating power plant during a visit to the Minnesota Municipal Power Agency's (MMPA) Faribault Energy Park (FEP) in May. The visit helped push MMPA's Energy Education Program past a participation milestone of 10,000 students since the program's inception in 2010.

The field trip is part of MMPA's commitment to support its member communities and project host communities. The program aligns with Minnesota's fourth grade science standards and includes an educational workbook, interactive tours and in-school educational assemblies.

For more information, please visit mmpa.org.




Featured: Students from Sun Path Elementary School & Shakopee Area Catholic School




SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

July 12, 2016

TO: John Crooks 

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

FROM: Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for June, 2016

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

Month to Date & Year to Date Financial Results – June, 2016

- 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 – June, 2016

- Total Utility Operating Revenues for the month of June totaled \$4.3 million and were favorable to budget by \$413k or 10.7%. Electric revenues were favorable to budget by \$398k or 11.8% driven by higher than plan energy sales in all customer revenue groups. Water revenues were favorable to budget by \$14k or 3.1% driven by higher than plan water sales in all customer revenue groups.
- Total operating expenses were \$4.2 million and were unfavorable to budget by \$125k or 3.1%. Total purchased power expense in June was \$3.3 million and was \$301k or 10.1% higher than budget for the month driven by higher than plan sales. Total Operating Expense for electric including purchased power was unfavorable to budget by \$167k or 4.5% primarily due to higher than planned purchased power expense and partially offset by lower than plan administrative and general expenses, depreciation and distribution operation expense. Total Operating Expense for Water was \$326k and was favorable to budget by \$42k or 11.4% due to lower than planned expenditures in operations and maintenance expenses, administrative and general expenses, and depreciation expense.
- Total Utility Operating Income was \$40k and was \$288k favorable to budget due to higher than plan operating revenues and partially offset by higher than plan expenses.
- Total Utility Non-Operating Expense was \$87k and was favorable to budget by \$82k due to higher than plan rental and miscellaneous income of \$22k and investment income of \$59k.





SHAKOPEE PUBLIC UTILITIES COMMISSION

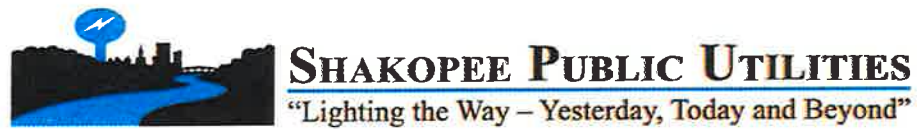
“Lighting the Way - Yesterday, Today and Beyond”

- Capital Contributions for June totaled \$508k and were favorable to budget by \$322k due to higher than plan collection of Trunk and Water Connection fees driven by several new development projects.
- Transfers to the City of Shakopee totaled \$180k and were lower than budget for the month by \$5k.
- Change in Net Position was \$454k and was favorable to budget by \$697k driven by higher than plan operating income, non operating income, and capital contributions.
- Electric usage billed to customers in June was 35,510,110 kWh, an increase from May usage billed at 31,079,548 kWh.
- Water usage billed to customers in June was 168.8 million gallons, an increase from May usage billed at 117.3 million gallons.

Year to Date Financial Results – June, 2016

- Total Utility Operating Revenue year to date June was \$22.2 million and was favorable to budget by \$738k or 3.4%. Electric revenues were favorable to budget by \$682k or 3.5% and water revenues were favorable to budget by \$55k or 3.2%.
- Total Utility Operating Expenses year to date June were \$20.1 million and were favorable to budget by \$1.1 million or 5.3% primarily due to timing of expenditures in energy conservation of \$0.6 million, water operation and maintenance of \$0.1 million, outside services \$0.3 million, employee benefits \$0.3 million, miscellaneous general \$0.2 and depreciation \$0.1 million, and were partially offset by higher than plan purchased power costs of \$0.5 million driven by higher than plan sales. Total Operating Expense for electric including purchased power was favorable to budget by \$0.8 million or 4.3%. Total Operating Expense for Water was also favorable to budget by \$0.3 million or 14.1%.
- Total Utility Operating Income was \$2.1 million and was favorable to budget by \$1.8 million driven by higher operating revenues of \$.7 million and lower operating expenses of \$1.1 million.
- Total Utility Non-Operating Income was \$0.4 million and was favorable to budget by \$0.2 million due to higher than planned rental and miscellaneous income of \$98k, investment income of \$126k and an \$11k net gain on the sale and disposition of property.
- YTD Capital Contributions were \$1.1 million and are favorable to budget by \$2k or 0.2%.
- YTD Transfer to the City of Shakopee is \$1.1 million and is lower than plan by \$32k or 2.9%. 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 \$2.5 million and is favorable to budget by \$2.1 million reflecting higher than plan operating revenue, lower than plan operating expense, and higher than plan non-operating revenues.

SHAKOPEE PUBLIC UTILITIES
MONTH TO DATE FINANCIAL RESULTS
JUNE 2016



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

	Month to Date Actual - June 2016			Month to Date Budget - June 2016			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) \$ %			
OPERATING REVENUES	\$ 3,783,836	473,722	4,257,559	3,385,347	459,487	3,844,834	398,490	11.8%	14,235	3.1%	412,725	10.7%
OPERATING EXPENSES												
Operation, Customer and Administrative	3,716,456	214,810	3,931,267	3,538,255	251,098	3,789,353	(178,201)	-5.0%	36,288	14.5%	(141,913)	-3.7%
Depreciation	175,432	111,170	286,602	186,946	116,655	303,601	11,514	6.2%	5,485	4.7%	17,000	5.6%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	3,891,888	325,980	4,217,868	3,725,202	367,753	4,092,954	(166,687)	-4.5%	41,773	11.4%	(124,914)	-3.1%
Operating Income	(108,052)	147,743	39,690	(339,855)	91,734	(248,121)	231,803	68.2%	56,008	61.1%	287,811	116.0%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	35,875	2,702	38,577	16,069	647	16,716	19,807	123.3%	2,055	317.4%	21,861	130.8%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	61,168	8,605	69,773	9,700	753	10,453	51,468	530.6%	7,851	1042.0%	59,320	567.5%
Interest Expense	(28,171)	(10)	(28,181)	(29,048)	(4)	(29,052)	877	3.0%	(6)	-157.5%	871	3.0%
Amortization of Debt Issuance Costs and Loss on Refunding	(1,484)	-	(1,484)	(1,484)	-	(1,484)	-	0.0%	-	-	-	0.0%
Gain/(Loss) on the Disposition of Property	412	-	412	-	-	-	412	-	-	-	412	0.0%
Total Non-Operating Revenue (Expense)	75,301	11,297	86,598	2,737	1,397	4,134	72,564	2651.1%	9,900	708.6%	82,464	1994.6%
Income Before Contributions and Transfers	(32,751)	159,040	126,288	(337,118)	93,131	(243,987)	304,367	90.3%	65,909	70.8%	370,275	151.8%
CAPITAL CONTRIBUTIONS	-	507,552	507,552	-	185,846	185,846	-	-	321,706	173.1%	321,706	173.1%
TRANSFER TO MUNICIPALITY	(109,592)	(70,000)	(179,592)	(112,146)	(72,912)	(185,058)	2,554	2.3%	2,912	4.0%	5,466	3.0%
CHANGE IN NET POSITION	\$ (142,343)	596,592	454,249	(449,264)	206,066	(243,198)	306,921	68.3%	390,526	189.5%	697,447	286.8%

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

	MTD Actual June 2016	MTD Budget June 2016	MTD Actual v. Budget Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 1,286,350	1,213,923	72,427	6.0%
Commercial and Industrial	2,413,476	2,087,682	325,795	15.6%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	<u>3,699,826</u>	<u>3,301,604</u>	<u>398,222</u>	<u>12.1%</u>
Forfeited Discounts	14,340	18,640	(4,300)	-23.1%
Free service to the City of Shakopee	14,592	14,157	435	3.1%
Conservation program	55,078	50,946	4,133	8.1%
Total Operating Revenues	<u>\$ 3,783,836</u>	<u>3,385,347</u>	<u>398,490</u>	<u>11.8%</u>
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	3,292,154	2,990,725	(301,429)	-10.1%
Distribution operation expenses	36,955	33,551	(3,404)	-10.1%
Distribution system maintenance	31,522	67,673	36,152	53.4%
Maintenance of general plant	36,483	24,118	(12,366)	-51.3%
Total Operation and Maintenance	<u>3,397,114</u>	<u>3,116,068</u>	<u>(281,047)</u>	<u>-9.0%</u>
Customer Accounts				
Meter Reading	9,194	10,433	1,239	11.9%
Customer records and collection	44,592	44,789	196	0.4%
Energy conservation	70,386	54,150	(16,236)	-30.0%
Total Customer Accounts	<u>124,172</u>	<u>109,372</u>	<u>(14,800)</u>	<u>-13.5%</u>
Administrative and General				
Administrative and general salaries	43,936	48,129	4,193	8.7%
Office supplies and expense	10,836	15,967	5,132	32.1%
Outside services employed	2,758	46,093	43,335	94.0%
Insurance	13,996	14,057	61	0.4%
Employee Benefits	103,245	147,637	44,391	30.1%
Miscellaneous general	20,399	40,933	20,534	50.2%
Total Administrative and General	<u>195,170</u>	<u>312,816</u>	<u>117,646</u>	<u>37.6%</u>
Total Operation, Customer, & Admin Expenses	<u>3,716,456</u>	<u>3,538,255</u>	<u>(178,201)</u>	<u>-5.0%</u>
Depreciation	175,432	186,946	11,514	6.2%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	<u>\$ 3,891,888</u>	<u>3,725,202</u>	<u>(166,687)</u>	<u>-4.5%</u>
OPERATING INCOME	<u>\$ (108,052)</u>	<u>(339,855)</u>	<u>231,803</u>	<u>68.2%</u>

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

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	June 2016		June 2016		Better/(Worse)	
					\$	%
OPERATING REVENUES						
Sales of Water	\$	472,643		458,077	14,565	3.2%
Forfeited Discounts		1,080		1,410	(330)	-23.4%
Uncollectible accounts		-		-	-	-
Total Operating Revenues		<u>473,722</u>		<u>459,487</u>	<u>14,235</u>	<u>3.1%</u>
OPERATING EXPENSES						
Operations and Maintenance						
Pumping and distribution operation		42,416		41,949	(466)	-1.1%
Pumping and distribution maintenance		33,181		36,203	3,022	8.3%
Power for pumping		22,949		22,629	(320)	-1.4%
Maintenance of general plant		533		1,990	1,457	73.2%
Total Operation and Maintenance		<u>99,079</u>		<u>102,771</u>	<u>3,692</u>	<u>3.6%</u>
Customer Accounts						
Meter Reading		5,853		5,789	(64)	-1.1%
Customer records and collection		12,041		12,159	118	1.0%
Energy conservation		-		-	-	-
Total Customer Accounts		<u>17,894</u>		<u>17,948</u>	<u>54</u>	<u>0.3%</u>
Administrative and General						
Administrative and general salaries		30,027		31,479	1,452	4.6%
Office supplies and expense		4,794		6,391	1,597	25.0%
Outside services employed		2,348		12,948	10,600	81.9%
Insurance		4,665		4,686	20	0.4%
Employee Benefits		34,702		55,266	20,564	37.2%
Miscellaneous general		21,302		19,610	(1,692)	-8.6%
Total Administrative and General		<u>97,838</u>		<u>130,380</u>	<u>32,542</u>	<u>25.0%</u>
Total Operation, Customer, & Admin Expenses		<u>214,810</u>		<u>251,098</u>	<u>36,288</u>	<u>14.5%</u>
Depreciation		111,170		116,655	5,485	4.7%
Amortization of plant acquisition		-		-	-	-
Total Operating Expenses		<u>325,980</u>		<u>367,753</u>	<u>41,773</u>	<u>11.4%</u>
OPERATING INCOME	\$	<u>147,743</u>		<u>91,734</u>	<u>56,008</u>	<u>61.1%</u>

SHAKOPEE PUBLIC UTILITIES
YEAR TO DATE FINANCIAL RESULTS
JUNE 2016



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 - June 2016			Year to Date Budget - June 2016			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) \$ %			
OPERATING REVENUES	\$ 20,435,577	1,757,775	22,193,352	19,753,104	1,702,676	21,455,779	682,473	3.5%	55,099	3.2%	737,572	3.4%
OPERATING EXPENSES												
Operation, Customer and Administrative	17,104,848	1,262,010	18,366,858	17,849,177	1,544,587	19,393,764	744,329	4.2%	282,577	18.3%	1,026,905	5.3%
Depreciation	1,052,592	667,019	1,719,610	1,121,678	699,930	1,821,608	69,086	6.2%	32,911	4.7%	101,998	5.6%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	18,157,440	1,929,029	20,086,469	18,970,854	2,244,517	21,215,372	813,415	4.3%	315,488	14.1%	1,128,903	5.3%
 Operating Income	 2,278,137	 (171,254)	 2,106,883	 782,249	 (541,841)	 240,408	 1,495,888	 191.2%	 370,587	 68.4%	 1,866,475	 776.4%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	154,990	156,346	311,336	96,411	117,357	213,768	58,579	60.8%	38,989	33.2%	97,567	45.6%
Interdepartment Rent from Water	45,000	-	45,000	45,000	-	45,000	-	0.0%	-	-	-	0.0%
Investment Income	157,866	31,328	189,194	58,200	4,521	62,721	99,666	171.2%	26,807	593.0%	126,473	201.6%
Interest Expense	(177,170)	(33)	(177,203)	(175,696)	(22)	(175,719)	(1,473)	-0.8%	(11)	-48.5%	(1,484)	-0.8%
Amortization of Debt Issuance Costs and Loss on Refunding	(8,901)	-	(8,901)	(8,901)	-	(8,901)	-	0.0%	-	0.0%	-	0.0%
Gain/(Loss) on the Disposition of Property	3,284	7,770	11,054	-	-	-	3,284	0.0%	7,770	-	11,054	-
Total Non-Operating Revenue (Expense)	175,069	195,411	370,480	15,013	121,856	136,869	160,056	1066.1%	73,555	60.4%	233,611	170.7%
 Income Before Contributions and Transfers	 2,453,207	 24,157	 2,477,363	 797,263	 (419,986)	 377,277	 1,655,944	 207.7%	 444,142	 105.8%	 2,100,086	 556.6%
CAPITAL CONTRIBUTIONS	264,562	852,562	1,117,124	-	1,115,078	1,115,078	264,562	-	(262,516)	-23.5%	2,046	0.2%
TRANSFER TO MUNICIPALITY	(657,974)	(420,665)	(1,078,639)	(672,877)	(437,471)	(1,110,348)	14,903	2.2%	16,806	3.8%	31,709	2.9%
 CHANGE IN NET POSITION	 \$ 2,059,795	 456,054	 2,515,849	 124,386	 257,622	 382,008	 1,935,409	 1556.0%	 198,432	 77.0%	 2,133,841	 558.6%

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

	YTD Actual June 2016	YTD Budget June 2016	YTD Actual v. Budget Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 7,301,624	7,191,300	110,324	1.5%
Commercial and Industrial	12,642,865	12,070,213	572,652	4.7%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	19,944,489	19,261,513	682,976	3.5%
Forfeited Discounts	106,306	111,838	(5,532)	-4.9%
Free service to the City of Shakopee	87,552	84,942	2,610	3.1%
Conservation program	297,230	294,811	2,419	0.8%
Total Operating Revenues	20,435,577	19,753,104	682,473	3.5%
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	14,917,547	14,449,997	(467,551)	-3.2%
Distribution operation expenses	210,319	201,307	(9,012)	-4.5%
Distribution system maintenance	278,534	406,041	127,507	31.4%
Maintenance of general plant	208,046	144,706	(63,340)	-43.8%
Total Operation and Maintenance	15,614,446	15,202,050	(412,395)	-2.7%
Customer Accounts				
Meter Reading	53,571	62,597	9,027	14.4%
Customer records and collection	259,894	268,732	8,838	3.3%
Energy conservation	(248,299)	324,902	573,201	176.4%
Total Customer Accounts	65,166	656,231	591,065	90.1%
Administrative and General				
Administrative and general salaries	262,640	288,774	26,134	9.1%
Office supplies and expense	76,020	95,805	19,785	20.7%
Outside services employed	65,405	276,557	211,152	76.4%
Insurance	83,979	84,344	365	0.4%
Employee Benefits	786,524	999,820	213,297	21.3%
Miscellaneous general	150,670	245,595	94,925	38.7%
Total Administrative and General	1,425,237	1,990,895	565,659	28.4%
Total Operation, Customer, & Admin Expenses	17,104,848	17,849,177	744,329	4.2%
Depreciation	1,052,592	1,121,678	69,086	6.2%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 18,157,440	18,970,854	813,415	4.3%
OPERATING INCOME	\$ 2,278,137	782,249	1,495,888	191.2%

SHAKOPEE PUBLIC UTILITIES
WATER OPERATING REVENUE AND EXPENSE

	YTD Actual	YTD Budget	YTD Actual v. Budget	
	June 2016	June 2016	Better/(Worse)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 1,751,975	1,694,218	57,756	3.4%
Forfeited Discounts	5,799	8,457	(2,658)	-31.4%
Uncollectible accounts	1	-	1	-
Total Operating Revenues	<u>1,757,775</u>	<u>1,702,676</u>	<u>55,099</u>	<u>3.2%</u>
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	212,868	251,695	38,827	15.4%
Pumping and distribution maintenance	134,124	217,216	83,092	38.3%
Power for pumping	129,994	135,774	5,780	4.3%
Maintenance of general plant	15,273	11,940	(3,333)	-27.9%
Total Operation and Maintenance	<u>492,259</u>	<u>616,624</u>	<u>124,365</u>	<u>20.2%</u>
Customer Accounts				
Meter Reading	43,624	34,732	(8,893)	-25.6%
Customer records and collection	70,551	72,953	2,403	3.3%
Energy conservation	-	-	-	-
Total Customer Accounts	<u>114,175</u>	<u>107,685</u>	<u>(6,490)</u>	<u>-6.0%</u>
Administrative and General				
Administrative and general salaries	169,668	188,872	19,205	10.2%
Office supplies and expense	28,649	38,347	9,698	25.3%
Outside services employed	31,683	77,686	46,002	59.2%
Insurance	27,993	28,115	122	0.4%
Employee Benefits	287,725	369,597	81,872	22.2%
Miscellaneous general	109,859	117,661	7,802	6.6%
Total Administrative and General	<u>655,576</u>	<u>820,278</u>	<u>164,701</u>	<u>20.1%</u>
Total Operation, Customer, & Admin Expenses	<u>1,262,010</u>	<u>1,544,587</u>	<u>282,577</u>	<u>18.3%</u>
Depreciation	667,019	699,930	32,911	4.7%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 1,929,029</u>	<u>2,244,517</u>	<u>315,488</u>	<u>14.1%</u>
OPERATING INCOME	<u>\$ (171,254)</u>	<u>(541,841)</u>	<u>370,587</u>	<u>68.4%</u>

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

July 12, 2016

TO: John Crooks, Utilities Manager *JRC*
FROM: Renee Schmid, Director of Finance and Administration *RS*
SUBJECT: Life Insurance Request for Proposal

Background

A request for proposal for our group life insurance was advertised in May in the Shakopee Valley News. Sealed proposals were requested to be received by June 23th at 3:00 p.m.

Proposals were received from the following companies:

- Minnesota Life
- Madison National

Minnesota Life submitted the low bid which will result in an estimated 4.9% savings in monthly premiums which also includes a three year rate guarantee from our current premium rates for Shakopee Public Utilities. A summary of the proposals and estimated costs is attached for your reference. Based on current census data, out of pocket expense for Shakopee Public Utilities will drop from approximately \$14/month to \$287/month. Employee out of pocket expenses for dependent coverage will remain the same.

Recommendation

Staff recommends selection of Minnesota Life as the provider for Life Insurance and AD&D coverage.

Commission Action Requested

Designate Minnesota Life as the provider for Life Insurance and AD&D coverage for Shakopee Public Utilities.



Shakopee Public Utilities - Life Insurance


		CURRENT PLAN - MN Life		MN Life		Madison National	
Rating AM Best		A+		A+		A-	
	Volume	Rate	Monthly Premium	Rate	Monthly Premium	Rate	Monthly Premium
Basic Life	1,472,000	\$0.185	\$272.32	\$0.175	\$257.60	\$0.280	\$412.16
Basic AD&D	1,472,000	\$0.020	\$29.44	\$0.020	\$29.44	\$0.030	\$44.16
Total per Month		\$0.205	\$301.76	\$0.195	\$287.04	\$0.310	\$456.32
Total per Year			\$3,621.12		\$3,444.48		\$5,475.84
<i>Percentage of Basic Life Savings</i>					4.9%		-59.0%
<i>Annual Basic Life Savings</i>					\$177		-\$2,031
Supplemental Life & AD&D Employee and Spouse							
Age	Volume	Rate per \$1,000 Life	Monthly Premium	Rate per \$1,000 Life	Monthly Premium	Rate per \$1,000 Life	Monthly Premium
Under 25	\$0	0.04	\$0.00	0.04	\$0.00	0.05	\$0.00
25 - 29	\$200,000	0.04	\$8.00	0.04	\$8.00	0.06	\$12.00
30 - 34	\$0	0.04	\$0.00	0.04	\$0.00	0.08	\$0.00
35 - 39	\$5,000	0.08	\$0.40	0.08	\$0.40	0.09	\$0.45
40 - 44	\$185,000	0.10	\$18.50	0.10	\$18.50	0.12	\$22.20
45 - 49	\$405,000	0.15	\$60.75	0.15	\$60.75	0.20	\$81.00
50 - 54	\$950,000	0.23	\$218.50	0.23	\$218.50	0.30	\$285.00
55 - 59	\$1,150,000	0.43	\$494.50	0.43	\$494.50	0.51	\$586.50
60 - 64	\$20,000	0.66	\$13.20	0.66	\$13.20	0.68	\$13.60
65 - 69	\$0	1.27	\$0.00	1.27	\$0.00	1.27	\$0.00
70 - 74	\$0	2.06	\$0.00	2.06	\$0.00	2.07	\$0.00
Monthly Supplemental Life Premium			\$813.85		\$813.85		\$1,000.75
Monthly Supplemental AD&D Premium	\$2,915,000	0.02	\$58.30	0.02	\$58.30	0.03	\$87.45
Dependent Life Package	9 lives	\$1.71	\$15.39	\$1.71	\$15.39	\$1.71	\$15.39
Total Supplemental Life Premium			\$887.54		\$887.54		\$1,103.59
Optional New Hire GI		\$100,000 EE, \$25,000 SP, Dep Life Package		\$100,000 EE, \$25,000 SP, \$10,000 CH (if elected), Dep Life Package		Match Current	
Rate Guarantee		NA		3 years		3 years	
Accelerated Death Benefit		100% to \$1,000,000		Match Current		100% up to \$50,000	
Portability		None currently		Add to Basic and Supp Life		No	
Child Age		14 days to age 19, or 25 if full-time student		Enhanced Child Age: Live birth to 26 (regardless of status) and no benefit reduction under 6 months		Match Current	
Online Capabilities		Personalized Benefit Statements, LifeBenefitsExtra (LBE) website, and access to claims and UW approval		Match Current		Match Current	
Value Add Ons		Life Suite: Bene Council, Will Prep, Travel Assist, Legacy Planning		Match Current		Employee Assistance, Online Administration, ID Theft Protection	
Age Reductions		65% at age 65, 50% at age 70, 25% at age 75		Match Current		Match Current	
Deviations Listed in RFP		NA		None Listed		1) Spouse max will be the lesser of \$50,000 or 50% of the employee's supplemental life amount going forward 2) Spouses will not be offered AD&D 3) Participation requirements for supplemental life are 25%	
Other Enhancements		NA		New Offering: New Child Life offering of \$10,000 for each eligible child(ren) for \$1.30 per month. Child Life available each annual enrolment with no health questions asked. Employee paid.			




SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

June 28, 2016

TO: John Crooks, Utilities Manager 

FROM: Renee Schmid, Director of Finance and Administration 

SUBJECT: 2015 Total Compensation and Benefits Summary

Background

Each year the Shakopee Public Utilities Commission establishes a list of goals and objectives to accomplish for the year. One of the goals set by the Commission was to develop a report for each employee showing the total value of our compensation and benefits package. The Commission’s intent was to make this report available to every employee on an annual basis.



Staff has completed the distribution of the 2015 Total Compensation and Benefits Summary report and related cover memo.

Action Requested

No formal action requested.



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John R. Crooks, Utilities Manager 
FROM: Lon R. Schemel, Water Superintendent 
SUBJECT: **WEBSITE UPDATE**
DATE: July 14, 2016

This update is for March 29, 2016 to July 13, 2016.

We now have enough data in Google Analytics to compare previous periods with previous years. These Google Analytics pages are compared to the previous year's period from March 29, 2015 to July 13, 2015.





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

SiteLock has verified this website: 07/14/2016

spucweb.com ✓

Company Name

Shakopee Public Utilities

Domain

spucweb.com

Verified spam-free

07/14/2016

Verified malware-free

07/14/2016

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Audience Overview

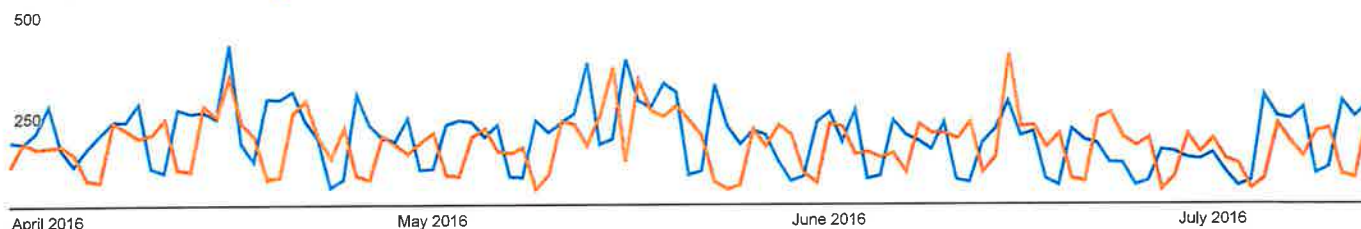
Mar 29, 2016 - Jul 13, 2016
Compare to: Mar 29, 2015 - Jul 13, 2015

All Users
+0.00% Sessions

Overview

Mar 29, 2016 - Jul 13, 2016: Sessions

Mar 29, 2015 - Jul 13, 2015: Sessions



Sessions

11.99%



Users

13.66%



Pageviews

19.31%



Pages / Session

6.53%



Avg. Session Duration

-4.24%



Bounce Rate

-6.92%



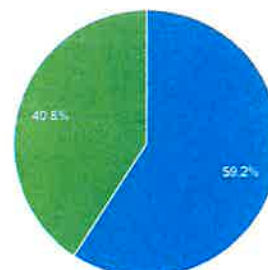
% New Sessions

1.42%

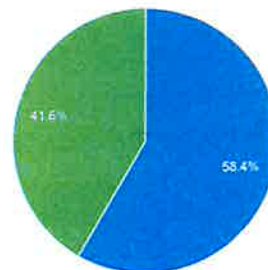


New Visitor Returning Visitor

Mar 29, 2016 - Jul 13, 2016



Mar 29, 2015 - Jul 13, 2015



Language

1. en-us

Mar 29, 2016 - Jul 13, 2016

17,696 97.84%

Mar 29, 2015 - Jul 13, 2015

15,657 96.95%

% Change

13.02% 0.92%

2. (not set)

Mar 29, 2016 - Jul 13, 2016

261 1.44%

Mar 29, 2015 - Jul 13, 2015

223 1.38%

% Change

17.04% 4.51%

3. pt-br

Mar 29, 2016 - Jul 13, 2016

19 0.11%

Mar 29, 2015 - Jul 13, 2015

57 0.35%

% Change

-66.67% -70.24%

4. en			
	Mar 29, 2016 - Jul 13, 2016	18	0.10%
	Mar 29, 2015 - Jul 13, 2015	64	0.40%
	% Change	-71.88%	-74.89%
5. en-gb			
	Mar 29, 2016 - Jul 13, 2016	17	0.09%
	Mar 29, 2015 - Jul 13, 2015	24	0.15%
	% Change	-29.17%	-36.75%
6. es			
	Mar 29, 2016 - Jul 13, 2016	10	0.06%
	Mar 29, 2015 - Jul 13, 2015	0	0.00%
	% Change	100.00%	100.00%
7. es-xl			
	Mar 29, 2016 - Jul 13, 2016	10	0.06%
	Mar 29, 2015 - Jul 13, 2015	0	0.00%
	% Change	100.00%	100.00%
8. es-419			
	Mar 29, 2016 - Jul 13, 2016	9	0.05%
	Mar 29, 2015 - Jul 13, 2015	8	0.05%
	% Change	12.50%	0.45%
9. ru			
	Mar 29, 2016 - Jul 13, 2016	8	0.04%
	Mar 29, 2015 - Jul 13, 2015	15	0.09%
	% Change	-46.67%	-52.38%
10. fr-fr			
	Mar 29, 2016 - Jul 13, 2016	7	0.04%
	Mar 29, 2015 - Jul 13, 2015	1	0.01%
	% Change	600.00%	525.03%

Users Flow

Mar 29, 2016 - Jul 13, 2016
Compare to: Mar 29, 2015 - Jul 13, 2015

All Users
+0.00% Sessions

United States
18K ▲12%

United Kingdom
204 ▲>500%

India
62 ▲8%

Canada
26 ▼25%

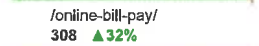
Brazil
16 ▼81%

...
137 ▼36%

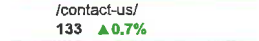
Starting pages



1st Interaction



2nd Interaction



3rd Interaction



Devices

Mar 29, 2016 - Jul 13, 2016
Compare to: Mar 29, 2015 - Jul 13, 2015

All Users
+2.74% Sessions

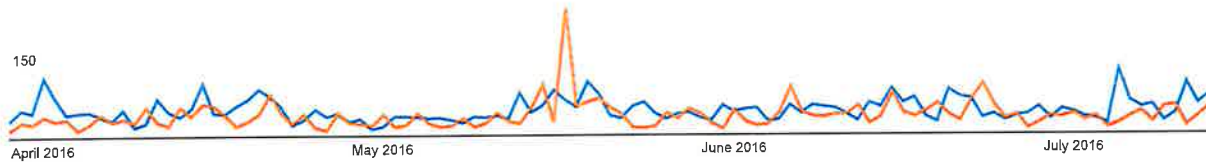
Explorer

Summary

Mar 29, 2016 - Jul 13, 2016: Sessions

Mar 29, 2015 - Jul 13, 2015: Sessions

300



Mobile Device Info	Acquisition			Behavior			Conversions eCommerce		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Transactions	Revenue	Ecommerce Conversion Rate
	25.77% ▲ 4,529 vs 3,601	4.40% ▲ 53.90% vs 51.62%	31.31% ▲ 2,441 vs 1,859	11.96% ▲ 30.98% vs 35.18%	2.84% ▲ 2.61 vs 2.53	3.03% ▼ 00:02:08 vs 00:02:12	0.00% 0 vs 0	0.00% \$0.00 vs \$0.00	0.00% 0.00% vs 0.00%
1. Apple iPhone									
Mar 29, 2016 - Jul 13, 2016	1,769 (39.06%)	55.40%	980 (40.15%)	31.60%	2.72	00:02:02	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	1,255 (34.85%)	51.63%	648 (34.86%)	39.28%	2.79	00:02:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	40.96%	7.29%	51.23%	-19.56%	-2.54%	1.76%	0.00%	0.00%	0.00%
2. Apple iPad									
Mar 29, 2016 - Jul 13, 2016	597 (13.18%)	53.27%	318 (13.03%)	35.01%	1.79	00:02:01	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	542 (15.05%)	48.89%	265 (14.25%)	43.91%	1.80	00:02:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	10.15%	8.94%	20.00%	-20.28%	-0.55%	0.31%	0.00%	0.00%	0.00%
3. (not set)									
Mar 29, 2016 - Jul 13, 2016	205 (4.53%)	54.63%	112 (4.59%)	17.07%	1.85	00:01:25	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	419 (11.64%)	58.00%	243 (13.07%)	19.57%	1.80	00:02:19	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	-51.07%	-5.80%	-53.91%	-12.76%	2.87%	-38.66%	0.00%	0.00%	0.00%
4. Samsung SM-G900V Galaxy S5									
Mar 29, 2016 - Jul 13, 2016	86 (1.90%)	63.95%	55 (2.25%)	29.07%	2.98	00:02:22	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	86 (2.39%)	58.14%	50 (2.69%)	37.21%	3.09	00:02:29	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	0.00%	10.00%	10.00%	-21.87%	-3.76%	-4.09%	0.00%	0.00%	0.00%
5. Microsoft Xbox One									
Mar 29, 2016 - Jul 13, 2016	75 (1.66%)	69.33%	52 (2.13%)	13.33%	1.59	00:01:18	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%
6. Samsung SM-G920V Galaxy S6									
Mar 29, 2016 - Jul 13, 2016	71 (1.57%)	52.11%	37 (1.52%)	28.17%	3.18	00:01:55	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	18 (0.50%)	50.00%	9 (0.48%)	16.67%	3.17	00:03:22	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	294.44%	4.23%	311.11%	69.01%	0.52%	-43.01%	0.00%	0.00%	0.00%

7. Samsung SM-G900T Galaxy S5

Mar 29, 2016 - Jul 13, 2016	66 (1.46%)	21.21%	14 (0.57%)	37.88%	2.92	00:03:56	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	44 (1.22%)	59.09%	26 (1.40%)	38.64%	2.95	00:01:54	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	50.00%	-64.10%	-46.15%	-1.96%	-1.03%	106.78%	0.00%	0.00%	0.00%

8. Samsung SM-G900P Galaxy S5

Mar 29, 2016 - Jul 13, 2016	63 (1.39%)	52.38%	33 (1.35%)	38.10%	2.86	00:02:34	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	50 (1.39%)	58.00%	29 (1.56%)	26.00%	3.14	00:01:54	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	26.00%	-9.69%	13.79%	46.52%	-9.01%	34.74%	0.00%	0.00%	0.00%

9. Samsung SM-N920T Galaxy Note 5

Mar 29, 2016 - Jul 13, 2016	51 (1.13%)	56.86%	29 (1.19%)	25.49%	2.96	00:02:06	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%

10. Samsung SM-G920T Galaxy S6

Mar 29, 2016 - Jul 13, 2016	49 (1.08%)	48.98%	24 (0.98%)	30.61%	3.04	00:02:16	0 (0.00%)	\$0.00 (0.00%)	0.00%
Mar 29, 2015 - Jul 13, 2015	8 (0.22%)	75.00%	6 (0.32%)	12.50%	4.75	00:06:01	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	512.50%	-34.69%	300.00%	144.90%	-35.98%	-62.31%	0.00%	0.00%	0.00%

Rows 1 - 10 of 391

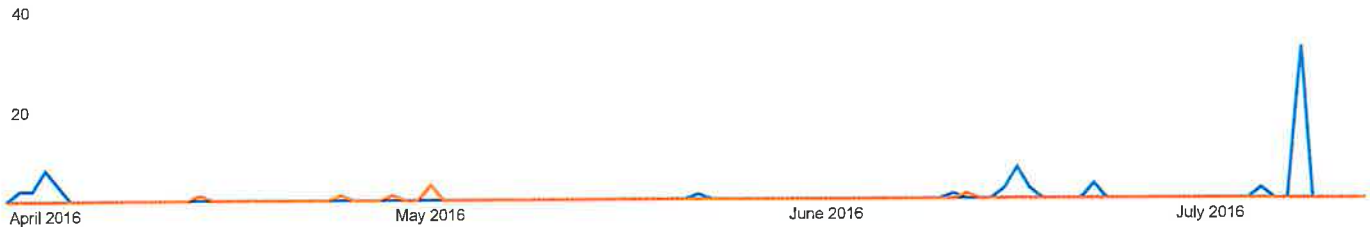
Network Referrals

Mar 29, 2016 - Jul 13, 2016
Compare to: Mar 29, 2015 - Jul 13, 2015

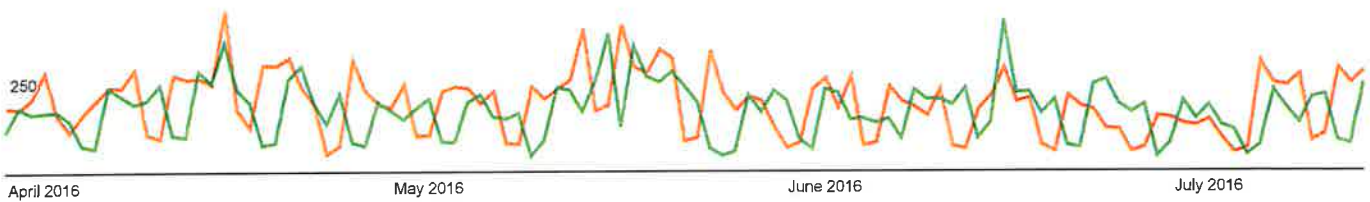
All Users
+0.00% Sessions

Social Referral

Mar 29, 2016 - Jul 13, 2016: Sessions via Social Referral
Mar 29, 2015 - Jul 13, 2015: Sessions via Social Referral



Mar 29, 2016 - Jul 13, 2016: All Sessions
Mar 29, 2015 - Jul 13, 2015: All Sessions



Social Network	Sessions	Pageviews	Avg. Session Duration	Pages / Session
1. Blogger				
Mar 29, 2016 - Jul 13, 2016	30 (50.00%)	30 (40.54%)	00:00:00	1.00
Mar 29, 2015 - Jul 13, 2015	0 (0.00%)	0 (0.00%)	00:00:00	0.00
% Change	∞%	∞%	0.00%	∞%
2. Facebook				
Mar 29, 2016 - Jul 13, 2016	30 (50.00%)	44 (59.46%)	00:00:35	1.47
Mar 29, 2015 - Jul 13, 2015	4 (100.00%)	15 (100.00%)	00:03:47	3.75
% Change	650.00%	193.33%	-84.64%	-60.89%

Rows 1 - 2 of 2

Social Users Flow

Mar 29, 2016 - Jul 13, 2016
Compare to: Mar 29, 2015 - Jul 13, 2015

All Users
+0.00% Sessions

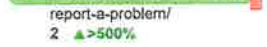
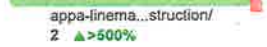
▼ All Users

Blogger
30 ▲>500%

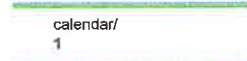
Facebook
30 ▲>500%

Twitter
0 ▼100%

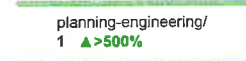
Starting pages



1st Interaction




































2nd Interaction



3rd Interaction



	Video #	Title	Uploaded	Frame Size	Duration	Size	Plays		
<input type="checkbox"/>	 7431799	 6 20 2016	22 Jun 2016	SPUC	720x396	45m 45s	963mb	0	embed Manage
<input type="checkbox"/>	 7322002	 6 6 2016	10 Jun 2016	SPUC	720x396	40m 18s	673mb	6	embed Manage
<input type="checkbox"/>	 7105341	 5 16 2016	17 May 2016	SPUC	720x396	34m 17s	907mb	4	embed Manage
<input type="checkbox"/>	 6986530	 5 2 2016	05 May 2016	SPUC	720x396	32m 57s	930mb	3	embed Manage
<input type="checkbox"/>	 6869826	 4 18 2016	20 Apr 2016	SPUC	720x400	29m 55s	766mb	7	embed Manage
<input type="checkbox"/>	 6660527	 3 21 2016	22 Mar 2016	SPUC	720x400	1h 24m 56s	924mb	6	embed Manage
<input type="checkbox"/>	 6556460	 3 7 2016	09 Mar 2016	SPUC	720x400	45m 45s	990mb	5	embed Manage
<input type="checkbox"/>	 6395310	 2 16 2016	19 Feb 2016	SPUC	720x400	1h 42s	909mb	3	embed Manage
<input type="checkbox"/>	 6274469	 2 1 2016	03 Feb 2016	SPUC	720x396	49m 9s	923mb	2	embed Manage
<input type="checkbox"/>	 6202282	 1 19 2016	25 Jan 2016	SPUC	720x400	1h 4m 11s	937mb	2	embed Manage
<input type="checkbox"/>	 6066057	 1 4 2016	06 Jan 2016	SPUC	720x400	1h 34m 8s	754mb	13	embed Manage
<input type="checkbox"/>	 5990895	 APPA Rodeo Field Cons...	23 Dec 2015	SPUC	720x540	15m 33s	458mb	430	embed Manage
<input type="checkbox"/>	 5864827	 12 7 2015	09 Dec 2015	SPUC	720x400	1h 21m 9s	855mb	1	embed Manage
<input type="checkbox"/>	 5730211	 11 16 2015	23 Nov 2015	SPUC	720x400	3h 3m 52s	837mb	20	embed Manage
<input type="checkbox"/>	 5568021	 11 2 2015	05 Nov 2015	SPUC	720x406	1h 8m 8s	522mb	2	embed Manage
<input type="checkbox"/>	 5480350	 10 19 2015	22 Oct 2015	SPUC	720x396	31m 43s	895mb	21	embed Manage
<input type="checkbox"/>	 5326524	 10 5 2015	06 Oct 2015	SPUC	720x400	1h 1m 4s	953mb	15	embed Manage
<input type="checkbox"/>	 5223407	 9 21 2015	25 Sep 2015	SPUC	720x400	1h 6m 14s	1006mb	10	embed Manage
<input type="checkbox"/>	 5073022	 9 8 2015	10 Sep 2015	SPUC	720x400	1h 30m 48s	862mb	2	embed Manage
<input type="checkbox"/>	 4758028	 8 3 2015	06 Aug 2015	SPUC	512x286	2h 20m 20s	978mb	5	embed Manage
<input type="checkbox"/>	 4699947	 7 20 2015	29 Jul 2015	SPUC	720x400	2h 50m 35s	899mb	16	embed Manage
<input type="checkbox"/>	 4223639	 6 15 2015	17 Jun 2015	SPUC	720x400	1h 22m 53s	974mb	24	embed Manage

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER
**SUBJECT: SPUC AND STAFF PRIORITIES AND SCHEDULES FORM
QUARTERLY REVIEW**
DATE: JULY 15, 2016

The attached forms have been updated through July 15, 2016. The forms are intended to assist Staff and the Commission in addressing the priorities and schedules for projects and tasks at hand. There is a spreadsheet for projects that are to be considered Major Projects and a spreadsheet for Designated Tasks.

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

Projects and steps which carry the designation being "Done" are highlighted in red which identifies work done in 2016.



SPUC STAFF PRIORITIES AND SCHEDULES - 2016

2016			
Staff Input - LS, RS, JA, SW - as of 7-15-16 **Approved by Commission			
MAJOR PROJECTS			
	Staff Assignment	Completion Date**	Status Update
SMART GRID TECHNOLOGIES			
Feasibility analysis / Business case analysis	JC		DONE
AMR PILOT PROJECT			
Define / Obtain equipment	MA/LS/JA		DONE
Convert field equipment		July 2016	DONE
Complete trial and evaluate		Dec 2016	July 2017
SHAKOPEE SUBSTATION PROJECT			
Construction complete	JA/MA	Nov 2015	DONE
Substation in operation		Nov 2015	DONE
ELECTRIC POLICY MANUAL			
Final revisions / Draft review	JA/MA	May 2016	Oct 2016
Formal adoption by Commission		June 2016	Oct 2016
CUSTOMER PAYMENT OPTIONS			
Credit card / Phone options	RS/SW/JC		DONE
E-Bill presentment		May 2016	Sept 2016
E-Bill payment option		June 2016	Nov 2016
DAFFRON BILLING SYSTEM			
iXP upgrade	SW/RS	Aug 2016	Jan 2017
Fixed asset tracking implementation		Aug 2017	Jan 2018
FACILITY AGREEMENTS WITH XCEL ENERGY			
Shakopee Substation Construction Agreement	JA		DONE
Shakopee Substation Operational Agreement		March 2016	DONE
Blue Lake Development Agreement		June 2016	Sept 2016
COMPREHENSIVE WATER SUPPLY PLAN			
Infill redevelopment	LS/JA	Nov 2016	
Final Comprehensive Water Supply Plan		Jan 2017	

SPUC STAFF PRIORITIES AND SCHEDULES - 2016


2016			
Staff Input - LS, RS, JA, SW - as of 7-15-16 **Approved by Commission			
DESIGNATED TASKS			
	Staff Assignment	Completion Date**	Status Update
POLE ATTACHMENT AGREEMENTS			
	JA/MA/RS		
Re-evaluate with MVEC		June 2016	Sept 2016
Finalize and approval with MVEC		July 2016	Dec 2016
Comcast/MediaCom billing agreements		Sept 2016	Dec 2016
VALLEYFAIR LOOPING AGREEMENT			
	JA/JC		
Review terms with Valleyfair		June 2016	DONE
MARKETING MATERIALS			
	SW		
Solar distributed generation materials and promotion		June 2016	Jan 2017
Wind distributed generation materials and promotion		on hold	
Tree trimming safety brochure/advertisement		June 2016	Jan 2017
CITY / SPU BILLING CLARIFICATIONS			
	JA/RS		
Traffic lights		July 2016	Nov 2016
County traffic lights		July 2016	Nov 2016
CUSTOMER DG PROCEDURES			
	JA/JC		
Review and adoption		June 2016	Sept 2016
STREET LIGHTING AGREEMENTS			
	JA		
Stonebrooke District		on hold	
Southbridge Crossing District		on hold	
Southbridge Parkway District		on hold	
SMSC - Bluff View 2nd Addition		on hold	
SMSC - East Village		on hold	



SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

July 14, 2016

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations

SUBJECT: LED Lightbulb Customer Event RECAP

Overview

On Wednesday, July 13, 2016 SPU hosted its second LED Lightbulb Customer Event. The event was successfully coordinated with good process flow and more than adequate staffing. The largest attendance surge occurred at the start of the event at 4:00 p.m., with slow, but steady attendance until 7:00 p.m.

684 bulbs were given away at the event, with another 52 distributed following the event. Employees who are SPU customers received their bulbs following the event on Thursday and we had a few customers who were unable to make the event on Wednesday.

Attendance was lower than anticipated. The event was communicated to our customer base in our Power Lines Newsletter and an article appeared in the Shakopee Valley News. We will review options for driving attendance at future events.

Action Requested

No action required.

