

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
Regular Meeting
April 5, 2021

1. Call to Order. Vice President Mocol called the April 5, 2021 meeting of the Shakopee Public Utilities Commission to order at the SPU meeting room at 5:00 P.M.
2. Roll Call. Vice President Mocol, Commissioner Brennan, Commissioner Fox, Commissioner Krieg, and Commissioner Letourneau were present.
3. Communications. Greg Drent, Interim General Manager, welcomed the two new Commissioners, and facilitated introductions.
4. Elections of Officers. Mr. Drent announced the election of the positions of President, Vice President, and Secretary, each for a one-year term. Mr. Drent called for nominations for the office of President. Motion by Commissioner Brennan, seconded by Commissioner Fox, to nominate Kathi Mocol as President. There were no other nominations. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried. Mr. Drent called for nominations for the office of Vice President. Motion by President Mocol, seconded by Commissioner Brennan, to nominate Kayden Fox as Vice President. There were no other nominations. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried. Mr. Drent called for nominations for the office of Secretary. Motion by Commissioner Brennan, seconded by President Mocol, to nominate Greg Drent as Secretary. There were no other nominations. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.

Mr. Drent noted that the Governance Handbook provides that the Minnesota Municipal Power Agency (MMPA) Representative will be the General Manager and the Alternate will be the President. Commissioner Brennan moved, seconded by Vice-President Fox, to appoint Mr. Drent as the MMPA Representative and President Mocol as the Alternate. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.
5. Approval of Consent Agenda. Vice-President Fox moved approval of the consent agenda, namely: March 15, 2021 Minutes, April 5, 2021 Agenda, April 5, 2021 Warrant List, Quarterly Nitrate Report, Certificate of Completion for MN Department of Natural Resources 2020 Water Conservation Report Charge, Update on West Shakopee Substation, MMPA March Meeting Update. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.
6. Liaison Report. Commissioner Brennan noted that the City Council, at its March 16, 2021 meeting, approved the feasibility study for the West End Lift Station Sewer Project. She stated

that build out is expected in 2023. Commissioner Brennan asked that SPU staff work with the City staff as to water and electric plans.

7. General Manager Report. Mr. Drent noted a potential joint meeting with the City Council and the Commission on May 25, 2021. He reported that SPU offered the COVID-19 vaccine to its staff on March 25th with the second dose scheduled for April 22, 2021. Mr. Drent provided an update as to pending projects, including updating the billing system, water policy, railroad crossing permit, and proposed community garden.

Mr. Drent presented a proposed revised organizational chart for SPU, including potential future positions for the growing organization. Debra Englund, HRExpertiseBP, who assisted in preparing the chart, offered additional comments. Jean McGann, AEM, discussed the recommendation to include billing staff within the finance department and to separate information technology from finance staff. Commissioner Brennan moved to approve the proposed organizational chart, with the revision of removing the Director of Field Operations position. Vice-President Fox seconded the motion. Ayes: Brennan. Nays: Mocol, Fox, Krieg, and Letourneau. Motion failed. Vice-President Fox moved to approve the proposed organizational chart as presented. Commissioner Krieg seconded the motion. Ayes: Mocol, Fox, Krieg, and Letourneau. Nays: Brennan. Motion carried.

Joseph Adams, Director of Planning and Engineering, presented on the American Public Power Association (APPA) award to SPU of the Reliable Public Power Provider (RP3) Diamond designation – the highest possible recognition level for safety, efficiency, and reliability – for the third year in a row. Mr. Adams stated that of the over 2,000 APPA member municipal utilities, only 127 utilities received the Diamond RP3 honor nationally. In Minnesota, only seven municipal utilities have been awarded a Diamond RP3 honor.

8. Water Report. Lon Schemel, Water Superintendent, provided the water report. He noted that the flushing program is underway, starting with the valves and changing the direction of the water flow, and then flushing will occur. He explained that the flushing serves to move sediment that may build up over the winter and to provide overall better water quality. Mr. Schemel also stated that at the April 19th Commission meeting, Jessie Kolar, District Engineer with the Minnesota Department of Health, will present and be available to answer questions from Commissioners.

Mr. Drent presented a proposed Community Garden project in cooperation with the City of Shakopee and Scott County. He explained that the project will involve a portion of SPU-owned land and a portion of City-owned land, and that the County will oversee the project. Mr. Drent presented the proposed License Agreement, in which SPU would grant the County a license to use that portion of SPU's property for the Community Garden project. Vice President Fox moved to approve the License Agreement in a form substantially similar to that presented, with changes recommended by Mr. Drent and counsel. Commissioner Brennan seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.

9. Electric Report. Mr. Drent provided the electric report. He noted that there was one outage since the last Commission meeting and four since the last weekend. He noted the prompt response time by staff. Mr. Drent also provided an update on all current projects, including demolition by County Road 83, light poles, and tree trimming. Mr. Drent also presented on MMPA activity in light of the February energy market price spikes resulting from the storms in Texas. He noted that MMPA has determined to use its rate stabilization fund to offset these costs and to avoid passing these increased costs onto customers.

10. General. Sharon Walsh, Director of Marketing/Customer Relations, presented options for reopening the front lobby service center. She discussed staffing options, including extended evening hours, to offer additional flexibility for customers and to address overtime costs. She and Mr. Drent noted that lobby re-opening, depending on pandemic emergency orders from the Governor, is targeted for June 1st. Vice-President Fox moved approval of lobby hours of Monday, Tuesday, and Thursday from 7 AM – 4:30 PM; Wednesday 7 AM – 6 PM; and Friday 7AM – 11AM. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

Kaela Brennan, SPU Attorney, presented two proposed Data Practices Act policies: (1) Guide for Members of the Public Requesting Information, and (2) Guide for Requests for Data About You and Your rights as a Data Subject. She also discussed the appointment of a Responsible Authority and a Compliance Official. Vice-President Fox moved approval of Resolution #2021-06 A Resolution Appointing a Responsible Authority and Assigning Duties, appointing Greg Drent as the Responsible Authority. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.

Vice-President Fox moved to appoint Kathi Mocol as the Compliance Official. Commissioner Brennan seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried. Commissioner Letourneau moved approval of the two proposed Data Practices Act policies, including Responsible Authority and Compliance Official information. Vice-President Fox seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.

11. Future Agenda Items. Vice-President Fox asked about the formality of Commission meetings, including using titles or first names, as well as groundwater chemicals. Commissioner Brennan asked about the status of the Deposit Policy review.

12. Adjourn. Motion by Commissioner Fox, seconded by Commissioner Krieg, to adjourn to the April 19, 2021 regular meeting. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.



Greg Drent, Commission Secretary