

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
OCTOBER 19, 2020

**Following the March 13, 2020 Declaration of Peacetime Emergency by Governor Walz (as amended), the Commission is holding its regular meeting on October 19, 2020 at 5:00pm by telephone or other electronic means (WebEx) according to MN Statutes, Section 13D.021. The Commission President has concluded that an in-person meeting is not practical or prudent because of the health pandemic declared under the Emergency Order and according to current guidance from the MN Department of Health and the CDC. The Commission President will be at the regular meeting location for the Commission. The public may monitor the meeting:**

**Call-In Phone Number 1-408-418-9388  
Enter Access Code 126 252-9883  
When Prompted for Password, enter #**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
  - 2a) October 5, 2020 Minutes (JA)
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
  - 6a) October 19, 2020 (KW)
7. **Liaison Report**
8. **Reports: Water Items**
  - 8a) Water System Operations Report – Verbal (LS)
  - C=> 8b) Quarterly Water Nitrate Report (LS)
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal (GD)
10. **Reports: Human Resources**

11. **Reports: General**

- C=> 11a) Monthly Financials Results – September 2020 (KW)
- C=> 11b) COVID Dashboard Metrics – September 2020 (KW)
- 11c) Options for Financial Assistance – Past Due Accounts (SW)
- 11d) Deposits Policy Review SPU Res #1010 amending Res. #509 (JA/SW)
- 11e) Resolution #1282 in Recognition of Mary Ellen Baldwin (JA)
- 11f) Resolution #1283 in Recognition of Renee Schmid (JA)
- 11g) Resolution #1284 in Recognition of Sherri Anderson (JA)

12. **New Business**

13. **Tentative Dates for Upcoming Meetings**

- Regular Meeting -- November 2
- Mid Month Meeting -- November 16
- Regular Meeting -- December 7
- Mid Month Meeting -- December 21

14. **Adjourn to 11-2-20 at the SPUC Service Center, 255 Sarazin Street**

MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
October 5, 2020  
(Regular Meeting)

1. Call to Order. President Amundson called the October 5, 2020 meeting of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M.
2. Roll Call. President Amundson, Vice President Mocol, Commissioner Brennan, Commissioner Fox, and Commissioner Meyer were present.
3. Approval of Minutes. Motion by Meyer, seconded by Mocol, to approve the minutes from September 21, 2020. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
4. Approval of Agenda. President Amundson proposed moving the human resources matters to after the liaison report. Motion by Meyer, seconded by Mocol, to approve the agenda, as revised. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
5. Approval of Warrant List. Motion by Meyer, seconded by Fox, to approve the warrant list as presented. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
6. Liaison Report. Commissioner Brennan confirmed that the City Council scheduled a work session for October 6, 2020 to discuss the ballot issue.
7. Human Resources Report.
  - a. Shared Services Update. Larry Koshire, Interim Utilities Manager, provided an update, noting that the accounting department is short-staffed, and requesting authority to engage Abdo Eick & Meyers, LLP (AEM) as contract employees. Commissioner Brennan inquired as to the cost. Commissioner Mocol spoke in favor of AEM. Motion by Meyer, seconded by Mocol to authorize Mr. Koshire to retain contract employees as needed. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.
  - b. AEM Compensation Assumptions and Working Group Recommendations. Jean McGann from AEM presented the 2021 budget assumptions and recommendations, including a cost-of-living-adjustment of 2.5% and health insurance rate increase of 4% as well as a uniform rate for employer-funded health benefits for all employees. Motion by Meyer, seconded by Mocol to approve the 2021 budget planning assumptions until the compensation study is completed. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

- c. Update on Agreement with Mr. Crooks. Attorney K. Brennan noted that AEM completed the audit for compliance with Minnesota Statutes Section 73A.17 for Mr. Crooks for 2017-2020. AEM determined the amount of excess salary for Mr. Crooks for 2017-2019 was \$39,238.03. AEM also determined the amount of payment to Mr. Crooks under the agreement and applying the statutory limits to be \$42,837.62. AEM recommended reducing the final payment to Mr. Crooks by the amount of excess salary owing. Leah Davis of AEM was available to answer questions. Motion by Meyer, seconded by Mocol to delegate to President Amundson the authority to enter into a letter agreement with Mr. Crooks for the limited purpose of changing the method of repayment by Mr. Crooks under the Repayment, Release, and Separation Agreement to deduct the amount of excess salary determined by the audit report. from the final payment to Mr. Crooks, as determined by the audit report. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion Carried

8. Water Report. Lon Schemel, Water Superintendent, presented the water report. He noted that water usage for the period was within 102% of what was estimated.

- a. SEH Water Quality Summary. Joseph Adams, Director of Planning and Engineering, noted that the consulting firm, Short Elliot Hendrickson, Inc. (SEH), had completed one of seven tasks, and would provide an informational update. Chris Larson from SEH presented a summary of the water quality overview. He reviewed iron, manganese, nitrate, and sodium levels. He explained that in the past three years, the manganese level was exceeded only in one sample in one well. Mr. Larson concluded that SPU's water meets all EPA standards for safety. He noted that the aesthetic levels for SPU's water are very good. He observed that water softening may be done, but that it is very expensive. Mr. Larson answered questions by Commissioners.
- b. Ehlers Water Development Fee Study. Jessica Cook from Ehlers presented the study concerning two development fees: (1) water capacity charge, and (2) trunk water charge. She concluded that SPU had prudently managed its resources and set adequate fees. Ms. Cook discussed the opportunity for a one-time decrease in the water capacity charge for higher-density development, with modest increases thereafter. She also discussed the opportunity to restructure fees for multi-family residential units in light of the findings of typically lower usage than single-family homes. Motion by Brennan, seconded by Fox that the Commission meet with the City Council on this issue before making any decisions. Ayes: Mocol, Brennan, Fox. Nays: Amundson, Meyer. Motion carried.


9. Electric Report. Greg Drent, Electric Superintendent, presented the electric report. He described the two outages since the last Commission meeting, as well as current projects.

10. Ballot Question. Mr. Koshire discussed the ballot issue of whether the Shakopee Public Utilities should be abolished. He noted the City's website posting on the topic, including frequently asked questions, as well as the clarifications and factual corrections prepared by SPU staff in response. Mr. Koshire counseled that once the referendum is completed, a third-party should assist with high-level communications between the City Council and the Commission.

Commissioner Mocol commented on the 2020 goal of collaborating more with the City, that information from SPU can take a long time, and that SPU could use its investments more. President Amundson noted that the City has been active in discussing the ballot issue with the community and that she hoped the Commission would also share information with the community, to provide balanced viewpoints and let the voters come to their own conclusions. Otherwise, only the City's position would be publicized. Motion by Amundson, seconded by Meyer, to post the SPU staff response to the City's frequently asked questions on the SPU website. Ayes: Amundson, Meyer. Nays: Mocol, Brennan, Fox. Motion denied.

11. Potential Future Agenda Items. Commissioner Fox suggested discussing the Investment Policy, particularly oversight and existing language delegating responsibility to the Utilities Manager.

12. Adjourn. Motion by Meyer, seconded by Fox, to adjourn to the October 19, 2020 regular meeting. Ayes: Amundson, Mocol, Brennan, Fox, Meyer. Nays: None. Motion carried.

  
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Joseph Adams, Interim Secretary

## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

October 19, 2020

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

56696	Daily Printing	\$6,473.03
56765	Scott County Abstract & Title Co.	\$7,500.00
56773	American Messaging	\$1,547.39
56774	Alternative Technologies Inc.	\$180.00
56775	Amaril Uniform Co.	\$209.94
56776	Kim Anders	\$350.00
56777	Kristine A Anderson	\$200.00
56778	Carol Arenson	\$200.00
56779	Barovskis, Ivo	\$500.00
56780	Marlan Bahmer	\$200.00
56781	Robert Berndtson	\$108.10
56782	Birds Lawn Care LLC	\$3,205.00
56783	Bixby, Brenda D	\$50.00
56784	Jeffrey D Boldt	\$500.00
56785	Mitchell Boogren	\$100.00
56786	Border States Electric Supply	\$4,793.70
56787	Richard & Jane Breeggemann	\$50.00
56788	Joan & Kenneth Busch	\$200.00
56789	Centerpoint Energy	\$414.56
56790	Choice Electric Inc.	\$2,956.15
56791	Cintas Corp. #754	\$54.40
56792	City of Shakopee	\$447,605.62
56793	City of Shakopee	\$2,999.90
56794	D.R. Horton Inc.	\$1,968.60
56795	Patrick Dubore	\$500.00
56796	Daily Printing	\$4,086.00
56797	Deputy Registrar #135	\$1,970.27
56798	DGR Engineering	\$1,406.50
56799	Domain Registry	\$50.00
56800	Kevin Duncan	\$350.00
56801	Frontier Precision Inc.	\$9,789.73
56802	Ferguson Enterprises, LLC	\$10,134.92
56803	Brian Fitzwater	\$500.00
56804	Further	\$192.00
56805	Nathan Groon	\$350.00
56806	Gopher State One-Call	\$1,197.45
56807	Dale Greening	\$500.00
56808	Brandon Gregor	\$50.00
56809	Huy Q Ha	\$500.00
56810	Luong U Ha	\$500.00
56811	Randy Haas	\$350.00
56812	Hach Company	\$915.16
56813	Eric & Gretchen Hansen	\$500.00
56814	Hawkins Inc.	\$5.00
56815	Ryanne Hawkinson	\$350.00
56816	Jay & Barbara Hensley	\$350.00
56817	Jeremy Huisheere	\$350.00
56818	Impact Mailing of Minnesota, Inc.	\$13,436.69
56819	Innovative Office Solutions LLC	\$898.46
56820	Irby - Stuart C Irby Co.	\$1,327.39
56821	ltron Inc.	\$6,119.89
56822	JT Services	\$1,567.44
56823	Michael Kane	\$350.00
56824	Khalid A Karar	\$200.00
56825	Scott D Koernig	\$350.00
56826	Michael Kreber	\$350.00
56827	LeVander, Gillen & Miller, P.A.	\$1,155.00
56828	Steven J Laux	\$500.00
56829	David C Lindquist	\$400.00

## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

October 19, 2020

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

56830	Loffler	\$898.29
56831	Calvin & Stacy Lowe	\$500.00
56832	M E Simpson Co., Inc.	\$13,145.00
56833	David Main	\$300.00
56834	Merle Marshall	\$500.00
56835	Master Mechanical Inc.	\$10,407.50
56836	Dan McBeain	\$500.00
56837	McGrann Shea Carnival Straughn & Lamb, Chartered	\$34,152.00
56838	Tim J & Julie McIntyre	\$200.00
56839	Mary Jane & Larry McKay	\$500.00
56840	Shana M Meyers	\$500.00
56841	Midwest Safety Counselors, Inc.	\$326.47
56842	Mike's Auto Repair Inc.	\$51.57
56843	Jeff Miller	\$350.00
56844	Minn Valley Testing Labs Inc	\$311.00
56845	Minn Dept. of Health	\$28,349.00
56846	Rodney Mittleider	\$350.00
56847	MMPA c/o Avant Energy	\$2,782,199.81
56848	MMUA	\$24,701.80
56849	MN Dept of Commerce Unclaimed Property Program	\$8,463.70
56850	MN Dept of Revenue	\$312,666.00
56851	MRA - The Management Association	\$48.00
56852	NCPERS Group Life Inc.	\$176.00
56853	Georgi Nenov	\$500.00
56854	Gerry Neville	\$77.05
56855	Computex Technology Solutions	\$171.80
56856	Cindy Nickolay	\$128.23
56857	Northern States Power Co.	\$4,722.97
56858	Northwest Asphalt Inc.	\$61,779.48
56859	George Nyaega	\$200.00
56860	Peter M Olive	\$500.00
56861	Mayank Paranjape	\$200.00
56862	Amy & Josh Pelant	\$500.00
56863	Steven & Amy Pfarr	\$500.00
56864	Bryan & Jennifer Pitterle	\$350.00
56865	Pittsburgh Water Cooler Service Inc.	\$98.45
56866	Plunket's Pest Control, Inc.	\$130.57
56867	Priority 1 Outdoors Inc.	\$1,075.00
56868	Morgan Proshek	\$50.00
56869	Brooks R Rosenow	\$500.00
56870	Ramy Turf Products, LLC	\$392.99
56871	RDO Equipment Co.	\$1,515.00
56872	R.W. Beck Group, Inc.	\$3,507.50
56873	Kevin & Deidra Ryberg	\$200.00
56874	Sambatek	\$7,216.16
56875	Jennifer & Joseph Sames	\$200.00
56876	Ruth Sarker	\$400.00
56877	Theresa & Dorlie Sayoco	\$500.00
56878	Nicole & Sheldon Schue	\$200.00
56879	Connie Schmid	\$350.00
56880	Bob J Schmidt	\$200.00
56881	Shakopee Chamber of Commerce	\$2,000.00
56882	VOID	\$250.00
56883	Short Elliott Hendrickson Inc.	\$3,189.93
56884	Southwest News Media	\$2,134.11
56885	Steve & Kara Stoerzinger	\$500.00
56886	Paul Teneyck	\$200.00
56887	Test Gauge & Backflow Supply Inc.	\$123.14
56888	Jennifer & Kyle Tietz	\$550.00
56889	Gregory Triplett	\$84.53

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

October 19, 2020

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

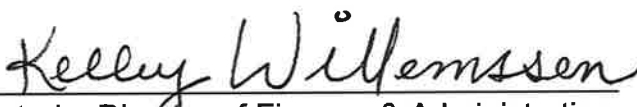
56890	Rajendra Vallamkondu	\$500.00
56891	Verizon Wireless	\$4,537.34
56892	Craig & Amy Weckman	\$500.00
56893	Krystal & Michael Wendland	\$200.00
56894	WESCO Receivables Corp.	\$2,480.10
56895	Kelley Willemssen	\$26.35
56896	Julye Yarbrough-Schaffner	\$500.00
56897	Heather & Joseph Yursi	\$50.00
56898	Ziegler Inc.	\$32.09

TOTAL

\$3,867,537.22

  
\_\_\_\_\_  
Interim Commission Secretary

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Commission President

  
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Interim Director of Finance & Administration



## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

October 19, 2020

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

56696 Daily Printing	\$6,473.03 Earnest money for Breeggemann PA WO#2377
56765 Scott County Abstract & Title Co.	\$7,500.00 Postage for SPU Autumn 2020 Newsletter
56773 American Messaging	\$1,547.39 Smartswitch
56774 Alternative Technologies Inc.	\$180.00 Oil test for electric dept.
56775 Amaril Uniform Co.	\$209.94 Water dept. pants for T.M.
56776 Kim Anders	\$350.00 2020 Res. Cooling Rebate
56777 Kristine A Anderson	\$200.00 2020 Res. Cooling Rebate
56778 Carol Arenson	\$200.00 2020 Res. Appliance Recycling rebate
56779 Barovskis, Ivo	\$500.00 2020 Res. Cooling Rebate
56780 Marlan Bahmer	\$200.00 2020 Res. Appliance rebate
56781 Robert Berndtson	\$108.10 Mileage reimbursement
56782 Birds Lawn Care LLC	\$3,205.00 Sept. Lawn care
56783 Bixby, Brenda D	\$50.00 2020 Res. Appliance Rebate
56784 Jeffrey D Boldt	\$500.00 2020 Res. Cooling Rebate
56785 Mitchell Boogren	\$100.00 2020 Res. Appliance Rebate
56786 Border States Electric Supply	\$4,793.70 Elbows for inventory
56787 Richard & Jane Breeggemann	\$50.00 2020 Res. Appliance Rebate
56788 Joan & Kenneth Busch	\$200.00 2020 Res. Cooling Rebate
56789 Centerpoint Energy	\$414.56 Gas usage for SPU building
56790 Choice Electric Inc.	\$2,956.15 WO#2349 - Pump house #9 & #6, Scata -Scale & run low voltage wire
56791 Cintas Corp. #754	\$54.40 Red Shop towels
56792 City of Shakopee	\$447,605.62 Sept. SW (\$347,478.08) and SD (\$100,127.54)
56793 City of Shakopee	\$2,999.90 Storm drainage/SPU Properties for 4th Qtr.
56794 D.R. Horton Inc.	\$1,968.60 WO#2384 Complete elec. Loop
56795 Patrick Dubore	\$500.00 2020 Res. Cooling Rebate
56796 Daily Printing	\$4,086.00 2020 Cold Weather Rule Brochure
56797 Deputy Registrar #135	\$1,970.27 Title Application and Registration for Dump truck #642 WO#2359
56798 DGR Engineering	\$1,406.50 Dean Lake #2, Circuit Switcher Replacement WO#2392
56799 Domain Registry	\$50.00 spucweb.com - Domain Owner
56800 Kevin Duncan	\$350.00 2020 Res. Cooling Rebate
56801 Frontier Precision Inc.	\$9,789.73 Trimble R2Configuartion Level
56802 Ferguson Enterprises, LLC	\$10,134.92 \$9.5m WO#2345 - Meter horns & pro read touch pad, Hydrant finders, \$264.12 Proflex pvc
56803 Brian Fitzwater	\$500.00 2020 Res. Cooling Rebate
56804 Further	\$192.00 Sept. Flex dependent reimbursement
56805 Nathan Groon	\$350.00 2020 Res. Cooling Rebate
56806 Gopher State One-Call	\$1,197.45 Sept. Locates
56807 Dale Greening	\$500.00 2020 Res. Cooling Rebate
56808 Brandon Gregor	\$50.00 2020 Res. Appliance rebate
56809 Huy Q Ha	\$500.00 2020 Res. Cooling Rebate
56810 Luong U Ha	\$500.00 2020 Res. Cooling Rebate
56811 Randy Haas	\$350.00 2020 Res. Cooling Rebate
56812 Hach Company	\$915.16 Fluoride Reagent AccuVac
56813 Eric & Gretchen Hansen	\$500.00 2020 Res. Cooling Rebate
56814 Hawkins Inc.	\$5.00 Chlorine Cylinder
56815 RYANNE HAWKINSON	\$350.00 2020 Res. Cooling Rebate
56816 Jay & Barbara Hensley	\$350.00 2020 Res. Cooling Rebate
56817 Jeremy Huisheere	\$350.00 2020 Res. Cooling Rebate
56818 Impact Mailing of Minnesota, Inc.	\$13,436.69 Statements & Collection letters
56819 Innovative Office Solutions LLC	\$898.46 Toners, hanging folders, Cleaning supplies
56820 Irby - Stuart C Irby Co.	\$1,327.39 Safety Gloves
56821 Itron Inc.	\$6,119.89 Multi Dock, Desk Dock, Sread radio, software maintenance agreement
56822 JT Services	\$1,567.44 Pulling lube, LED lamps
56823 Michael Kane	\$350.00 2020 Res. Cooling Rebate
56824 Khalid A Karar	\$200.00 2020 Res. Appliance rebate
56825 Scott D Koemig	\$350.00 2020 Res. Cooling Rebate
56826 Michael Kreber	\$350.00 2020 Res. Cooling Rebate
56827 LeVander, Gillen & Miller, P.A.	\$1,155.00 Interim Utilities Manager Agreement
56828 Steven J Laux	\$500.00 2020 Res. Cooling Rebate

## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

October 19, 2020

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

56829 David C Lindquist	\$400.00	2020 Res. Appliance rebate and recycling rebate
56830 Loffler	\$898.29	Copier maintenance agreement 10/1-12/31/20
56831 Calvin & Stacy Lowe	\$500.00	2020 Res. Cooling Rebate
56832 M E Simpson Co., Inc.	\$13,145.00	Tested meters 9/21-9/30/2020
56833 David Main	\$300.00	2020 Res. Appliance rebate
56834 Merle Marshall	\$500.00	2020 Res. Cooling Rebate
56835 Master Mechanical Inc.	\$10,407.50	AC Unit replace and repair
56836 Dan McBeain	\$500.00	2020 Res. Cooling Rebate
56837 McGrann Shea Carnival Straughn & Lamb, Chartered	\$34,152.00	\$1.5m-WO#2377-West Sub. Purchase agreement, \$19.9m Municipal & Regulatory Matters, \$7.9m Repayment Plan & Employment Separation Negotiations, \$4.6m - Elec. Facilities Agreement & Acquisition
56838 Tim J & Julie Mcintyre	\$200.00	2020 Res. Appliance Rebate
56839 Mary Jane & Larry McKay	\$500.00	2020 Res. Cooling Rebate
56840 Shana M Meyers	\$500.00	2020 Res. Cooling Rebate
56841 Midwest Safety Counselors, Inc.	\$326.47	Gloves for Electric Dept.
56842 Mike's Auto Repair Inc.	\$51.57	Oil change for Elec. Dept. Trk #633
56843 Jeff Miller	\$350.00	2020 Res. Cooling Rebate
56844 Minn Valley Testing Labs Inc	\$311.00	Coliform, Manganese
56845 Minn Dept. of Health	\$28,349.00	3rd Qtr. Community Water Supply Service
56846 Rodney Mittleider	\$350.00	2020 Res. Cooling Rebate
56847 MMPA c/o Avant Energy	\$2,782,199.81	Sept. Power bill
56848 MMUA	\$24,701.80	\$713.00 - 2020 Drug & Alcohol Consortium, \$4241.30 - L.K.-Interim UM hours per agreement, \$1390.00 - First line Supv. Training for M.G. & J.V., \$900.00 - Tree trimming school for B.G. and M.K., - \$8257.50 - 4th Qtr. Electric Utility Member Dues, \$7450.00 - 4th Qtr. Safety Management Program, \$1750.00 - Apprentice Line worker Development for G.F.,
56849 MN Dept of Commerce Unclaimed Property Program	\$8,463.70	Annual Unclaimed properties sent to the state
56850 MN Dept of Revenue	\$312,666.00	Sept. Sales & Use tax
56851 MRA - The Management Association	\$48.00	Background check for D.N.
56852 NCPERS Group Life Inc.	\$176.00	Oct. life ins.
56853 Georgi Nenov	\$500.00	2020 Res. Cooling Rebate
56854 Gerry Neville	\$77.05	Mileage reimbursement
56855 Computex Technology Solutions	\$171.80	Symantec Endpoint Protection
56856 Cindy Nickolay	\$128.23	Mileage reimbursement
56857 Northern States Power Co.	\$4,722.97	Sept. Power bill
56858 Northwest Asphalt Inc.	\$61,779.48	Water main repair
56859 George Nyaega	\$200.00	2020 Res. Appliance Rebate
56860 Peter M Olive	\$500.00	2020 Res. Cooling Rebate
56861 Mayank Paranjape	\$200.00	2020 Res. Appliance Rebate
56862 Amy & Josh Pelant	\$500.00	2020 Res. Cooling Rebate
56863 Steven & Amy Pfarr	\$500.00	2020 Res. Cooling Rebate
56864 Bryan & Jennifer Pitterle	\$350.00	2020 Res. Cooling Rebate
56865 Pittsburgh Water Cooler Service Inc.	\$98.45	Stainless steel cartridge for drinking fountain up front
56866 Plunket's Pest Control, Inc.	\$130.57	Pest control for Valley Park Dr. S and 17th Ave.
56867 Priority 1 Outdoors Inc.	\$1,075.00	Winterization for Pump houses, Marschall/Wood Duck, Valley Creek booster station, Main building, Riverview Booster station
56868 Morgan Proshok	\$50.00	2020 Res. Appliance Rebate
56869 Brooks R Rosenow	\$500.00	2020 Res. Cooling Rebate
56870 Ramy Turf Products, LLC	\$392.99	Mulch for Elec. Dept.
56871 RDO Equipment Co.	\$1,515.00	30" Bucket w/TR225
56872 R.W. Beck Group, Inc.	\$3,507.50	Sept. SPU West Sub Interconnection WO#2377
56873 Kevin & Deidra Ryberg	\$200.00	2020 Res. Cooling Rebate

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

October 19, 2020

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

56874 Sambatek	\$7,216.16	\$1,996.00 - WO#2041 Windermere Booster Station/Pump house, \$3,922.66 WO#2259 - Elevated Water Tank #8, \$1,297.50 - WO#2259 - Elevated Water Tank #8
56875 Jennifer & Joseph Sames	\$200.00	2020 Res. Cooling Rebate
56876 Ruth Sarker	\$400.00	2020 Res. Appliance rebate and recycling rebate
56877 Theresa & Dorlie Sayoco	\$500.00	2020 Res. Cooling Rebate
56878 Nicole & Sheldon Schue	\$200.00	2020 Res. Cooling Rebate
56879 Connie Schmid	\$350.00	2020 Res. Cooling Rebate
56880 Bob J Schmidt	\$200.00	2020 Res. Cooling Rebate
56881 Shakopee Chamber of Commerce	\$2,000.00	Executive Level Annual Membership
56882 VOID	\$250.00	2020 Res. Appliance rebate - name typed wrong
56883 Short Elliott Hendrickson Inc.	\$3,189.93	Hanson Blvd. WM CIPP - WO#2356
56884 Southwest News Media	\$2,134.11	Sept. Legals and Classified
56885 Steve & Kara Stoerzinger	\$500.00	2020 Res. Cooling Rebate
56886 Paul Teneyck	\$200.00	2020 Res. Cooling Rebate
56887 Test Gauge & Backflow Supply Inc.	\$123.14	RPZ Test Kit
56888 Jennifer & Kyle Tietz	\$550.00	2020 Res. Appliance Recycling Rebate and 2020 Res. Cooling Rebate
56889 Gregory Triplett	\$84.53	Mileage reimbursement
56890 Rajendra Vallamkondu	\$500.00	2020 Res. Cooling Rebate
56891 Verizon Wireless	\$4,537.34	Equipment tables for depts. (Water, Elec, and Eng.
56892 Craig & Amy Weckman	\$500.00	2020 Res. Cooling Rebate
56893 Krystal & Michael Wendland	\$200.00	2020 Res. Cooling Rebate
56894 WESCO Receivables Corp.	\$2,480.10	Pad ground sleeve for St. lights and meter seals
56895 Kelley Willemssen	\$26.35	Reimbursement for postage - overnight final check to J.C.
56896 Julye Yarbrough-Schaffner	\$500.00	2020 Res. Cooling Rebate
56897 Heather & Joseph Yursi	\$50.00	2020 Res. Appliance Rebate
56898 Ziegler Inc.	\$32.09	Gasket for Elec. Dept.
 TOTAL	 <u>\$3,867,537.22</u>	

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Interim Commission Secretary

\_\_\_\_\_  
Commission President

\_\_\_\_\_  
Interim Director of Finance & Administration

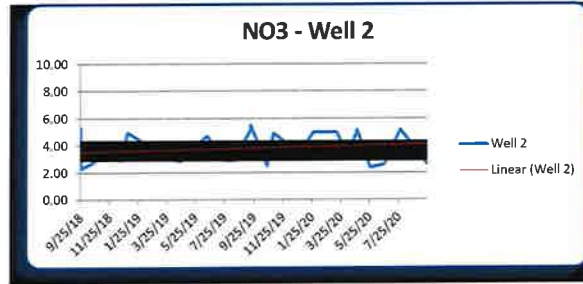


po box 470 • 255 sarazin street  
shakopee, mn 55379  
main # 952.445-1988 • fax # 952.445-7767  
www.shakopeeutilities.com

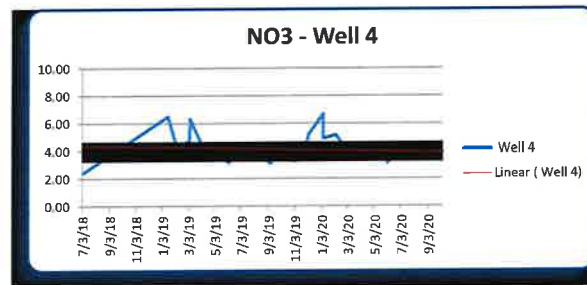
TO: Larry Koshire, Interim Utilities Manager  
FROM: Lon R. Schemel, Water Superintendent  
SUBJECT: Nitrate Results Update -- Advisory  
DATE: October 15, 2020

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

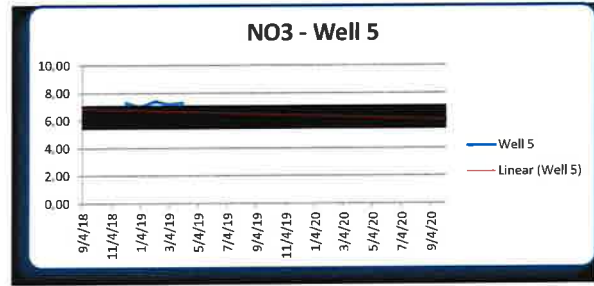
Location	Sample Collected	Results Received	Results	Lab	Run Time
2	9/25/18	10/15/18	5.30	MVTL	168 hrs prior
2	9/26/18	10/15/18	2.30	MDH	
2	10/23/18	11/7/18	2.76	MVTL	168 hrs prior
2	11/27/18	12/5/18	4.12	MVTL	168 hrs prior
2	12/18/18	12/26/18	2.89	MVTL	168 hrs prior
2	12/18/18	1/14/19	2.90	MDH	
2	1/2/19	1/14/19	4.97	MVTL	168 hrs prior
2	4/1/19	7/11/19	3.00	MDH	
2	4/23/19	5/1/19	2.84	MVTL	168 hrs prior
2	4/23/19	5/17/19	2.90	MDH	
2	5/21/19	5/29/19	3.83	MVTL	168 hrs prior
2	6/18/19	7/3/19	4.74	MVTL	168 hrs prior
2	7/23/19	7/29/19	2.89	MVTL	168 hrs prior
2	8/13/19	8/23/19	2.90	MVTL	168 hrs prior
2	9/17/19	10/3/19	5.16	MVTL	168 hrs prior
2	9/17/19	11/12/19	5.50	MDH	
2	10/22/19	11/12/19	2.52	MVTL	168 hrs prior
2	11/5/19	11/14/19	4.91	MVTL	168 hrs prior
2	12/23/19	1/23/20	3.60	MDH	
2	12/26/19	1/23/20	3.20	MVTL	168 hrs prior
2	1/28/20	2/21/20	5.02	MVTL	168 hrs prior
2	2/25/20	3/19/20	4.98	MVTL	168 hrs prior
2	3/17/20	3/24/20	4.99	MVTL	168 hrs prior
2	4/7/20	4/12/20	3.30	MDH	
2	4/28/20	4/30/20	5.18	MVTL	168 hrs prior
2	4/27/20	6/5/20	4.90	MDH	
2	5/26/20	5/29/20	2.36	MVTL	168 hrs prior
2	6/25/20	6/30/20	2.62	MVTL	168 hrs prior
2	7/28/20	7/30/20	5.17	MVTL	168 hrs prior
2	9/22/20	9/24/20	2.65	MVTL	168 hrs prior



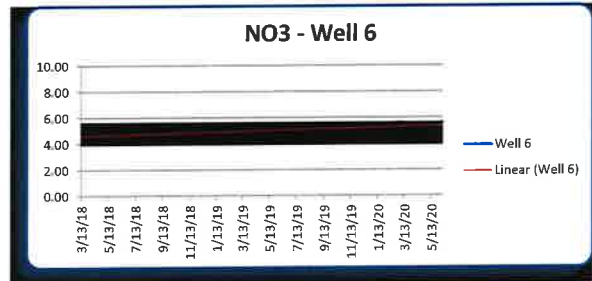
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4	2/5/19	2/12/19	4.16	MVTL	168 hrs prior
4	3/5/19	3/14/19	4.76	MVTL	168 hrs prior
4	3/5/19	3/29/19	4.80	MDH	
4	3/7/19	3/25/19	6.30	MDH	168 hrs prior
4	4/2/19	4/11/19	4.48	MVTL	168 hrs prior
4	4/2/19	12/9/19	4.60	MDH	
4	5/7/19	5/14/19	3.82	MVTL	168 hrs prior
4	6/4/19	6/21/19	3.14	MVTL	168 hrs prior
4	6/4/19	7/11/19	3.40	MDH	
4	7/2/19	7/24/19	3.57	MVTL	168 hrs prior
4	8/6/19	8/23/19	3.95	MVTL	168 hrs prior
4	8/6/19	12/9/19	3.90	MDH	
4	8/20/19	8/27/19	3.44	MVTL	168 hrs prior
4	9/9/19	10/3/19	3.11	MVTL	168 hrs prior
4	9/9/19	11/12/19	3.30	MDH	
4	10/1/19	11/12/19	3.50	MVTL	168 hrs prior
4	10/1/19	12/9/19	3.40	MDH	
4	11/5/19	11/14/19	3.24	MVTL	168 hrs prior
4	12/2/19	1/23/20	4.80	MDH	
4	12/3/19	12/13/19	5.18	MVTL	168 hrs prior
4	1/7/20	1/23/20	6.69	MVTL	168 hrs prior
4	1/7/20	3/24/20	4.90	MDH	
4	2/4/20	2/21/20	5.19	MVTL	168 hrs prior
4	3/3/20	3/19/20	3.76	MVTL	168 hrs prior
4	3/2/20	3/11/20	3.90	MDH	
4	4/7/20	4/10/20	3.94	MVTL	168 hrs prior
4	5/5/20	5/9/20	3.51	MVTL	168 hrs prior
4	6/2/20	6/5/20	3.12	MVTL	168 hrs prior
4	6/1/20	6/11/20	3.40	MDH	
4	7/7/20	7/9/20	4.35	MVTL	168 hrs prior
4	8/11/20	8/13/20	3.36	MVTL	168 hrs prior
4	10/6/20	10/8/20	3.93	MVTL	168 hrs prior



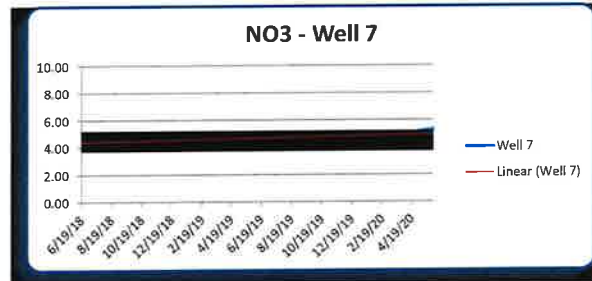
Location	Sample Collected	Results Received	Results	Lab	Run Time
5	9/4/18	10/15/18	6.32	MVTL	168 hrs prior
5	9/4/18	10/15/18	5.70	MDH	
5	10/2/18	10/15/18	6.67	MVTL	168 hrs prior
5	10/2/18	11/19/18	6.40	MDH	
5	11/6/18	11/19/18	6.74	MVTL	168 hrs prior
5	12/4/18	12/11/18	6.55	MVTL	168 hrs prior
5	12/4/18	12/26/18	7.30	MDH	
5	1/2/19	1/14/19	7.01	MVTL	168 hrs prior
5	1/2/19	3/4/19	7.00	MDH	
5	2/5/19	2/12/19	7.42	MVTL	168 hrs prior
5	3/5/19	3/14/19	7.16	MVTL	168 hrs prior
5	3/5/19	3/29/19	7.20	MDH	
5	4/2/19	4/11/19	7.29	MVTL	168 hrs prior
5	4/2/19	12/9/19	6.50	MDH	
5	5/7/19	5/14/19	6.73	MVTL	168 hrs prior
5	6/4/19	6/21/19	6.38	MVTL	168 hrs prior
5	6/4/19	7/11/19	6.80	MDH	
5	7/2/19	7/24/19	6.62	MVTL	168 hrs prior
5	8/6/19	8/23/19	6.70	MVTL	168 hrs prior
5	8/6/19	12/9/19	6.50	MDH	
5	8/20/19	8/27/19	6.46	MVTL	168 hrs prior
5	9/9/19	10/3/19	6.16	MVTL	168 hrs prior
5	9/9/19	11/12/19	6.30	MDH	
5	10/1/19	11/12/19	6.34	MVTL	168 hrs prior
5	10/1/19	12/9/19	6.30	MDH	
5	11/5/19	11/14/19	6.10	MVTL	168 hrs prior
5	12/2/19	1/23/20	6.60	MDH	
5	12/3/19	12/13/19	6.53	MVTL	168 hrs prior
5	1/7/20	1/23/20	6.69	MVTL	168 hrs prior
5	1/20/20	3/24/20	6.40	MDH	
5	2/4/20	2/21/20	6.60	MVTL	168 hrs prior
5	3/3/20	3/19/20	6.05	MVTL	168 hrs prior
5	3/2/20	3/11/20	6.50	MDH	
5	4/7/20	4/10/20	6.34	MVTL	168 hrs prior
5	5/5/20	5/9/20	5.98	MVTL	168 hrs prior
5	6/2/20	6/5/20	5.82	MVTL	168 hrs prior
5	6/1/20	6/11/20	6.10	MDH	
5	7/7/20	7/9/20	6.32	MVTL	168 hrs prior
5	8/11/20	8/13/20	5.87	MVTL	168 hrs prior
5	10/6/20	10/8/20	6.03	MVTL	168 hrs prior



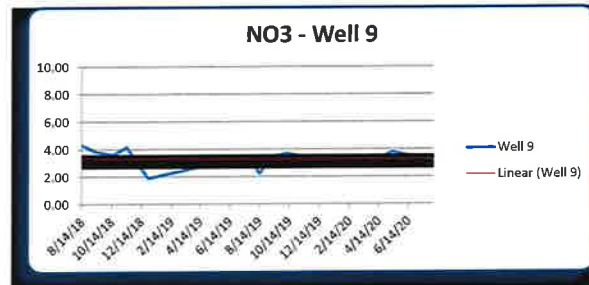
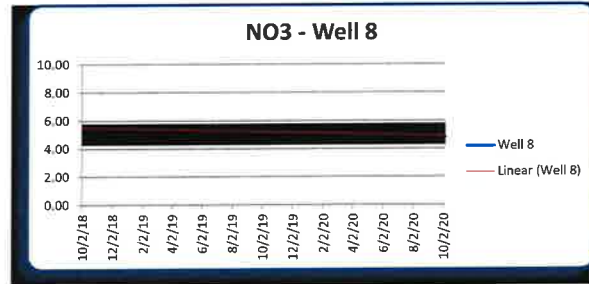
6	3/13/18	4/10/18	5.10	MDH	168 hrs prior
6	6/19/18	7/18/18	4.80	MDH	456 hrs prior
6	9/26/18	10/15/18	4.30	MDH	192 hrs prior
6	12/27/18	2/5/19	4.80	MDH	168 hrs prior
6	1/8/19	1/14/19	5.21	MVTL	168 hrs prior
6	3/12/19	3/29/19	4.70	MDH	168 hrs prior
6	6/11/19	7/11/19	4.80	MDH	168 hrs prior
6	7/9/19	7/24/19	4.48	MVTL	168 hrs prior
6	9/3/19	11/12/19	5.30	MDH	
6	12/10/19	1/23/20	5.40	MDH	
6	3/10/20	3/19/20	5.13	MVTL	168 hrs prior
6	6/8/20	6/20/20	5.60	MDH	
6	3/9/20	3/15/20	5.60	MDH	



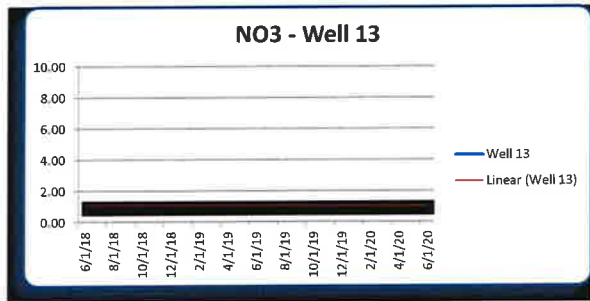
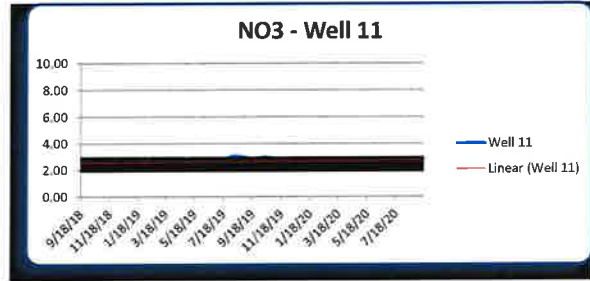
7	6/19/18	7/18/18	4.30	MDH	456 hrs prior
7	9/18/18	10/15/18	4.60	MDH	216 hrs prior
7	12/27/18	2/5/19	4.90	MDH	168 hrs prior
7	1/8/19	1/14/19	4.78	MVTL	168 hrs prior
7	3/12/19	3/29/19	4.40	MDH	168 hrs prior
7	6/11/19	7/11/19	4.60	MDH	168 hrs prior
7	7/9/19	7/24/19	4.64	MVTL	168 hrs prior
7	9/3/19	11/12/19	4.10	MDH	
7	12/10/19	1/23/20	4.80	MDH	
7	3/10/20	3/19/20	4.84	MVTL	168 hrs prior
7	3/9/20	3/15/20	5.00	MDH	
7	6/1/20	6/11/20	5.30	MDH	



Location	Sample Collected	Results Received	Results	Lab	Run Time
8	10/2/18	10/15/18	5.65	MVTL	168 hrs prior
8	10/2/18	11/19/18	5.30	MDH	
8	11/6/18	11/19/18	5.51	MVTL	168 hrs prior
8	12/4/18	12/11/18	4.89	MVTL	168 hrs prior
8	12/4/18	12/26/18	5.70	MDH	
8	1/2/19	1/14/19	5.41	MVTL	168 hrs prior
8	1/2/19	3/4/19	5.50	MDH	
8	2/5/19	2/12/19	5.58	MVTL	168 hrs prior
8	3/5/19	3/14/19	5.41	MVTL	168 hrs prior
8	3/5/19	3/29/19	5.60	MDH	
8	4/2/19	4/11/19	5.40	MVTL	168 hrs prior
8	4/2/19	12/9/19	5.60	MDH	
8	5/7/19	5/14/19	5.13	MVTL	168 hrs prior
8	6/4/19	6/21/19	5.12	MVTL	168 hrs prior
8	6/4/19	7/11/19	5.60	MDH	
8	7/2/19	7/24/19	5.32	MVTL	168 hrs prior
8	8/6/19	12/9/19	5.60	MDH	
8	8/13/19	8/23/19	5.38	MVTL	168 hrs prior
8	9/3/19	10/3/19	5.20	MVTL	168 hrs prior
8	9/3/19	11/12/19	5.30	MDH	
8	10/1/19	11/12/19	5.16	MVTL	168 hrs prior
8	10/1/19	12/9/19	5.40	MDH	
8	11/5/19	11/14/19	5.08	MVTL	168 hrs prior
8	12/2/19	1/23/20	5.20	MDH	
8	12/3/19	12/13/19	5.08	MVTL	168 hrs prior
8	1/7/20	1/23/20	5.07	MVTL	168 hrs prior
8	1/7/20	3/24/20	5.20	MDH	
8	2/4/20	2/21/20	5.08	MVTL	168 hrs prior
8	3/3/20	3/19/20	4.89	MVTL	168 hrs prior
8	3/2/20	3/11/20	5.20	MDH	
8	4/7/20	4/10/20	5.06	MVTL	168 hrs prior
8	5/5/20	5/9/20	5.05	MVTL	168 hrs prior
8	6/2/20	6/5/20	5.02	MVTL	168 hrs prior
8	6/1/20	6/11/20	5.20	MDH	
8	7/7/20	7/9/20	5.25	MVTL	168 hrs prior
8	8/4/20	8/6/20	4.85	MVTL	168 hrs prior
8	10/6/20	10/8/20	4.80	MVTL	168 hrs prior
9	8/14/18	8/20/18	4.29	MVTL	168 hrs prior
9	9/11/18	10/15/18	3.83	MVTL	168 hrs prior
9	10/16/18	11/7/18	3.61	MVTL	168 hrs prior
9	11/13/18	11/29/18	4.15	MVTL	168 hrs prior
9	12/27/18	1/14/19	1.87	MVTL	168 hrs prior
9	4/9/19	4/16/19	2.69	MVTL	168 hrs prior
9	4/9/19	5/1/19	2.80	MDH	
9	5/14/19	5/20/19	2.82	MVTL	168 hrs prior
9	7/23/19	7/29/19	3.32	MVTL	168 hrs prior
9	8/13/19	8/23/19	2.23	MVTL	168 hrs prior
9	9/9/19	10/3/19	3.49	MVTL	168 hrs prior
9	10/8/19	11/12/19	3.68	MVTL	168 hrs prior
9	12/10/19	12/19/19	3.42	MVTL	168 hrs prior
9	11/12/19	12/9/19	3.48	MVTL	168 hrs prior
9	1/14/20	2/3/20	3.07	MVTL	168 hrs prior
9	2/11/20	2/21/20	2.99	MVTL	168 hrs prior
9	3/10/20	3/19/20	3.20	MVTL	168 hrs prior
9	4/14/20	4/17/20	3.41	MVTL	168 hrs prior
9	4/14/20	4/29/20	3.30	MDH	
9	5/12/20	5/15/20	3.81	MVTL	168 hrs prior
9	6/16/20	6/19/20	3.51	MVTL	168 hrs prior
9	7/14/20	7/16/20	3.48	MVTL	168 hrs prior
9	8/4/20	8/6/20	3.38	MVTL	168 hrs prior

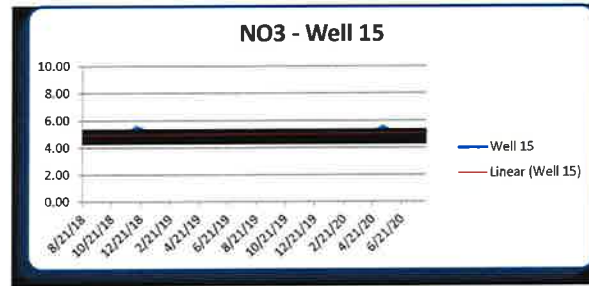


Location	Sample Collected	Results Received	Results	Lab	Run Time
10	4/17/12	4/20/12	< 1.00	TCWC	158 hrs prior
10	1/21/14	1/29/14	< 1.00	TCWC	144 hrs prior
10	3/25/14	4/1/14	3.61	MVTL	96 hrs prior
10	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
10	4/23/14	6/16/14	< 0.05	MDH	*
10	6/16/15	6/26/15	< 0.05	MVTL	144 hrs prior
10	4/11/17	4/17/17	< 0.05	MVTL	168 hrs prior
10	1/8/19	1/14/19	< 0.05	MVTL	168 hrs prior
10	7/9/19	7/24/19	< 0.05	MVTL	168 hrs prior
11	9/18/18	10/15/18	2.83	MVTL	168 hrs prior
11	10/16/18	11/7/18	2.45	MVTL	168 hrs prior
11	11/13/18	11/29/18	2.41	MVTL	168 hrs prior
11	12/27/18	1/14/19	2.25	MVTL	168 hrs prior
11	1/8/19	1/14/19	2.31	MVTL	168 hrs prior
11	4/9/19	4/16/19	2.40	MVTL	168 hrs prior
11	4/9/19	5/1/19	2.60	MDH	
11	5/14/19	5/20/19	2.48	MVTL	168 hrs prior
11	6/18/19	7/3/19	2.71	MVTL	168 hrs prior
11	7/9/19	7/24/19	2.72	MVTL	168 hrs prior
11	8/6/19	8/23/19	3.07	MVTL	168 hrs prior
11	8/20/19	8/27/19	3.06	MVTL	168 hrs prior
11	9/17/19	10/3/19	2.89	MVTL	168 hrs prior
11	10/15/19	11/12/19	2.98	MVTL	168 hrs prior
11	11/19/19	12/9/19	2.84	MVTL	168 hrs prior
11	3/24/20	3/29/20	2.76	MVTL	168 hrs prior
11	4/21/20	4/24/20	2.41	MVTL	168 hrs prior
11	4/21/20	6/5/20	2.40	MDH	
11	6/23/20	6/26/20	2.58	MVTL	168 hrs prior
11	7/21/20	7/23/20	2.86	MVTL	168 hrs prior
11	8/18/20	8/20/20	2.47	MVTL	168 hrs prior
11	9/15/20	9/24/20	2.78	MVTL	168 hrs prior
12	4/11/17	4/17/17	0.92	MVTL	168 hrs prior
12	9/5/17	9/26/17	0.72	MVTL	168 hrs prior
12	12/5/17	12/22/17	0.72	MVTL	168 hrs prior
12	9/4/18	10/15/18	0.62	MVTL	168 hrs prior
12	12/4/18	12/11/18	0.58	MVTL	144 hrs prior
12	3/5/19	3/14/19	0.68	MVTL	168 hrs prior
12	5/28/19	6/6/19	0.53	MVTL	168 hrs prior
12	9/9/19	10/3/19	0.65	MVTL	168 hrs prior
12	12/10/19	12/19/19	0.74	MVTL	168 hrs prior
12	3/10/20	3/19/20	0.73	MVTL	168 hrs prior
12	6/9/20	6/12/20	0.62	MVTL	168 hrs prior
13	6/5/18	6/14/18	1.11	MVTL	24 hrs prior
13	9/4/18	10/15/18	1.28	MVTL	168 hrs prior
13	12/4/18	12/11/18	1.08	MVTL	168 hrs prior
13	3/5/19	3/14/19	0.98	MVTL	168 hrs prior
13	5/28/19	6/6/19	0.95	MVTL	168 hrs prior
13	9/3/19	10/3/19	1.01	MVTL	168 hrs prior
13	12/3/19	12/13/19	1.00	MVTL	168 hrs prior
13	3/3/20	3/19/20	1.08	MVTL	168 hrs prior
13	6/2/20	6/5/20	1.11	MVTL	168 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
14	4/11/17	4/17/17	< 0.05	MVTL	20 hrs prior
14	9/5/17	9/26/17	< 0.05	MVTL	24 hrs prior
14	12/5/17	12/22/17	< 0.05	MVTL	168 hrs prior
14	3/6/18	3/26/18	< 0.05	MVTL	168 hrs prior
14	6/5/18	6/14/18	< 0.05	MVTL	24 hrs prior

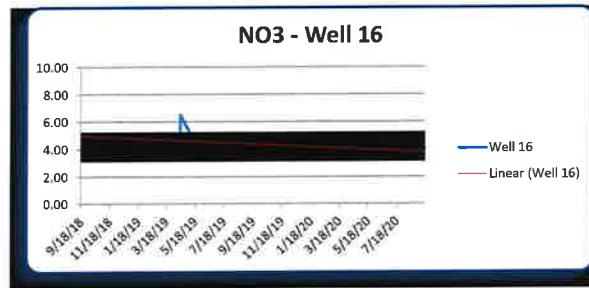




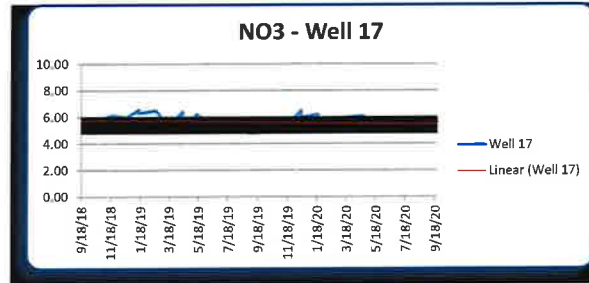
Location	Sample Collected	Results Received	Results	Lab	Run Time
15	8/21/18	10/15/18	5.02	MVTL	168 hrs prior
15	9/18/18	10/15/18	4.76	MVTL	168 hrs prior
15	10/16/18	11/7/18	4.74	MVTL	168 hrs prior
15	11/20/18	11/29/18	4.98	MVTL	168 hrs prior
15	12/11/18	12/21/18	5.54	MVTL	168 hrs prior
15	1/15/19	1/29/19	5.05	MVTL	168 hrs prior
15	2/19/19	3/4/19	4.91	MVTL	168 hrs prior
15	3/15/19	3/25/19	5.05	MVTL	168 hrs prior
15	4/2/19	4/11/19	4.87	MVTL	168 hrs prior
15	4/2/19	5/1/19	5.10	MDH	
15	5/7/19	5/14/19	4.89	MVTL	168 hrs prior
15	5/28/19	6/6/19	4.70	MVTL	168 hrs prior
15	7/2/19	7/24/19	4.99	MVTL	168 hrs prior
15	8/6/19	8/23/19	5.11	MVTL	168 hrs prior
15	8/20/19	8/27/19	4.81	MVTL	168 hrs prior
15	9/9/19	10/3/19	4.97	MVTL	168 hrs prior
15	10/8/19	11/12/19	5.07	MVTL	168 hrs prior
15	12/10/19	12/19/19	4.95	MVTL	168 hrs prior
15	11/12/19	12/9/19	4.93	MVTL	168 hrs prior
15	1/14/20	2/3/20	5.01	MVTL	168 hrs prior
15	2/11/20	2/21/20	5.01	MVTL	168 hrs prior
15	3/10/20	3/19/20	5.13	MVTL	168 hrs prior
15	4/14/20	4/17/20	5.05	MVTL	168 hrs prior
15	4/14/20	4/28/20	4.90	MDH	
15	5/12/20	5/15/20	5.34	MVTL	168 hrs prior
15	6/9/20	6/12/20	5.05	MVTL	168 hrs prior
15	7/14/20	7/16/20	5.04	MVTL	168 hrs prior
15	8/11/20	8/13/20	5.15	MVTL	168 hrs prior



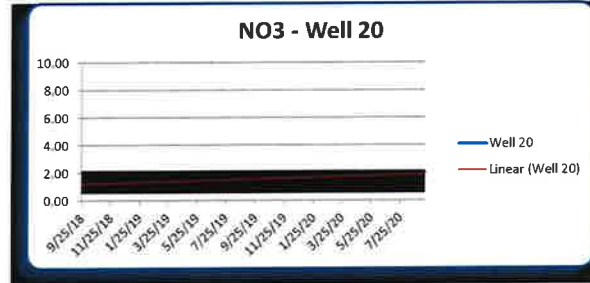
16	9/18/18	10/15/18	4.87	MVTL	168 hrs prior
16	9/18/18	10/15/18	4.60	MDH	
16	10/9/18	10/15/18	4.79	MVTL	168 hrs prior
16	10/9/18	11/19/18	4.90	MDH	
16	11/20/18	11/29/18	4.81	MVTL	168 hrs prior
16	12/18/18	12/26/18	5.06	MVTL	192 hrs prior
16	12/18/18	1/14/19	5.00	MDH	
16	1/15/19	1/29/19	4.90	MVTL	168 hrs prior
16	1/15/19	3/4/19	4.80	MDH	
16	2/19/19	3/4/19	4.51	MVTL	168 hrs prior
16	3/19/19	3/25/19	4.53	MVTL	168 hrs prior
16	3/19/19	4/4/19	4.60	MDH	
16	4/16/19	4/23/19	4.50	MVTL	168 hrs prior
16	4/16/19	12/9/19	6.50	MDH	
16	5/14/19	5/20/19	4.68	MVTL	168 hrs prior
16	6/18/19	7/3/19	4.64	MVTL	168 hrs prior
16	6/18/19	7/11/19	4.70	MDH	
16	7/16/19	7/24/19	4.40	MVTL	168 hrs prior
16	8/20/19	8/27/19	4.08	MVTL	168 hrs prior
16	8/20/19	12/9/19	4.10	MDH	
16	11/12/19	1/23/20	4.30	MDH	
16	11/19/19	12/9/19	4.04	MVTL	168 hrs prior
16	11/20/19	12/26/19	4.20	MDH	
16	12/16/19	1/23/20	4.20	MDH	
16	12/17/19	12/26/19	3.99	MVTL	168 hrs prior
16	1/20/20	3/24/20	4.20	MDH	
16	1/21/20	2/3/20	4.05	MVTL	168 hrs prior
16	2/18/20	3/19/20	3.95	MVTL	168 hrs prior
16	3/17/20	3/24/20	4.14	MVTL	168 hrs prior
16	3/16/20	3/26/20	4.10	MDH	
16	4/21/20	4/24/20	4.03	MVTL	168 hrs prior
16	6/16/20	6/19/20	4.01	MVTL	168 hrs prior
16	6/15/20	7/29/20	3.90	MDH	
16	7/7/20	7/9/20	4.00	MVTL	168 hrs prior
16	8/4/20	8/6/20	3.91	MVTL	168 hrs prior
16	9/15/20	9/24/20	4.05	MVTL	168 hrs prior



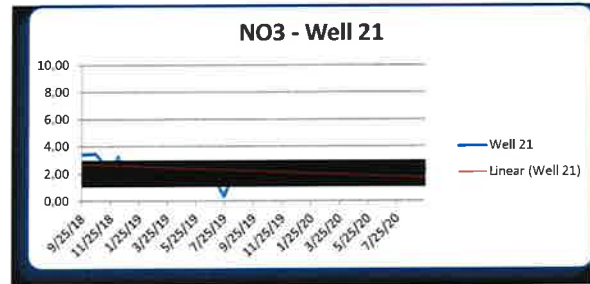
Location	Sample Collected	Results Received	Results	Lab	Run Time
17	9/18/18	10/15/18	5.70	MVTL	168 hrs prior
17	9/18/18	10/15/18	5.50	MDH	
17	10/9/18	10/15/18	5.50	MVTL	168 hrs prior
17	10/9/18	11/19/18	5.60	MDH	
17	11/20/18	11/29/18	6.13	MVTL	168 hrs prior
17	12/18/18	12/26/18	5.97	MVTL	168 hrs prior
17	12/18/18	1/14/19	5.90	MDH	
17	1/15/19	1/29/19	6.56	MVTL	168 hrs prior
17	1/15/19	3/4/19	6.30	MDH	
17	2/19/19	3/4/19	6.49	MVTL	168 hrs prior
17	3/19/19	3/25/19	5.25	MVTL	168 hrs prior
17	3/19/19	4/4/19	5.40	MDH	
17	4/16/19	4/23/19	6.40	MVTL	168 hrs prior
17	4/16/19	12/9/19	5.00	MDH	
17	5/14/19	5/20/19	6.19	MVTL	168 hrs prior
17	6/18/19	7/3/19	5.50	MVTL	168 hrs prior
17	6/18/19	7/11/19	5.50	MDH	
17	7/16/19	7/24/19	5.20	MVTL	168 hrs prior
17	8/13/19	8/23/19	5.16	MVTL	168 hrs prior
17	8/13/19	12/9/19	5.00	MDH	
17	9/3/19	10/3/19	4.77	MVTL	168 hrs prior
17	9/3/19	11/12/19	4.80	MDH	
17	10/15/19	11/12/19	4.89	MVTL	168 hrs prior
17	10/15/19	12/9/19	5.00	MDH	
17	11/19/19	12/9/19	5.38	MVTL	168 hrs prior
17	12/16/19	1/23/20	6.50	MDH	
17	12/17/19	12/26/19	5.98	MVTL	168 hrs prior
17	1/20/20	3/24/20	6.20	MDH	
17	1/21/20	2/3/20	5.98	MVTL	168 hrs prior
17	2/18/20	3/19/20	5.64	MVTL	168 hrs prior
17	3/17/20	3/24/20	5.95	MVTL	168 hrs prior
17	3/18/20	3/26/20	5.80	MDH	
17	4/21/20	4/24/20	6.09	MVTL	168 hrs prior
17	5/26/20	5/29/20	5.37	MVTL	168 hrs prior
17	6/23/20	6/26/20	4.98	MVTL	168 hrs prior
17	6/22/20	7/29/20	5.40	MDH	
17	7/28/20	7/30/20	5.43	MVTL	168 hrs prior
17	9/22/20	9/24/20	5.63	MVTL	168 hrs prior



20	9/25/18	10/15/18	1.30	MVTL	168 hrs prior
20	10/23/18	11/7/18	1.30	MVTL	216 hrs prior
20	12/11/18	12/21/18	1.29	MVTL	168 hrs prior
20	1/22/19	2/5/19	1.49	MVTL	168 hrs prior
20	2/26/19	3/6/19	1.25	MVTL	168 hrs prior
20	3/26/19	4/1/19	1.18	MVTL	168 hrs prior
20	4/23/19	5/1/19	1.15	MVTL	168 hrs prior
20	4/23/19	5/17/19	1.20	MDH	
20	5/21/19	5/29/19	1.21	MVTL	168 hrs prior
20	6/18/19	7/3/19	1.79	MVTL	168 hrs prior
20	8/20/19	8/27/19	1.72	MVTL	168 hrs prior
20	9/9/19	10/3/19	1.63	MVTL	168 hrs prior
20	10/15/19	11/12/19	1.64	MVTL	168 hrs prior
20	11/19/19	12/9/19	1.78	MVTL	168 hrs prior
20	12/17/19	12/26/19	1.67	MVTL	168 hrs prior
20	1/21/20	2/3/20	1.73	MVTL	168 hrs prior
20	2/18/20	3/19/20	1.72	MVTL	168 hrs prior
20	3/17/20	3/24/20	1.82	MVTL	168 hrs prior
20	4/21/20	4/24/20	1.59	MVTL	168 hrs prior
20	4/20/20	6/5/20	1.60	MDH	
20	6/23/20	6/26/20	1.81	MVTL	168 hrs prior
20	7/21/20	7/23/20	1.79	MVTL	168 hrs prior
20	8/18/20	8/20/20	1.92	MVTL	168 hrs prior
20	9/15/20	9/24/20	1.94	MVTL	168 hrs prior

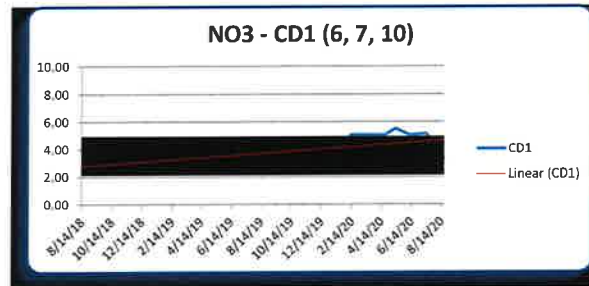


Location	Sample Collected	Results Received	Results	Lab	Run Time
21	9/25/18	10/15/18	3.45	MVTL	216 hrs prior
21	9/26/18	10/15/18	3.40	MDH	
21	10/23/18	11/7/18	3.49	MVTL	168 hrs prior
21	11/27/18	12/5/18	2.13	MVTL	192 hrs prior
21	12/11/18	12/21/18	3.28	MVTL	168 hrs prior
21	12/11/18	1/14/19	3.10	MDH	
21	1/15/19	1/29/19	1.65	MVTL	168 hrs prior
21	2/26/19	3/6/19	2.13	MVTL	168 hrs prior
21	3/26/19	4/1/19	2.82	MVTL	168 hrs prior
21	3/26/19	7/11/19	2.60	MDH	
21	4/23/19	5/1/19	2.31	MVTL	168 hrs prior
21	4/23/19	5/17/19	2.30	MDH	
21	5/21/19	5/29/19	2.12	MVTL	168 hrs prior
21	6/25/19	7/3/19	2.11	MVTL	168 hrs prior
21	6/25/19	8/3/19	2.20	MDH	
21	7/23/19	7/29/19	0.33	MVTL	168 hrs prior
21	8/13/19	8/23/19	2.00	MVTL	168 hrs prior
21	9/17/19	11/12/19	2.10	MDH	
21	9/17/19	10/3/19	1.94	MVTL	168 hrs prior
21	10/22/19	11/12/19	1.99	MVTL	168 hrs prior
21	11/26/19	12/13/19	1.94	MVTL	168 hrs prior
21	12/23/19	1/23/20	2.10	MDH	
21	12/26/19	1/23/20	2.04	MVTL	168 hrs prior
21	6/16/20	6/19/20	2.08	MVTL	168 hrs prior
21	6/16/20	7/29/20	2.10	MDH	
21	6/24/20	7/9/20	2.30	MDH	
21	7/28/20	7/30/20	2.10	MVTL	168 hrs prior
21	9/22/20	9/24/20	2.30	MVTL	168 hrs prior



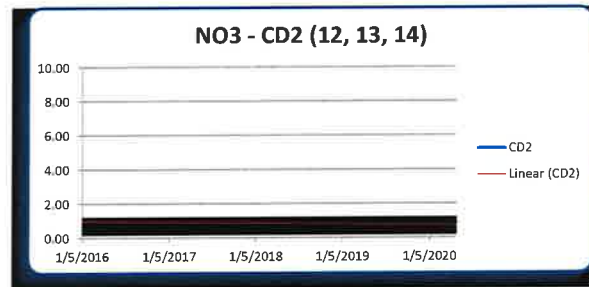
**Combined Discharge - Wells 6-7-10**

CD 1	8/14/18	8/20/18	2.59	MVTL	168 hrs prior
CD 1	9/11/18	10/15/18	2.78	MVTL	168 hrs prior
CD 1	10/9/18	10/15/18	3.06	MVTL	168 hrs prior
CD 1	11/13/18	11/29/18	3.68	MVTL	168 hrs prior
CD 1	12/27/18	1/14/19	3.63	MVTL	168 hrs prior
CD 1	1/8/19	1/14/19	3.19	MVTL	168 hrs prior
CD 1	2/12/19	2/22/19	3.16	MVTL	168 hrs prior
CD 1	3/12/19	3/18/19	3.67	MVTL	168 hrs prior
CD 1	4/9/19	4/16/19	3.13	MVTL	168 hrs prior
CD 1	4/9/19	5/1/19	3.30	MDH	
CD 1	5/14/19	5/20/19	3.69	MVTL	168 hrs prior
CD 1	6/11/19	6/21/19	3.37	MVTL	168 hrs prior
CD 1	7/9/19	7/24/19	3.04	MVTL	168 hrs prior
CD 1	8/13/19	8/23/19	3.89	MVTL	168 hrs prior
CD 1	9/3/19	10/3/19	3.74	MVTL	168 hrs prior
CD 1	10/8/19	11/12/19	3.02	MVTL	168 hrs prior
CD 1	12/10/19	12/19/19	2.96	MVTL	168 hrs prior
CD 1	11/12/19	12/9/19	3.00	MVTL	168 hrs prior
CD 1	1/14/20	2/3/20	3.51	MVTL	168 hrs prior
CD 1	2/11/20	2/21/20	5.05	MVTL	168 hrs prior
CD 1	4/14/20	4/17/20	5.03	MVTL	168 hrs prior
CD 1	4/14/20	4/29/20	4.90	MDH	
CD 1	5/12/20	5/15/20	5.52	MVTL	168 hrs prior
CD 1	6/9/20	6/12/20	5.04	MVTL	168 hrs prior
CD 1	7/14/20	7/16/20	5.12	MVTL	168 hrs prior
CD 1	8/18/20	8/20/20	3.29	MVTL	168 hrs prior



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

CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior
CD 2	3/22/2016	3/28/2016	0.96	MVTL	288 hrs prior
CD 2	4/12/2016	4/19/2016	1.07	MVTL	120 hrs prior
CD 2	5/10/2016	5/16/2016	0.98	MVTL	165 hrs prior
CD 2	5/10/2016	6/2/2016	0.97	MDH	
CD 2	7/12/2016	7/18/2016	0.93	MVTL	170 hrs prior
CD 2	10/11/2016	10/17/2016	0.87	MVTL	168 hrs prior
CD 2	11/8/2016	11/17/2016	0.91	MVTL	168 hrs prior
CD 2	1/10/2017	1/20/2017	0.92	MVTL	216 hrs prior
CD 2	4/11/2017	4/17/2017	0.85	MVTL	144 hrs prior
CD 2	6/8/2017	6/28/2017	0.86	MDH	144 hrs prior
CD 2	6/22/2018	7/18/2018	0.67	MDH	528 hrs prior
CD 2	4/16/2019	5/1/2019	0.78	MDH	165 hrs prior
CD 2	4/27/2020	6/5/2020	0.86	MDH	165 hrs prior



October 15, 2020

TO: Larry Koshire, Interim Utilities Manager *Larry Koshire* Propose as ConsentCC: Joe Adams  
Greg Drent  
Lon Schemel  
Sharon WalshFROM: Kelley Willemsen, Interim Finance Director *KW*

SUBJECT: Financial Results for September, 2020

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

Month to Date and Year to Date Financial Results – September, 2020

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

Key items to note:

Month to Date Results – September, 2020

- Total Utility Operating Revenues for the month of September totaled \$5.9 million and were unfavorable to budget by \$126k or 2.1%. Electric revenues totaled \$5.1 million and were unfavorable to budget by \$157k or 3.0% due to lower than plan revenue in commercial and industrial, power cost adjustment and customer penalties. Water revenues totaled \$737k and were favorable to budget by \$31k or 4.4%.
- Total operating expenses were \$4.0 million and were favorable to budget by \$582k or 12.6%. Total purchased power in September was \$2.8 million and was \$562k or 16.8% lower than budget for the month. Total Operating Expenses for electric including purchased power totaled \$3.5 million and was favorable to budget by \$649k or 15.6% due to lower than plan purchased power costs and timing of expenditures in administrative and general expenses and operation maintenance expenses. Total Operating Expense for Water totaled \$518k and was also unfavorable to budget by \$68k or 15.0% due to higher than plan expenditures in pumping and maintenance and administrative and general expenses.
- Total Utility Operating Income was \$1.9 million and was favorable to budget by \$456k due to lower than plan operating expenses of \$582k.
- Total Utility Non-Operating Revenue was \$37k and was unfavorable to budget by \$66k driven by lower than plan investment income of \$74k.

- Capital Contributions for the month of September totaled \$123k and were unfavorable to budget by \$207k primarily due to the timing of collections on water capacity charge fees and by lower than plan trunk water fees.
- Change in Net Position was \$1.8 million and was favorable to budget by \$183k primarily due to higher than plan operating income of \$456k, offset by lower than plan capital contributions of \$207k and lower than plan investment income of \$73k.
- Electric usage billed to customers in September was 43,284,390 kWh, a decrease of 5.4% from August usage billed at 45,768,375 kWh.
- Water usage billed to customers in September was 220.0 million gallons, a decrease of 6.4% from August usage billed at 235.0 million gallons.

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

- Total Utility Operating Revenues year to date September totaled \$41 million and were unfavorable to budget by \$1.6 million or 3.9%. Electric revenues totaled \$37 million and were unfavorable to budget by \$1.7 million or 4.6% driven by lower than plan energy sales in industrial and commercial of \$1.0 million and lower than plan power cost adjustment revenues of \$1.3 million due to lower sales and lower unit costs of purchased power. Water revenues totaled \$4.4 million and were favorable to budget by \$95k or 2.2% driven by higher than plan sales volumes in residential, offset by unfavorable sales in commercial and industrial.
- Total Utility Operating Expenses year to date September were \$36 million and were favorable to budget by \$2.8 million or 7.2% primarily due to lower than plan purchased power costs of \$1.6 million, expenditures in energy conservation of \$319k, employee benefits of \$252k, outside services totaling \$177k and miscellaneous and general expenses of \$205k. Total Operating Expense for electric including purchased power was \$32.0 million and was favorable to budget by \$2.5 million or 7.1%. Total Operating Expenses for Water was \$3.8 million and was also favorable to budget by \$319k or 7.8%.
- Total Utility Operating Income was \$4.9 million and was favorable to budget by \$1.1 million driven by lower than planned operating expenses of \$2.8 million and partially offset by lower than plan operating revenues of \$1.6 million.
- Total Utility Non-Operating Income was \$1.0 million and was unfavorable to budget by \$34k due to lower than plan rental and miscellaneous income of \$118k due to timing, offset by higher than plan interest income of \$47k.
- YTD Capital Contributions were \$2.0 million and are unfavorable to budget by \$904k primarily due to timing of collection of trunk water fees of \$215k and timing of collection of water capacity charge fees of \$700k.
- Municipal contributions to the City of Shakopee totaled \$1.8 million year to date and are higher than plan by \$7k or 0.4%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$6.2 million and is favorable to budget by \$189k reflecting lower than plan operating expenses and higher than plan investment income.

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

**September 2020**



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

	Month to Date Actual - September 2020			Month to Date Budget - September 2020			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %		MTD Actual v. Budget B/(W) \$ %		MTD Actual v. Budget B/(W) \$ %	
<b>OPERATING REVENUES</b>	\$ 5,143,800	737,350	5,881,151	5,300,492	706,330	6,006,822	(156,692)	-3.0%	31,020	4.4%	(125,672)	-2.1%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	3,295,279	364,919	3,660,198	3,946,631	294,876	4,241,507	651,352	16.5%	(70,043)	-23.8%	581,309	13.7%
Depreciation	212,556	153,270	365,826	210,622	155,720	366,342	(1,934)	-0.9%	2,451	1.6%	517	0.1%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	3,507,835	518,189	4,026,023	4,157,252	450,596	4,607,849	649,418	15.6%	(67,592)	-15.0%	581,825	12.6%
Operating Income	1,635,966	219,162	1,855,127	1,143,240	255,734	1,398,974	492,726	43.1%	(36,573)	-14.3%	456,154	32.6%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	8,886	200	9,086	21,090	1,160	22,250	(12,203)	-57.9%	(960)	-82.8%	(13,163)	-59.2%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	5,041	871	5,912	56,116	23,203	79,318	(51,075)	-91.0%	(22,332)	-96.2%	(73,407)	-92.5%
Interest Expense	(2,954)	(126)	(3,080)	(5,413)	(183)	(5,596)	2,459	45.4%	56	30.9%	2,515	45.0%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	-	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	17,717	-	17,717	-	-	-	17,717	-	-	-	17,717	0.0%
Total Non-Operating Revenue (Expense)	36,190	945	37,134	79,292	24,180	103,472	(43,102)	-54.4%	(23,235)	-96.1%	(66,338)	-64.1%
Income Before Contributions and Transfers	1,672,155	220,106	1,892,262	1,222,532	279,914	1,502,446	449,624	36.8%	(59,808)	-21.4%	389,816	25.9%
<b>CAPITAL CONTRIBUTIONS</b>	3,000	119,517	122,517	-	329,545	329,545	3,000	-	(210,028)	-63.7%	(207,028)	-62.8%
<b>TRANSFER TO MUNICIPALITY</b>	(184,909)	(16,000)	(200,909)	(183,552)	(17,182)	(200,734)	(1,358)	-0.7%	1,182	6.9%	(176)	-0.1%
<b>CHANGE IN NET POSITION</b>	\$ 1,490,246	323,623	1,813,869	1,038,980	592,277	1,631,257	451,266	43.4%	(268,653)	-45.4%	182,613	11.2%

## SHAKOPEE PUBLIC UTILITIES ELECTRIC OPERATING REVENUE AND EXPENSE

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	September 2020		September 2020		Better/(Worse)	
					\$	%
<b>OPERATING REVENUES</b>						
Sales of Electricity						
Residential	\$	2,074,854		1,867,539	207,315	11.1%
Commercial and Industrial		2,984,457		3,330,403	(345,946)	-10.4%
Uncollectible accounts		-		-	-	-
Total Sales of Electricity		<u>5,059,311</u>		<u>5,197,942</u>	<u>(138,631)</u>	<u>-2.7%</u>
Forfeited Discounts		-		22,719	(22,719)	-100.0%
Free service to the City of Shakopee		8,909		7,125	1,785	25.1%
Conservation program		75,580		72,707	2,873	4.0%
Total Operating Revenues		<u>5,143,800</u>		<u>5,300,492</u>	<u>(156,692)</u>	<u>-3.0%</u>
<b>OPERATING EXPENSES</b>						
Operations and Maintenance						
Purchased power		2,786,590		3,348,388	561,797	16.8%
Distribution operation expenses		39,759		40,708	950	2.3%
Distribution system maintenance		48,012		57,035	9,023	15.8%
Maintenance of general plant		25,442		29,587	4,145	14.0%
Total Operation and Maintenance		<u>2,899,804</u>		<u>3,475,718</u>	<u>575,914</u>	<u>16.6%</u>
Customer Accounts						
Meter Reading		10,840		10,667	(173)	-1.6%
Customer records and collection		103,427		49,719	(53,708)	-108.0%
Energy conservation		7,538		60,407	52,869	87.5%
Total Customer Accounts		<u>121,806</u>		<u>120,794</u>	<u>(1,012)</u>	<u>-0.8%</u>
Administrative and General						
Administrative and general salaries		48,007		63,793	15,785	24.7%
Office supplies and expense		6,963		22,488	15,525	69.0%
Outside services employed		34,816		38,934	4,118	10.6%
Insurance		10,803		13,928	3,125	22.4%
Employee Benefits		145,042		167,761	22,719	13.5%
Miscellaneous general		28,038		43,216	15,178	35.1%
Total Administrative and General		<u>273,669</u>		<u>350,119</u>	<u>76,450</u>	<u>21.8%</u>
Total Operation, Customer, & Admin Expenses		<u>3,295,279</u>		<u>3,946,631</u>	<u>651,352</u>	<u>16.5%</u>
Depreciation		212,556		210,622	(1,934)	-0.9%
Amortization of plant acquisition		-		-	-	0.0%
Total Operating Expenses	\$	<u>3,507,835</u>		<u>4,157,252</u>	<u>649,418</u>	<u>15.6%</u>
<b>OPERATING INCOME</b>	\$	<u>1,635,966</u>		<u>1,143,240</u>	<u>492,726</u>	<u>43.1%</u>



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

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	September 2020		September 2020		Better/(Worse)	
	\$		\$		\$	%
<b>OPERATING REVENUES</b>						
Sales of Water	\$ 737,350		702,771		34,580	4.9%
Forfeited Discounts	-		3,560		(3,560)	-100.0%
Uncollectible accounts	-		-		-	-
Total Operating Revenues	<u>737,350</u>		<u>706,330</u>		<u>31,020</u>	<u>4.4%</u>
<b>OPERATING EXPENSES</b>						
Operations and Maintenance						
Pumping and distribution operation	46,225		46,738		513	1.1%
Pumping and distribution maintenance	127,954		41,664		(86,290)	-207.1%
Power for pumping	24,063		25,537		1,474	5.8%
Maintenance of general plant	10,610		7,570		(3,040)	-40.2%
Total Operation and Maintenance	<u>208,852</u>		<u>121,508</u>		<u>(87,343)</u>	<u>-71.9%</u>
Customer Accounts						
Meter Reading	5,700		5,780		79	1.4%
Customer records and collection	17,936		13,672		(4,264)	-31.2%
Energy conservation	(37)		833		870	104.5%
Total Customer Accounts	<u>23,599</u>		<u>20,285</u>		<u>(3,315)</u>	<u>-16.3%</u>
Administrative and General						
Administrative and general salaries	30,902		40,924		10,022	24.5%
Office supplies and expense	2,266		8,006		5,740	71.7%
Outside services employed	26,300		20,012		(6,287)	-31.4%
Insurance	3,601		4,643		1,042	22.4%
Employee Benefits	59,203		61,794		2,590	4.2%
Miscellaneous general	10,196		17,704		7,509	42.4%
Total Administrative and General	<u>132,468</u>		<u>153,083</u>		<u>20,615</u>	<u>13.5%</u>
Total Operation, Customer, & Admin Expenses	<u>364,919</u>		<u>294,876</u>		<u>(70,043)</u>	<u>-23.8%</u>
Depreciation	153,270		155,720		2,451	1.6%
Amortization of plant acquisition	-		-		-	-
Total Operating Expenses	<u>518,189</u>		<u>450,596</u>		<u>(67,592)</u>	<u>-15.0%</u>
<b>OPERATING INCOME</b>	<u>\$ 219,162</u>		<u>255,734</u>		<u>(36,573)</u>	<u>-14.3%</u>

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

**September 2020**



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

	Year to Date Actual - September 2020			Year to Date Budget - September 2020			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 36,504,277	4,361,094	40,865,371	38,245,717	4,266,113	42,511,830	(1,741,440)	-4.6%	94,981	2.2%	(1,646,459)	-3.9%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	30,256,289	2,379,211	32,635,500	32,735,847	2,676,194	35,412,042	2,479,559	7.6%	296,983	11.1%	2,776,541	7.8%
Depreciation	1,913,001	1,379,429	3,292,430	1,895,594	1,401,484	3,297,078	(17,407)	-0.9%	22,056	1.6%	4,649	0.1%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	32,169,290	3,758,640	35,927,930	34,631,441	4,077,679	38,709,120	2,462,152	7.1%	319,038	7.8%	2,781,190	7.2%
Operating Income	4,334,987	602,454	4,937,441	3,614,276	188,434	3,802,710	720,711	19.9%	414,020	-219.7%	1,134,731	29.8%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	99,437	148,619	248,056	189,807	175,729	365,536	(90,369)	-47.6%	(27,110)	-15.4%	(117,480)	-32.1%
Interdepartment Rent from Water	67,500	-	67,500	67,500	-	67,500	-	0.0%	-	-	-	0.0%
Investment Income	560,056	200,841	760,898	505,041	208,823	713,864	55,016	10.9%	(7,982)	-3.8%	47,034	6.6%
Interest Expense	(25,707)	(1,110)	(26,816)	(48,718)	(1,644)	(50,362)	23,011	47.2%	534	32.5%	23,545	46.8%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	0.0%	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	12,114	-	12,114	-	-	-	12,114	0.0%	-	-	12,114	-
Total Non-Operating Revenue (Expense)	713,401	348,351	1,061,752	713,629	382,909	1,096,538	(228)	0.0%	(34,558)	-9.0%	(34,786)	-3.2%
Income Before Contributions and Transfers	5,048,388	950,805	5,999,193	4,327,905	571,343	4,899,248	720,483	16.6%	379,462	66.4%	1,099,945	22.5%
<b>CAPITAL CONTRIBUTIONS</b>	13,589	2,048,525	2,062,113	-	2,965,903	2,965,903	13,589	-	(917,379)	-30.9%	(903,790)	-30.5%
<b>MUNICIPAL CONTRIBUTION</b>	(1,535,022)	(278,468)	(1,813,490)	(1,651,964)	(154,640)	(1,806,605)	116,942	7.1%	(123,828)	-80.1%	(6,886)	-0.4%
<b>CHANGE IN NET POSITION</b>	\$ 3,526,955	2,720,861	6,247,816	2,675,941	3,382,606	6,058,546	851,014	31.8%	(661,745)	-19.6%	189,269	3.1%

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

	YTD Actual	YTD Budget	YTD Actual v. Budget	
	September 2020	September 2020	Better/(Worse) \$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 14,114,186	13,521,829	592,357	4.4%
Commercial and Industrial	21,710,682	23,899,164	(2,188,481)	-9.2%
Uncollectible accounts	-	-	-	#DIV/0!
Total Sales of Electricity	<u>35,824,868</u>	<u>37,420,992</u>	<u>(1,596,124)</u>	<u>-4.3%</u>
Forfeited Discounts	64,961	204,469	(139,508)	-68.2%
Free service to the City of Shakopee	80,185	64,121	16,064	25.1%
Conservation program	534,263	556,136	(21,873)	-3.9%
Total Operating Revenues	<u>36,504,277</u>	<u>38,245,717</u>	<u>(1,741,440)</u>	<u>-4.6%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	25,688,399	27,284,722	1,596,323	5.9%
Distribution operation expenses	423,564	366,375	(57,188)	-15.6%
Distribution system maintenance	492,828	513,312	20,484	4.0%
Maintenance of general plant	199,471	266,285	66,814	25.1%
Total Operation and Maintenance	<u>26,804,261</u>	<u>28,430,695</u>	<u>1,626,433</u>	<u>5.7%</u>
Customer Accounts				
Meter Reading	96,452	96,007	(445)	-0.5%
Customer records and collection	496,826	447,471	(49,355)	-11.0%
Energy conservation	231,000	543,666	312,666	57.5%
Total Customer Accounts	<u>824,278</u>	<u>1,087,144</u>	<u>262,866</u>	<u>24.2%</u>
Administrative and General				
Administrative and general salaries	534,003	574,133	40,130	7.0%
Office supplies and expense	118,695	202,391	83,696	41.4%
Outside services employed	256,018	350,407	94,389	26.9%
Insurance	97,228	125,353	28,125	22.4%
Employee Benefits	1,407,806	1,576,784	168,978	10.7%
Miscellaneous general	214,000	388,942	174,942	45.0%
Total Administrative and General	<u>2,627,749</u>	<u>3,218,009</u>	<u>590,260</u>	<u>18.3%</u>
Total Operation, Customer, & Admin Expenses	<u>30,256,289</u>	<u>32,735,847</u>	<u>2,479,559</u>	<u>7.6%</u>
Depreciation	1,913,001	1,895,594	(17,407)	-0.9%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	<u>\$ 32,169,290</u>	<u>34,631,441</u>	<u>2,462,152</u>	<u>7.1%</u>
<b>OPERATING INCOME</b>	<u>\$ 4,334,987</u>	<u>3,614,276</u>	<u>720,711</u>	<u>19.9%</u>

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

	YTD Actual September 2020	YTD Budget September 2020	YTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 4,357,365	4,234,075	123,289	2.9%
Forfeited Discounts	3,729	32,037	(28,308)	-88.4%
Uncollectible accounts	-	-	-	#DIV/0!
Total Operating Revenues	<u>4,361,094</u>	<u>4,266,113</u>	<u>94,981</u>	<u>2.2%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	467,945	420,645	(47,300)	-11.2%
Pumping and distribution maintenance	334,873	374,972	40,100	10.7%
Power for pumping	214,181	229,830	15,649	6.8%
Maintenance of general plant	35,417	68,128	32,711	48.0%
Total Operation and Maintenance	<u>1,052,416</u>	<u>1,093,576</u>	<u>41,159</u>	<u>3.8%</u>
Customer Accounts				
Meter Reading	53,152	52,016	(1,135)	-2.2%
Customer records and collection	140,934	123,045	(17,888)	-14.5%
Energy conservation	1,157	7,500	6,343	-
Total Customer Accounts	<u>195,242</u>	<u>182,562</u>	<u>(12,680)</u>	<u>-6.9%</u>
Administrative and General				
Administrative and general salaries	338,044	368,313	30,268	8.2%
Office supplies and expense	39,039	72,052	33,013	45.8%
Outside services employed	97,670	180,112	82,442	45.8%
Insurance	32,409	41,784	9,375	22.4%
Employee Benefits	495,098	578,455	83,357	14.4%
Miscellaneous general	129,292	159,340	30,049	18.9%
Total Administrative and General	<u>1,131,553</u>	<u>1,400,056</u>	<u>268,503</u>	<u>19.2%</u>
Total Operation, Customer, & Admin Expenses	<u>2,379,211</u>	<u>2,676,194</u>	<u>296,983</u>	<u>11.1%</u>
Depreciation	1,379,429	1,401,484	22,056	1.6%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 3,758,640</u>	<u>4,077,679</u>	<u>319,038</u>	<u>7.8%</u>
<b>OPERATING INCOME</b>	<u>\$ 602,454</u>	<u>188,434</u>	<u>414,020</u>	<u>-219.7%</u>

October 15, 2020

TO: Larry Koshire, Interim Utilities Manager *LAK*  
FROM: Kelley Willemsen, Interim Director of Finance & Administration *KW*  
SUBJECT: Dashboard Metrics - September, 2020

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The SPU Commission requested staff to provide information regarding trends in customer sales and customer receivables in order to monitor the potential impacts of the COVID-19 pandemic on SPU's business. The graphs and data reflect monthly metrics and year to date.

The following reports are included for Commission review:

- SPU kWh Sales
- SPU Water Gallons Sales
- SPU Electric Accounts Receivable # & \$ of Accounts: 31-60 Days
- SPU Water Accounts Receivable # & \$ of Accounts: 31- 60 Days
- SPU Electric Accounts Receivable # & \$ of Accounts: > 120 Days
- SPU Water Accounts Receivable # & \$ of Accounts: > 120 Days
- SPU 09/30/20 Accounts Receivable Aging Summary Report (2 pages)

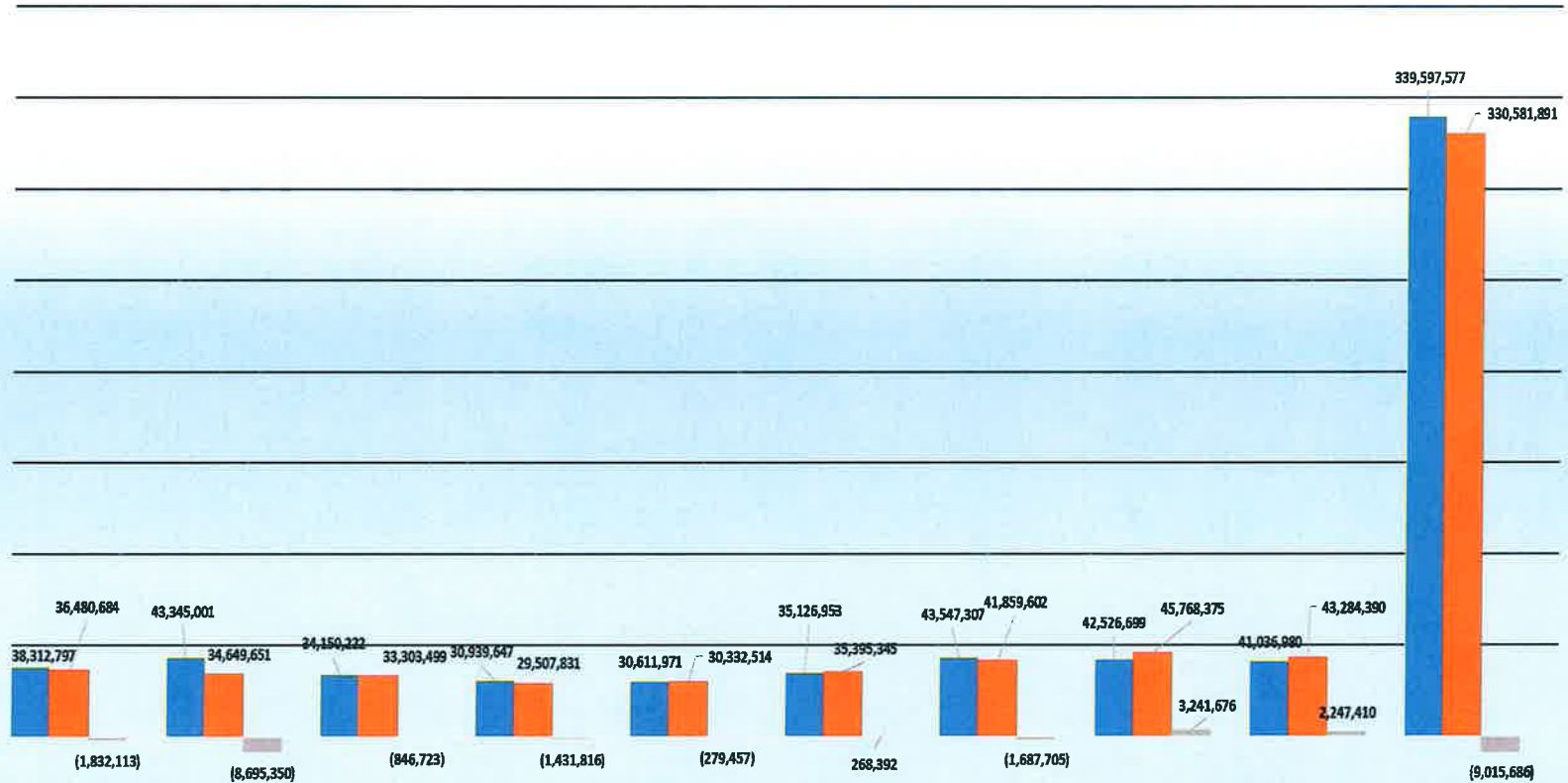
Thank you.

## SPU ELECTRIC KWH SALES

(+ INCLUDES UME)

■ 2019 Electric kWh Sales\* ■ 2020 Electric kWh Sales\* ■ Better/(Worse) ■ % Better/(Worse)

NUMBER OF KWH SOLD



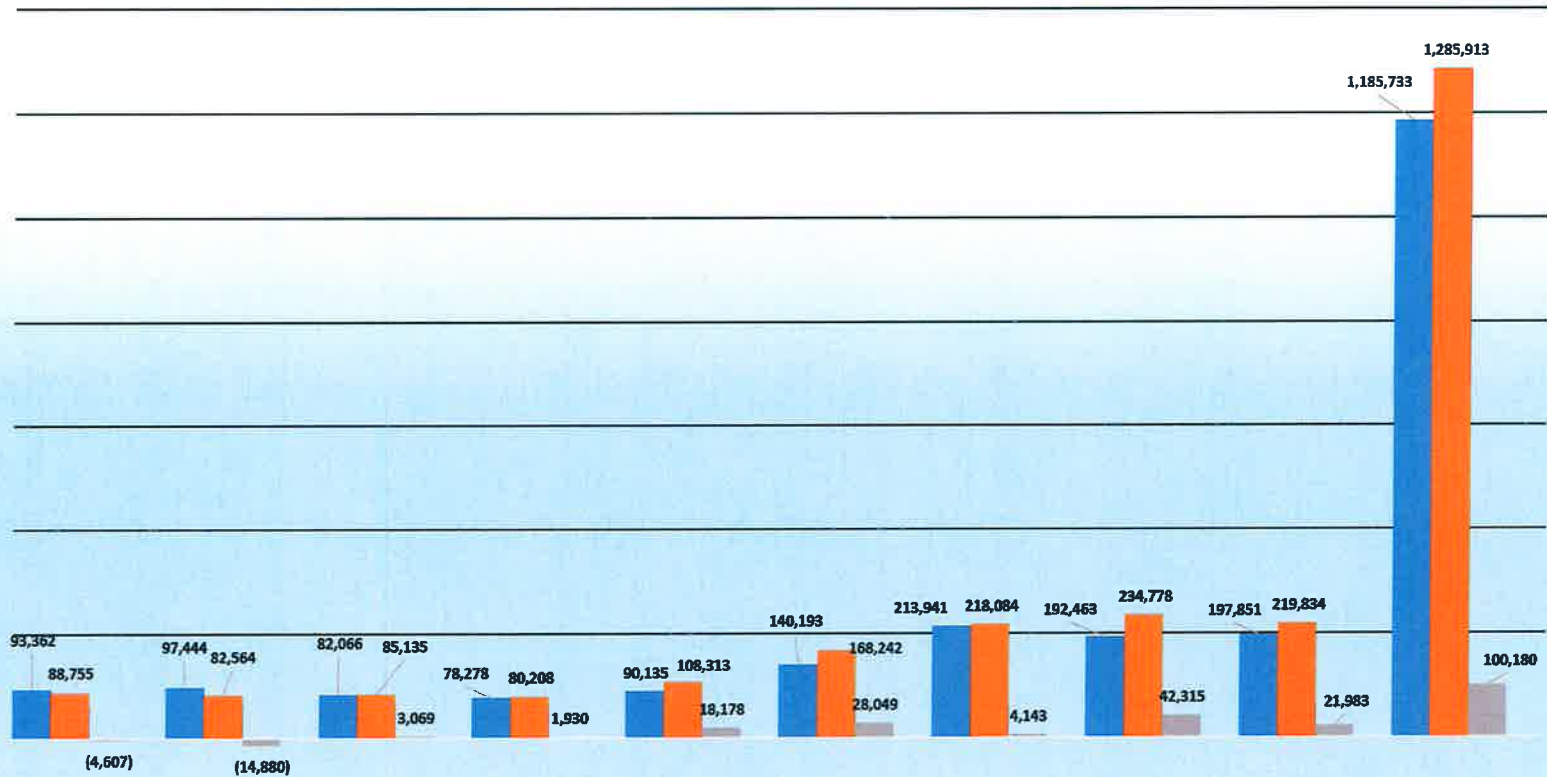
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	YTD
■ 2019 Electric kWh Sales*	38,312,797	43,345,001	34,150,222	30,939,647	30,611,971	35,126,953	43,547,307	42,526,699	41,036,980	339,597,577
■ 2020 Electric kWh Sales*	36,480,684	34,649,651	33,303,499	29,507,831	30,332,514	35,395,345	41,859,602	45,768,375	43,284,390	330,581,891
■ Better/(Worse)	(1,832,113)	(8,695,350)	(846,723)	(1,431,816)	(279,457)	268,392	(1,687,705)	3,241,676	2,247,410	(9,015,686)
■ % Better/(Worse)	-4.8%	-20.1%	-2.5%	-4.6%	-0.9%	0.8%	-3.9%	7.6%	5.5%	-2.7%

## SPU WATER GALLONS SALES (IN THOUSANDS)

(\* EXCLUDES HYDRANT SALES)

■ 2019 Water Gallons Sold in Thousands\*   ■ 2020 Water Gallons Sold in Thousands\*   ⊖ Better/(Worse)   % Better/(Worse)

WATER GALLONS SOLD



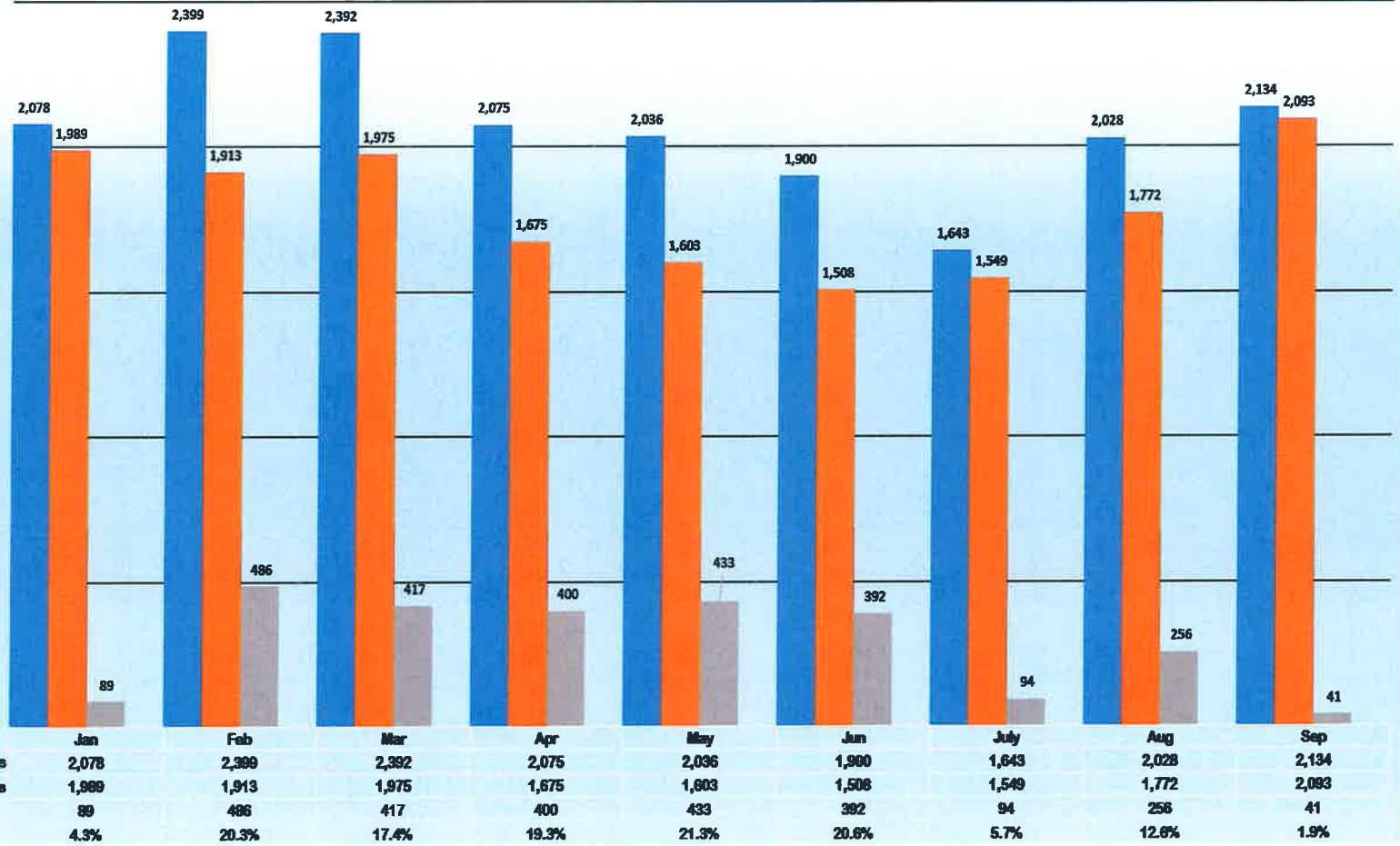
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	YTD
■ 2019 Water Gallons Sold in Thousands*	93,362	97,444	82,066	78,278	90,135	140,193	213,941	192,463	197,851	1,185,733
■ 2020 Water Gallons Sold in Thousands*	88,755	82,564	85,135	80,208	108,313	168,242	218,084	234,778	219,834	1,285,913
⊖ Better/(Worse)	(4,607)	(14,880)	3,069	1,930	18,178	28,049	4,143	42,315	21,983	100,180
% Better/(Worse)	-4.9%	-15.3%	3.7%	2.5%	20.2%	20.0%	1.9%	22.0%	11.1%	8.4%



### SPU ELECTRIC AGED RECEIVABLES 31 - 60 DAYS: # OF ACCOUNTS

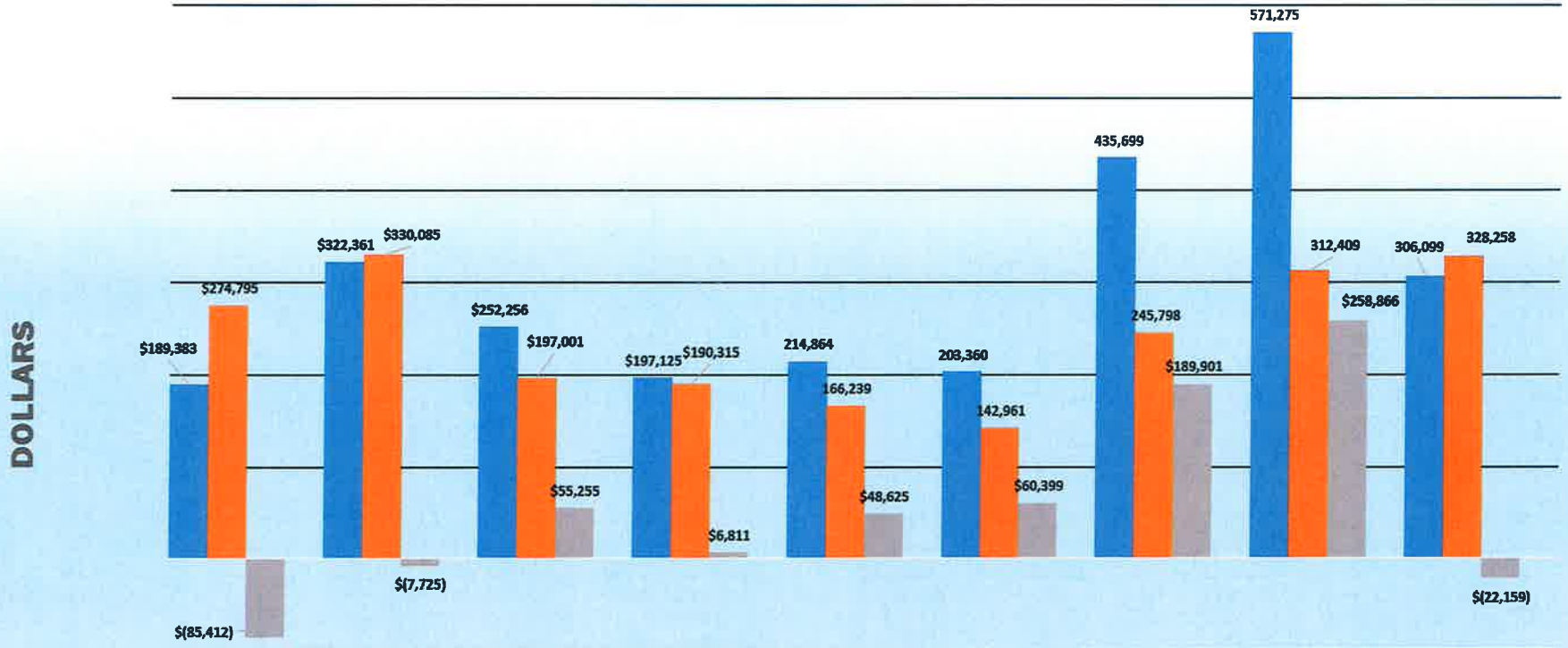
■ 2019 Electric AR # Accounts 31-60 days   ■ 2020 Electric AR # Accounts 31-60 days   ■ Better(Worse)   ■ % Better(Worse)

NUMBER OF ACCOUNTS



### SPU ELECTRIC AGED RECEIVABLES \$ 31 - 60 DAYS

■ 2019 Electric AR \$ 31-60 days   ■ 2020 Electric AR \$ 31-60 days   ■ Better(Worse)   ■ % Better(Worse)

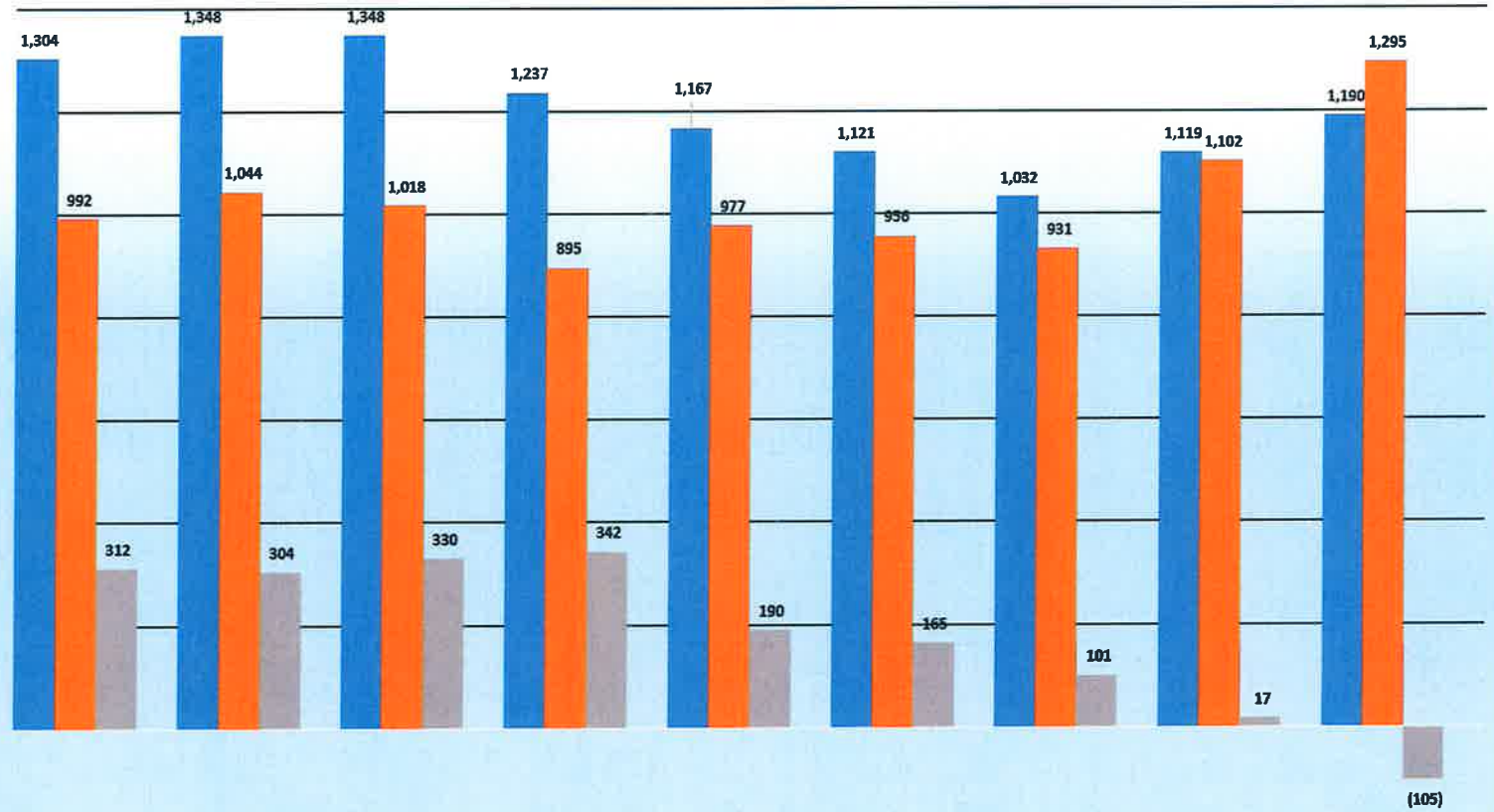


	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
■ 2019 Electric AR \$ 31-60 days	\$189,383	\$322,361	\$252,256	\$197,125	214,864	203,360	435,699	571,275	306,099
■ 2020 Electric AR \$ 31-60 days	\$274,795	\$330,085	\$197,001	\$190,315	166,239	142,961	245,798	312,409	328,258
■ Better(Worse)	\$(85,412)	\$(7,725)	\$55,255	\$6,811	\$48,625	\$60,399	\$189,901	\$258,866	\$(22,159)
■ % Better(Worse)	-45.1%	-2.4%	21.9%	3.5%	22.6%	29.7%	43.6%	45.3%	-7.2%

### SPU WATER AGED RECEIVABLES 31 - 60 DAYS: # OF ACCOUNTS

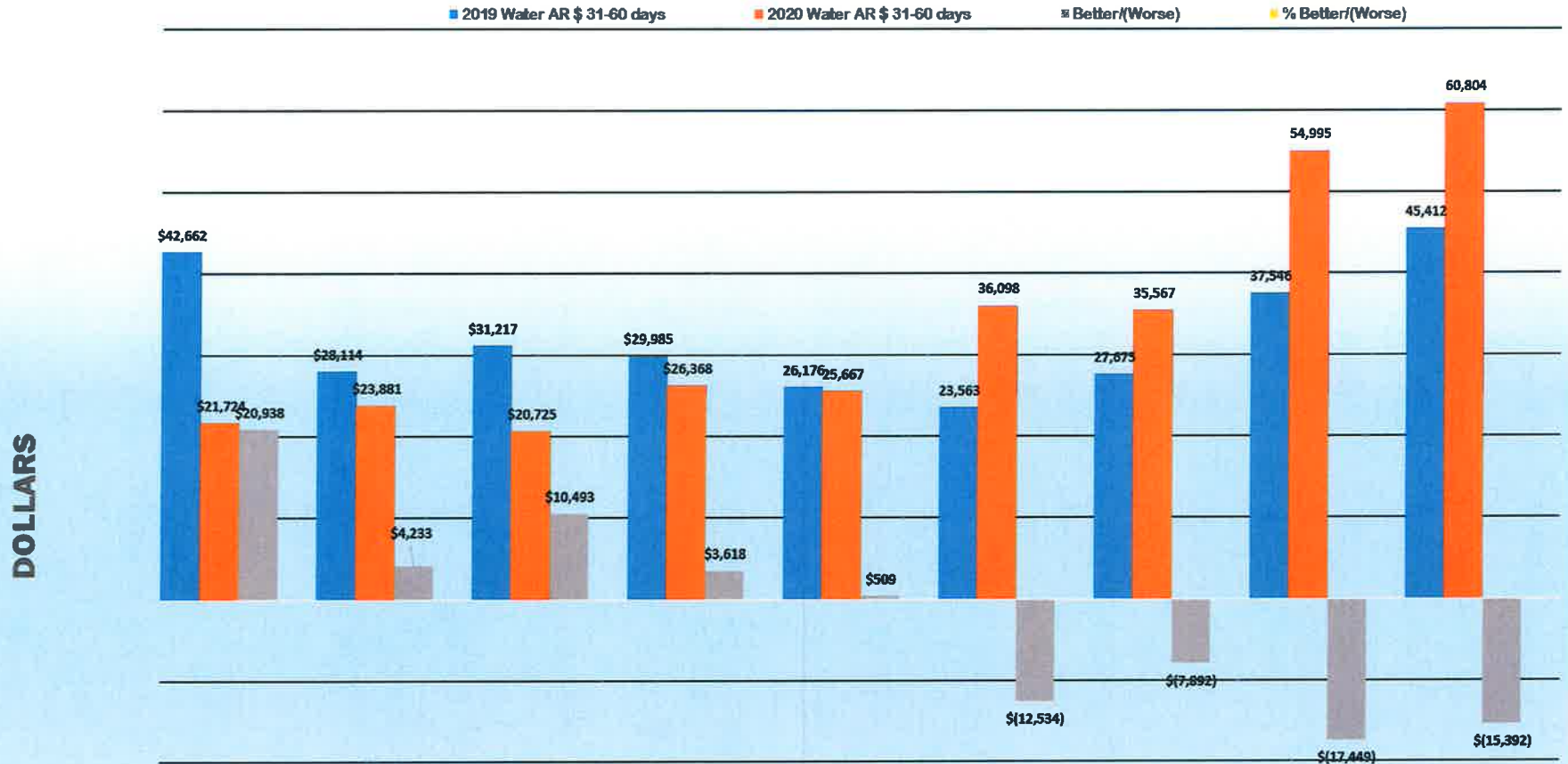
■ 2019 Water AR # Accounts 31-60 days ■ 2020 Water AR # Accounts 31-60 days ■ Better/(Worse) ■ % Better/(Worse)

NUMBER OF ACCOUNTS



	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
■ 2019 Water AR # Accounts 31-60 days	1,304	1,348	1,348	1,237	1,167	1,121	1,032	1,119	1,190
■ 2020 Water AR # Accounts 31-60 days	992	1,044	1,018	895	977	956	931	1,102	1,295
■ Better/(Worse)	312	304	330	342	190	165	101	17	(105)
■ % Better/(Worse)	23.9%	22.6%	24.5%	27.6%	16.3%	14.7%	9.8%	1.5%	-8.8%

### SPU WATER AGED RECEIVABLES \$ 31 - 60 DAYS

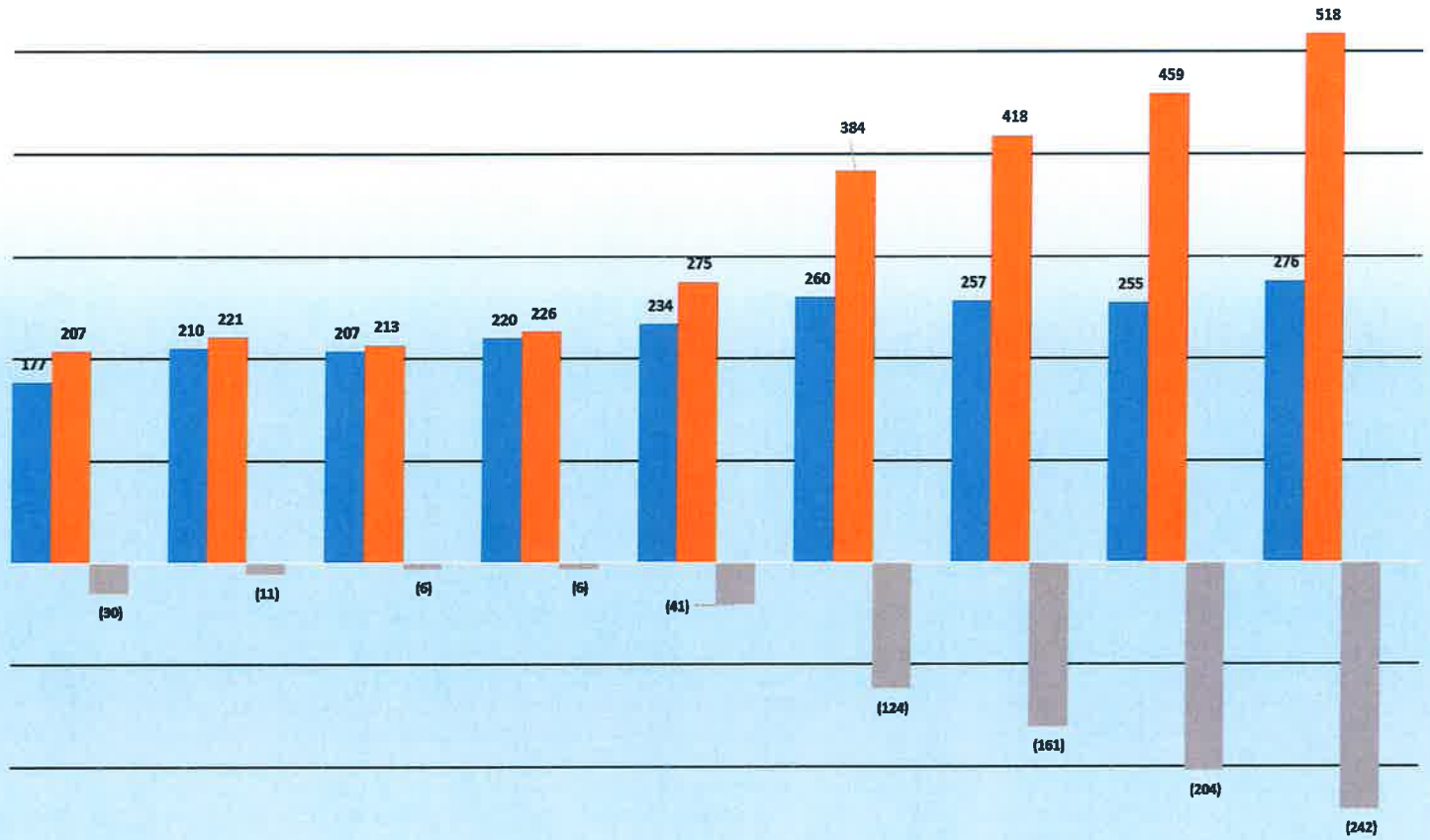


	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
■ 2019 Water AR \$ 31-60 days	\$42,662	\$28,114	\$31,217	\$29,985	26,176	23,563	27,675	37,546	45,412
■ 2020 Water AR \$ 31-60 days	\$21,724	\$23,881	\$20,725	\$26,368	25,667	36,098	35,567	54,995	60,804
■ Better/(Worse)	\$20,938	\$4,233	\$10,493	\$3,618	\$509	\$(12,534)	\$(7,892)	\$(17,449)	\$(15,392)
■ % Better/(Worse)	49.1%	15.1%	33.6%	12.1%	1.9%	-53.2%	-28.5%	-46.5%	-33.9%

### SPU ELECTRIC AGED RECEIVABLES > 120 DAYS: # OF ACCOUNTS

■ 2019 Electric AR # Accounts Over 120 days ■ 2020 Electric AR # Accounts Over 120 days ■ Better/(Worse) ■ % Better/(Worse)

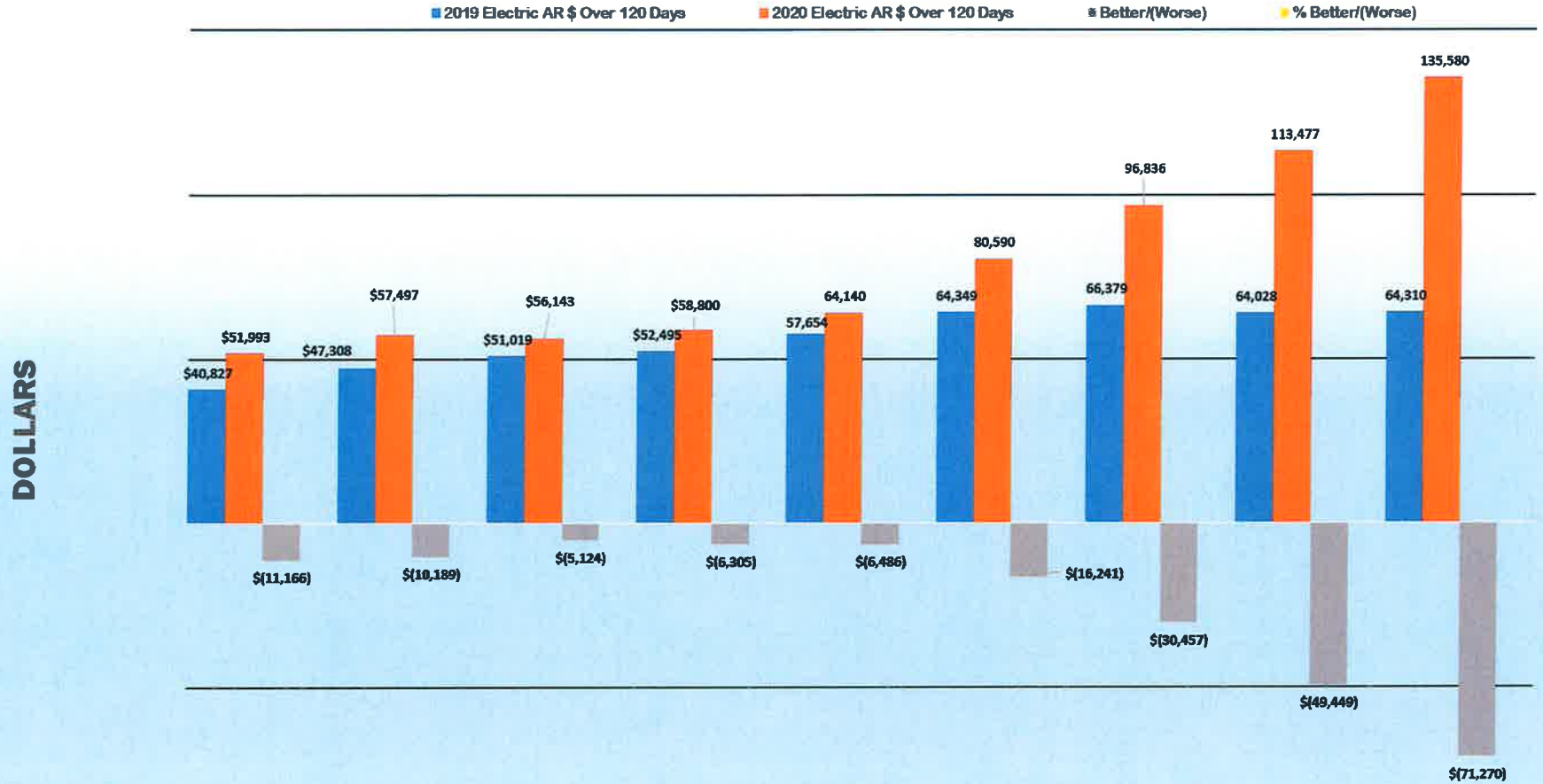
NUMBER OF ACCOUNTS



	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
■ 2019 Electric AR # Accounts Over 120 days	177	210	207	220	234	260	257	255	276
■ 2020 Electric AR # Accounts Over 120 days	207	221	213	226	275	384	418	459	518
■ Better/(Worse)	(30)	(11)	(6)	(6)	(41)	(124)	(161)	(204)	(242)
■ % Better/(Worse)	-16.9%	-5.2%	-2.9%	-2.7%	-17.5%	-47.7%	-62.6%	-80.0%	-87.7%



### SPU ELECTRIC AGED RECEIVABLES \$ >120 DAYS

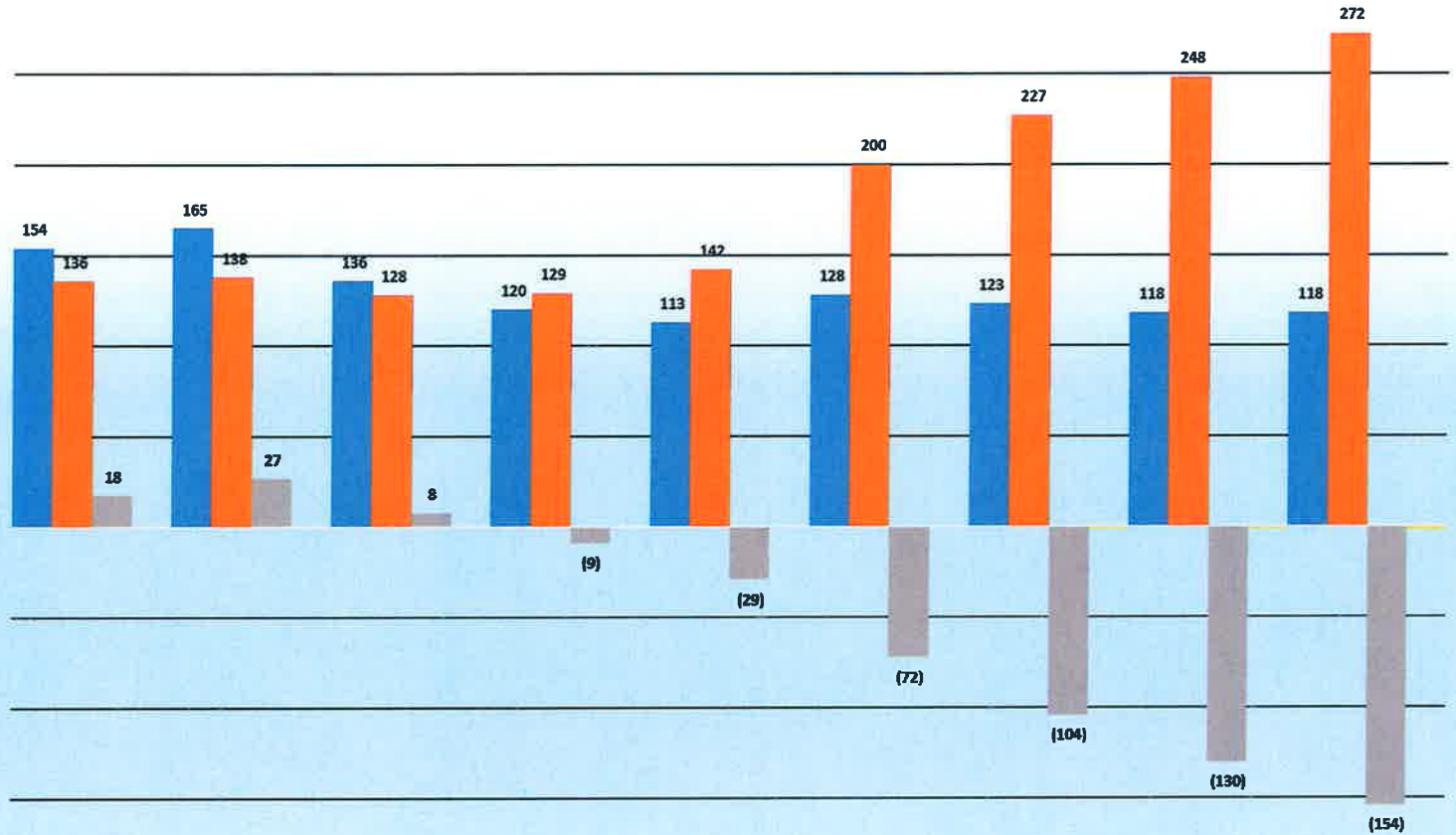


	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
■ 2019 Electric AR \$ Over 120 Days	\$40,827	\$47,308	\$51,019	\$52,495	57,654	64,349	66,379	64,028	64,310
■ 2020 Electric AR \$ Over 120 Days	\$51,993	\$57,497	\$56,143	\$58,800	64,140	80,590	96,836	113,477	135,580
■ Better/(Worse)	\$(11,166)	\$(10,189)	\$(5,124)	\$(6,305)	\$(6,486)	\$(16,241)	\$(30,457)	\$(49,449)	\$(71,270)
■ % Better/(Worse)	-27.3%	-21.5%	-10.0%	-12.0%	-11.3%	-25.2%	-45.9%	-77.2%	-110.8%

### SPU WATER AGED RECEIVABLES > 120 DAYS: # OF ACCOUNTS

■ 2019 Water AR # Accounts Over 120 Days ■ 2020 Water AR # Accounts Over 120 Days ■ Better/(Worse) ■ % Better/(Worse)

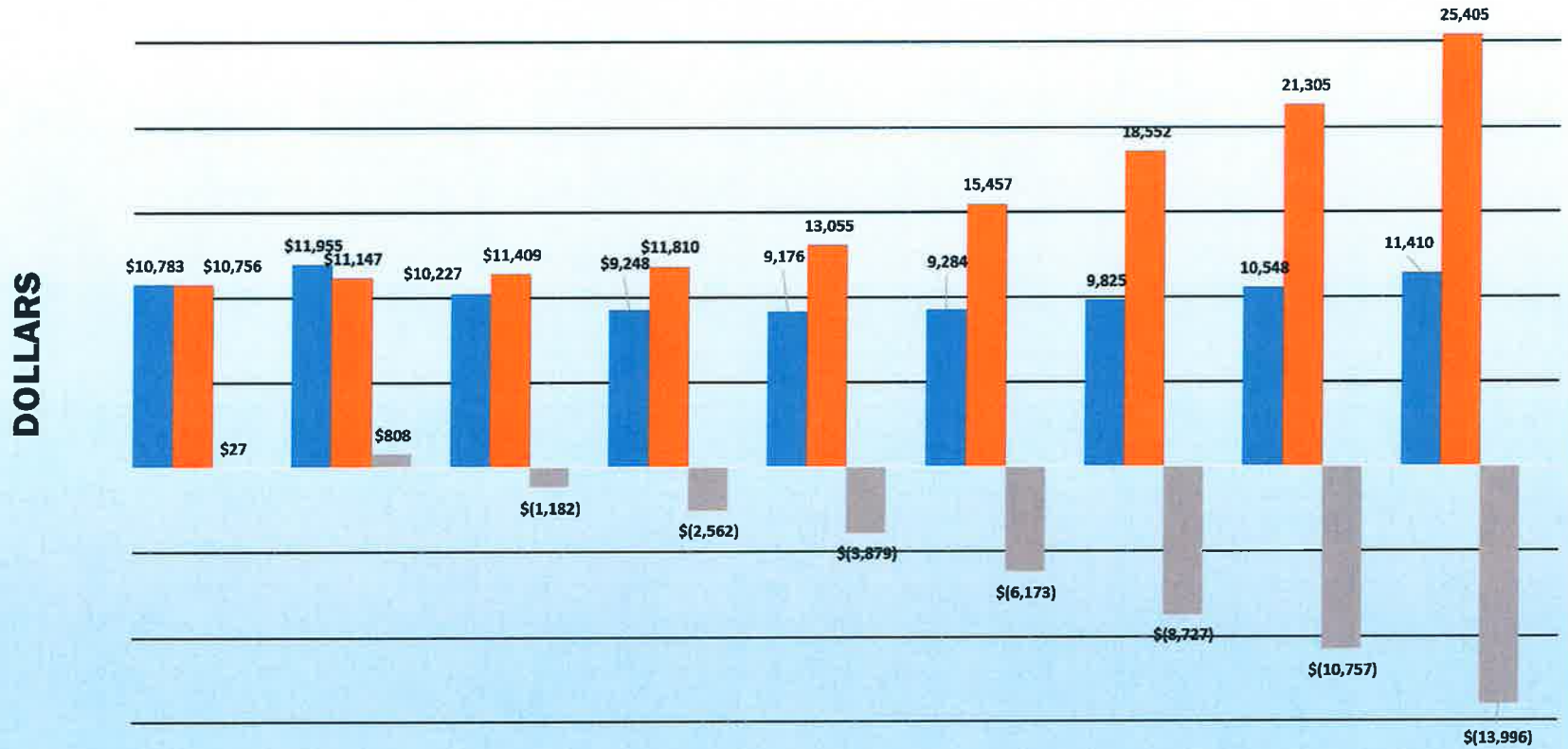
NUMBER OF ACCOUNTS



	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
■ 2019 Water AR # Accounts Over 120 Days	154	165	136	120	113	128	123	118	118
■ 2020 Water AR # Accounts Over 120 Days	136	138	128	129	142	200	227	248	272
■ Better/(Worse)	18	27	8	(9)	(29)	(72)	(104)	(130)	(154)
■ % Better/(Worse)	11.7%	16.4%	5.9%	-7.5%	-25.7%	-56.3%	-84.6%	-110.2%	-130.5%

### SPU WATER AGED RECEIVABLES \$ >120 DAYS

■ 2019 Water AR \$ Over 120 Days   ■ 2020 Water AR \$ Over 120 Days   ■ Better/(Worse)   ■ % Better/(Worse)



	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep
■ 2019 Water AR \$ Over 120 Days	\$10,783	\$11,955	\$10,227	\$9,248	9,176	9,284	9,825	10,548	11,410
■ 2020 Water AR \$ Over 120 Days	\$10,756	\$11,147	\$11,409	\$11,810	13,055	15,457	18,552	21,305	25,405
■ Better/(Worse)	\$27	\$808	\$(1,182)	\$(2,562)	\$(3,879)	\$(6,173)	\$(8,727)	\$(10,757)	\$(13,996)
■ % Better/(Worse)	0.2%	6.8%	-11.6%	-27.7%	-42.3%	-66.5%	-88.8%	-102.0%	-122.7%





# Shakopee Public Utilities

## Accounts Receivable Aging Summary Report

As of 9/30/2020

### Summary of Accounts

Service	1 to 30	31 to 60	61 to 90	91 to 120	Over 120	Total	General Ledger (GL)	Total - GL
Electric	\$4,932,430.94	\$328,258.17	\$86,924.56	\$39,451.12	\$135,580.00	\$5,522,644.79	\$5,522,644.79	\$0.00
Water	\$697,231.82	\$60,803.53	\$17,875.87	\$8,236.89	\$25,405.47	\$809,553.58	\$809,553.58	\$0.00
Sewer	\$339,712.86	\$35,211.52	\$14,475.81	\$9,568.70	\$29,677.41	\$428,646.30	\$428,646.30	\$0.00
Storm Drainage	\$100,368.11	\$8,173.44	\$3,513.94	\$1,474.81	\$4,513.46	\$118,043.76	\$118,043.76	\$0.00
<b>Totals</b>	<b>\$6,069,743.73</b>	<b>\$432,446.66</b>	<b>\$122,790.18</b>	<b>\$58,731.52</b>	<b>\$195,176.34</b>	<b>\$6,878,888.43</b>	<b>\$6,878,888.43</b>	<b>\$0.00</b>

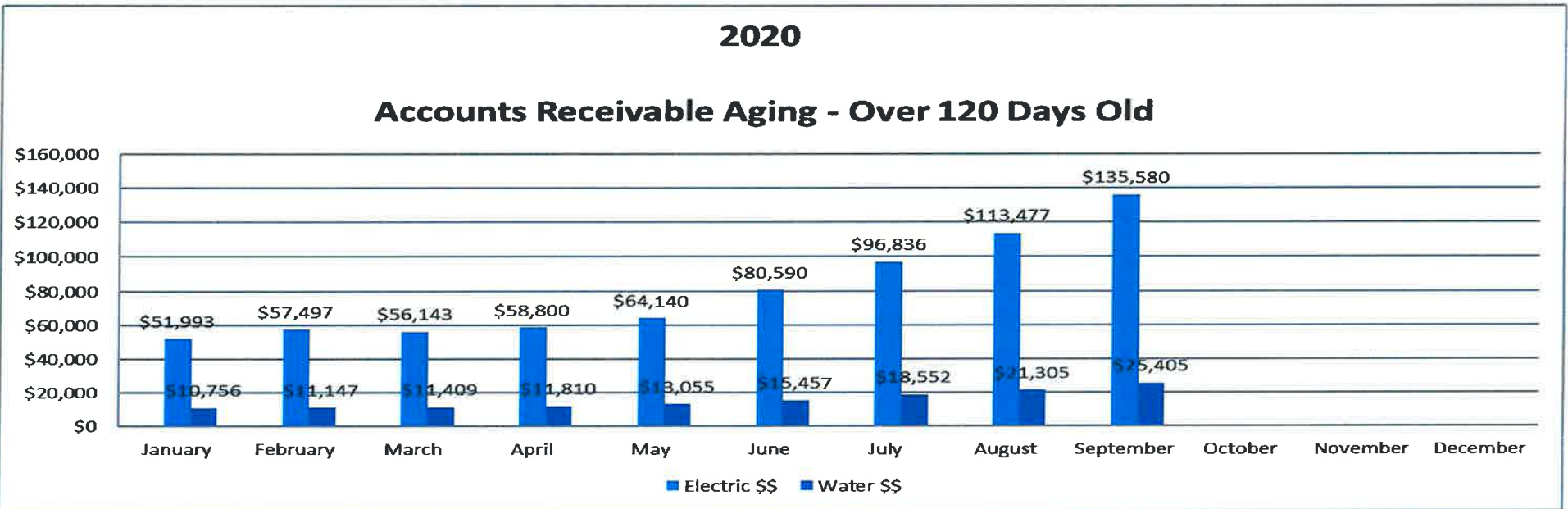
### Number Accounts with a Balance

Service	1 to 30	31 to 60	61 to 90	91 to 120	Over 120	Total
Electric	17,381	2,093	762	405	518	17,710
Water	11,106	1,295	499	282	272	11,235
Sewer	10,673	1,318	520	306	278	10,772
Storm Drainage	12,727	1,583	663	375	358	12,858
<b>Totals</b>	<b>18,482</b>	<b>2,545</b>	<b>1,162</b>	<b>643</b>	<b>696</b>	<b>18,803</b>



**Accounts Receivable Aging Summary Report - 2020**

<u>Over 120 days</u>	<u>Electric \$\$</u>	<u>Electric # of Accts</u>	<u>Water \$\$</u>	<u>Water # of Accts</u>	<u>Total \$\$ Electric &amp; Water</u>	<u>Total # of accts Electric &amp; Water</u>
January	\$ 51,993.20	207	\$ 10,755.94	136	\$ 62,749.14	343
February	\$ 57,496.81	221	\$ 11,146.63	138	\$ 68,643.44	359
March	\$ 56,142.85	213	\$ 11,408.58	128	\$ 67,551.43	341
April	\$ 58,800.20	226	\$ 11,809.98	129	\$ 70,610.18	355
May	\$ 64,139.75	275	\$ 13,055.13	142	\$ 77,194.88	417
June	\$ 80,590.02	384	\$ 15,456.97	200	\$ 96,046.99	584
July	\$ 96,836.22	418	\$ 18,552.28	227	\$ 115,388.50	645
August	\$113,477.40	459	\$ 21,305.28	248	\$ 134,782.68	707
September	\$135,580.00	518	\$ 25,405.47	272	\$ 160,985.47	790





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October 16, 2020

TO: Larry Koshire, Interim Utilities Manager *Larry Koshire*  
 FROM: Sharon Walsh *SNW*  
 SUBJECT: Options for Financial Assistance – Past Due Accounts

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Overview

Previous discussions have occurred related to delinquent customer account balances. Staff was tasked with identifying options for assisting these customers who may have fallen behind due to COVID-19. These options ranged from utilizing existing state and federal programs to developing a program specific to SPU, including forgiveness of past due balances.

In researching a number of programs available to customers, there are several that can assist with utility payments –

Salvation Army – provides assistance based solely on need and is made available when other resources have been denied or exhausted. Cannot commit to just SPU customers if we make a donation to this agency.

CAP Agency (EAP/LHEAP) – local provider that administrates the federal Energy Assistance Program designed to assist low income customers. Assistance is based on income for the last 3 months. It is a 4-month grant. There is also crisis funding up to \$600 for those that have qualified for EAP and have been disconnected. Funding is usually available beginning in November.

COVID Housing Assistance Program (CHAP) – customers can apply for utility assistance under this program. Eligibility is 300% of the federal poverty level, with preference given to those with incomes at 200% of the federal poverty level. CAP Agency is also a local administrator for this program, as are the Salvation Army-Twin Cities, Twin Cities Habitat for Humanity and the New American Development Center.

Through discussions with our local CAP Agency, SPU would be able to make a donation that could be specifically applied to SPU utility customers. CAP would administer the program for SPU, based on parameters set by SPU. In an effort to keep all ratepayers in mind and determine a fair and just way to assist our customers in financial need, utilizing an outside resource such as the CAP Agency is a viable option.

Page 2, continued...

To benefit our customers, SPU staff would take more of a consultative approach with our customers, guiding them through the various programs available for assistance, including the funding donated by SPU. The SPU website will be utilized to link to these various programs and could provide information/application for our funding.

Determining who is behind in their utility payments, by how much and for how long requires detailed researching. The previous data presented that was based on collection notices or collection service orders has, at best, demonstrated people are not paying on time, but not much more concrete data than that. It did not address how long they were delinquent or to what extent. To put a stake in the ground to more clearly distinguish this, a query was done to identify residential customers with a prior electric balance on their account as of September's billing statement. Summary findings below:

Residential customers within city limits –

- 11,772 had no prior balance
- 594 had a prior balance below \$100
- 1,522 had a prior balance of \$100 or more. Of these customers:
  - 66% had a balance between \$100 and \$250 (1,001)
  - 25% a prior balance of \$250 or more (383)
  - 5.7% had a prior balance of \$500 or more (87)
  - 3.3% had a prior balance of \$750 or more (51)

Commercial customers –

- 6 had a prior balance of \$500-\$999
- 2 had a prior balance of \$1,000

Industrial customers –

- Only 10 had a prior balance
- Only 5 had a prior balance over \$20k (and all were paid at the time of this memo)

Action Required

Staff is requesting direction on proceeding with SPU donation to CAP Agency, developing parameters for customer assistance and establishing local CAP Agency as administrator of SPU donation and distribution.



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**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: Larry Koshire, Interim Utilities Manager *Larry Koshire*

FROM: Joseph D. Adams, Planning & Engineering Director *J. Adams*

SUBJECT: Deposits Policy Review SPU Resolution #1010 A Resolution Amending  
Resolution #509 Adopting Utility Deposits for the Shakopee Public Utilities

DATE: October 16, 2020

**ISSUE**

A commercial customer requesting a new point of service has raised some points re the Commission's present policy on customer deposits that the Commission can choose to address.

**BACKGROUND**

SPU first adopted a customer utility deposit policy with Resolution #394 A Resolution Adopting Utility Deposits for the Shakopee Public Utilities on November 2, 1992. This resolution was subsequently amended by Resolution #509 adopted on May 4, 1998 which itself was amended by Resolution #1010 adopted on January 3, 2012.

Resolution #1010 is attached for reference along with a copy of MN State Statute 325.E.02, which is referenced in Resolution #1010 for use in calculating the interest to be paid on deposits. It is noted there is a clerical error or typo in the resolution listing the applicable statute as 325F.02 which is an obvious error since that statute does not address deposits at all and 325.E.02 clearly does.

**DISCUSSION**

The policy has been in place in substantially the same form for the past 28 years and requires, among other provisions, commercial customers to maintain on file a deposit equal to two months' average usage of their electric and water bills. Interest, currently set at 1.5% by the MN Department of Commerce as outlined in statute 325.E.02, is paid on all deposits as required. The applicable statute does not limit the duration the utility may require the deposit.



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One issue being raised by the customer is there is a MN State Public Utilities Commission (PUC) rule, Rule 7820.4500, that has different requirements for interest payments than what is in SPU Resolution #1010. There is apparently some confusion on the part of the customer since they may not be aware that Rule 7820.4500 does not apply to a Municipal Electric Utility. The rule like most rules of the State of MN PUC only applies to a Public Utility as the state of MN defines a Public Utility which is to say an Investor Owned Utility. This confusion is common among those unfamiliar with how the state regulates the variety of electric utilities that provide service throughout the state. In general, unless a MN PUC rule explicitly states it applies to Municipal Electric Utilities, it does not.

MN State statutes are what governs municipal electric utilities and it is statute 325.E.02 that applies in the case of deposits. Municipal electric utilities governing boards, whether that be a Commission like in Shakopee or the City Council like in Chaska, are free to set up their own deposit requirements and conditions but must pay interest as described in the statute and that is what SPU has been doing since 1992 on the customer deposits it holds.

Another issue that was raised is the duration of the deposit. SPU requires the deposit for the entire time the customer is served and only returns the deposit upon permanent service disconnection. The state PUC rule provides the duration of a deposit to be limited to 12 months provided the customer has a good payment history. But again, the state rule does not apply to SPU.

Staff checked with the Minnesota Municipal Utilities Association (MMUA) and based on their surveyed data SPU policy on deposits is consistent with most other members while it is noted some members return the deposit after varying lengths of service time from 1 to 4 years. Some reduce the amount of the deposit from 2 to 1 month's average billings after a period of time of good payment history. And some use the highest month's billings vs the average as the basis for the deposit.

Staff's recollection is that the past Commission's awareness of the risk of non-payment was heightened when a long time customer's parent corporation went bankrupt and the utility had to absorb a loss of approximately \$100,000.

Per past Commission direction staff is applying the deposit policy for all new points of service and for all changes in service/use, i.e. increased usage. The particular customer raising these issues was requesting a new point of service and staff determined the amount of the deposit required by the policy to include the estimated usage at both the new and the old point of service which was remaining in place. The existing deposit on file is dated and not consistent with the recent history of usage by the customer.





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Staff is aware that not all commercial customers have a deposit on file because past Commission's had only directed staff to obtain deposits on new customers and changes in service usage. Staff has not gone over the entire customer database to determine who does not have a deposit on file and what the up to date level of deposit should be for all customers since that would be a time consuming project.

The Commission should discuss if they desire to modify the deposit policy and how it is applied in any way.

#### REQUESTED ACTION

Staff requests direction from the Commission.

RESOLUTION #1010

A RESOLUTION AMENDING RESOLUTION #509  
ADOPTING UTILITY DEPOSITS  
FOR THE  
SHAKOPEE PUBLIC UTILITIES

WHEREAS, the Shakopee Public Utilities Commission shall require deposits to be used to guarantee all Utility billings including but not limited to electric and water;

AND WHEREAS, prior to the furnishing of any service to any user, such user shall complete an application to request service and pay required deposit fee prior to connection of service and be required to comply with deposit requirements under any of the following conditions:

- a. A customer is new to the Utility's service.
- b. An existing customer changes residence, address or name within the Utility's service area or requires additional service.
- c. The service of the customer has been disconnected or has been subject to disconnection for nonpayment of a bill which is not in dispute.
- d. Customer enters into bankruptcy.

AND WHEREAS, the deposit requirements shall be as follows and subject to the conditions as outlined above:

- |                                     |                        |
|-------------------------------------|------------------------|
| • Residential Owners                | No deposit is required |
| • Residential Renters               | \$100 Utility Deposit  |
| • Residential Renters Electric Heat | \$200 Utility Deposit  |
| • Commercial Customer               | Two month Deposit      |
| • Industrial Customer               | Two month Deposit      |

Commercial and Industrial customers will pay a deposit equal to two months average billings. If customer has not established a history to determine deposit requirements, then the former occupant property billing history shall be used with an adjustment to be made once current history is established. Large non-residential customers may in lieu of cash deposit, furnish bond for service satisfactory to the Utility.

- Accounts opened by the City of Shakopee, Shakopee Public Schools, and Scott County will not be required to submit a deposit. However, if an account is shut off for delinquency reasons, the Utility reserves the right to require a deposit on all accounts of said entity.

AND WHEREAS, if customer fails to pay their deposit, they are subject to termination of service until payment is received.

NOW THEREFORE BE IT RESOLVED, that said deposits, will accrue interest annually at the rate set forth by the Minnesota Department of Commerce and Minnesota State Statute 325.F.02.



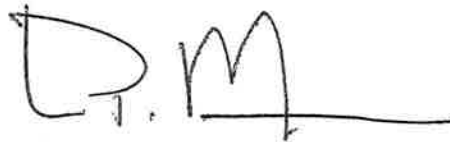
Deposit and interest will be returned on customer's final bill. Any remaining credit balance will be refunded to the customer. Interest will accrue from date of deposit to date of disconnection.

BE IT FURTHER RESOLVED that in the event any conflict arises due to the provisions of this Resolution the customer may appeal in writing to the Shakopee Public Utilities Commission on a case by case basis.

The new deposit requirements to be effective beginning January 1, 2012.

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 3rd day of January, 2012.



\_\_\_\_\_  
Commission President: William P. Mars

ATTEST:



\_\_\_\_\_  
Commission Secretary: John R. Crooks

**325E.02 CUSTOMER DEPOSITS.**

Any customer deposit required before commencement of service by a privately or publicly owned water, gas, telephone, cable television, electric light, heat, or power company shall be subject to the following:

(a) Upon termination of service with all bills paid, the deposit shall be returned to the customer within 45 days, less any deductions made in accordance with paragraph (c).

(b) Interest shall be paid on deposits in excess of \$20. The rate of interest must be set annually and be equal to the weekly average yield of one-year United States Treasury securities adjusted for constant maturity for the last full week in November. The interest rate must be rounded to the nearest tenth of one percent. By December 15 of each year, the commissioner of commerce shall announce the rate of interest that must be paid on all deposits held during all or part of the subsequent year. The company may, at its option, pay the interest at intervals it chooses but at least annually, by direct payment, or as a credit on bills.

(c) At the time the deposit is made the company shall furnish the customer with a written receipt specifying the conditions, if any, the deposit will be diminished upon return.

(d) Advance payments or prepayments shall not be construed as being a deposit.

**History:** 1974 c 424 s 1; 1997 c 121 s 1; 2004 c 261 art 2 s 2

**RESOLUTION #1282****A RESOLUTION OF APPRECIATION  
TO MARY ELLEN BALDWIN**

**WHEREAS**, Mrs. Mary Ellen Baldwin joined Shakopee Public Utilities on January 1, 2001 and during her extensive tenure of more than nineteen years has worked in various positions and left as the Billing Clerk in Finance; and

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

**WHEREAS**, Mrs. Baldwin retired from her position as Billing Clerk with Shakopee Public Utilities on July 7, 2020; and

**NOW THEREFORE, BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION**, that it does hereby express its sincere and deep appreciation to Mrs. Baldwin for her nineteen years of dedicated service to Shakopee Public Utilities.

**BE IT FURTHER RESOLVED** that the Shakopee Public Utilities Commission extends its best wishes and congratulations to Mrs. Mary Ellen Baldwin.

Passed in regular session of the Shakopee Public Utilities Commission this Nineteenth day of October, 2020.

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Commission President: Debra Amundson

ATTEST:

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Vice President: Kathi Mocol

**RESOLUTION #1283****A RESOLUTION OF APPRECIATION  
TO RENEE SCHMID**

**WHEREAS**, Mrs. Renee Schmid joined Shakopee Public Utilities on November 1, 2007 and during her extensive tenure of more than thirteen years has worked as the Finance and Administration Department Director; and

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

**WHEREAS**, Mrs. Schmidt retired from her position as Finance/Administration Director with Shakopee Public Utilities on July 10, 2020; and

**NOW THEREFORE, BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION**, that it does hereby express its sincere and deep appreciation to Mrs. Schmidt for her thirteen years of dedicated service to Shakopee Public Utilities.

**BE IT FURTHER RESOLVED** that the Shakopee Public Utilities Commission extends its best wishes and congratulations to Mrs. Renee Schmid.

Passed in regular session of the Shakopee Public Utilities Commission this Nineteenth day of October, 2020.

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Commission President: Debra Amundson

ATTEST:

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Vice President: Kathi Mocol

**RESOLUTION #1284****A RESOLUTION OF APPRECIATION  
TO SHERRI ANDERSON**

**WHEREAS**, Mrs. Sherri Anderson joined Shakopee Public Utilities on June 1, 1980 and during her extensive tenure of more than forty years has worked in various positions and left as the Sr. Accounting Specialist in the Finance and Administration Department; and

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

**WHEREAS**, Mrs. Anderson retired from her position as Sr. Accounting Specialist with Shakopee Public Utilities on October 2, 2020; and

**NOW THEREFORE, BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION**, that it does hereby express its sincere and deep appreciation to Mrs. Anderson for her forty years of dedicated service to Shakopee Public Utilities.

**BE IT FURTHER RESOLVED** that the Shakopee Public Utilities Commission extends its best wishes and congratulations to Mrs. Sherri Anderson.

Passed in regular session of the Shakopee Public Utilities Commission this Nineteenth day of October, 2020.

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Commission President: Debra Amundson

ATTEST:

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Vice President: Kathi Mocol