

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
August 2, 2021
at 5:00 PM

To watch this meeting live click or copy the link: <https://tinyurl.com/SPU-YouTube-Live>

1. **Call to Order** at 5:00pm in the SPU Service Center, 255 Sarazin Street
 - a. **Roll Call**

2. **Communications**
 - 2a) August 16, 2021 Commission Meeting Canceled – Info Only

3. **Consent Agenda**
 - C => 3a) Approval of the July 19, 2021 Minutes (GD)
 - C=> 3b) Approval of August 2, 2021 Agenda (KM)
 - C=> 3c) July 30, 2021 Warrant List (JM)
 - C=> 3d) 2nd Quarter 2021 Financial Report (JM)
 - C=> 3e) Annual Elections for the 2021 – 2022 Insurance Policy (JM)
 - C=> 3f) Consideration of Auditor Independence Policy and Request for Proposal for Audit Services (JM)
 - C=> 3g) MMPA July Meeting Update (GD)
 - C=> 3h) Res #2021-14 Resolution Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service to Certain Property in Valley Crest 1st Addition (JA)
 - C=> 3i) Res #2021-15 Resolution Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project for Valley Crest 1st Addition (JA)

4. **Liaison Report** (JB)

5. **Public Comment Period.** The public comment period provides an opportunity for the public to address the Commission on items that are not on the agenda. Comments should **not** exceed five minutes. The SPU President may adjust that time limit based upon the number of persons seeking to comment. This comment period may not be used to make personal attacks, to air personality grievances, or for political endorsements or campaigns. The public comments are intended for informational purposes only; Commissioners will not enter into a dialogue with commenters, and questions from Commissioners will be for clarification only.

6. **General Manager Report**
 - 6a) General Manager Report – Verbal (GD)

7. **Reports: Water Items**
 - 7a) Water System Operations Report – Verbal (LS)
 - 7b) Well No. 23 Design Report – Sambatek Presentation (LS)
 - 7c) West Shakopee Substation Update (JA)

8. **Reports: Electric Items**
 - 8a) Electric System Operations Report – Verbal (GD)

9. **Reports: Human Resources**

10. **Reports: General**
 - 10a) Marketing/Customer Service Report – Verbal (SW)
 - 10b) Late Payment Penalties and Credit Card Fees (SW)
 - 10c) Sub-Committee for Compensation and Benefits (GD)

11. **Items for Future Agendas**

12. **Tentative Dates for Upcoming Meetings**
 - August 16, 2021 Canceled
 - September 7, 2021 (Tuesday)
 - September 20, 2021
 - October 4, 2021

13. **Adjournment**

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
July 19, 2021
Regular Meeting

1. Call to Order. President Mocol called the July 19, 2021 meeting of the Shakopee Public Utilities Commission to order at 5:00 P.M. President Mocol, Vice President Fox, Commissioner Brennan, Commissioner Krieg, and Commissioner Letourneau were present.
2. Approval of Consent Agenda. President Mocol requested adding item 10b) Customer Service/Marketing Verbal Update by Sharon Walsh to the agenda. Vice President Fox moved approval of the consent agenda, as modified. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried. The approved items were: July 6, 2021 Minutes; July 19, 2021 Agenda (as modified); July 8, 2021 Warrant List, Account Credit Request/Deposit Refunds; July 19, 2021 Warrant List; Water Dashboard; Union Vote Results; SPU Leadership Team Interviews; and First Quarter Financials.
3. Liaison Report. Commissioner Brennan reported that the City has purchased the Scott County Work Force Center and plans to demolish it sell the land to a developer. She also stated that the City Council will discuss the Professional Services Agreement with WSB for the design and utilities of Maras Street and Hansen Avenue. She noted that City staff and SPU staff are working on water hookup issues in this area. Commissioner Brennan reported attending the legislative policy meetings provided by the League of Minnesota Cities.
4. Public Comment Period. No public comments were offered.
5. General Manager Report. Greg Drent, General Manager, gave an update on pending projects, including a recent PILOT (Payment in Lieu of Taxes) meeting with the Mayor and the City Administrator, water interconnection with Savage, MMPA discussions as to economic development, and an upcoming meeting with City staff, County staff, and SPU staff to discuss the County Road 83 project.
6. Water Report. Lon Schemel, Water Superintendent, reported that the flushing program has resumed. Mr. Schemel noted a high of 12.8 million gallons, with an average of 10.5 million gallons per day, in July. He described Scott County as in moderate drought. Mr. Schemel noted that the Water Policy Manual authorizes SPU to restrict the use of water. He noted that SPU staff met with City staff concerning Well #23 and Tank #8 and indicated that ponding is not expected next to the wells.

7. Electric Report. Brad Carlson, Assistant Electric Superintendent, described three outages since the last Commission meeting. He provided an update on pending projects, including underground inspections and addressing any leaks in switches, duct bank work on Levee Drive, and relocated street lights.

SPU Facility Addition & Improvements. Mr. Drent provided an update on the SPU improvement project, noting that the project is coming in under budget, in part because of re-using panels. Ben Hutton from Del's Construction, the Construction Manager for the project, provided an update. He noted that sealed bids for approximately 12 areas of work were advertised, and approximately 30 responses were received. Mr. Hutton recommended awarding the bid responses in the total amount of \$1,905,986.57. Vice President Fox moved approval of the bids responses in the amount of \$1,905,986.57 as presented. Commissioner Krieg seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.

8. SPU Electric Systems Overview. Mr. Adams, Planning and Engineering Director, presented an overview of the SPU electric system, including generation, transmission, substations, overhead and underground lines, and transformers. He explained redundancy and other reliability features within the system.

9. Customer Service/Marketing Update. Sharon Walsh, Marketing/Customer Relations Director, noted that she is working with the Water Department on the new water tower logos and colors. She reported on the first week of Rhythm on the Rails, highlighting interaction with customers. She also noted that 80 water surveys were completed. Ms. Walsh stated that the theme for the next week is conservation. She provided an update on the Deposit Policy, noting that work continues on identifying accounts that could qualify for a deposit return. Ms. Walsh stated that less than 40 customers on a payment plan required disconnection under a special disconnection. She explained that the regular disconnection was scheduled for this week, but with the high heat, SPU will not proceed. Ms. Walsh will bring back for Commission discussion and approval fee issues such as credit card fees and late charges.

10. Items for Future Agendas. No future agenda items were offered. The consensus was not to hold a meeting on August 16, 2021 unless something arises.

11. Adjourn. Motion by Commissioner Letourneau, seconded by Vice President Fox, to adjourn to the August 2, 2021 meeting. Ayes: Mocol, Fox, Brennan, Krieg, Letourneau. Nays: None. Motion carried.

Greg Drent, Commission Secretary

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13. **Adjournment**

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 2, 2021

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

59170 ALLSTREAM BUSINESS US, INC	\$2,493.42
59171 AMI INVESTMENTS, LLC, DBA NIGHTHAWK	\$250.00
59172 ANDREA AMANDA RAMNAUTH	\$3,718.41
59173 APPLE FORD OF SHAKOPEE	\$738.58
59174 ARROW ACE HARDWARE	\$64.58
59175 BADGER STATE INSPECTION, LLC	\$1,900.00
59176 BAUER, BRUCE	\$165.15
59177 BERNDTSON, ROBERT	\$215.60
59178 BIRD'S LAWN CARE LLC	\$3,300.00
59179 BORDER STATES ELECTRIC SUPPLY INC	\$90,433.32
59180 BRAGG, FRED & CARLA	\$500.00
59181 CIANFLONE, CHRIS & HEIDI	\$170.99
59182 CITY OF SHAKOPEE	\$712.99
59183 CITY OF SHAKOPEE	\$187,000.00
59184 CITY OF SHAKOPEE	\$2,999.90
59185 CSK AUTO	\$68.49
59186 CUB FOODS	\$54.00
59187 CUSTOMER CONTACT SERVICES	\$459.42
59188 DAILY PRINTING, INC.	\$2,512.51
59189 DAKOTA SUPPLY GROUP	\$905.84
59190 DEWILD GRANT RECKERT AND ASSOCIATES	\$4,050.32
59191 DUBYA UNDERGROUND, INC.	\$91.96
59192 DUEDE CHARLES	\$150.00
59193 ERLICH DESIGN BUILDERS	\$198.00
59194 ERICKSON, CHARMIN & MICHAEL	\$500.00
59195 FASTENAL IND & CONST SUPPLIES	\$61.55
59196 FERGUSON US HOLDINGS, INC.	\$230.22
59197 FURTHER	\$1.40
59198 GAEBEL, DAVID	\$350.00
59199 GILBERT, LUKE	\$200.00
59200 GRAINGER	\$157.79
59201 GRAYBAR ELECTRIC COMPANY INC	\$394.55
59202 HACH COMPANY	\$569.50
59203 HAWKINS INC	\$4,959.82
59204 HENNEN'S AUTO SERVICE, INC.	\$83.25
59205 HOLM, AARON 6328 OXFORD	\$170.99
59206 HOPE HAVEN, INC./THE ACHIEVEMENT CEN	\$1,964.00
59207 HRExpertiseBP LLC	\$2,550.00
59208 IMPACT MAILING OF MINNESOTA, INC.	\$971.57
59209 INNOVATIVE OFFICE SOLUTIONS LLC	\$1,175.75
59210 JET-BLACK FRANCHISE GROUP	\$2,863.00
59211 JOHNSON, GORDY	\$350.00
59212 JT SERVICES	\$6,786.10
59213 KAHNKE, GARY R	\$500.00
59214 LEIBNITZ, BILL	\$500.00
59215 LOFFLER COMPANIES INC.	\$1,216.00
59216 MAHOWALD, BARRY	\$200.00
59217 MAMIDALA, MALYADRI	\$50.00
59218 MASTER ELECTRIC	\$15,000.00
59219 MCKENZIE, SCOTT	\$375.00
59220 MICHAELIS, CLIFF	\$500.00
59221 MID AMERICA METER INC	\$1,059.00
59222 MIDWEST SAFETY COUNSELORS, INC.	\$599.99
59223 MINN VALLEY TESTING LABS INC	\$374.00
59224 MINNESOTA LIFE	\$1,776.97
59225 MISIANI, GLADYS	\$350.00
59226 MMUA	\$630.00
59227 MY PILLOW	\$9,792.00
59228 MYERS, TONY	\$268.75
59229 NARDINI FIRE EQUIPMENT CO INC	\$316.50
59230 NCPERS GROUP LIFE INSURANCE	\$176.00
59231 NEVILLE, GERRY	\$133.28
59232 NICEWANDER, DAN	\$350.00
59233 NICKOLAY, CINDY	\$216.72
59234 NOYMANY, BOUNTHONG & PHANMALY	\$1,000.00
59235 Principal Financial Group	\$3,686.19
59236 PAYMENTUS CORPORATION	\$23,455.10
59237 PENMETSA, VIJAYA	\$170.99
59238 PERRY, LINDA & BERNARD	\$150.00
59239 PHAM, DUYN	\$25.00

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 2, 2021

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

59240 PRIORITY 1 OUTDOORS INC.	\$95.57
59241 PURANI, AMRESH 2374 PONDS WAY	\$350.00
59242 QUAIST, CHARLES	\$1,000.00
59243 RBC GLOBAL ASSET MANAGEMENT INC	\$21,383.36
59244 REED, LAURA 1187 HATHHORNE	\$175.79
59245 SAMBATEK	\$16,332.50
59246 SCHROEDER, MATTHEW	\$170.99
59247 SCHWEITZER ENGINEERING LABORATORIES	\$178.24
59248 SHORT ELLIOTT HENDRICKSON INC	\$56,020.03
59249 SKEATE, PHILIP	\$500.00
59250 SMITH, CONNIE	\$350.00
59251 SOUTHWEST NEWS MEDIA DBA DIV. OF RED	\$1,263.86
59252 STINSON LLP	\$3,021.00
59253 SUNBELT RENTALS, INC.	\$239.22
59254 THE WINTER COMPANY	\$180.12
59255 TRIPLETT, GREG	\$235.76
59256 ULINE, INC.	\$194.74
59257 UNITED SYSTEMS & SOFTWARE, INC.	\$4,978.32
59258 WEILAND, JULIE	\$152.11
59259 WESCO DISTRIBUTION INC	\$10,316.96
59260 WILLEMSEN, KELLEY	\$300.00
59261 WOODHILL BUSINESS PRODUCTS	\$1,281.31
59262 XCEL ENERGY	\$4,987.39
59263 ZAGER, SAMANTHA & MATT	\$1,000.00
	\$515,071.73

Presented for approval by: Interim Director of Finance & Administration

Approved by General Manager

Approved by Commission President

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 2, 2021

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:

59170 ALLSTREAM BUSINESS US, INC	\$2,493.42 Shak Sub, Pike Lake, S.Sub, and SPU
59171 AMI INVESTMENTS, LLC, DBA NIGHTHAWK	\$250.00 Quarterly Fees for Web Hosting
59172 ANDREA AMANDA RAMNAUTH	\$3,718.41 Aug. cleaning service
59173 APPLE FORD OF SHAKOPEE	\$738.58 Water dept. Trk 622, vehicle work, Trk #650 rotor, brake, check
59174 ARROW ACE HARDWARE	\$64.58 6 Diag Joint Plier, Caulk, wrench, bit,
59175 BADGER STATE INSPECTION, LLC	\$1,900.00 WO#2491 Antenna Review Structural Review
59176 BAUER, BRUCE	\$165.15 2021 IRRIGATION CONTROLLERS
59177 BERNDTSON, ROBERT	\$215.60 Mileage reimbursement
59178 BIRD'S LAWN CARE LLC	\$3,300.00 June lawn care
59179 BORDER STATES ELECTRIC SUPPLY INC	\$90,433.32 \$66572.51 - WO#2464 -Meters, \$9351.01 - switch load break 3 phase, fuse, \$206.23-milwaukee hammer drill, \$11567.70 - foundation anchor, WO#2239 \$2735.87 - box st. lights
59180 BRAGG, FRED & CARLA	\$500.00 2021 Res. Cooling & Heating Rebate
59181 CIANFLONE, CHRIS & HEIDI	\$170.99 2021 IRRIGATION CONTROLLERS
59182 CITY OF SHAKOPEE	\$712.99 Refund of contribution for WO#2412
59183 CITY OF SHAKOPEE	\$187,000.00 Aug. Transfer Fee
59184 CITY OF SHAKOPEE	\$2,999.90 3rd Qtr. Storm drainage/SPU Properties
59185 CSK AUTO	\$68.49 capsule for trk #626 - Water dept. & Motor Oil
59186 CUB FOODS	\$54.00 Final Bill refund hydrant 51103276
59187 CUSTOMER CONTACT SERVICES	\$459.42 Answering service 7/27-8/23
59188 DAILY PRINTING, INC.	\$2,512.51 Service Center Reopening Insert
59189 DAKOTA SUPPLY GROUP	\$905.84 DIVFB 10' VALVE BOX WRENCH
59190 DEWILD GRANT RECKERT AND ASSOCIATES	\$4,050.32 WO#2239-Professional Services thru
59191 DUBYA UNDERGROUND, INC.	\$91.96 Meter refund Final Bill
59192 DUEDE CHARLES	\$150.00 2021 Res. Energy Star Appliance
59193 ERHLICH DESIGN BUILDERS	\$198.00 Refund on hydrant used
59194 ERICKSON, CHARMIN & MICHAEL	\$500.00 2021 Res. Cooling & Heating Rebate
59195 FASTENAL IND & CONST SUPPLIES	\$61.55 Water dept. HCS 7/8, FHN YZ 8
59196 FERGUSON US HOLDINGS, INC.	\$230.22 PACER PUMP NOZ CAP W/ GSKT TP40500
59197 FURTHER	\$1.40 Flex Dental & Dependent care
59198 GAEBEL, DAVID	\$350.00 2021 Res. Cooling & Heating Rebate
59199 GILBERT, LUKE	\$200.00 2021 Res. Cooling & Heating Rebate
59200 GRAINGER	\$157.79 4 foot step ladder
59201 GRAYBAR ELECTRIC COMPANY INC	\$394.55 PIPE 6 PVC COUPLING
59202 HACH COMPANY	\$569.50 RCC DR3800 /3900 (P) (FRRF)
59203 HAWKINS INC	\$4,959.82 7 cylinders Chlorine
59204 HENNEN'S AUTO SERVICE, INC.	\$83.25 Elec. Dept. Trk 636 oil change
59205 HOLM, AARON 6328 OXFORD	\$170.99 2021 IRRIGATION CONTROLLERS
59206 HOPE HAVEN, INC /THE ACHIEVEMENT CEN	\$1,984.00 36 lath stakes
59207 HRExpertiseBP LLC	\$2,550.00 HR Consulting
59208 IMPACT MAILING OF MINNESOTA, INC.	\$971.57 Collection Letters 4/2-4/29
59209 INNOVATIVE OFFICE SOLUTIONS LLC	\$1,175.75 PO 9163 Office supplies
59210 JET-BLACK FRANCHISE GROUP	\$2,863.00 WO#2500-Sealcoat & Asphalt cleaning
59211 JOHNSON, GORDY	\$350.00 2021 Res. Energy Cooling & Heating
59212 JT SERVICES	\$6,786.10 PIPE 2 INNERDUCT
59213 KAHNKE, GARY R	\$500.00 2021 Res. Cooling & Heating Rebate
59214 LEIBNITZ, BILL	\$500.00 2021 Res. Cooling & Heating Rebate
59215 LOFFLER COMPANIES INC.	\$1,216.00 3rd Qtr. billing & 2nd Qtr. overages
59216 MAHOWALD, BARRY	\$200.00 2021 Res. Cooling & Heating Rebate
59217 MAMIDALA, MALYADRI	\$50.00 2021 Res. Energy Star Appliance
59218 MASTER ELECTRIC	\$15,000.00 Electrical testing PumpHouses
59219 MCKENZIE, SCOTT	\$375.00 2021 Res. Energy Star Appliance
59220 MICHAELIS, CLIFF	\$500.00 2021 Res. Energy Cooling & Heating
59221 MID AMERICA METER INC	\$1,059.00 Repair & Calibrate for 10' meter
59222 MIDWEST SAFETY COUNSELORS, INC.	\$599.99 Comfo Classic Facepiece, Black Large
59223 MINN VALLEY TESTING LABS INC	\$374.00 Coliform
59224 MINNESOTA LIFE	\$1,776.97 July Life Ins. Premiums
59225 MISIANI, GLADYS	\$350.00 2021 Res. Cooling & Heating Rebate
59226 MMUA	\$630.00 registratioin for conference

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 2, 2021

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:

59227 MY PILLOW	\$9,792.00	2021 LED Retrofit Project
59228 MYERS, TONY	\$268.75	Reimb. for renewal fees for MNAPWA
59229 NARDINI FIRE EQUIPMENT CO INC	\$316.50	Inspection novoc system
59230 NCPERS GROUP LIFE INSURANCE	\$176.00	Life Ins. premiums for Aug.
59231 NEVILLE, GERRY	\$133.28	Mileage reimbursement
59232 NICEWANDER, DAN	\$350.00	2021 Res. Cooling & Heating Rebate
59233 NICKOLAY, CINDY	\$216.72	Mileage reimbursement
59234 NOYMANY, BOUNTHONG & PHANMALY	\$1,000.00	2021 Res. Solar Rebate
59235 Principal Financial Group	\$3,686.19	Aug. L.T.D. premiums
59236 PAYMENTUS CORPORATION	\$23,455.10	June Transaction fees
59237 PENMETSU, VIJAYA	\$170.99	2021 IRRIGATION CONTROLLERS
59238 PERRY, LINDA & BERNARD	\$150.00	2021 Res. Energy Star Appliance
59239 PHAM, DUY	\$25.00	2021 Res. Energy Star Lighting
59240 PRIORITY 1 OUTDOORS INC.	\$95.57	Service call for Pump house
59241 PURANI, AMRESH 2374 PONDS WAY	\$350.00	2021 Res. Cooling & Heating Rebate
59242 QUAIST, CHARLES	\$1,000.00	2021 Res. Solar Rebate
59243 RBC GLOBAL ASSET MANAGEMENT INC	\$21,383.36	3rd Qtr. 2020 7/1-9/30/2020 Op/Cash, 4th Qtr. 2020 and 1st Qtr. 2021
59244 REED, LAURA 1187 HATHHORNE	\$175.79	2021 IRRIGATION CONTROLLERS
59245 SAMBATEK	\$16,332.50	\$11,449.00 - WO#2525 - Well Production #23, WO#2041 - \$2746.00 - Windermere Booster Station/Pump House, WO#2259 - \$2137.50 - Elevated Water Tank 8
59246 SCHROEDER, MATTHEW	\$170.99	2021 IRRIGATION CONTROLLERS
59247 SCHWEITZER ENGINEERING LABORATORIES	\$178.24	SEL-C478A Serial Cable for SEL-3390 S8 for Dean Lake
59248 SHORT ELLIOTT HENDRICKSON INC	\$56,020.03	WO#2484-\$5282.77 - Southwest Logistics, WO#2474 -\$19122.66 - Windermere South 4th Addition, WO#2505 - \$5483.03 -Stagecoach Road Improvements, - WO#2492 - \$53889.84 -Summerland Place 1st Addition, WO#2488 -\$13321.78- Canterbury Crossing, WO#2467- \$2130.19 2018 Am. Water Infrastructure Act
59249 SKEATE, PHILIP	\$500.00	2021 Res. Cooling & Heating Rebate
59250 SMITH, CONNIE	\$350.00	2021 Res. Cooling & Heating Rebate
59251 SOUTHWEST NEWS MEDIA DBA DIV. OF RED	\$1,263.86	June legals & Discover Comm Guide
59252 STINSON LLP	\$3,021.00	Prof. service thru 6/30/21 - Labor Matte
59253 SUNBELT RENTALS, INC.	\$239.22	Rotary Tiller for Skidsteer Rental
59254 THE WINTER COMPANY	\$180.12	Screen printing for T-shirts for Rhythm on the Rails
59255 TRIPLETT, GREG	\$235.76	Mileage reimbursement
59256 ULINE, INC.	\$194.74	Pelican 1500 Equipment Case
59257 UNITED SYSTEMS & SOFTWARE, INC.	\$4,978.32	WO#2451 - #4978.32 - Encoder remote
59258 WEILAND, JULIE	\$152.11	2021 IRRIGATION CONTROLLERS
59259 WESCO DISTRIBUTION INC	\$10,316.96	CONNECTOR PEDESTAL BARE, Elbows, Nodule feed thru
59260 WILLEMSEN, KELLEY	\$300.00	Member application MN Govt. Finance Offi
59261 WOODHILL BUSINESS PRODUCTS	\$1,281.31	AP operating checks
59262 XCEL ENERGY	\$4,987.39	Elec. Service Valley Park 6/22-7/22
59263 ZAGER, SAMANTHA & MATT	\$1,000.00	2021 Res. Solar Rebate
	\$515,071.73	

Presented for approval by: Interim Director of Finance & Administration

Approved by General Manager

Approved by Commission President



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Shakopee, Minnesota 55379
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DATE: August 2, 2021
TO: Greg Drent, General Manager *GD*
FROM: Jean McGann, Consulting Finance Director
SUBJECT: 2nd Quarter 2021 Financial Report

Background

We have compiled the accompanying combined statement of revenue and expenses and net assets for the electric and water funds for Shakopee Public Utilities as of June 30, 2021. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures and the statement of cash flows were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Current Status

In reviewing the 2nd^t quarter financial report, there are a several important points to note.

- The budget is projected on an annual basis rather than a monthly basis so the information in the financial report equates to 50 % of the annual budget. Due to this, the budgeted revenue projection will appear high when compared to the actual revenue. Usage is higher in summer months and we anticipate the actual revenue to be in alignment with budgeted revenue as we report on 3rd and 4th quarters.
- During the 1st quarter of 2021, there were a significant number of water connection fees refunded based on Commission direction. Given that, the revenue for 1st quarter is lower than budget.
- When reviewing purchased power, the EAC charge on the power bill for June 2021 is a \$.00885/kwh increase from 2020. Sales are higher or consistent to prior years although less than budgeted; however, the PCA calculation for July billing (which used the June increase) which will be reflected in 3rd quarter should even out sales vs purchased power to be more in line with each other.

Included in this report are the following statements:

- Combined Statement of Revenues, Expenses and Changes in Fund Net Position
- Electric Operating Revenue and Expense – Budget to Actual
- Water Operating Revenue and Expense– Budget to Actual
- Combined Statement of Revenue and expense and Net Assets
- Electric Operating Revenue and Expense Comparing June 2021 to 2020 Actual numbers
- Water Operating Revenue and Expense Comparing June 2021 to 2020 Actual numbers
- Investment Statement as of June 30, 2021

Request

The Commission is requested to accept the 2nd Quarter Financial Report.

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

	Year to Date Actual - June 2021			Year to Date Budget - June 2021			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %			
OPERATING REVENUES	\$ 22,309,952	2,465,612	24,775,564	22,885,866	2,701,155	25,587,021	(575,914)	-2.5%	(235,543)	-8.7%	(811,457)	-3.2%
OPERATING EXPENSES												
Operation, Customer and Administrative	20,014,904	1,651,972	21,666,876	20,440,370	2,125,961	22,566,331	425,466	2.1%	473,989	22.3%	899,454	4.0%
Depreciation	1,164,063	791,439	1,955,502	1,164,063	791,439	1,955,502	-	0.0%	(0)	0.0%	(0)	0.0%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	21,178,967	2,443,411	23,622,378	21,604,433	2,917,400	24,521,832	425,466	2.0%	473,989	16.2%	899,454	3.7%
Operating Income	1,130,986	22,201	1,153,187	1,281,434	(216,245)	1,065,189	(150,448)	-11.7%	238,446	110.3%	87,998	8.3%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	108,820	164,612	273,432	182,589	89,850	272,439	(73,769)	-40.4%	74,762	83.2%	993	0.4%
Interdepartment Rent from Water	45,000	-	45,000	45,000	-	45,000	-	0.0%	-	-	-	0.0%
Investment Income	73,246	24,111	97,356	336,694	139,216	475,909	(263,448)	-78.2%	(115,105)	-82.7%	(378,553)	-79.5%
Interest Expense	(2,921)	(133)	(3,054)	(32,479)	(1,096)	(33,575)	29,557	91.0%	963	87.9%	30,520	90.9%
Gain/(Loss) on the Disposition of Property	33,550	-	33,550	-	-	-	33,550	0.0%	-	-	33,550	-
Total Non-Operating Revenue (Expense)	257,694	188,590	446,284	531,804	227,970	759,773	(274,110)	-51.5%	(39,379)	-17.3%	(313,489)	-41.3%
Income Before Contributions and Transfers	1,388,679	210,791	1,599,471	1,813,237	11,725	1,824,962	(424,558)	-23.4%	199,066	1697.8%	(225,491)	-12.4%
CAPITAL CONTRIBUTIONS	21,300	1,478,729	1,500,029	-	1,977,269	1,977,269	21,300	-	(498,540)	-25.2%	(477,240)	-24.1%
MUNICIPAL CONTRIBUTION	(1,070,744)	(98,806)	(1,169,550)	(1,037,804)	(102,183)	(1,139,987)	(32,940)	-3.2%	3,377	3.3%	(29,563)	-2.6%
CHANGE IN NET POSITION	\$ 339,236	1,590,715	1,929,950	775,433	1,886,812	2,662,245	(436,197)	-56.3%	(296,097)	-15.7%	(732,294)	-27.5%

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

	YTD Actual Jun-21	YTD Budget Jun-21	YTD Actual v. Budget Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 8,460,675	8,913,713	(453,037)	94.9 %
Commercial and Industrial	13,466,272	13,503,138	(36,866)	99.7
Uncollectible accounts	-	-	-	
Total Sales of Electricity	21,926,947	22,416,851	(489,903)	97.8
Forfeited Discounts	-	46,006	(46,006)	-
Free service to the City of Shakopee	56,119	60,566	(4,447)	92.7
Conservation program	326,886	362,444	(35,558)	90.2
Total Operating Revenues	22,309,952	22,885,866	(575,914)	97.5
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	16,724,854	16,371,553	353,302	102.2
Distribution operation expenses	174,470	291,613	(117,143)	59.8 (1)
Distribution system maintenance	432,072	448,665	(16,593)	96.3
Maintenance of general plant	134,882	187,450	(52,568)	72.0 (2)
Total Operation and Maintenance	17,466,277	17,299,281	(166,997)	101.0
Customer Accounts				
Meter Reading	66,986	98,528	(31,542)	68.0 (3)
Customer records and collection	398,724	440,951	(42,226)	90.4
Energy conservation	121,599	372,405	(250,805)	32.7 (4)
Total Customer Accounts	587,310	911,883	(324,573)	64.4
Administrative and General				
Administrative and general salaries	253,438	491,507	(238,068)	51.6 (5)
Office supplies and expense	116,126	119,040	(2,914)	97.6
Outside services employed	334,941	247,939	87,002	135.1 (6)
Insurance	87,839	87,747	92	100.1
Employee Benefits	1,001,442	1,030,368	(28,926)	97.2
Miscellaneous general	167,532	252,606	(85,074)	66.3 (7)
Total Administrative and General	1,961,317	2,229,206	(267,889)	88.0
Total Operation, Customer, & Admin Expenses	20,014,904	20,440,370	(425,466)	97.9
Depreciation	1,164,063	1,164,063	-	-
Total Operating Expenses	\$ 21,178,967	21,604,433	425,466	98.0
Operating Income	\$ 1,130,986	1,281,434	(150,448)	88.3

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000.

- (1) Variance due to less overhead line, underground line, and metering expenses than projected through second quarter.
- (2) Variance due to less maintenance costs of general plant, distribution plant, and the building operations center than projected through second quarter.
- (3) Variance due to less meter reading expenses than projected through first quarter.
- (4) Variance due to less energy conservation program expenses than projected through second quarter.
- (5) Variance due to less employee compensation than projected through second quarter.
- (6) Variance due to AEMFS and HR consulting expenses not budgeted for in current year.
- (7) Variance due to less regulatory commmission expenses, marketing costs, and other miscellaneous expenses than projected through second quarter.

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

	YTD Actual June-21	YTD Budget June-21	YTD Actual v. Budget Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 2,465,612	2,694,001	(228,388)	91.52
Forfeited Discounts	-	7,155	(7,155)	-
Total Operating Revenues	<u>2,465,612</u>	<u>2,701,155</u>	<u>(235,543)</u>	<u>91.28</u>
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	294,563	266,606	27,957	110.49
Pumping and distribution maintenance	202,086	309,884	(107,798)	65.21 (1)
Power for pumping	150,429	153,220	(2,791)	98.18
Maintenance of general plant	23,159	33,994	(10,835)	68.13
Total Operation and Maintenance	<u>670,236</u>	<u>763,704</u>	<u>93,467</u>	<u>87.76</u>
Customer Accounts				
Meter Reading	35,587	61,076	(25,489)	58.27 (2)
Customer records and collection	130,378	132,255	(1,877)	98.58
Energy conservation	2,054	5,000	(2,946)	41.08
Total Customer Accounts	<u>168,019</u>	<u>198,331</u>	<u>30,312</u>	<u>84.72</u>
Administrative and General				
Administrative and general salaries	194,178	333,431	(139,253)	58.24 (3)
Office supplies and expense	32,658	48,388	(15,730)	67.49 (4)
Outside services employed	116,404	133,267	(16,863)	87.35
Insurance	27,887	27,856	31	100.11
Employee Benefits	345,918	472,952	(127,034)	73.14 (5)
Miscellaneous general	96,673	148,034	(51,361)	65.30 (6)
Total Administrative and General	<u>813,717</u>	<u>1,163,927</u>	<u>350,210</u>	<u>69.91</u>
Total Operation, Customer, & Admin Expenses	<u>1,651,972</u>	<u>2,125,961</u>	<u>473,989</u>	<u>77.70</u>
Depreciation	791,439	791,439	-	100.00
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 2,443,411</u>	<u>2,917,401</u>	<u>473,990</u>	<u>83.75</u>
Operating Income	<u>\$ 22,201</u>	<u>(216,246)</u>	<u>238,447</u>	<u>(10.27)</u>

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000.

- (1) Variance due to less maintenance expenses for pumping equipment, valves, meters, and hydrants than budgeted for through second quarter.
- (2) Variance due to less meter reading expenses than budgeted for through second quarter.
- (3) Variance due to less employee compensation paid out than budgeted for through second quarter.
- (4) Variance due to less office supplies purchased than budgeted for through second quarter.
- (5) Variance due to less employee benefits than budgeted for through second quarter.
- (6) Variance due to less regulatory commmission expenses, marketing costs, and other miscellaneous expenses than budgeted for through second quarter.

SHAKOPEE PUBLIC UTILITIES
COMBINED STATEMENT OF REVENUE & EXPENSE AND NET ASSETS
COMPARATIVE FINANCIAL RESULTS FOR 2020 - 2021

	Second Quarter 2021			Second Quarter 2020			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	2020 - 2021 I/(D) \$ %		2020 - 2021 I/(D) \$ %		2020 - 2021 I/(D) \$ %	
OPERATING REVENUES	\$ 22,309,952	2,465,612	24,775,564	21,417,189	2,100,177	23,517,366	892,763	4.2%	365,435	17.4%	1,258,198	5.4%
OPERATING EXPENSES												
Operation and Maintenance	20,014,904	1,651,972	21,666,876	18,321,948	1,497,788	19,819,736	(1,692,956)	-9.2%	(154,184)	-10.3%	(1,847,140)	-9.3%
Depreciation	1,164,063	791,439	1,955,502	1,275,334	919,619	2,194,953	111,271	8.7%	128,180	13.9%	239,451	10.9%
Total Operating Expenses	21,178,967	2,443,411	23,622,378	19,597,282	2,417,407	22,014,689	(1,581,685)	-8.1%	(26,004)	-1.1%	(1,607,689)	-7.3%
Operating Income	1,130,986	22,201	1,153,187	1,819,907	(317,230)	1,502,677	(688,921)	-37.9%	339,431	-107.0%	(349,490)	-23.3%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	108,820	164,612	273,432	54,428	170,408	224,836	54,392	99.9%	(5,796)	-3.4%	48,596	21.6%
Interdepartment Rent from Water	45,000	-	45,000	45,000	-	45,000	-	0.0%	-	-	-	0.0%
Investment Income	73,246	24,111	97,356	492,006	148,461	640,467	(418,760)	-85.1%	(124,350)	-83.8%	(543,111)	-84.8%
Interest Expense	(2,921)	(133)	(3,054)	(16,788)	(724)	(17,512)	13,867	82.6%	591	81.7%	14,458	82.6%
Gain on the Disposition of Property	33,550	-	33,550	(5,603)	-	(5,603)	39,153	-	-	-	39,153	-
Total Non-Operating Revenue (Expense)	257,694	188,590	446,284	569,043	318,145	887,188	(311,349)	-54.7%	(129,555)	-40.7%	(440,904)	-49.7%
Income Before Contributions and Transfers	1,388,679	210,791	1,599,471	2,388,950	915	2,389,865	(1,000,271)	-41.9%	209,876	22937.3%	(790,394)	-33.1%
CAPITAL CONTRIBUTIONS	21,300	1,478,729	1,500,029	10,589	819,259	829,848	10,711	101.2%	659,470	80.5%	670,181	80.8%
TRANSFER TO MUNICIPALITY	(1,070,744)	(98,806)	(1,169,550)	(980,294)	(230,468)	(1,210,762)	(90,450)	-9.2%	131,662	57.1%	41,212	3.4%
CHANGE IN NET POSITION	339,236	1,590,715	1,929,951	1,419,245	589,706	2,008,951	(1,080,009)	-76.1%	1,001,009	169.7%	(79,001)	-3.9%

SHAKOPEE PUBLIC UTILITIES
ELECTRIC OPERATING REVENUE AND EXPENSE
For quarter ending June 30, 2021

	2021	2020	2020 - 2021 Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 8,460,675	7,831,561	629,114	108.0 %
Commercial	13,466,272	13,154,383	311,889	102.4
Uncollectible accounts	-	-	-	
Total Sales of Electricity	<u>21,926,947</u>	<u>20,985,944</u>	<u>941,003</u>	<u>104.5</u>
Forfeited Discounts	-	64,961	(64,961)	-
Free service to the City of Shakopee	56,119	53,457	2,662	105.0
Conservation program	326,886	312,828	14,058	104.5
Total Operating Revenues	<u>22,309,952</u>	<u>21,417,190</u>	<u>892,762</u>	<u>104.2</u>
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	16,724,854	15,287,562	1,437,292	109.4
Distribution operation expenses	174,470	311,561	(137,091)	56.0 (1)
Distribution system maintenance	432,072	303,334	128,738	142.4 (2)
Maintenance of general plant	134,882	122,402	12,480	110.2
Total Operation and Maintenance	<u>17,466,277</u>	<u>16,024,859</u>	<u>(1,441,418)</u>	<u>109.0</u>
Customer Accounts				
Meter Reading	66,986	63,565	3,421	105.4
Customer records and collection	398,724	261,142	137,582	152.7 (3)
Energy conservation	121,599	164,601	43,002	73.9 (4)
Total Customer Accounts	<u>587,310</u>	<u>489,308</u>	<u>(98,002)</u>	<u>120.0</u>
Administrative and General				
Administrative and general salaries	253,438	369,724	(116,286)	68.5 (5)
Office supplies and expense	116,126	123,057	(6,931)	94.4
Outside services employed	334,941	138,571	196,370	241.7 (6)
Insurance	87,839	64,819	23,020	135.5 (7)
Employee Benefits	1,001,442	948,340	53,102	105.6
Miscellaneous general	167,532	163,269	4,263	102.6
Total Administrative and General	<u>1,961,317</u>	<u>1,807,780</u>	<u>(153,537)</u>	<u>108.5</u>
Total Operating Expenses	<u>20,014,904</u>	<u>18,321,947</u>	<u>(1,692,957)</u>	<u>109.2</u>
Depreciation	1,164,063	1,275,334	111,271	91.3
Total Operating Expenses	<u>\$ 21,178,967</u>	<u>19,597,281</u>	<u>(1,581,686)</u>	<u>108.1</u>
Operating Income	<u>\$ 1,130,986</u>	<u>1,819,909</u>	<u>(688,923)</u>	<u>62.1</u>

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000.

- (1) Variance due to less overhead line, underground line, and metering expenses than in prior year.
- (2) Variance due to more expenses in the maintenance of overhead lines/tree trimming, street lighting, and underground lines.
- (3) Variance due to Paymentus transaction fees \$10k/month higher than in prior year.
- (4) Variance due to timing of conservation payments.
- (5) Variance due to less payroll expenses than in prior year.
- (6) Variance due to AEMFS and HR consulting expenses in current year.
- (7) Variance due to property and casualty insurance premiums \$3,800/month higher than in prior year.

SHAKOPEE PUBLIC UTILITIES
WATER OPERATING REVENUE AND EXPENSE
For Quarter ending June 30, 2021

	2021	2020	2020 - 2021 Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 2,465,612	2,096,447	369,165	117.6 %
Forfeited Discounts	-	3,729	(3,729)	-
Total Operating Revenues	<u>2,465,612</u>	<u>2,100,176</u>	<u>365,436</u>	<u>117.4</u>
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	294,563	322,259	(27,696)	91.4
Pumping and distribution maintenance	202,086	136,208	65,878	148.4 (1)
Power for pumping	150,429	141,355	9,074	106.4
Maintenance of general plant	23,159	23,193	(34)	99.9
Total Operation and Maintenance	<u>670,236</u>	<u>623,015</u>	<u>(47,221)</u>	<u>107.6</u>
Customer Accounts				
Meter Reading	35,587	35,726	(139)	99.6
Customer records and collection	130,378	80,814	49,564	161.3 (2)
Energy conservation	2,054	558	(1,496)	368.1
Total Customer Accounts	<u>168,019</u>	<u>117,098</u>	<u>(50,921)</u>	<u>143.5</u>
Administrative and General				
Administrative and general salaries	194,178	232,958	(38,780)	83.4
Office supplies and expense	32,658	39,860	(7,202)	81.9
Outside services employed	116,404	41,346	75,058	281.5 (3)
Insurance	27,887	21,606	6,281	129.1
Employee Benefits	345,918	323,954	21,964	106.8
Miscellaneous general	96,673	97,952	(1,279)	98.7
Total Administrative and General	<u>813,717</u>	<u>757,676</u>	<u>(56,041)</u>	<u>107.4</u>
Total Operating Expenses	<u>1,651,972</u>	<u>1,497,789</u>	<u>(154,183)</u>	<u>110.3</u>
Depreciation	<u>791,439</u>	<u>919,619</u>	<u>(128,180)</u>	<u>86.1</u>
Total Operating Expenses	<u>2,443,411</u>	<u>2,417,408</u>	<u>(26,003)</u>	<u>101.1</u>
Operating Income	\$ <u>22,201</u>	<u>(317,232)</u>	<u>339,433</u>	<u>(7.0)</u>

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000.

- (1) Variance due to more expenses for maintenance of pumping equipment, valves, meters, and hydrants.
- (2) Variance due to Paymentus transaction fees \$10k/month higher than in prior year.
- (3) Variance due to AEMFS and HR consulting expenses in current year.



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DATE: August 2, 2021
TO: Greg Drent, General Manager *GD*
FROM: Jean McGann, Consulting Finance Director
SUBJECT: Annual Elections for the 2021 – 2022 insurance policy

Background

As part of the annual insurance renewal process, the Commission must determine whether to waive the statutory limit on tort liability.

Liability Insurance

The Commission must select one of the following options for the statutory tort limit on liability claims:

1. **Do not waive the statutory tort limit.** In this case, no individual will be able to recover more than \$500,000 from SPU. For accidents or incidents where multiple person have claims against SPU, the total for all claimants will be limited to \$1,500,000.
2. **Waive the statutory tort limit but do not purchase excess liability insurance.** In this case an individual will be able to recover up to \$2,000,000 from SPU. For accidents or incidents where multiple persons have claims against SPU, the total for all claimants will still be limited to \$2,000,000.
3. **Waive the statutory tort limit and purchase excess liability coverage.** In this case an individual could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Historically, Shakopee Public Utilities has opted not to waive the limit.

Recommendation

Motion to approve not waiving the statutory tort liability for the 2021 – 2022 insurance policy



LIABILITY COVERAGE – WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to pstech@lmc.org.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name:

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).


The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____ Position: _____



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DATE: August 5, 2021
TO: Greg Drent, General Manager 
FROM: Jean McGann, Consulting Finance Director
SUBJECT: Consideration of Auditor Independence Policy and Request for Proposal for Audit services

Background

In December of 2020, the Commission discussed the current auditor contract and acknowledged the 2020 audit was the last year of the 3-year auditor agreement. During this discussion the Commission indicated they would like to do a request for proposal for audit services.

In addition to the request for proposal for audit services, we are also bringing forward an Auditor Independence Policy. SPU does not currently have a policy that defines auditor independence.

Recommendation

The Commission is requested to authorize the request for proposal for audit services and adopt the Auditor Independence policy.



Auditor Independence Policy

Auditor Independence Policy

Adopted by Shakopee Public Utilities Commission on: DATE

1. In accordance with the Government Accountability Office, the authority on local government audits, in all matters relating to audit work, the external auditor shall be free both in fact and appearance from personal external and organizational impairments to independence.
 - A. Shakopee Public Utilities external audit organization shall not be responsible for designing, developing and/or installing the Shakopee Public Utilities accounting system or its operating system where this system generates information used in preparing financial statements for the Commission.
 - B. External auditors shall not develop a performance measurement system, or any other system relied upon in developing financial statements.
 - C. The external auditors may prepare draft financial statements, schedules or perform other duties as long as they are based on management's direction and the work results in a recommendation to management.
 - D. Decisions based on the external auditor's recommendations must be approved by Shakopee Public Utilities management.
 - E. External auditors shall provide routine advice to the Commission and to management to assist them in activities such as establishing internal controls or implementing audit recommendations and can answer the technical questions and provide training, however, they may not direct or unduly influence management with those decisions.
2. Any non-audit work related to tax rulings, arbitrage, attestation, compilation, sales tax audits, counted value audits and financial report assistance proposed by the auditors must be approved by the General Manager prior to hiring them.

REQUEST FOR QUOTES FOR PROFESSIONAL AUDITING SERVICES



August 2, 2021

GENERAL INFORMATION

The Shakopee Public Utilities Commission (SPUC) was established in 1950 to provide electric and water utility services to customers in the City of Shakopee, Townships of Jackson and Louisville, and part of the City of Prior Lake lying north of Prior Lake. SPU joined the Minnesota Municipal Power Agency in 2004 and is its largest member with more than 18,000 electric customers.

SPU is governed by a five-member Commission consisting of four members who service three-year terms and one current Shakopee City Council member.

SPU's chief administrative officer is the General Manager, who is appointed by and serves at the discretion of the Commission. The General Manager manages the day-to-day operations and recommends and implements operating policies and procedures.

SPU will prepare all audit workpapers and while SPU has personnel qualified to draft the financial statements, SPU's preference is to have selected audit firm draft the statements.

SPU requests the audit to be scheduled for the 2nd week of March each year.

SPU is requesting quotes from qualified certified public accounting firms to audit its financial statements. The activities are to be in accordance with State law. Quotes are due by 4:30 p.m. on September 7, 2021

Please email proposals to the following:

Jean McGann, CPA,
President AEM Financial Solutions
5201 Eden Avenue, Suite 250 Edina, MN 55436
952-715-3059
jean.mcgann@aemfs.com

CONTENT OF QUOTE

Quotes should contain the following information:

Title Page

Showing the firm's name, address, telephone number and date of the quote.

Table of Contents

Transmittal Letter

Briefly state the vendor's understanding of the work to be done, timetable for completion of the work, staff to be assigned and a statement why the firm believes that it is the best qualified to perform the audit.

General Information

Firm qualifications and experience	Name and qualifications of staff to be assigned to the audit
License to practice in Minnesota	Any prior engagements with SPU

Professional Fees	2021	2022	2023
Audit of Financial Statements			
Single Audit (if necessary)			
Total Hours Expected			


SPU reserves the right to reject any or all quotes received.

All inquiries should be directed to Jean McGann at (952) 715-3059 or jean.mcgann@aemfs.com

Thank you in advance for your time and interest in submitting a quote.



PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

To: SPU Commissioners
From: Greg Drent, General Manager 
Date: July 29, 2021
Subject: MMPA July Meeting Update

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on July 27, 2021, at the Chaska Community Center in Chaska, Minnesota and via videoconference.

MMPA's 2020 annual report was presented to the Board. It can be found online at <https://www.mmpa.org/about/financials-reports/>

The Board reviewed the Agency's financial and operating performance for June 2021.

Management provided information about the hot weather event in June. MMPA set a new all-time coincident peak of 421 MW during the month. Both demand and energy quantities were significantly higher than budgeted because of the sustained warm weather.

Management gave a presentation demonstrating the value of MMPA's diverse resource portfolio, consisting of different technology and fuel types at a number of locations in Minnesota.

The Board discussed the status of the Walleye Wind project, a 110 MW wind farm in Southwestern Minnesota. An amendment to the PPA between MMPA and Walleye was approved to give Walleye Wind more time to perform under the contract.

Management provided a preliminary projection of MMPA's rates for 2022, which are projected to be 2.5% higher than the 2021 budgeted rates. The Clean Energy Choice for Business rate is projected to increase from \$0.001 per kWh to \$0.002 per kWh effective January 1, 2022. No change in the residential program pricing is anticipated.



The Board was informed that chargers for MMPA's electric vehicle charge program have been ordered and that installation is projected to begin in member communities in September.

The Board discussed the June 2021 legislative special session.

There was an increase of 23 customers participating in MMPA's residential Clean Energy Choice program from May to June. Customer penetration of the program for residential customers remains at 3.7%.



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www.shakopeeutilities.com

TO: Greg Drent, General Manager 
FROM: Joseph D. Adams, Planning & Engineering Director 
SUBJECT: Valley Crest 1st Addition Trunk Water Charge Resolution #2021-14
DATE: July 29, 2021

ISSUE

Attached is the Trunk Water Charge (TWC) resolution for the 1st Addition of the Planned Unit Development (PUD) to be known as Valley Crest.

BACKGROUND

A Trunk Water Charge (TWC) is a development fee paid per separate policy resolution.

The Trunk Water Charge is collected when municipal water service is first made available to developing property. This usually occurs when a development is created by platting and additional water main is installed. The TWC must be paid prior to approval of the water main construction plans. Occasionally a TWC may apply to a parcel that is adjacent to water main, since it had not yet been credited.

The TWC is an area charge that is applied to the net acres of the property receiving water availability and net acres is defined by the latest TWC policy resolution to be total acres less dedicated public right of way, dedicated (or credited) city park, storm water ponding basins to the 100-year high water level and delineated wetlands that remain.

The TWC rate is updated annually for inflation and also periodically by result of an updated study that would assess the total estimated additional trunk water main expenses measured against the total estimated remaining land area that would benefit and pay the fee.

The TWC is deposited into a separate account, i.e. the Trunk Water Fund (TWF). The TWF reimburses developers or funds costs on other projects when a lateral water main is “oversized” to a larger diameter to meet SPU’s design criteria to achieve a 12-inch pipe every half mile in a grid (north to south and east to west) to strengthen fire flows throughout the city. This is over

and above the lateral water main design criteria to achieve a flow equivalent to a 6-inch diameter pipe every 400 feet in a grid.

DISCUSSION

Per policy the net area charged has been calculated by adding all of the 1st Addition final platted (buildable) lots plus the area of several out lots within the 1st Addition that will be deeded to the city as a condition of PUD approval in consideration of relaxation of standard platting criteria. The out lots will serve as a combination of open space and storm water ponding areas. The developer will install trails in the open space areas. It is important to note however, that the open space will not be dedicated as “Park” nor will the developer receive any park dedication credit per city staff. The net area charged the TWC will not include the road right of way nor the storm water ponding basins. There are no wetlands within the project.

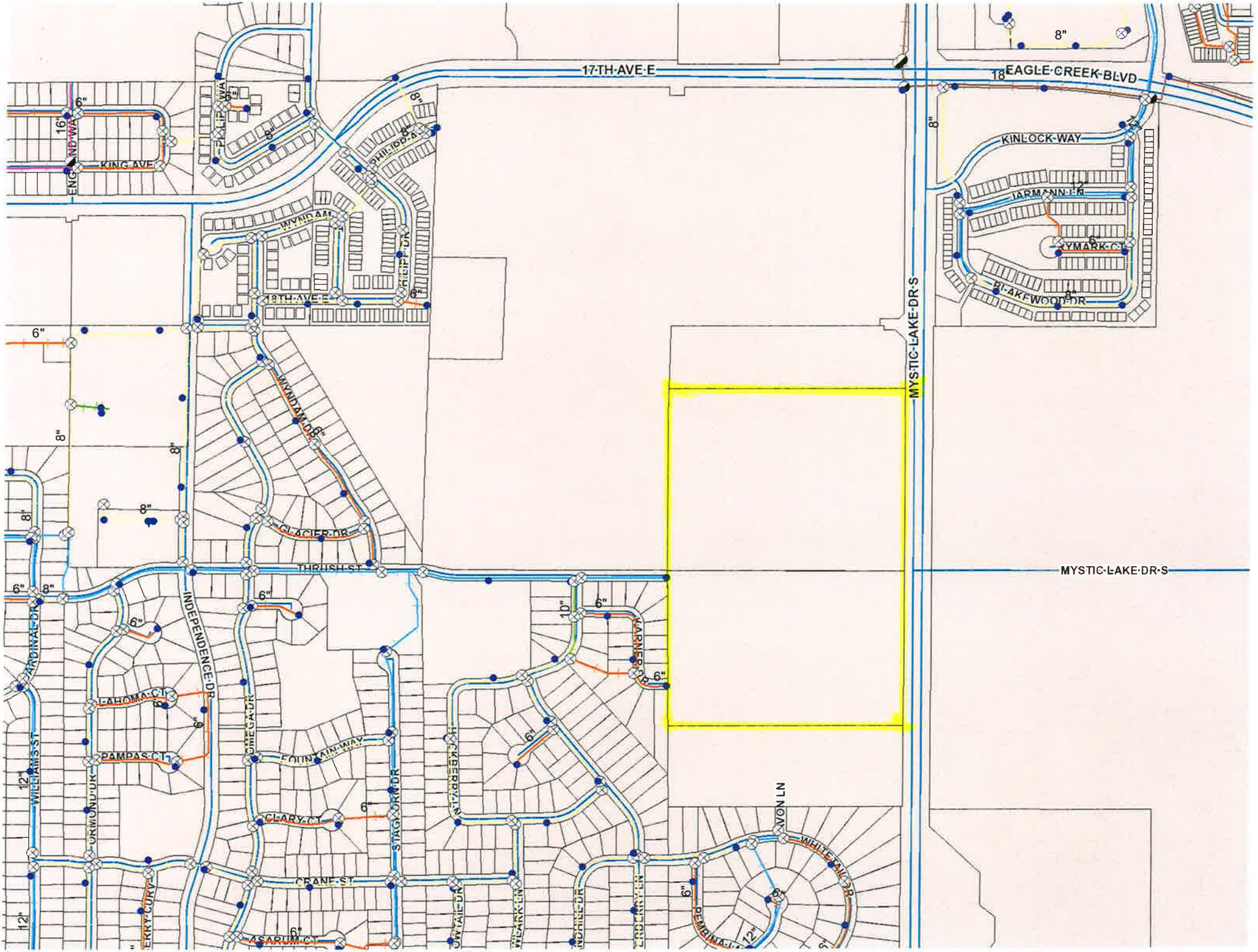
The balance of the property will be re-platted in the future and at that time an applicable TWC will be collected.

RECOMMENDATION

Staff recommends the Commission approve the TWC resolution as submitted.

REQUESTED ACTION

Staff requests the Commission approve Resolution # 2021-14 A Resolution Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service to Certain Property Described as: Valley Crest 1st Addition.



RESOLUTION #2021-14

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

VALLEY CREST 1ST ADDITION

Block 1, Lots 1 – 23; Block 2, Lots 1 – 7; Block 3, Lot 1- 11; Block 4, Lots 1- 14; Block 5, Lots
1 – 6; Block 6, Lots 1 – 5; Bock 7, Lots 1 – 4 and portions of Out Lots A-E

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is
determined to be \$110,815.74 based on 23.77 net acres, and that collection of the Trunk Water
Charge is one of the requirements to be completed prior to City water service being made
available to that certain property described as:

Block 1, Lots 1 – 23; Block 2, Lots 1 – 7; Block 3, Lot 1- 11; Block 4, Lots 1- 14; Block 5, Lots
1 – 6; Block 6, Lots 1 – 5; Bock 7, Lots 1 – 4 and portions of Out Lots A-E

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 2nd day of
August, 2021.

Commission President: Kathi Mocol

ATTEST:

Commission Secretary: Greg Drent



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Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

TO: Greg Drent, General Manager *[Signature]*
FROM: Joseph D. Adams, Planning & Engineering Director *[Signature]*
SUBJECT: Valley Crest 1st Addition Trunk Water Oversizing Estimate Resolution #2021-15
DATE: July 29, 2021

ISSUE

Attached is the Trunk Water Oversizing Estimate resolution for the 1st Addition of the Planned Unit Development (PUD) to be known as Valley Crest.

BACKGROUND

The Trunk Water Fund reimburses developers or funds costs on other projects when a lateral water main is “oversized” to a larger diameter to meet SPU’s design criteria to achieve a 12-inch pipe every half mile in a grid (north to south and east to west) to strengthen fire flows throughout the city. This is over and above the lateral water main design criteria to achieve a flow equivalent to a 6-inch diameter pipe every 400 feet in a grid.

DISCUSSION

Per the Comprehensive Water System Plan, in this area of the system a 12-inch trunk water is planned to run east to west (there is a 12-inch stub on Thrush Street on the west property line) and connect to another 12-inch water main running north to south within the parcel being developed. The necessary oversizing is shown on the drawing attached to the resolution.

RECOMMENDATION

Staff recommends the Commission approve the Trunk Water Oversizing Estimate resolution as submitted.

REQUESTED ACTION

Staff requests the Commission approve Resolution # 2021-15 A Resolution Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project: Valley Crest 1st Addition.



RESOLUTION #2021-15

A RESOLUTION APPROVING OF THE ESTIMATED COST OF
PIPE OVERSIZING ON THE WATERMAIN PROJECT:

VALLEY CREST 1st ADDITION

WHEREAS, the Shakopee Public Utilities Commission has been notified of a watermain project, and

WHEREAS, the pipe sizes required for that project have been approved as shown on the engineering drawing by Pioneer Engineering, and

WHEREAS, a part, or all, of the project contains pipe sizes larger than would be required under the current Standard Watermain Design Criteria as adopted by the Shakopee Public Utilities Commission, and

WHEREAS, the policy of the Shakopee Public Utilities Commission calls for the payment of those costs to install oversize pipe above the standard size, and

WHEREAS, the pipes considered oversized are listed on an attachment to this Resolution,

NOW THEREFORE, BE IT RESOLVED, that the total amount of the oversizing to be paid by the Shakopee Public Utilities Commission is approved in the amount of approximately \$105,000, and

BE IT FURTHER RESOLVED, the payment of the actual amount for said oversizing will be approved by the Utilities Commission when final costs for the watermain project are known, and

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

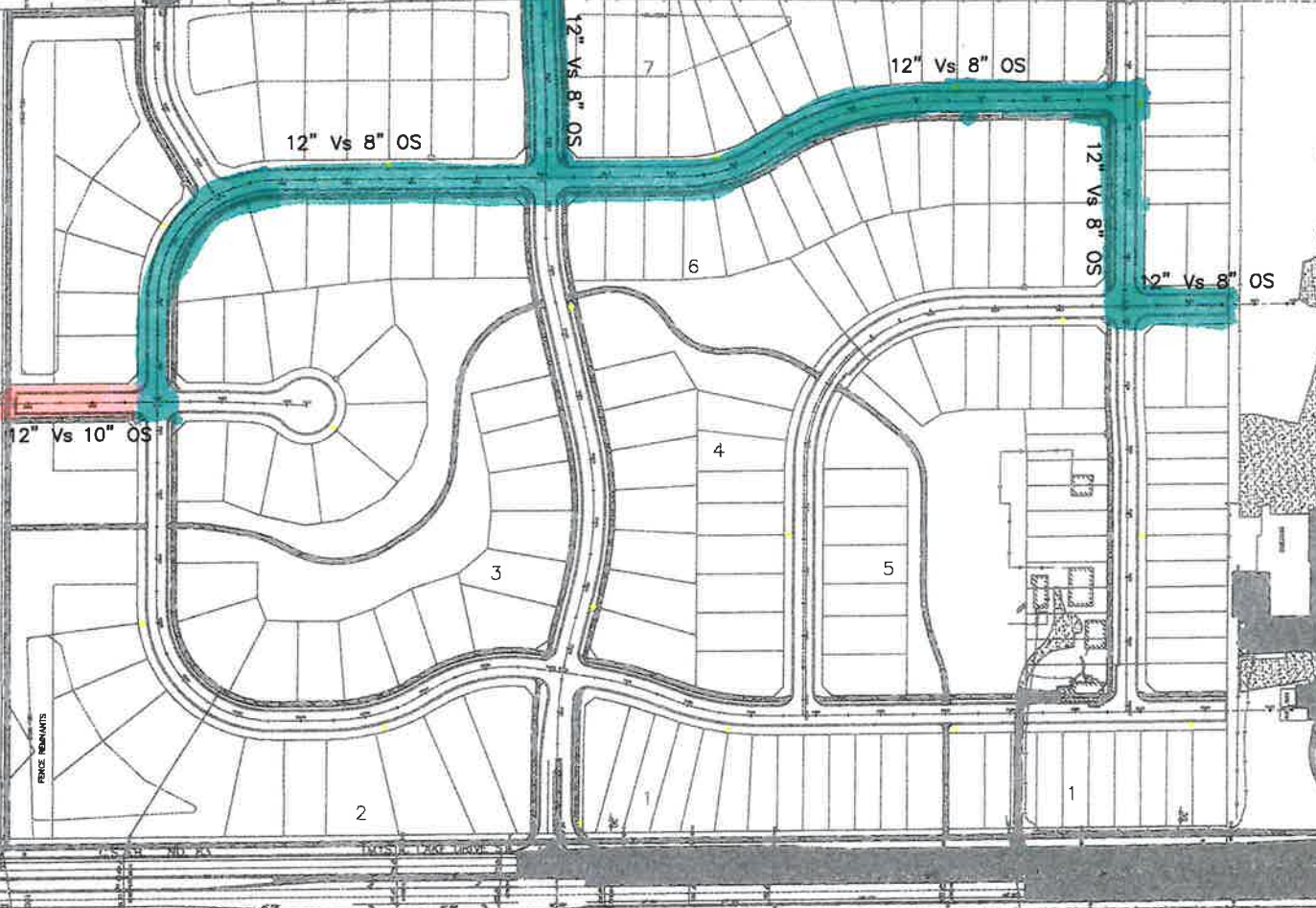
Passed in regular session of the Shakopee Public Utilities Commission, this 2nd day of August, 2021.

Commission President: Kathi Mocol

ATTEST:

Commission Secretary: Greg Drent

RESOLUTION: # 2021-15



Valley Crest			
1st Addition Oversizing			
SHAKOPEE PUBLIC UTILITIES			
DATE	7/27/21	SCALE	AS SHOWN
DRAWN BY	SNM	CHECKED BY	
DESIGNED BY		APPROVED BY	





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www.shakopeeutilities.com

TO: Greg Drent, General Manager *GD*
FROM: Lon R. Schemel, Water Superintendent *LRSchemel*
SUBJECT: Well No. 23 Design Report
DATE: July 29, 2021

Presenting this evening will be Paul Herubin of Sambatek, Inc. Paul is a Senior Project Manager at Sambatek, Inc.

Paul will be presenting the design report for well no. 23, Shakopee's first production well since 2007.

SHAKOPEE PUBLIC UTILITIES

WELL NO. 23

DESIGN REPORT



SPU PROJECT NO. 2021-01

SAMBATEK PROJECT NO. 20709.06

July 14, 2021

SHAKOPEE PUBLIC UTILITIES

WELL NO. 23

DESIGN REPORT

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 - A. Purpose
 - B. Location
 - C. Well No. 23 Pump House

- II. AQUIFER GEOLOGY
 - A. Geologic Profile
 - B. Aquifer Capacity
 - C. Aquifer Water Quality

- III. WELL CONSTRUCTION
 - A. Construction Requirements
 - B. Construction Methods
 - C. Well Size
 - D. Well and Pump House Construction Phasing

- IV. PROPERTY TITLE AND OWNERSHIP
 - A. Developer

- V. EXISTING WELL INVENTORY
 - A. Purpose
 - B. Pumping Drawdown Influence
 - C. Well Inventory Summary
 - D. SPU Well Mitigation Policy

- VI. PELIMINARY WELLHEAD PROTECTION (WHP) AREA
 - A. WHP Area Delineation Summary

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- A. Property Survey Plots
- B. Site Plan
- C. Bedrock Geology Cross Section
- D. Water Quality Analysis
- E. Well Geologic Profile
- F. MDH Well Location Maps and MDH Well Logs
- G. Preliminary Wellhead Protection (WHP) Area and Drinking Water Supply Management Area

I. Introduction

A. Purpose

Well No. 23 will provide water supply and stabilizing water pressures to the 2-HES zone at the southwestern boundary of SPU's water distribution system. Well No. 23 in conjunction with future wells on this large site will provide water for the adjacent residential development in the 2-HES zone. Provisions are also installed at the 1-HES and 2-HES pressure zone interconnection for Well No. 23 to deliver water between the pressure zones if needed.

B. Location

Well No. 23 will be located in the western part of the Lot 1, Block 1, La Tour Terrace property just west of, the currently being constructed, Tank 8. This parcel is the combination of two lots that SPU has purchased from DR Horton, the developer. Refer to Appendix A for survey maps. Sites for future adjacent wells will be identified following forthcoming well field study.

C. Well No. 23 Pump House

Well No. 23 will deliver to a future centrally located Pump House facility located on the same property identified in paragraph B. The central Pump House location is anticipated to be the site of the future water treatment facility as shown in Appendix B. Having the central pump house at this location would allow flexibility to expand and re-purpose the pump house to a future water treatment plant if required. The future pump house will be designed and constructed in conformance with Minnesota Rule 4725.2175 and MDH regulations. Well No. 23 in conjunction with the future Pump House is planned to supply Water Tank 8, which will be operational in late 2021. Water quality regulations may require a stand-alone treatment facility in the vicinity of Well No. 23. Water sampling conducted after Well 23 is established will determine if additional water treatment is required.

II. Aquifer Geology

A. Geologic Profile

The Jordan Aquifer is the prime source of water for the wells operated by the SPU. The wells supplying water designated to the 2-HES zone are located in the same geographical latitude east to west across the city. The nearest existing well is over 1,500 feet from the current test well on this site. A test well was established on the site which verified adequate water production for an estimated 800 gallon per minute (GPM) well. Variations of the geology of the underlining bedrock is minimal. However, thickness of the Jordan Aquifer thins toward the west.

A bedrock cross section that consists of the Tank 8 test well and residential wells indicate very minimal variations in the aquifer geology. Refer to Appendix C for cross sections.

B. Aquifer Capacity

Flow data obtained from the Tank 8 test well suggests that 800 gpm can be reliably pumped. However, higher capacities may be achievable. The existing wells in 2-HES latitude zone currently pump 1000 gpm to 1200 gpm.

C. Water Quality

A water sample was taken at the Tank 8 test well. The sample analysis indicated very good water quality. Refer to Appendix D.

III. Well Construction

A. Construction Requirements

The well construction and well materials will meet the Minnesota Department of Health (MDH) rules and requirements. The construction of the well will be performed by a Minnesota Licensed Well Driller.

B. Construction Methods

The well will be drilled utilizing cable tool, mud rotary or dual rotary methods. Each method will require common plumb and straightness tolerances, however variations that may be observed will be related to duration of construction, noise pollution during drilling the period and volume of waste slurry required for drilling operations.

C. Well Size

The well consists of 24" steel casing through over burden material, 18" steel casing through the Prairie Du Chien and into the Jordan Aquifer formation and a 17" diameter open hole down to the St. Lawrence formation. The estimated depths are identified in Appendix E.

D. Well and Pump House Construction Phasing

The construction for Well No. 23 is anticipated to start November, 2021 and be fully developed by February, 2022. The pump house will be designed and constructed in the future. Means of distribution will be determined after results from water quality testing are available. At that time, the feasibility of providing a pump house or water treatment facility will be considered.

The well pump, motor, discharge head, controls and chemical rooms will be constructed with the Pump House contract.

IV. Property Title and Ownership

A. Developer

SPU has purchased the property from DR Horton (Developer).

V. Existing Well Inventory

A. Purpose

To identify private wells in the vicinity of the Well No. 23 location that could be impacted by the pumping at Well No. 23. The most common impact would be lowering the static water level below neighboring wells during Well No. 23 pumping.

B. Pumping Draw Down Influence

MDH Well Records indicate that there are no wells within 1,000 feet of the proposed Well No. 23. Based on drawdown evaluating the pumping of the Tank 8 test well, Well No. 23 isn't expected to have any influence of lowering the static water level at any existing wells.

C. Well Inventory Summary (refer to Appendix F for MDH well location maps and MDH well Logs)

Well ID Number	Distance from Well No. 23	Comments
561402	2,750 +/-	
705136	2,500 +/-	
840766	200 +/-	Tank 8 Test Well
767891	4,000 +/-	Windermere Test Well

D. SPU Well Mitigation Policy

SPU policy is to connect the impacted private owner's well to the public water supply or update the impacted private well so the public well pumping does not interfere with operation of the private well. At no costs to the well Owner.

No
Connect private service, not well

VI. Preliminary WHP Area Delineation

A. WHP Area Delineation Summary

The preliminary WHP area delineation and land use evaluation was previously performed by Sambatek in cooperation with MDH staff.

Part 1 – Delineation was prepared by John Woodside, MDH Staff Hydrologist.

Part 2 – Land use Evaluation is currently being prepared by SPU/Stantec.

The preliminary WHP area delineation form, delineation, and land use map will be coordinated with MDH during plan review. The proposed Well 23 location is in a low vulnerability area per the current Wellhead Protection Area and Drinking Water Supply Management Area included as Appendix G.

APPENDIX A - Property Survey Plots

SURVEY NOTES

- The survey was prepared pursuant to Title Commitment No. 130645, Revision Number: 1, provided by Scott County Abstract & Title Co., Inc., as agent for Chicago Title Insurance Company, bearing an effective date of 10/07/2013.
- The bearing system for this survey is based on the Scott County coordinate system, NAD83 (1986 Adjust).
- Topography shown on this survey is per a combination of field survey data by Sambatek and LIDAR data obtained from MN Department of Natural Resources MinDPO website (<http://dpo.dnr.state.mn.us/maps/mnpo/>).
- Surveyed property together with Quakes G, WINDERMERE SOUTH 2ND ADDITION is to be platted as Lot 1, Block 1, LA TOUR TERRACE.

BENCHMARKS

1. The vertical datum is based on NAVD83.
- BENCHMARK #1**
Cast iron monument at south quarter corner of Section 14, T. 115, R. 23
- BENCHMARK #2**
Cast iron monument at southwest quarter corner of Section 14, T. 115, R. 23

SUBJECT PROPERTY

- Describe from sale commitment:
- Parcel 1:
That part of the south half of the southwest quarter, Section 14, Township 115, Range 23, Scott County, Minnesota, described as:
- Beginning at the northeast corner of said South Half; thence westerly along the north line of said South Half a distance of 1760.00 feet; thence southerly at right angles to the last described line a distance of 748.00 feet; thence easterly at right angles to the last described line a distance of 500.00 feet; thence northerly at right angles to the last described line a distance of 23.00 feet; thence easterly at right angles to the last described line a distance of 755.86 feet to the west line of said South Half; thence northerly along said west line 227.08 feet to the point of beginning.
- Parcel 2:
Quakes G, WINDERMERE SOUTH 2ND ADDITION, Scott County, Minnesota.
- The following notes correspond to the reference numbers listed in Schedule B, Part II of the title commitment:
- Subject to drainage and utility easements as shown on the recorded plat of WINDERMERE SOUTH and WINDERMERE SOUTH 2ND ADDITION - easements are as shown and noted herein.
 - Terms and Conditions of Pipeline Easement in favor of Northern States Power Company, also Scott Energy, dated August 5th, 2004, filed September 8th, 2004, as Document No. 870752 - pipeline and easement locations are as shown and noted herein.
 - Consequences caused by a drain field crossing and encroaching the property line in the area of the Northeast corner - drain field crossing does not exist and is not shown herein.

"TABLE A" NOTES

- The surveyor has depicted the property corner monuments, or the witness to the corner that were located during the field work, and set property corner monuments, or witnesses to the corner, at the locations where there did not appear to be any evidence of an existing monument.
- The property address is shown on the graphical portion of the survey.
- The subject property lies within Flood Plain Zone X - Areas determined to be outside 100-year floodplain, as provided by flood map location and graphic plotting according to FEMA, FIRM Map No. 27063L 5001 C, dated 02/01/1987.
- The gross land area of the subject property is 7.013 Acres or 305,727 Square Feet.
- A zoning letter or report has not been provided by the client. The subject property is zoned Nuro by Ordinance, per City of Shakopee zoning map dated May 2019.
- No buildings were observed on the surveyed property during the field work for this survey.
- Visible subsurface features observed at the location of conducting the fieldwork are shown hereon.
- No unpermitted structures were observed during the field work for this survey.
- The names of adjoining landowners according to the current county tax records are shown on the survey.

CERTIFICATION

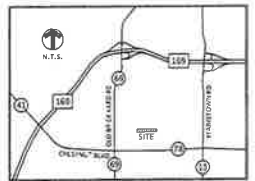
To LaTour Farms, LP, A Minnesota Limited Partnership, La Tour Management Trust, Shakopee Public Utilities Commission, A Minnesota municipal utility commission, Scott County Abstract & Title, Inc., Chicago Title Insurance Company.

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2012 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 6(a), 7(a), 8, and 11 of Table A hereon. The field work was completed on 08/09/2019.

Dated this 11th day of December, 2019.

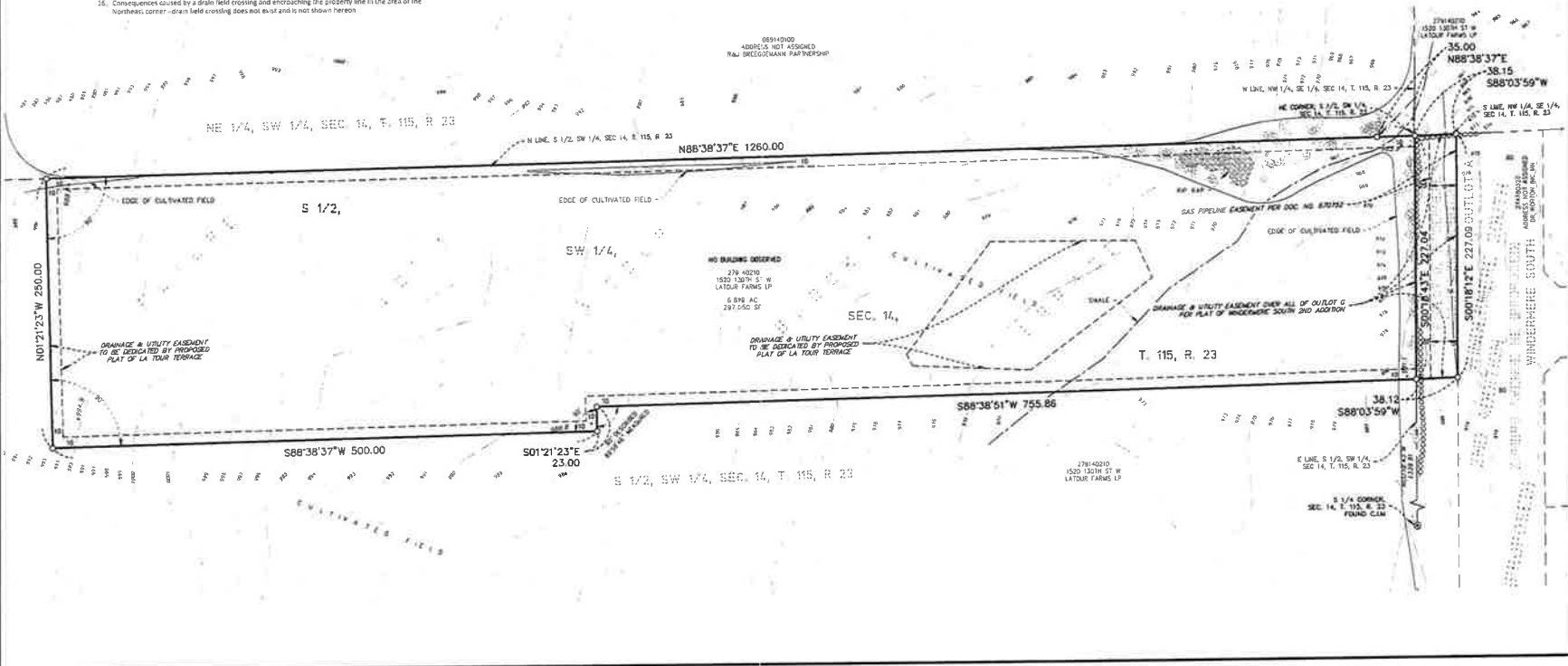
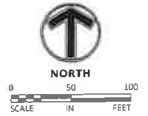
Sambatek, Inc.
 KYLE E. DODD, LS
 Minnesota License No. 38418
 kedd@sambatek.com

VICINITY MAP



LEGEND

- FOUND MONUMENT
- FOUND CAST IRON MONUMENT
- FOUND RIGHT OF WAY MONUMENT
- MONUMENT TO BE SET MARKED LS 13013
- GATE VALVE / HYDRANT
- SANITARY MANHOLE
- CLEAN OUT
- STORM MANHOLE
- STORM CATCH BASIN
- BAKED END SECTION
- TRANSFORMER
- LIGHT
- GUY ANCHOR
- UTILITY POLE
- GUARD POST
- SIGN
- GAS METER
- GAS MASHOLE
- ELECTRIC MANHOLE
- ELECTRIC METER
- TELEPHONE PEDESTAL
- CABLE TV BOX
- COMM MANHOLE
- MFL
- BOUNDARY LINE
- HIGH OR LOW WATER LINE
- UNDERGROUND / ADJACENT LOT
- FIRE LINE
- SECTION LINE
- DEED DISTANCE (100.00)
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- UNDERGROUND ELECTRIC
- UNDERGROUND TELEPHONE
- UNDERGROUND GAS
- OVERHEAD ELECTRICAL WIRE
- CHAIN LINK FENCE
- WOOD FENCE
- WIRE FENCE
- WET LAND
- RETAINING WALL
- BLOCK RETAINING WALL
- STONE RETAINING WALL
- HANDY WATER MAIN
- SANDWICH LINE
- SETBACK LINE
- RESTRICTED ACCESS
- TREE LINE
- CONCRETE CURB
- BUILDING LINE
- BUILDING CANOPY
- BITUMENOUS SURFACE
- CONCRETE SURFACE
- DECIDUOUS TREE
- SPOT VEGETATION
- CONIFER



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12800 Windermer Drive, Suite 300
Minnetonka, MN 55343
763.478.6010 telephone
763.478.6532 facsimile

Engineering | Surveying | Planning | Environmental

Client SPU

Project LA TOUR TERRACE

Location SHAKOPEE, MN

1520 130TH STREET WEST

Summary
Designed: Drawn: AA
Approved: CES Book: Page: 1/20/21
Plotted: ALTA Final Issue: 12/21/2019

Revision History
No. Date By Submittal / Revision

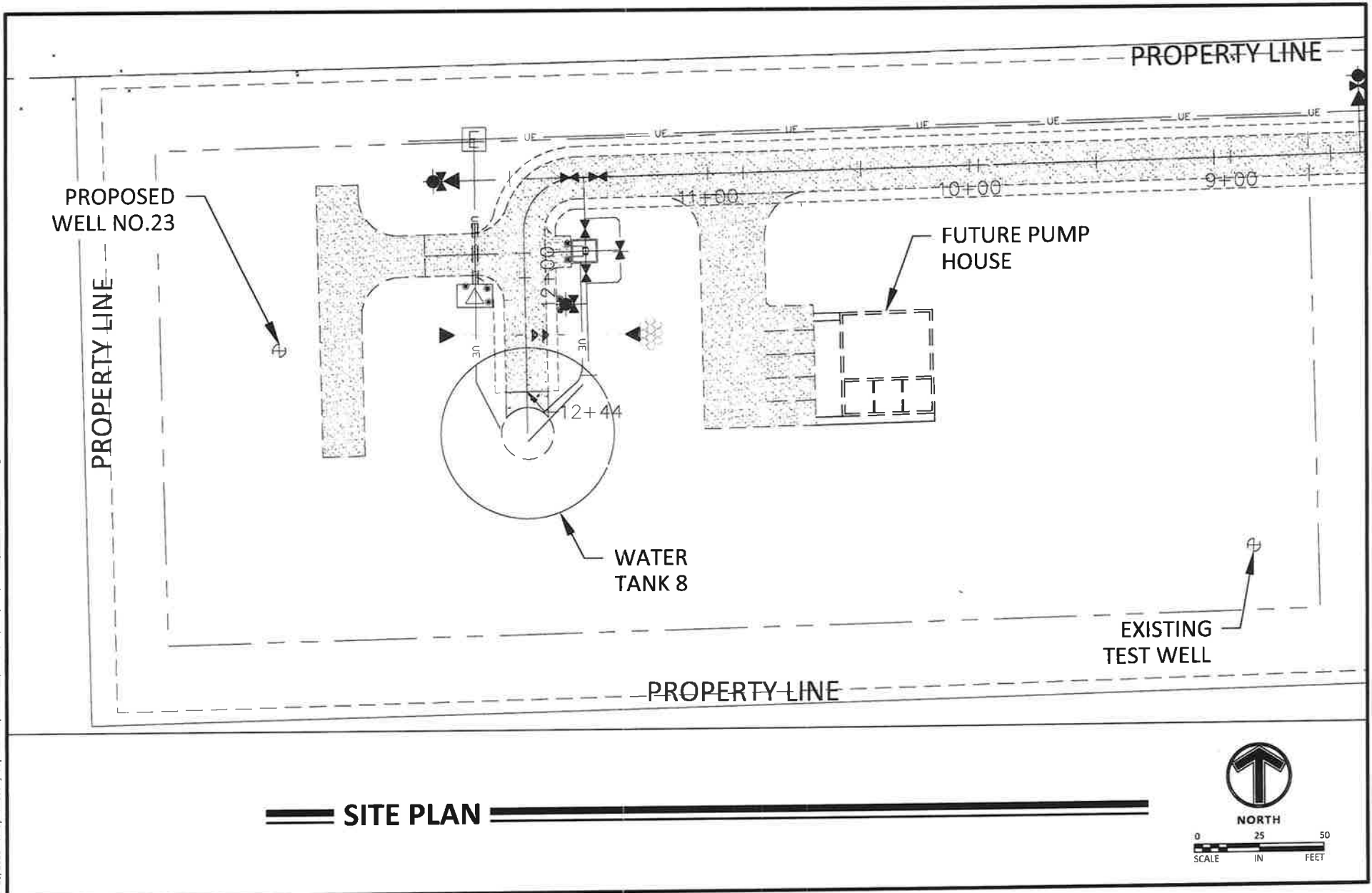
Sheet Title ALTA/NSPS LAND TITLE SURVEY

Sheet No. Revision 1/1

Project No. 20709.05

APPENDIX B – Site Plan

Jul 13, 2021 - 3:43pm - User:jkooptmann L:\PROJECTS\20709.06\CAD\Civil\Exhibit\20709.06 Site Plan.dwg



== SITE PLAN ==



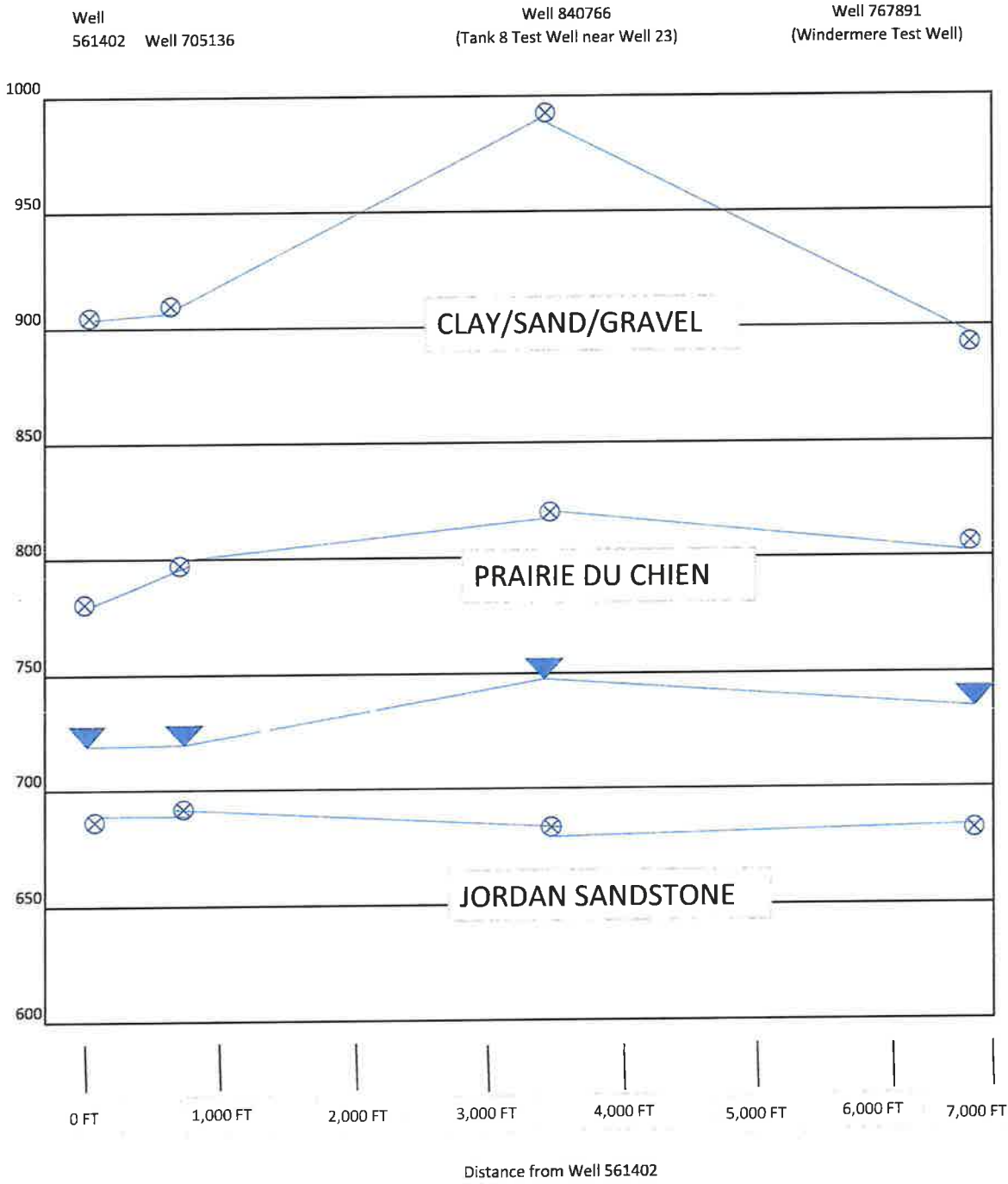
SHAKOPEE PUBLIC UTILITIES
WATER WELL NO. 23
SHAKOPEE, MN
SITE PLAN

Designed: PJH
Drawn: JOK
Approved: PJH
Initial Issue: 06/28/2021
Rev.:
Date:

Exhibit Number
1
Project No. 20709.06

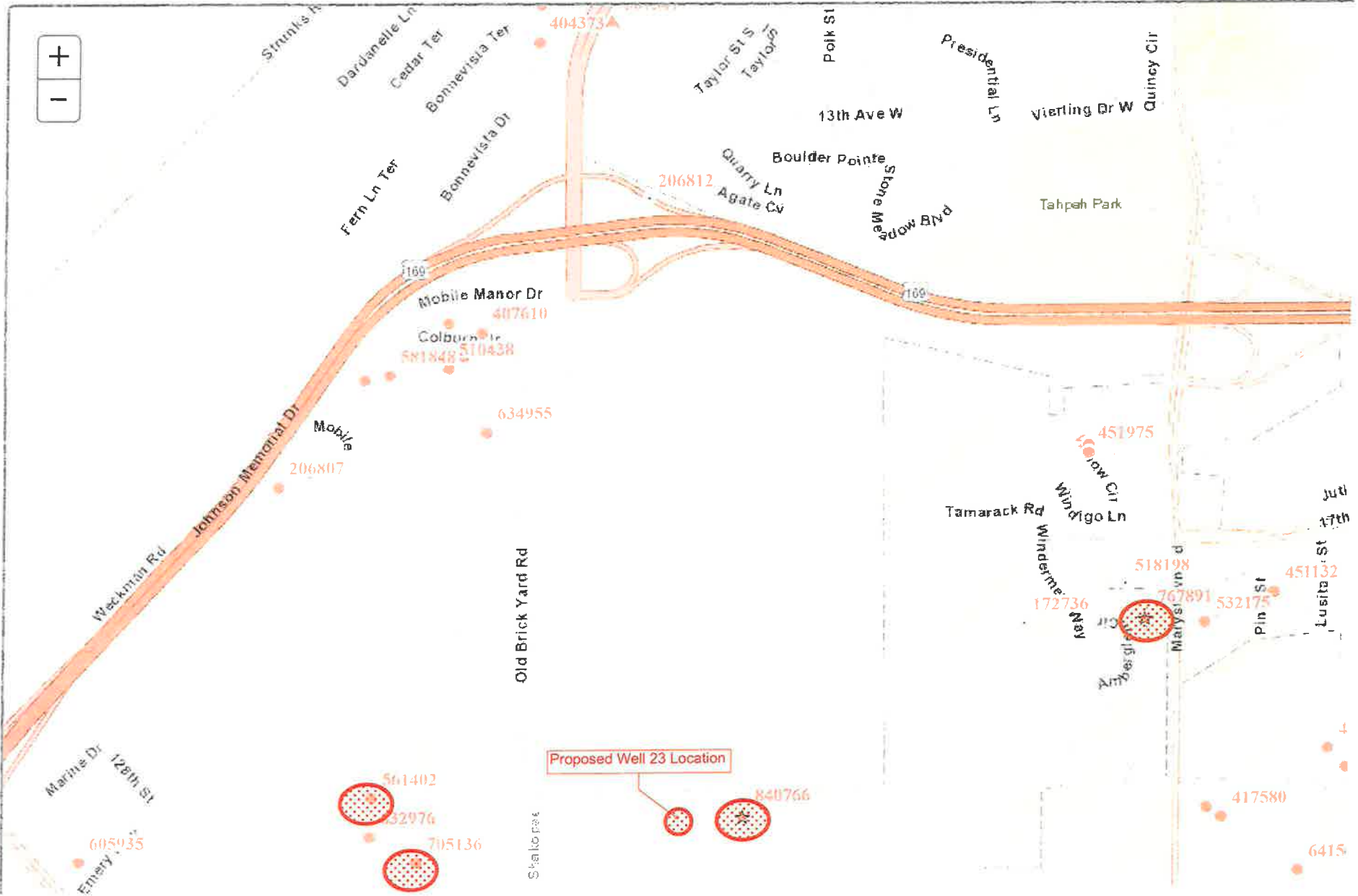
APPENDIX C - Bedrock Geology Cross Section

Shakopee Public Utilities Well 23 Geology Cross Section





Minnesota Well Index



APPENDIX D - Water Quality Analysis for Tank 8 Test Well



Eaton Analytical

NELAC NARRATIVE PAGE

Client: MVTL (Minnesota Valley Testing Labs) New Ulm

Report #: 477564NP

Eurofins Eaton Analytical, LLC is a NELAP accredited laboratory. All reported results meet the requirements of the NELAC standards, unless otherwise noted.

EEA contact person: Traci Chlebowski

NELAP requires complete reporting of deviations from method requirements, regardless of the suspected impact on the data. Quality control failures not reported within the report summary are noted here.

Note: In the Method 505 analysis, Chlordane in the RLC (259%) was outside the acceptance limits of 60-140%. Fails high due to co-elution. Chlordane is within acceptable recovery limit on the confirmation column.

Note: The State of Minnesota Rule 4740.2100 subp 4.A, pertaining to MS/MSD paired samples was not met due to limited sample volume.

Note: In the Method 525.2 analysis, Di(2-ethylhexyl)phthalate in the RLC (147%) was outside the acceptance limits of 60-140%.

Note: Sample LD for Method 7500-Rn B failed RPD limit of 10% of sample activity at 25% calculated RPD. Due to hold time and decay sample cannot be recounted.

Note: In the Method 537.1 analysis, Perfluorotetradecanoic acid in the CCH (170%) was outside the acceptance limits of 70-130%.

There were no additional quality control failures.

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Traci Chlebowski ASM

02/26/2020

Authorized Signature

Title

Date

Page 1 of 1



Eaton Analytical

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Laboratory Report

Client: MVTL (Minnesota Valley Testing Labs) New Ulm

Report: 477564

Attn: Nina Lovell
1126 North Front Street
P.O. Box 249
New Ulm, MN 56073

Priority: Standard Written

Status: Final

PWS ID: Not Supplied

MN Lab ID: 018-999-338

Sample Information					
EEA ID #	Client ID	Method	Collected Date / Time	Collected By:	Received Date / Time
4556952	A4848	515.3	02/03/20 09:00	Client	02/05/20 09:30
4556953	A4848	525.2	02/03/20 09:00	Client	02/05/20 09:30
4556954	A4848	531.2	02/03/20 09:00	Client	02/05/20 09:30
4556955	A4848	200.8	02/03/20 09:00	Client	02/05/20 09:30
4556955	A4848	7110 B	02/03/20 09:00	Client	02/05/20 09:30
4556956	A4848	7500-Ra B	02/03/20 09:00	Client	02/05/20 09:30
4556956	A4848	7500-Ra D	02/03/20 09:00	Client	02/05/20 09:30
4556957	A4848	537.1	02/03/20 09:00	Client	02/05/20 09:30
4556958	A4848	505	02/03/20 09:00	Client	02/05/20 09:30
4556959	A4848	547	02/03/20 09:00	Client	02/05/20 09:30
4556960	A4848	524.2	02/03/20 09:00	Client	02/05/20 09:30
4556961	A4848	7500-Rn B	02/03/20 09:00	Client	02/05/20 09:30

Report Summary

Detailed quantitative results are presented on the following pages. The results presented relate only to the samples provided for analysis.

We appreciate the opportunity to provide you with this analysis. If you have any questions concerning this report, please do not hesitate to call Traci Chlebowski at (574) 233-4777.

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Traci Chlebowski ASM

Authorized Signature

Title

02/26/2020

Date

Client Name: MVTL (Minnesota Valley Testing Labs) New Ulm

Report #: 477564

Sampling Point: A4848

PWS ID: Not Supplied

Radionuclides										
Analyte ID #	Analyte	Method	Reg Limit	MDA 95**	MRL	Result	Units	Preparation Date	Analyzed	EEA ID #
7440-61-1	Uranium	200.8	20.1 *	0.67	0.67	0.72 ± 0.05	pCi/L	02/25/20 11:45	02/25/20 12:37	4556955
---	Gross Alpha	7110 B	15 *	1.8	3.0	0.82 ± 1.71	pCi/L	02/06/20 11:00	02/14/20 01:11	4556955
---	Gross Beta	7110 B	---	1.26	4.0	36.1 ± 2.2	pCi/L	02/06/20 11:00	02/14/20 01:11	4556955
13982-63-3	Radium-226	7500-Ra B	---	0.32	1.0	0.76 ± 0.44	pCi/L	02/07/20 12:00	02/18/20 12:32	4556956
15262-20-1	Radium-228	7500-Ra D	---	0.72	1.0	1.8 ± 0.8	pCi/L	02/07/20 12:00	02/20/20 14:19	4556956
---	Combined Radium	calc.	5 *	0.72	1.0	2.56 ± 0.93	pCi/L	02/07/20 12:00	02/20/20 14:19	4556956
10043-92-2	Radon-222 \$	7500-Rn B	---	12.2	100.0	74.7 ± 15.0	pCi/L	02/05/20 16:00	02/06/20 15:55	4556961

** Minimum Detectable Activity (MDA95) shall be that concentration which can be counted with a precision of plus or minus 100% at the 95 % confidence level.

Semi-volatile Organic Chemicals										
Analyte ID #	Analyte	Method	Reg Limit	MRL†	Result	Units	Preparation Date	Analyzed	EEA ID #	
12674-11-2	Aroclor 1016	505	---	0.08	< 0.08	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
11104-28-2	Aroclor 1221	505	---	0.19	< 0.19	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
11141-16-5	Aroclor 1232	505	---	0.23	< 0.23	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
53469-21-9	Aroclor 1242	505	---	0.26	< 0.26	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
12672-29-6	Aroclor 1248	505	---	0.1	< 0.1	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
11097-69-1	Aroclor 1254	505	---	0.1	< 0.1	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
11096-82-5	Aroclor 1260	505	---	0.2	< 0.2	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
57-74-9	Chlordane	505	2 *	0.1	< 0.1	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
8001-35-2	Toxaphene	505	3 *	1.0	< 1.0	ug/L	02/07/20 13:00	02/08/20 03:12	4556958	
94-75-7	2,4-D	515.3	70 *	0.1	< 0.1	ug/L	02/06/20 08:50	02/11/20 11:29	4556952	
75-99-0	Dalapon	515.3	200 *	1.0	< 1.0	ug/L	02/06/20 08:50	02/11/20 11:29	4556952	
1918-00-9	Dicamba \$	515.3	---	0.1	< 0.1	ug/L	02/06/20 08:50	02/11/20 11:29	4556952	
88-85-7	Dinoseb	515.3	7 *	0.1	< 0.1	ug/L	02/06/20 08:50	02/11/20 11:29	4556952	
87-86-5	Pentachlorophenol	515.3	1 *	0.04	< 0.04	ug/L	02/06/20 08:50	02/11/20 11:29	4556952	
1918-02-1	Picloram	515.3	500 *	0.1	< 0.1	ug/L	02/06/20 08:50	02/11/20 11:29	4556952	
93-72-1	2,4,5-TP (Silvex)	515.3	50 *	0.1	< 0.1	ug/L	02/06/20 08:50	02/11/20 11:29	4556952	
15972-60-8	Alachlor	525.2	2 *	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
309-00-2	Aldrin \$	525.2	---	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
1912-24-9	Atrazine	525.2	3 *	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
50-32-8	Benzo(a)pyrene	525.2	0.2 *	0.02	< 0.02	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
58-89-9	gamma-BHC (Lindane)	525.2	0.2 *	0.02	< 0.02	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
23184-66-9	Butachlor \$	525.2	---	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
60-57-1	Dieldrin \$	525.2	---	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
103-23-1	Di(2-ethylhexyl)adipate \$	525.2	400 *	0.6	< 0.6	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
117-81-7	Di(2-ethylhexyl)phthalate	525.2	6 *	0.6	< 0.6	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
72-20-8	Endrin	525.2	2 *	0.01	< 0.01	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
76-44-8	Heptachlor	525.2	0.4 *	0.04	< 0.04	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
1024-57-3	Heptachlor epoxide	525.2	0.2 *	0.02	< 0.02	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
118-74-1	Hexachlorobenzene	525.2	1 *	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
77-47-4	Hexachlorocyclopentadiene	525.2	50 *	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
72-43-5	Methoxychlor	525.2	40 *	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
51218-45-2	Metolachlor \$	525.2	---	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
21087-64-9	Metribuzin \$	525.2	---	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	
1918-16-7	Propachlor \$	525.2	---	0.1	< 0.1	ug/L	02/06/20 08:33	02/09/20 16:09	4556953	

122-34-9	Simazine	525.2	4 *	0.07	< 0.07	ug/L	02/06/20 08:33	02/09/20 16:09	4556953
116-06-3	Aldicarb \$	531.2	---	0.5	< 0.5	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
1646-88-4	Aldicarb sulfone \$	531.2	---	0.7	< 0.7	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
1646-87-3	Aldicarb sulfoxide \$	531.2	---	0.5	< 0.5	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
114-26-1	Baygon \$	531.2	---	0.5	< 0.5	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
63-25-2	Carbaryl \$	531.2	---	0.5	< 0.5	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
1563-66-2	Carbofuran	531.2	40 *	0.9	< 0.9	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
16655-82-6	3-Hydroxycarbofuran \$	531.2	---	0.5	< 0.5	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
2032-65-7	Methiocarb \$	531.2	---	1.0	< 1.0	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
16752-77-5	Methomyl \$	531.2	---	0.5	< 0.5	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
90-15-3	1-Naphthol \$	531.2	---	1.0	< 1.0	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
23135-22-0	Oxamyl	531.2	200 *	1.0	< 1.0	ug/L	02/07/20 07:19	02/10/20 22:39	4556954
1071-83-6	Glyphosate	547	700 *	6.0	< 6.0	ug/L	02/07/20 09:50	02/10/20 19:49	4556959

Any positive Aroclor result would require analysis for total PCB as decachlorobiphenyl by method 508A (MCL = 0.5 ug/L)

Volatile Organic Chemicals									
Analyte ID #	Analyte	Method	Reg Limit	MRL†	Result	Units	Preparation Date	Analyzed Date	EEA ID #
107-13-1	Acrylonitrile \$	524.2	---	1.0	< 1.0	ug/L	---	02/07/20 13:11	4556960
107-05-1	Allyl chloride \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
71-43-2	Benzene	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
108-86-1	Bromobenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
74-97-5	Bromochloromethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
75-27-4	Bromodichloromethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
75-25-2	Bromoform	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
74-83-9	Bromomethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
78-93-3	2-Butanone (MEK) \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
104-51-8	n-Butylbenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
135-98-8	sec-Butylbenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
98-06-6	tert-Butylbenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
75-15-0	Carbon disulfide \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
56-23-5	Carbon tetrachloride	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
107-14-2	Chloroacetonitrile \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
108-90-7	Chlorobenzene	524.2	100 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
109-69-3	1-Chlorobutane \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
75-00-3	Chloroethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
67-66-3	Chloroform	524.2	---	0.5	0.7	ug/L	---	02/07/20 13:11	4556960
74-87-3	Chloromethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
95-49-8	2-Chlorotoluene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
106-43-4	4-Chlorotoluene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
124-48-1	Dibromochloromethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
---	Total Trihalomethanes	524.2	80 *	0.5	0.7	ug/L	---	02/07/20 13:11	4556960
96-12-8	1,2-Dibromo-3-chloropropane (DBCP) \$	524.2	---	0.2	< 0.2	ug/L	---	02/07/20 13:11	4556960
106-93-4	1,2-Dibromoethane (EDB)	524.2	---	0.2	< 0.2	ug/L	---	02/07/20 13:11	4556960
74-95-3	Dibromomethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
95-50-1	1,2-Dichlorobenzene	524.2	600 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
541-73-1	1,3-Dichlorobenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
106-46-7	1,4-Dichlorobenzene	524.2	75 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
25321-22-6	Total Dichlorobenzene \$	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
110-57-6	trans-1,4-Dichloro-2-butylene \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
75-71-8	Dichlorodifluoromethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
75-34-3	1,1-Dichloroethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
107-06-2	1,2-Dichloroethane	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960

75-35-4	1,1-Dichloroethylene	524.2	7 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
156-59-2	cis-1,2-Dichloroethylene	524.2	70 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
156-60-5	trans-1,2-Dichloroethylene	524.2	100 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
75-09-2	Dichloromethane	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
78-87-5	1,2-Dichloropropane	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
142-28-9	1,3-Dichloropropane \$	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
513-88-2	1,1-Dichloropropanone \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
594-20-7	2,2-Dichloropropane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
563-58-6	1,1-Dichloropropylene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
10061-01-5	cis-1,3-Dichloropropylene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
10061-02-6	trans-1,3-Dichloropropylene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
542-75-6	1,3-Dichloropropylene, cis & trans \$	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
60-29-7	Ethyl Ether \$	524.2	---	2.0	< 2.0	ug/L	---	02/07/20 13:11	4556960
97-63-2	Ethyl methacrylate \$	524.2	---	1.0	< 1.0	ug/L	---	02/07/20 13:11	4556960
100-41-4	Ethylbenzene	524.2	700 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
87-68-3	Hexachlorobutadiene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
67-72-1	Hexachloroethane \$	524.2	---	2.0	< 2.0	ug/L	---	02/07/20 13:11	4556960
591-78-6	2-Hexanone \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
98-82-8	Isopropylbenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
99-87-6	4-Isopropyltoluene \$	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
126-98-7	Methacrylonitrile \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
96-33-3	Methylacrylate \$	524.2	---	1.0	< 1.0	ug/L	---	02/07/20 13:11	4556960
74-88-4	Methyl iodide \$	524.2	---	2.0	< 2.0	ug/L	---	02/07/20 13:11	4556960
80-62-6	Methylmethacrylate \$	524.2	---	1.0	< 1.0	ug/L	---	02/07/20 13:11	4556960
108-10-1	4-Methyl-2-pentanone (MIBK) \$	524.2	---	2.0	< 2.0	ug/L	---	02/07/20 13:11	4556960
1634-04-4	Methyl-t-butyl ether (MTBE)	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
91-20-3	Naphthalene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
98-95-3	Nitrobenzene \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
79-46-9	2-Nitropropane \$	524.2	---	2.0	< 2.0	ug/L	---	02/07/20 13:11	4556960
76-01-7	Pentachloroethane \$	524.2	---	2.0	< 2.0	ug/L	---	02/07/20 13:11	4556960
107-12-0	Propionitrile \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
103-65-1	n-Propylbenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
100-42-5	Styrene	524.2	100 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
630-20-6	1,1,1,2-Tetrachloroethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
79-34-5	1,1,2,2-Tetrachloroethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
127-18-4	Tetrachloroethylene	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
109-99-9	Tetrahydrofuran \$	524.2	---	5.0	< 5.0	ug/L	---	02/07/20 13:11	4556960
108-88-3	Toluene	524.2	1000 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
87-61-6	1,2,3-Trichlorobenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
120-82-1	1,2,4-Trichlorobenzene	524.2	70 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
71-55-6	1,1,1-Trichloroethane	524.2	200 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
79-00-5	1,1,2-Trichloroethane	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
79-01-6	Trichloroethylene	524.2	5 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
75-69-4	Trichlorofluoromethane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
96-18-4	1,2,3-Trichloropropane	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
76-13-1	1,1,2-Trichloro-1,2,2-trifluoroethane \$	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
526-73-8	1,2,3-Trimethylbenzene \$	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
95-63-6	1,2,4-Trimethylbenzene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
108-67-8	1,3,5-Trimethylbenzene \$	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
75-01-4	Vinyl chloride	524.2	2 *	0.2	< 0.2	ug/L	---	02/07/20 13:11	4556960
95-47-6	1,2-Xylene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
179601-23-1	1,3 + 1,4-Xylene	524.2	---	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960

Client Name: MVTL (Minnesota Valley Testing Labs) New Ulm

Report #: 477564

1330-20-7	Xylenes, Total	524.2	10000 *	0.5	< 0.5	ug/L	---	02/07/20 13:11	4556960
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Compliance monitoring for 1,2-Dibromo-3-chloropropane (DBCP) must be done using EPA method 504.1.

Compliance monitoring for 1,2-Dibromoethane (EDB) must be done using EPA method 504.1.

EEA Methods									
Analyte ID #	Analyte	Method	Reg Limit	MRL†	Result	Units	Preparation Date	Analyzed Date	EEA ID #
335-87-1	Perfluorooctanoic acid (PFOA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
1763-23-1	Perfluorooctanesulfonic acid (PFOS)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
375-73-5	Perfluorobutanesulfonic acid (PFBS)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
375-85-9	Perfluoroheptanoic acid (PFHpA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
355-46-4	Perfluorohexanesulfonic acid (PFHxS)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
375-95-1	Perfluorononanoic acid (PFNA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
335-76-2	Perfluorodecanoic acid (PFDA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
307-24-4	Perfluorohexanoic acid (PFHxA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
307-55-1	Perfluorododecanoic acid (PFDoA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
72629-94-8	Perfluorotridecanoic acid (PFTriDA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
2058-94-8	Perfluoroundecanoic acid (PFUnA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957
376-06-7	Perfluorotetradecanoic acid (PFTeDA)	537.1	---	2.0	< 2.0	ng/L	02/11/20 07:53	02/12/20 04:12	4556957

§ The state of origin does not offer certification for this parameter.

† EEA has demonstrated it can achieve these report limits in reagent water, but can not document them in all sample matrices.

Reg Limit Type:	MCL	SMCL	AL
Symbol:	*	^	

Lab Definitions

Continuing Calibration Check Standard (CCC) / Continuing Calibration Verification (CCV) / Initial Calibration Verification Standard (ICV) / Initial Performance Check (IPC) - is a standard containing one or more of the target analytes that is prepared from the same standards used to calibrate the instrument. This standard is used to verify the calibration curve at the beginning of each analytical sequence, and may also be analyzed throughout and at the end of the sequence. The concentration of continuing standards may be varied, when prescribed by the reference method, so that the range of the calibration curve is verified on a regular basis. CCL, CCM, and CCH are the CCC standards at low, mid, and high concentration levels, respectively.

Internal Standards (IS) - are pure compounds with properties similar to the analytes of interest, which are added to field samples or extracts, calibration standards, and quality control standards at a known concentration. They are used to measure the relative responses of the analytes of interest and surrogates in the sample, calibration standard or quality control standard.

Laboratory Duplicate (LD) - is a field sample aliquot taken from the same sample container in the laboratory and analyzed separately using identical procedures. Analysis of laboratory duplicates provides a measure of the precision of the laboratory procedures.

Laboratory Fortified Blank (LFB) / Laboratory Control Sample (LCS) - is an aliquot of reagent water to which known concentrations of the analytes of interest are added. The LFB is analyzed exactly the same as the field samples. LFBs are used to determine whether the method is in control. FBL, FBM, and FBH are the LFB samples at low, mid, and high concentration levels, respectively.

Laboratory Method Blank (LMB) / Laboratory Reagent Blank (LRB) - is a sample of reagent water included in the sample batch analyzed in the same way as the associated field samples. The LMB is used to determine if method analytes or other background contamination have been introduced during the preparation or analytical procedure. The LMB is analyzed exactly the same as the field samples.

Laboratory Trip Blank (LTB) / Field Reagent Blank (FRB) - is a sample of laboratory reagent water placed in a sample container in the laboratory and treated as a field sample, including storage, preservation, and all analytical procedures. The FRB/LTB container follows the collection bottles to and from the collection site, but the FRB/LTB is not opened at any time during the trip. The FRB/LTB is primarily a travel blank used to verify that the samples were not contaminated during shipment.

Matrix Spike Duplicate Sample (MSD) / Laboratory Fortified Sample Matrix Duplicate (LFSMD) - is a sample aliquot taken from the same field sample source as the Matrix Spike Sample to which known quantities of the analytes of interest are added in the laboratory. The MSD is analyzed exactly the same as the field samples. Analysis of the MSD provides a measure of the precision of the laboratory procedures in a specific matrix. SDL, SDM, and SDH / LFSMDL, LFSMDM, and LFSMDH are the MSD or LFSMD at low, mid, and high concentration levels, respectively.

Matrix Spike Sample (MS) / Laboratory Fortified Sample Matrix (LFSM) - is a sample aliquot taken from field sample source to which known quantities of the analytes of interest are added in the laboratory. The MS is analyzed exactly the same as the field samples. The purpose is to demonstrate recovery of the analytes from a sample matrix to determine if the specific matrix contributes bias to the analytical results. MSL, MSM, and MSH / LFSML, LFSMM, and LFSMH are the MS or LFSM at low, mid, and high concentration levels, respectively.

Quality Control Standard (QCS) / Second Source Calibration Verification (SSCV) - is a solution containing known concentrations of the analytes of interest prepared from a source different from the source of the calibration standards. The solution is obtained from a second manufacturer or lot if the lot can be demonstrated by the manufacturer as prepared independently from other lots. The QCS sample is analyzed using the same procedures as field samples. The QCS is used as a check on the calibration standards used in the method on a routine basis.

Reporting Limit Check (RLC) / Initial Calibration Check Standard (ICCS) - is a procedural standard that is analyzed each day to evaluate instrument performance at or below the minimum reporting limit (MRL).

Surrogate Standard (SS) / Surrogate Analyte (SUR) - is a pure compound with properties similar to the analytes of interest, which is highly unlikely to be found in any field sample, that is added to the field samples, calibration standards, blanks and quality control standards before sample preparation. The SS is used to evaluate the efficiency of the sample preparation process.

APPENDIX E - Well Geologic Profile

SHEET INDEX

SHEET	DESCRIPTION
001	TITLE SHEET
002	SITE PLAN AND GRADING PLAN
003	ACCESS DRIVEWAY PLAN

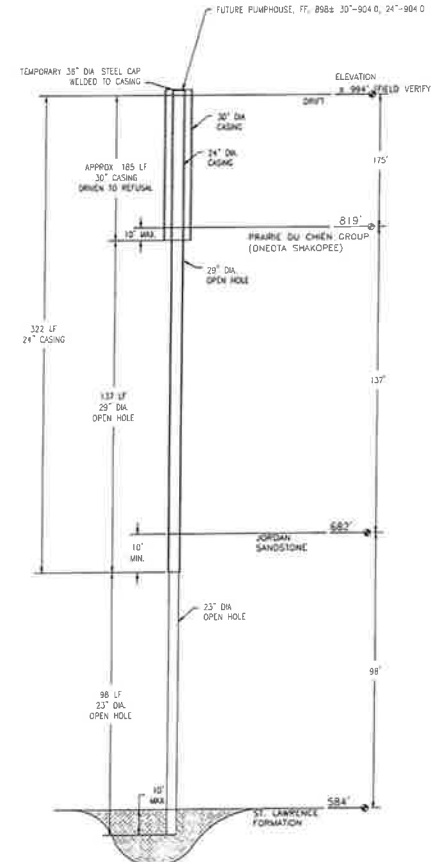
Construction Plans for Water Well No. 23

PROJECT NO. 2021-1
Shakopee, Minnesota
Prepared for:
Shakopee Public Utilities

Preliminary
06/30/2021 2:13:52 PM



VICINITY MAP
NO SCALE



GEOLOGIC ELEVATION PROPOSED
WATER WELL NO. 23

SCALE: NO SCALE (DIMENSIONS APPROXIMATE)

NOTE: CONTRACTOR TO REVIEW LOCAL MDH WELL LOGS AND INTERPRET DATA FOR USE IN BIDDING.

CONSULTANT CONTACT LIST:

OWNER
SHAKOPEE PUBLIC UTILITIES
255 SARAZIN STREET
SHAKOPEE, MN 55379-0470
TEL 952-445-1988
FAX 952-445-7767
CONTACT: LON SCHEMEL

CIVIL ENGINEER
SAMBATEK
12800 WHITEWATER DRIVE, SUITE 300
MINNETONKA, MN 55343
TEL 763-746-1500
FAX 763-476-8532
CONTACT: PAUL HERUBIN

SURVEYOR
SAMBATEK
12800 WHITEWATER DRIVE, SUITE 300
MINNETONKA, MN 55343
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FAX 763-476-8532
CONTACT: JASON LEMPOLA

UTILITY & GOVERNING AGENCIES CONTACT LIST:

CITY ENGINEER/PUBLIC WORKS
500 GORMAN ST.
SHAKOPEE, MN 55379
TEL 952-233-9369
FAX 952-233-3303
CONTACT: N/A

PUBLIC SAFETY
475 GORMAN STREET
SHAKOPEE, MN 55379
TEL 952-233-9400
EMERGENCY TEL 911
CONTACT: N/A

UTILITY LOCATION
MINNESOTA
GOPHER STATE ONE CALL
(800) 252-1166

FIRE
2700 VIERLING DRIVE
SHAKOPEE, MN 55379
TEL 952-233-9570
EMERGENCY TEL 911
CONTACT: TOM FETSCHNEIDER,
FIRE MARSHAL

ELECTRIC COMPANY
SHAKOPEE PUBLIC UTILITIES
255 SARAZIN STREET
SHAKOPEE, MN 55379-0470
TEL 952-445-1988
FAX 952-445-7767
CONTACT: GREG DRENT

Client

SHAKOPEE PUBLIC UTILITIES
255 SARAZIN STREET
SHAKOPEE, MN 55379
TELEPHONE: 952-445-1988
UTILITIES MANAGER: JOHN CROOKS
PLANNING & ENGINEERING DIRECTOR: LUCY JAKUS P.E.
WATER SUPERINTENDENT: LON SCHEMEL

Sambatek
www.sambatek.com

12800 Whitewater Drive, Suite 300
Minnetonka, MN 55343
763-476-6010 telephone
763-476-8532 facsimile

Engineering / Surveying / Planning / Environmental

PROJECT MANAGER: PAUL J. HERUBIN, P.E.

Project
WATER WELL
NO. 23

Location
SHAKOPEE, MN

Certification

I hereby certify that the plans, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Paul J. Herubin
PAUL J. HERUBIN
Registration No. 45243 Date: TBD

Summary
Designed by: Drawn by:
Approved: PJI Book / Page:
Phase: CONSTRUCTIONAL ISSUE, 0417

Revision History
No. Date By Submittal / Revision

Sheet Title
TITLE SHEET

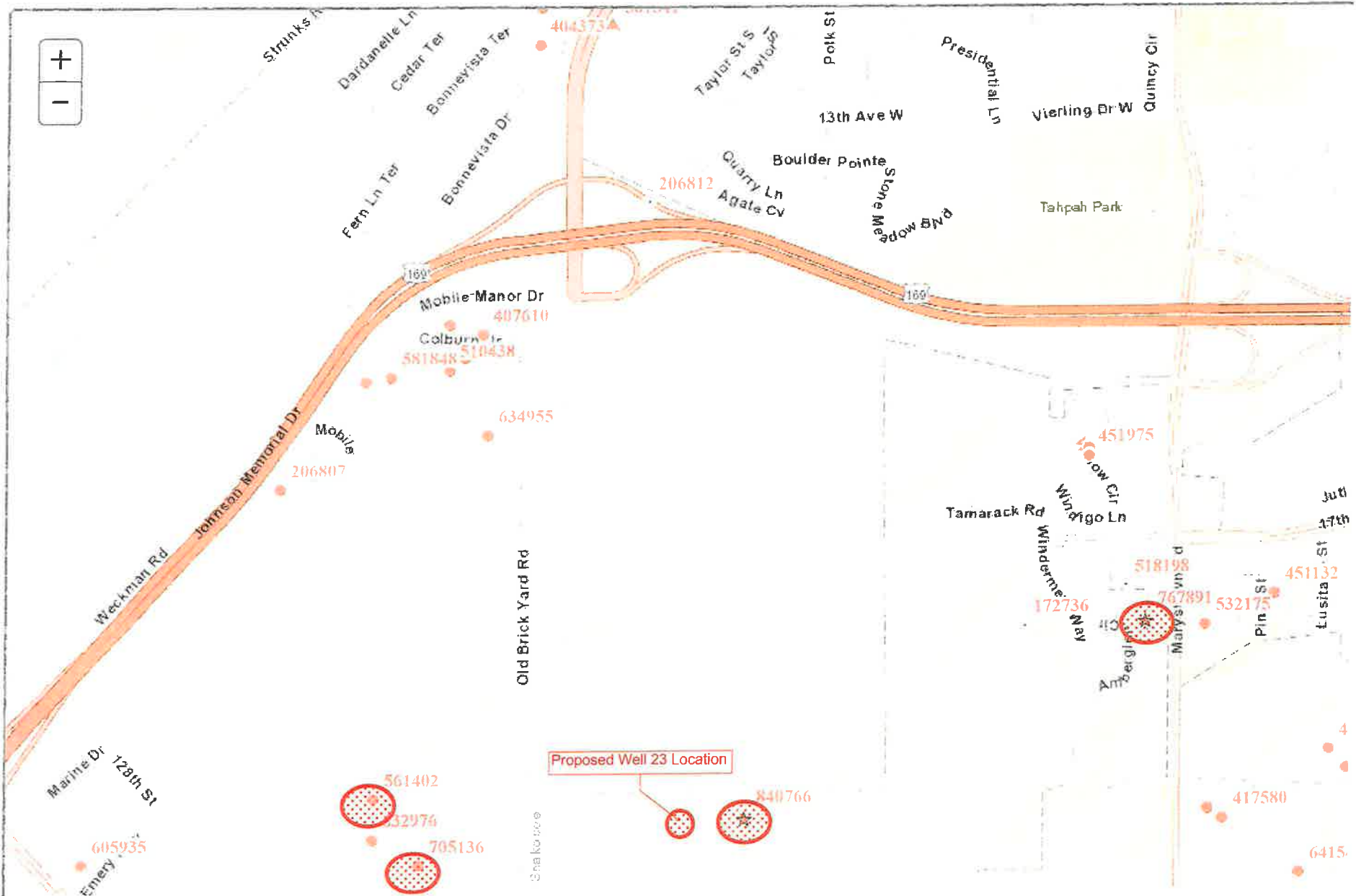
Sheet No. Revision
C01

Project No. 20709.06

APPENDIX F – MDH Well Location Map and MDH Well Logs



Minnesota Well Index



561402

County Scott
 Quad Shakopee
 Quad ID 105D

MINNESOTA DEPARTMENT OF HEALTH
WELL AND BORING REPORT
 Minnesota Statutes Chapter 1031

Entry Date 06/12/1996
 Update Date 02/14/2014
 Received Date

<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Well Name</th> <th>Township</th> <th>Range</th> <th>Dir Section</th> <th>Subsection</th> </tr> <tr> <td>CUPPY, TIM</td> <td>115</td> <td>23</td> <td>W 15</td> <td>DACCCD</td> </tr> <tr> <td>Elevation</td> <td>901 ft.</td> <td>Elev. Method</td> <td colspan="2">CALC FROM 2-FOOT COUNTY DEM</td> </tr> <tr> <td colspan="5">Address</td> </tr> <tr> <td>C/W</td> <td colspan="4">12742 OLD BRICK YARD RD SHAKOPEE MN 55379</td> </tr> <tr> <td colspan="5">Stratigraphy Information</td> </tr> <tr> <th>Geological Material</th> <th>From</th> <th>To (ft.)</th> <th>Color</th> <th>Hardness</th> </tr> <tr> <td>SOIL</td> <td>0</td> <td>2</td> <td>BLACK</td> <td>SOFT</td> </tr> <tr> <td>CLAY</td> <td>2</td> <td>10</td> <td>YELLOW</td> <td>MEDIUM</td> </tr> <tr> <td>GRAVEL, BIG</td> <td>10</td> <td>121</td> <td>BRN/YEL</td> <td>MEDIUM</td> </tr> <tr> <td>LIMEROCK</td> <td>121</td> <td>217</td> <td>RED/BRN</td> <td>HARD</td> </tr> <tr> <td>SANDROCK</td> <td>217</td> <td>261</td> <td>WHT/YEL</td> <td>MEDIUM</td> </tr> </table>	Well Name	Township	Range	Dir Section	Subsection	CUPPY, TIM	115	23	W 15	DACCCD	Elevation	901 ft.	Elev. 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Color	Hardness	SOIL	0	2	BLACK	SOFT	CLAY	2	10	YELLOW	MEDIUM	GRAVEL, BIG	10	121	BRN/YEL	MEDIUM	LIMEROCK	121	217	RED/BRN	HARD	SANDROCK	217	261	WHT/YEL	MEDIUM	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Well Depth</th> <th>Depth Completed</th> <th>Date Well Completed</th> </tr> <tr> <td>261 ft.</td> <td>261 ft.</td> <td>10/03/1995</td> </tr> <tr> <td>Drill Method</td> <td>Non-specified Rotary</td> <td>Drill Fluid Qwik gel</td> </tr> <tr> <td>Use</td> <td>domestic</td> <td>Status Active</td> </tr> <tr> <td>Well Hydrofractured?</td> <td>Yes <input type="checkbox"/> No <input type="checkbox"/></td> <td>From To</td> </tr> <tr> <td>Casing Type</td> <td>Step down</td> <td>Joint Welded</td> </tr> <tr> <td>Drive Shoe?</td> <td>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></td> <td>Above/Below</td> </tr> <tr> <th>Casing Diameter</th> <th>Weight</th> <th>Hole Diameter</th> </tr> <tr> <td>8 in. To</td> <td>122 ft. 18 lbs./ft.</td> <td>10. in. To 122 ft.</td> </tr> <tr> <td>4 in. To</td> <td>236 ft. 11 lbs./ft.</td> <td>8 in. To 230 ft.</td> </tr> <tr> <td></td> <td></td> <td>4 in. To 261 ft.</td> </tr> <tr> <td>Open Hole</td> <td>From 236 ft.</td> <td>To 261 ft.</td> </tr> <tr> <td>Screen?</td> <td><input type="checkbox"/></td> <td>Type Make</td> </tr> <tr> <td colspan="3">Static Water Level</td> </tr> <tr> <td>181 ft.</td> <td>land surface</td> <td>Measure 10/03/1995</td> </tr> <tr> <td colspan="3">Pumping Level (below land surface)</td> </tr> <tr> <td colspan="3">Wellhead Completion</td> </tr> <tr> <td>Pitless adapter manufacturer</td> <td>MERRILL</td> <td>Model SPK</td> </tr> <tr> <td><input type="checkbox"/> Casing Protection</td> <td><input type="checkbox"/> 12 in. above grade</td> <td></td> </tr> <tr> <td colspan="3"><input type="checkbox"/> At-grade (Environmental Wells and Borings ONLY)</td> </tr> <tr> <td>Grouting Information</td> <td>Well Grouted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified</td> <td></td> </tr> <tr> <td>Material</td> <td>Amount</td> <td>From To</td> </tr> <tr> <td>neat cement</td> <td>4 Sacks</td> <td>0 ft. 230 ft.</td> </tr> <tr> <td colspan="3">Nearest Known Source of Contamination</td> </tr> <tr> <td>125 feet</td> <td>North Direction</td> <td>Septic tank/drain field Type</td> </tr> <tr> <td>Well disinfected upon completion?</td> <td><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</td> <td></td> </tr> <tr> <td>Pump</td> <td><input type="checkbox"/> Not Installed</td> <td>Date Installed 10/12/1995</td> </tr> <tr> <td>Manufacturer's name</td> <td>AERMOTOR</td> <td></td> </tr> <tr> <td>Model Number</td> <td>HP 1</td> <td>Volt 230</td> </tr> <tr> <td>Length of drop pipe</td> <td>207 ft</td> <td>Capacity 12 g.p. Typ Submersible</td> </tr> <tr> <td colspan="3">Abandoned</td> </tr> <tr> <td colspan="3">Does property have any not in use and not sealed well(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</td> </tr> <tr> <td colspan="3">Variance</td> </tr> <tr> <td colspan="3">Was a variance granted from the MDH for this well? <input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td colspan="3">Miscellaneous</td> </tr> <tr> <td>First Bedrock</td> <td>Prairie Du Chien Group</td> <td>Aquifer Jordan</td> </tr> <tr> <td>Last Strat</td> <td>Jordan Sandstone</td> <td>Depth to Bedrock 121 ft</td> </tr> <tr> <td colspan="3">Located by Minnesota Geological Survey</td> </tr> <tr> <td>Locate Method</td> <td colspan="2">Digitization (Screen) - Map (1:24,000) (15 meters or</td> </tr> <tr> <td>System</td> <td>UTM - NAD83, Zone 15, Meters</td> <td>X 455224 Y 4957054</td> </tr> <tr> <td>Unique Number Verification</td> <td>Address verification</td> <td>Input Date 11/10/2004</td> </tr> <tr> <td colspan="3">Angled Drill Hole</td> </tr> <tr> <td colspan="3">Well Contractor</td> </tr> <tr> <td>Stodola Don Well Co.</td> <td>27172</td> <td>SCHWICH, G.</td> </tr> <tr> <td>Licensee Business</td> <td>Lic. or Reg. No.</td> <td>Name of Driller</td> </tr> </table>	Well Depth	Depth Completed	Date Well Completed	261 ft.	261 ft.	10/03/1995	Drill Method	Non-specified Rotary	Drill Fluid Qwik gel	Use	domestic	Status Active	Well Hydrofractured?	Yes <input type="checkbox"/> No <input type="checkbox"/>	From To	Casing Type	Step down	Joint Welded	Drive Shoe?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Above/Below	Casing Diameter	Weight	Hole Diameter	8 in. To	122 ft. 18 lbs./ft.	10. in. To 122 ft.	4 in. To	236 ft. 11 lbs./ft.	8 in. To 230 ft.			4 in. To 261 ft.	Open Hole	From 236 ft.	To 261 ft.	Screen?	<input type="checkbox"/>	Type Make	Static Water Level			181 ft.	land surface	Measure 10/03/1995	Pumping Level (below land surface)			Wellhead Completion			Pitless adapter manufacturer	MERRILL	Model SPK	<input type="checkbox"/> Casing Protection	<input type="checkbox"/> 12 in. above grade		<input type="checkbox"/> At-grade (Environmental Wells and Borings ONLY)			Grouting Information	Well Grouted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified		Material	Amount	From To	neat cement	4 Sacks	0 ft. 230 ft.	Nearest Known Source of Contamination			125 feet	North Direction	Septic tank/drain field Type	Well disinfected upon completion?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Pump	<input type="checkbox"/> Not Installed	Date Installed 10/12/1995	Manufacturer's name	AERMOTOR		Model Number	HP 1	Volt 230	Length of drop pipe	207 ft	Capacity 12 g.p. 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Manufacturer's name	AERMOTOR																																																																																																																																																																																																			
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First Bedrock	Prairie Du Chien Group	Aquifer Jordan																																																																																																																																																																																																		
Last Strat	Jordan Sandstone	Depth to Bedrock 121 ft																																																																																																																																																																																																		
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Stodola Don Well Co.	27172	SCHWICH, G.																																																																																																																																																																																																		
Licensee Business	Lic. or Reg. No.	Name of Driller																																																																																																																																																																																																		
<p>Remarks</p>																																																																																																																																																																																																				

705136

County Scott
 Quad Shakopee
 Quad ID 105D

MINNESOTA DEPARTMENT OF HEALTH
WELL AND BORING REPORT
 Minnesota Statutes Chapter 1031

Entry Date
 Update Date 08/02/2006
 Received Date 04/19/2004

Well Name THEIS, GLENN	Township 115	Range 23	Dir Section W 15	Subsection DDBDAC	Well Depth 280 ft.	Depth Completed 280 ft.	Date Well Completed 02/24/2004
Elevation 910 ft. Elev. Method 7.5 minute topographic map (+/- 5 feet)					Drill Method Non-specified Rotary	Drill Fluid Bentonite	
Address Well 12850 OLD BRICKYARD RD SHAKOPEE MN					Use domestic	Status Active	
Stratigraphy Information					Well Hydrofractured? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> From To		
Geological Material					Casing Type Step down Joint Welded		
From To (ft.) Color Hardness					Drive Shoe? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Above/Below		
CLAY	0	22	BROWN	MEDIUM	Casing Diameter Weight Hole Diameter		
CLAY, SAND (ROCKY)	22	111	BROWN	MEDIUM	8 in. To 113 ft.	21 lbs./ft.	11 in. To 113 ft.
LIMESTONE	111	220	BROWN	HARD	4 in. To 259 ft.	11 lbs./ft.	8 in. To 250 ft.
SANDROCK	220	250	BROWN	SOFT	4 in. To 280 ft.		
SANDROCK	250	275	GRAY	MEDIUM	Open Hole From 259 ft. To 280 ft.		
SANDROCK	275	280	BROWN	MEDIUM	Screen? <input type="checkbox"/> Type Make		
Static Water Level					190 ft. land surface Measure 02/24/2004		
Pumping Level (below land surface)							
Wellhead Completion					Pitless adapter manufacturer MONITOR Model		
<input type="checkbox"/> Casing Protection					<input type="checkbox"/> 12 in. above grade		
<input type="checkbox"/> At-grade (Environmental Wells and Borings ONLY)							
Grouting Information					Well Grouted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified		
Material					Amount	From	To
high solids bentonite					7 Sacks	0 ft.	113 ft.
neat cement					4 Cubic yards	10 ft.	250 ft.
pearock							ft. ft.
Nearest Known Source of Contamination					100 feet Northwes Direction Sewer Type		
Well disinfected upon completion?					<input type="checkbox"/> Yes <input type="checkbox"/> No		
Pump					<input type="checkbox"/> Not Installed Date Installed 02/24/2004		
Manufacturer's name AERMOTOR					Model Number HP 2 Volt 230		
Length of drop pipe 219 ft					Capacity 20 g.p. Type Submersible		
Abandoned					Does property have any not in use and not sealed well(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Variance					Was a variance granted from the MDH for this well? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Miscellaneous					First Bedrock Prairie Du Chien Group Aquifer Jordan		
Last Strat Jordan Sandstone					Depth to Bedrock 111 ft		
Located by Minnesota Geological Survey					Locate Method Digitization (Screen) - Map (1:24,000) (15 meters or		
System UTM - NAD83, Zone 15, Meters					X 455337 Y 4956891		
Unique Number Verification					Address verification Input Date 07/26/2005		
Angled Drill Hole							
Well Contractor					Hartmann Well Co. 40174 HARTMANN, B		
Licensee Business					Lic. or Reg. No. Name of Driller		

MINNESOTA DEPARTMENT OF HEALTH
WELL AND BORING CONSTRUCTION RECORD
 Minnesota Statutes, chapter 103I

840766

WELL OR BORING LOCATION
 County Name
SCOTT

Township Name **SHAKOPEE** Township No. **115** Range No. **23** Section No. **14**
 Fraction (sm. → lg.)
 NW ¼ SE ¼ SW ¼

WELL BORING DEPTH (completed) **422** ft. DATE WORK COMPLETED **2/5/2020**

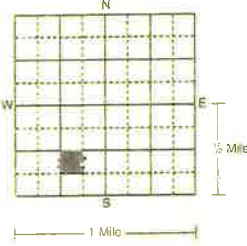
GPS LOCATION, decimal degrees (to four decimal places)
 Latitude **44.76505** Longitude **-93.55430** **CDBABD**

DRILLING METHOD
 Cable Tool Driven Dual Rotary
 Auger Rotary Rotasonic
 Other

House Number, Street Name, City, and ZIP Code of Well Location
1520 130TH STREET NW, SHAKOPEE 55379

DRILLING FLUID **BENTONITE / WATER** WELL HYDROFRACTURED? Yes No
 From _____ ft. To _____ ft.

Show exact location of well/boring in section grid with "X." Sketch map of well/boring location. Showing property lines, roads, buildings, and direction.



SEE ATTACHED MAP

USE
 Domestic Monitoring Heating/Cooling
 Noncommunity PWS Irrigation Industry/Commercial
 Community PWS Dewatering Remedial TEST HOLE
 Elevator

PROPERTY OWNER'S NAME/COMPANY NAME
SHAKOPEE PUBLIC UTILITIES

CASING MATERIAL Drive Shoe? Yes No
 Steel Threaded Welded
 Plastic

Property owner's mailing address if different than well location address indicated above.
**255 SARAZIN STREET
 SHAKOPEE, MN 55379**

CASING Diameter **10** in. To **187 + 3** ft. Weight **40.5** lbs./ft. Specifications **A-53**
6 in. To **314 + 3** ft. **18.5** lbs./ft. **A-53**
 in. To _____ ft. _____ lbs./ft. _____

WELL OWNER'S NAME/COMPANY NAME
SHAKOPEE PUBLIC UTILITIES

SCREEN **NONE** OPEN HOLE From **314** ft. To **424** ft.
 Make _____ Type _____ Diam. _____
 Slot/Gauge _____ Length _____
 Set between _____ ft. and _____ ft. FITTINGS _____

Well/boring owner's mailing address if different than property owner's address indicated above.
**255 SARAZIN STREET
 SHAKOPEE, MN 55379**

STATIC WATER LEVEL **249** ft. Below Above land surface
 Date measured **1/31/2020** Dry hole? Yes No
 PUMPING LEVEL (below land surface) _____ ft. after _____ hrs. pumping _____ g.p.m.

GEOLOGICAL MATERIALS	COLOR	HARDNESS OF MATERIAL	FROM	TO
DRIFT	GRAY	M	0	177
ONEOTA SHAKOPEE	TAN	VH	177	314
JORDAN	BROWN WHITE	MS	314	412
ST. LAWRENCE	GREEN SALMON	H	412	422

WELLHEAD COMPLETION
 Pitless/adaptor manufacturer _____ Model _____
 Casing protection _____ 12 in. above grade
 At-grade Well House Hand Pump

GROUT INFORMATION (specify bentonite, cement-sand, neat-cement, concrete, cuttings, or other)
 Material **NEAT CEMENT** From **0** To **187** ft. _____ Yds. Bags
 Material **NEAT CEMENT** From **0** To **314** ft. _____ Yds. Bags
 Material _____ From _____ To _____ ft. _____ Yds. Bags
 Driven casing seal From _____ To _____ Bags **One bag = 94 lbs. cement or 50 lbs. bentonite**

NEAREST KNOWN SOURCE OF CONTAMINATION
 Well is **500+** feet **SOUTHWEST** direction from **SEPTIC** type
 Well disinfected upon completion? Yes No

PUMP
 Not installed Date installed _____
 Manufacturer's name _____
 Model Number _____ HP _____ Volts _____
 Length of drop pipe _____ ft. Capacity _____ g.p.m.
 Type: Submersible L.S. Turbine Reciprocating Jet _____

ABANDONED WELLS
 Does property have any not in use and not sealed well(s)? Yes No

VARIANCE
 Was a variance granted from the MDH for this well? Yes No TN# _____

WELL CONTRACTOR CERTIFICATION
 This well was drilled under my supervision and in accordance with Minnesota Rules, chapter 4725. The information contained in this report is true to the best of my knowledge.

REMARKS: ELEVATION, SOURCE OF DATA, etc.
 Remarks
 X: 456121 Y: 4956997
 ELEV. 990FT.

E.H. RENNER & SONS, INC. **1431**
 Licensee Business Name Lic. or Reg. No.
 _____ **467**
 Certified Representative Signature Certified Rep. No. Date
EDWIN T. RENNER **5-Feb-20**

767891

County Scott
 Quad Shakopee
 Quad ID 105D

MINNESOTA DEPARTMENT OF HEALTH
WELL AND BORING REPORT
 Minnesota Statutes Chapter 1031

Entry Date 09/21/2018
 Update Date 03/10/2020
 Received Date 10/05/2018

Well Name SHAKOPEE-TW	Township 115	Range 23	Dir Section W 14	Subsection DAAAAB	Well Depth 316 ft.	Depth Completed 316 ft.	Date Well Completed 09/14/2018
Elevation 892 ft.	Elev. Method LiDAR 1m DEM (MNDNR)				Drill Method Non-specified Rotary	Drill Fluid Bentonite	
Address					Use test well	Status Active	
Contact 255 SARAZIN ST SHAKOPEE MN 55379					Well Hydrofractured? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> From To		
Well 1705 WILDERNESS WA SHAKOPEE MN 55379					Casing Type Step down Joint		
Stratigraphy Information					Drive Shoe? Yes <input type="checkbox"/> No <input type="checkbox"/> Above/Below		
Geological Material	From	To (ft.)	Color	Hardness	Casing Diameter	Weight	Hole Diameter
DRIFT SAND &	0	50	BROWN	SOFT	4 in. To	224 ft. 10.8 lbs./ft.	12 in. To 93 ft.
CLAY & ROCKS	50	58	GRAY	MEDIUM	8 in. To	93 ft. 28.5 lbs./ft.	8 in. To 224 ft.
GRAVEL	58	83	BROWN	SOFT	4 in. To 316 ft.		
LIMEROCK	83	84	YELLOW	HARD			
LIMEROCK	84	209	YELLOW	HARD			
SHALE/LIME/SANDROC	209	212	GREEN	SOFT			
JORDAN SANDROCK	212	220	WHITE	SOFT			
JORDAN SANDROCK	220	305	WHITE	SOFT			
SHALE	305	316	GRN/BLK	MEDIUM			
					Open Hole From 224 ft. To 316 ft.		
					Screen? <input type="checkbox"/> Type Make		
					Static Water Level 156 ft. land surface Measure 09/06/2018		
					Pumping Level (below land surface) 160 ft. 5.7 hrs. Pumping at 60 g.p.m.		
					Wellhead Completion Pitless adapter manufacturer Model <input checked="" type="checkbox"/> Casing Protection <input checked="" type="checkbox"/> 12 in. above grade <input type="checkbox"/> At-grade (Environmental Wells and Borings ONLY)		
					Grouting Information Well Grouted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified		
					Material Amount From To		
					neat cement 58 Sacks ft. 224 ft.		
					neat cement 35 Sacks ft. 93 ft.		
					Nearest Known Source of Contamination 200 feet <u>Northeas</u> Direction <u>Septic tank/drain field</u> Type Well disinfected upon completion? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
					Pump <input checked="" type="checkbox"/> Not Installed Date Installed		
					Manufacturer's name		
					Model Number HP Volt		
					Length of drop pipe ft Capacity g.p. Typ		
					Abandoned Does property have any not in use and not sealed well(s)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
					Variance Was a variance granted from the MDH for this well? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
					Miscellaneous First Bedrock Prairie Du Chien Group Aquifer Jordan Last Strat Jordan Sandstone Depth to Bedrock 84 ft Located by Minnesota Geological Survey Locate Method Digitization (Screen) - Map (1:24,000) (15 meters or System UTM - NAD83, Zone 15, Meters X 457122 Y 4957476 Unique Number Verification Info/GPS from data Input Date 09/21/2018		
					Angled Drill Hole		
					Well Contractor Keys Well Drilling Co. 1347 SEE REMARKS Licensee Business Lic. or Reg. No. Name of Driller		

Remarks
 GAMMA LOGGED 9-17-2018. M.G.S. NO. 5796. LOGGED BY JIM TRÄEN.
 DRILLERS: JOHN ALLAN AND DAN SAMPSON.

**APPENDIX G - Preliminary Wellhead Protection (WHP)
Area and Drinking Water Supply Management Area**



Shakopee Public Utilities
Part 2 Wellhead Protection Plan

Wellhead Protection Area and Drinking Water Supply Management Area

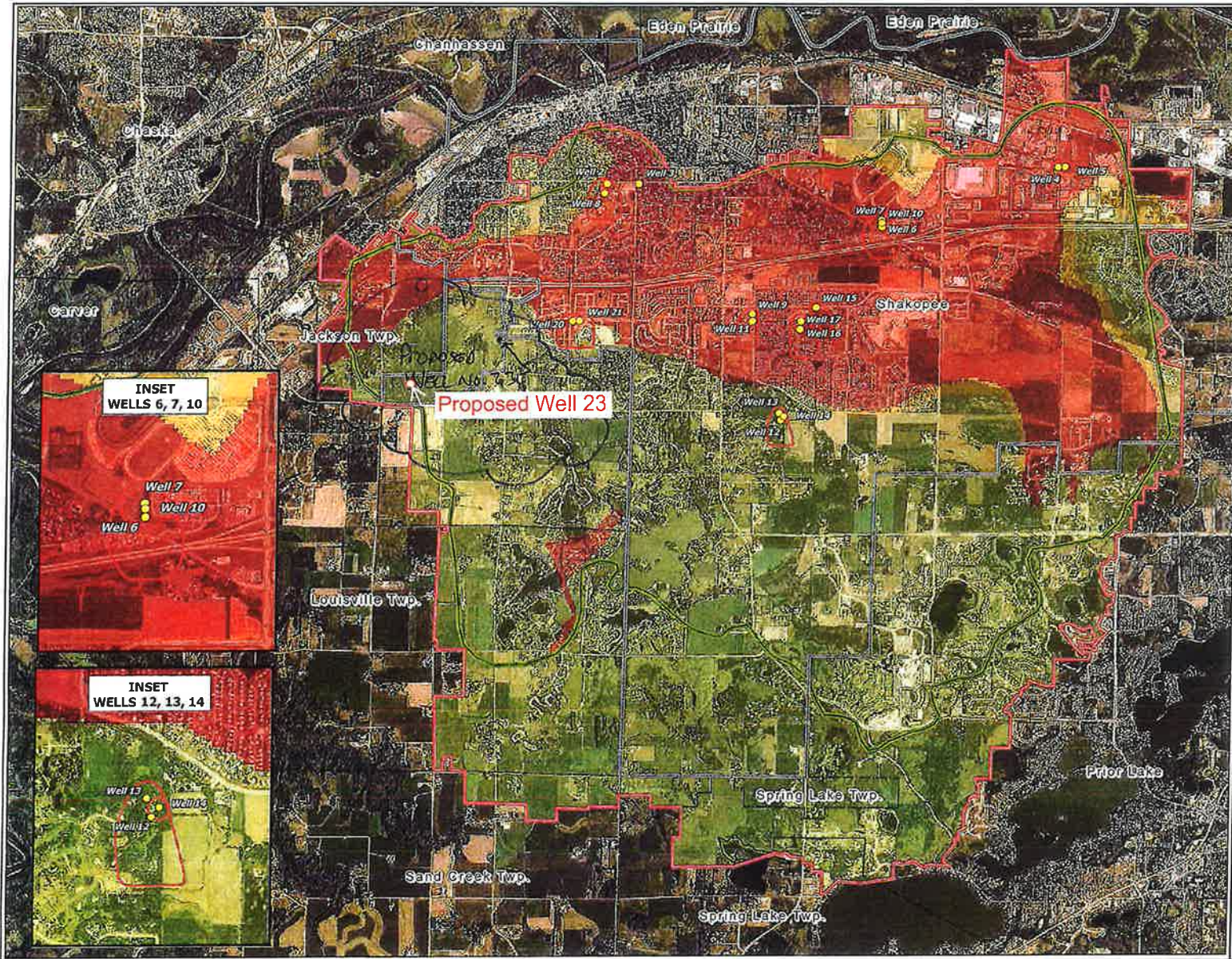
Figure 1

- Municipal Wells
- Drinking Water Supply Management Area
- 1-Year Time Travel Delineation
- High Vulnerability Surface Water Runoff Area
- DWSMA Groundwater Vulnerability
 - High
 - Moderate
 - Low
- Shakopee City Boundary
- Municipal Boundaries





MAY 2011

I:\1390\139010002\gis\projects\whpa-dwsma.mxd





PO Box 470 • 255 Sarazin Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

TO: Greg Drent, Utilities Manager 
FROM: Joseph D. Adams, Planning & Engineering Director 
SUBJECT: West Shakopee Substation Update
DATE: July 29, 2021

ISSUE

The project design by is nearing completion and an updated schedule is attached for review.

BACKGROUND

The Commission previously purchased a parcel on which to construct a new electric substation to serve the growing developments on the west side of SPU's service territory.

Transmission provider Xcel Energy previously verified that the proposed transmission line interconnection will have the capacity to serve the projected load at the selected location.

Staff hosted a virtual neighborhood meeting via WebEx online on Monday December 28, 2020.

The property has been annexed into the city of Shakopee.

A Conditional Use Permit (CUP) for the facility has been approved by the city of Shakopee.

The property has been re-zoned to Light Industrial by the city of Shakopee.

Leidos performed a Phase 1 Environmental Review of the site that revealed no concerns.

DISCUSSION

Attached is an updated schedule for completing the design, specifications, bidding, procurement of the major equipment/facilities, i.e. power transformer, control building/switchgear and site construction contracts and the equipment delivery and construction phases.

REQUESTED ACTION

No action is required at this time; this is an informational item.


**Project Milestone Schedule for SPU West Shakopee Substation
November 2022 In-Service Date**


Activity	Start Date	Finish Date
Construction Agreement with Xcel Energy	Aug 2021	Aug 2021
Kick-Off Design Meeting	Aug 2021	Aug 2021
Prepare Transformer Specs	Aug 2021	Aug 2021
Requisition Transformer	Aug 2021	Sept 2021
Prepare Substation Plan and Elevation Drawings	Aug 2021	Sept 2021
Prepare Schematic Diagrams and Switchgear and 115 kV Breaker Specs	Aug 2021	Sept 2021
Site Civil Drawings	Sept 2021	Oct 2021
Foundations/Oil Containment Design	Sept 2021	Oct 2021
Substation and Exit Circuit Duct Bank Design	Sept 2021	Oct 2021
Prepare Construction Drawings and Specs	Oct 2021	Nov 2021
Requisition Switchgear and 115 kV Breaker	Oct 2021	Nov 2021
Requisition Construction Services (Substation and Exit Circuit Duct Bank)	Nov 2021	Dec 2021
Prepare Landscaping Design	Dec 2021	Dec 2021
Requisition Landscaping Services	Dec 2021	Jan 2022
Prepare Testing/Commissioning Specs	Dec 2021	Dec 2021
Requisition Testing/Commissioning	Jan 2022	Jan 2022
Begin Construction	April 2022	
Substation Site Preparation	May 2022	May 2022
Install Foundations	June 2022	July 2022
Install Substation Conduits and Duct Banks	July 2022	Aug 2022
Erect Structures	Aug 2022	Sept 2021
Install Equipment (Transformer, Breaker, and Switchgear)	Sept 2022	Oct 2022
Install Control Wiring and Exit Circuits	Oct 2022	Oct 2022
Install Landscaping	Oct 2022	Oct 2022
Test, Commission, and Energize	Nov 2022	Nov 2022



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July 29, 2021

TO: Greg Drent, General Manager 

FROM: Sharon Walsh, Director of Customer Relations and Marketing 

SUBJECT: Late Payment Penalties and Credit Card Fees

Overview

At the July 19th regular commission meeting, during the verbal update provided by the Director of Customer Relations and Marketing, the return to assessing penalties on customer late payments and the ongoing elimination of online credit card fees were discussed. Staff was directed to return to the August 2nd meeting with financial information associated with these two revenue/expense actions for further discussion and direction.

The following data details the revenue/expense of both penalties and credit card fees annually from 2017 through July 2021. Including data going back to 2017 provides a more “standard” comparison pre-COVID.

Penalties – penalties are applied to a customer account the day following the bill due date. The penalty is 5% of the *current* bill; not account balance. This process ceased in April 2020 with COVID.

Year	Total Penalties Assessed to Customers	Total Penalties Waived
2017	\$272,453.57	\$0.00
2018	\$290,917.76	\$0.00
2019	\$346,920.00	\$0.00
2020	\$64,436.23 (thru March)	\$318,477.32*
2021	\$0.00	\$271,158.30 (thru July)**

*Data was manually tracked during COVID. This total contains one month that was not recorded so an average of the other eight months was used.

**At the current pace, the Total Penalties Waived would be \$464,842.80 by yearend.



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Credit Card Fees - \$3.95 is a pass-through convenience fee assessed by Paymentus. This had been charged to the customer per \$300 (increased to \$500 in 2020) transaction. In March 2020, with the start of COVID, this process was changed so that the \$3.95 fee was absorbed by SPU; no cost to the customer.

Year	Convenience Fee – Customer Expense	Convenience Fee – SPU Expense (YTD)	# of Transactions
2017	\$114,399.90	\$0.00	28,962
2018	\$106,993.65	\$0.00	27,087
2019	\$121,549.40	\$0.00	30,772
2020	\$31,521	\$136,918.85	7,980/34,663
2021	\$0.00	\$129,532.35	32,793

Action Required

Staff is looking for input and direction related to assessing late fee penalties and the assessment of the \$3.95 credit card fee effective with the next billing cycle.

Staff recommends/offers the following:

1. Return to assessing penalties, but allow a grace period before the penalty is applied. Consideration would need to be given to our billing process as penalties are at the front end of the delinquent process, but staff believes a grace period of 3-5 business days would not negatively impact the process.
2. Absorb the online credit card convenience fee as a cost of doing business. Driving online payment processing (or ACH) positively impacts the processing of customer payments. These types of payments reduce staff requirements. Note: Since January 2021 we have been operating with one less billing clerk (i.e., I did not backfill a billing clerk position when I promoted from within my department). Additionally, the customer response has been very positive to the “no fee to pay” feature, both from an expense savings and a benefit/opportunity to use personal credit card perks. While this is more subjective than objective, it is critical as we are continually working to improve our brand image and customer perception of SPU. Lastly, there may be room to reduce this fee/expense to SPU through vendor negotiations, a new vendor selection process or functionality in the new billing system.



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DATE: July 29, 2021
 TO: SPU Commissioners
 FROM: Greg Drent, General Manager *GD*
 Subject: Sub-Committee for Compensation and Benefits

Background:

SPU has started the budget process for 2022 and below is the preliminary timeline for the budget.

Task	Dates
Director/Manager meeting - discuss 2022 budget parameters	July 30, 2021
Budget kick-off meeting	July 30, 2021
Finance to create budget worksheets for departments	August 2 - August 6, 2021
Budget worksheets to Department Directors	August 9, 2021
Commission check-in	September 7, 2021
Finance to prepare wages and benefit information	August 2 - September 21, 2021
Commission small working group to review wages/benefits	Week of September 13, 2021
Revenue Assumptions development	August 3 - August 16, 2021
Revenues/expenditures due from Departments	August 23, 2021
5-year CIP information due from Departments	August 23, 2021
5-year CIP development	August 24 - September 24, 2021
Manager meeting to review budget and CIP	September 30, 2021
Commission Decision on General Wage Increases	October 4, 2021
Finance to finalize budget changes from department discussions	Week of October 4, 2021
Commission small working group to review budget and CIP	Week of October 11, 2021
Finance to finalize budget changes from small working group	Week of October 18, 2021
Commission meeting to review budget and CIP	November 1, 2021
Final budget and CIP changes to finance	November 5, 2021
Final budget and CIP to Managers	November 9, 2021
Commission Review of Draft CIP, Cash Flow and Budget	November 15, 2021
Final Budget Approved by Commission	December 6, 2021
Budget books created	December 6, 2021
Commission Adoption of Various Fee/Rate Resolutions	December 6, 2021

As you can see there are many moving parts to the budget process. In prior years, the commission has designated a sub-committee to discuss wages and benefits as part of the budget process.

Action:

Direction on creating a sub-committee to review and recommend wages and benefits for 2022 budget.

