

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
Regular Meeting
March 15, 2021

1. Call to Order. President Amundson called the March 15, 2021 meeting of the Shakopee Public Utilities Commission to order at the SPU 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 Consent Agenda. Motion by Commissioner Brennan, seconded by Commissioner Meyer, to approve the consent agenda, namely: March 1, 2021 Minutes, March 15, 2021 Agenda, March 11, 2021 Warrant List, Account Credit Request/Deposit Refunds, March 15, 2021 Warrant List, SPU changing from WebEx to Zoom, Water Dashboard, MMPA February Meeting Update, West Shakopee Substation Update. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried.
4. Liaison Report. Commissioner Brennan noted that the City Council approved a contract to develop a Master Plan and an Alternative Urban Area-Wide Review (AUAR) for approximately 500 acres bounded by Valley View, County Highway 42, and County Highway 83.
5. General Manager Report. Greg Drent, Interim General Manager, welcomed two new Commissioners to the meeting: Justin Krieg and Benedict (BJ) Letourneau. They will officially join the Commission at the April 5, 2021 meeting. Mr. Drent provided an update, including his recent meeting with Congressional Representative Angie Craig to discuss COVID-19 relief and climate change issues. In terms of staffing, he noted that SPU has filled the positions of apprentice line worker and senior accounting specialist. Mr. Drent also provided an update on a number of projects, including the Levee Drive duct bank, billing systems, and the SPU building expansion. He noted that he met with Ryan Hentges, CEO of Minnesota Valley Electric Cooperative, to discuss electric service territory within the City limits, as well as potential mutual aid and emergency assistance, joint pole agreements, and other opportunities for the utilities to work together. Mr. Drent noted the passing of former Commissioner Joan Lynch, and praised her public service during her nine years as a Commissioner.
6. Water Report. Mr. Drent reported that the water department is checking valves before flushing, and that Well #9 will be back in service next week. The Department finished identifying private hydrants, and is starting to prepare the well tower sites for the summer pumping season.

7. Electric Report. Brad Carlson, Assistant Electric Superintendent, reported one outage since the last meeting. He noted that the Department began the circuit switcher upgrade in the Dean Lake Substation, and expects to complete the project in the next three weeks.

8. General. Debra Englund, HRExpertiseBP LLC, presented an overview of the employee survey process and results. She explained that the survey questions addressed areas that the employees believed were working well, what changes would help the organization, and employee benefits. All employees participated. Ms. Englund summarized employee goals as seeking better systems/software, continued organization-wide updates and communication, improving communication with customers, continued process and policy improvements, and improving employee performance feedback and human resources policies. The plan is to repeat the survey in 12-18 months to assess progress.

Mr. Drent presented Resolution 2021-04, Recognition of Service for Deb Amundson. Motion by Vice President Mocol, seconded by Commissioner Fox, to adopt Resolution 2021-04. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried. Mr. Drent presented Resolution 2021-05, Recognition of Service for Mathew Meyer. Motion by Vice President Mocol, seconded by Commissioner Fox, to adopt Resolution 2021-05. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried.

Sharon Walsh, Director of Customer Relations/Marketing presented the recommended transitions from COVID-19 protocols to standard processes. These recommendations included no late penalties or credit card processing fees through the second quarter; revising notice letters in April to reference potential interruption in service, and in May to reference potential disconnection of service, with disconnections processed in June; structuring payment plans to include amounts currently due, as well as past-due amounts; and resuming work with a third-party collection agency. Motion by Commissioner Meyer, seconded by Vice President Mocol, to direct staff to proceed with the recommendations presented. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried.

Jean McGann, Interim Finance Director/AEM, provided an overview of the investment advisor search. She noted that ten firms responded to the RFP, and three firms were interviewed by the informal working group of Vice President Mocol, Commissioner Fox, Mr. Drent, Ms. Davitt (AEM) and Ms. McGann. Ms. McGann explained that the informal working group unanimously recommended PFM Asset Management LLC as the investment advisor. The recommendation considered its lower fees for services, its experience and efficiency in cash flow forecast modeling, and the presentation and interaction of its representatives. Vice President Mocol moved to engage PFM Asset Management LLC as the investment advisor for SPU. Commissioner Fox seconded the motion. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried.

Ms. McGann presented the Financial Management Process Evaluation and the HR Policies and Practices Assessment recently conducted by AEM. Ms. McGann noted that the current financial software requires significant manual entries. She recommended undertaking a full software evaluation, to decrease manual entries, maximize efficiencies, and integrate financial, billing, payroll, and human resources automation functions. She also recommended updating the 2012 employee handbook, as well as refining the SPU mission, vision, and shared values. Commissioner Meyer moved to direct staff to investigate and evaluate financial and human resources software options and report back to the Commission with their findings. Vice President Mocol seconded the motion. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried. Vice President Mocol moved that work proceed with revising the employee handbook, as well as the mission, vision, and shared values statement. Commissioner Fox seconded the motion. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried.

9. Future Agenda Items. Commissioner Brennan requested that future meetings consider the recent Executive Orders by Governor Walz and planning for staff return to SPU offices, as well as potential in-person Commission meetings.

10. Adjourn. Motion by Commissioner Brennan, seconded by Vice President Mocol, to adjourn to the April 5, 2021 regular meeting. Ayes: Amundson, Mocol, Brennan, Fox, and Meyer. Nays: None. Motion carried.



Greg Drent, Commission Secretary