

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
JANUARY 18, 2022
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
 - 1a) Roll Call

2. **Communications**

3. **Consent Agenda**
 - C=> 3a) Approval of January 3, 2022 Minutes (GD)
 - C=> 3b) Approval of January 18, 2022 Agenda (KM)
 - C=> 3c) January 4, 2022 Warrant List
Account Credit Request/Deposit Refunds (KW)
 - C=> 3d) January 18, 2022 Warrant List (KW)
 - C=> 3e) Res#2022-04 Resolution Allowing The Use of Facsimile Signature for check Signing (KW)
 - C=> 3f) Monthly Water Dashboard – Month of December 2021 (LS)
 - C=> 3g) Pumphouse 23 Proposal Design, Bidding, and Construction Management Service Agreement (LS)
 - C=> 3h) Tank 8 Change Order 1 (LS)

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) MN Department of Health - PFAS Results (LS)

8. **Reports: Electric Items**
 - 8a) Electric System Operations Report – Verbal (BC)
 - 8b) West Shakopee Substation Power Transformer Bid Results/Awards (JA)

9. **Reports: Human Resources**

10. **Reports: General**
 - 10a) Marketing/Customer Service Report – Verbal (SW)
 - 10b) Residential Customer Deposits Assistance – CAP Agency (KW)
 - 10c) November 2021 Financial Report (KW)
 - 10d) 2022 Goals (GD)

11. **Items for Future Agendas**

12. **Tentative Dates for Upcoming Meetings**
 - February 7, 2022
 - February 22, 2022 (Tuesday)
 - March 7, 2022
 - March 21, 2022

13. **Adjournment**

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
JANUARY 3, 2022
Regular Meeting

1. Call to Order. President Mocol called the January 3, 2022 meeting of the Shakopee Public Utilities Commission to order at 5:05 PM. President Mocol, Vice President Fox, Commissioner Brennan, Commissioner Krieg, and Commissioner Letourneau were present.

2. Approval of Consent Agenda. Commissioner Brennan asked to pull items (3k) and (3l) from the Consent Agenda. Vice President Fox moved approval all other items on the Consent Agenda: (3a) December 6, 2021 Minutes; (3b) January 3, 2022 Agenda; (3c) December 6, 2021 Warrant List, Account Credit Request/Deposits Refunds; (3d) December 20, 2021 Warrant List; (3e) January 3, 2022 Warrant List; (3f) MMPA December Meeting Update; (3g) MMPA December Meeting Update; (3h) Nitrate Results; (3i) Emergency Response Plan Certificate; (3j) Director of Finance and Administration & It Supervisor Hiring; (3m) Res#2021-03 Resolution Approving the Payment for the Pipe Oversizing Costs on the Watermain Project – Summerland 1st Addition. Commissioner Krieg seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

For item (3k), Commissioner Brennan asked for more information on the changes in meter fees. Lon Schemel, Water Superintendent, described the history of fee changes. Commissioner Brennan moved to approve item (3k) Res#2022-01 Resolution Establishing Water Meter and Installation Fess. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried. As to item (3l), Joseph Adams, Director of Planning and Engineering, discussed the history and determination of fees related to underground electrical distribution. Commissioner Brennan moved to approve item (3l) Res#2022-02 Resolution Adjusting Fees Applied Under the Installation of Underground Electrical Distribution System Policy. Vice President Fox seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

3. Liaison Report. No report was offered.

4. Public Comment Period. No public comments were offered.

5. General Manager Report. Greg Drent, General Manager, provided an update on current projects. As to the Payment in Lieu of Taxes (PILOT) agreement with the City, Mr. Drent reported that he and President Mocol attended the City Council meeting on December 21, 2021, when the City Council unanimously approved the agreement. Mr. Drent noted that the final selection for the billing and software system is underway, and SPU is waiting to receive proposed agreements. He explained that installation is expected one year after contract approval. Mr. Drent also reported that all employee reviews and compensation determinations have been completed. He expects to

receive a response from Minnesota Valley Electric Cooperative for Commission consideration at a future meeting.

6. Water Report. Mr. Schemel provided an update on winter maintenance projects, including the inventory process. He noted that the average pumpage level for December 2021 was 3 million gallons/day, as opposed to 10 million over the summer.

7. Minnesota Department of Health PFAS Sampling Results. Mr. Schemel discussed the PFAS testing results. He noted that these results are a snapshot in time and that SPU may want to develop protocols for future monitoring and testing. Mr. Schemel noted that a representative from the Minnesota Department of Health will participate in the January 18, 2022 Commission meeting to answer questions from the Commissioners.

8. Electric Report. Brad Carlson, Electric Superintendent, reported that since the last Commission meeting, seven outages occurred, two storm-related, three electrical failures, and two animal-related. He also provided an update on current projects, including Windemere 4th Addition, transit shelters, Levee Drive duct bank, and replacing storm-damaged streetlights.

9. Authorized Vehicle & Equipment Purchasing to be delivered in 2023. Mr. Carlson explained that the process to order new vehicles has been significantly delayed. He noted the vehicles scheduled for purchase in 2023 and requested authorization to begin the purchase process in 2022, given the anticipated delivery in 2023. Commissioner Brennan moved to authorize the purchase of the 2023 vehicles as presented. Commissioner Letourneau seconded the motion. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

10. Customer Service/Marketing Update. Sharon Walsh, Director of Key Accounts/Marketing/Special Projects, discussed the new rates brochure that she has been developing with the City. She described efforts to develop content for SPU's Facebook page. Ms. Walsh also reported that due to a printing delay by the third-party vendor, bills were mailed today, approximately one week later than usual. She noted that SPU posted a notice on Facebook and that billing information is available on-line. Ms. Walsh also noted that under SPU's typical practices, January 24th is the first date that late penalties would apply. The consensus was to proceed with the typical policy, and to address any customer concerns on a case-by-case basis. Ms. Walsh also reported that SPU plans to provide information about the MMUA Tom Bovich Memorial Scholarship to high schools.

11. General Manager Performance Evaluation. Commissioner Letourneau moved, seconded by Vice President Fox, that the Commission go into closed session under Minnesota Statutes, Section 13D.05, subdivision 3(a) to evaluate the performance of the General Manager. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried. In open session, President Mocol summarized the discussion, commending Mr. Drent on fostering a positive

relationship with the City and on his communication skills, and requesting that he develop a list of goals for 2022, including community/customer involvement and marketing.

12. Adjourn. Motion by Commissioner Letourneau, seconded by Vice President Fox, to adjourn to the Tuesday, January 18, 2022 meeting. Ayes: Mocol, Fox, Brennan, Krieg, and Letourneau. Nays: None. Motion carried.

Greg Drent, Commission Secretary

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
JANUARY 18, 2022
at 5:00 PM

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2. **Communications**

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13. **Adjournment**

SHAKOPEE PUBLIC UTILITIES COMMISSION

Warrant List
Account Credit Request/Deposit Refunds
January 4, 2022

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:

AIR PURE SYSTEMS	\$1,715.50
ANDERSON, BRENT	\$9.02
ANDERSON, LAVONNE J	\$29.74
ANDERSON, QUINN M	\$50.00
AVANA ADDISON	\$124.18
BENCO EQUIPMENT	\$120.58
BRAKEMEIER PROPERTIES	\$60.94
BRAKEMEIER, DUSTIN	\$1.64
BRENNAN, PATRICK	\$42.82
CHERUS, MAXINE	\$38.64
CORREA, BELEN	\$47.76
COUNTRY VILLAGE APARTMENTS	\$19.26
COWEE, ELIZABETH	\$88.55
DE BOER, AUSTIN	\$45.60
ENCHARNANZE, WRINTHIA	\$33.87
GARRISON, VERNA	\$1.44
GIDAY, MICHAEL	\$31.54
GORDON, DIANNE	\$22.77
GRONHOLZ, DAVID D	\$6.42
GUILLEN, CARLOS	\$25.78
GURU, PRANAV	\$74.47
HUTH, TERRY	\$91.39
JOHNSON, ERIN	\$75.00
KALPRESH PROPERTIES LLC	\$30.70
KELLER, NICHOLAS	\$74.64
KIECKER, DALLAS/JODEE	\$42.30
KRAFT, MELISSA J	\$50.00
MEYER, DOROTHY	\$25.81
MILLER, ELSIE I	\$88.76
MONUMENT WHITE PINES LLC	\$37.13
NATL CORP HOUSING	\$24.79
OPENDOOR LABS INC	\$10.00
OTALVARO VARELA, ESTEFANIA	\$58.49
PETERS, JOSHUA	\$87.87
RADHAKRISHNAN, SURESH	\$48.45
RAUCH, KRISTAL & PAUL	\$80.47
SALINAS ACOSTA, FRANCISCO JAVI	\$63.01
SANDERS, ESAIAS	\$24.50
SARKER, RUTH	\$3.27
SEVCIK, BRENDA	\$42.44
SHAKOPEE AVENUE VENTURES	\$25.24
SHAKYA, SAPANA	\$18.63
SMITH, PATRICK	\$10.60
THE WILLOWS C/O COMMONBOND COM	\$24.81
TISCHLEDER, JENNIFER & PAUL	\$35.17
UNITED PROPERTIES (RCDC)	\$2,620.81
VILLAFANA, NICOLE J	\$49.14
WENDOVER, CHRISTOPHER A	\$66.25
WORRELL, TONY	\$41.89
ZILLOW HOMES INC	\$60.15
ZILLOW HOMES INC	\$10.60
ZIMMER, BENNETT	\$30.42

\$6,543.25


Presented for approval by: Director of Finance & Administration

Approved by General Manager

Approved by Commission President

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

January 18, 2022

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:

ABDO, EICK & MEYERS, LLP	\$19,684.72
AMERICAN MESSAGING SERVICES, LLC	\$1,547.39
ALL ELEMENTS INC.	\$1,050.00
AM CONSERVATION GROUP	\$2,926.60
AMERICAN ENGINEERING TESTING INC	\$697.60
AMERICAN NATL BANK_ACH MASTERCARD	\$4,729.84
APPLE FORD OF SHAKOPEE	\$13.11
ARROW ACE HARDWARE	\$19.91
B & L TRUCK REPAIR INC	\$735.78
BERNDTSON, ROBERT	\$60.25
BOLTON & MENK, INC	\$4,581.00
BORDER STATES ELECTRIC SUPPLY INC	\$5,254.35
CAP AGENCY	\$23,618.00
CHOICE ELECTRIC INC	\$45,068.10
CITY OF SHAKOPEE	\$5,291.13
CITY OF SHAKOPEE	\$413,407.04
CITY OF SHAKOPEE	\$187,000.00
CITY OF SHAKOPEE	\$1,031.08
CM CONSTRUCTION COMPANY	\$12,337.65
CORE & MAIN LP	\$8,400.00
CUSTOMER CONTACT SERVICES	\$312.63
DEL'S CONSTRUCTION COMPANY INC.	\$9,832.12
DEWILD GRANT RECKERT AND ASSOCIATES	\$15,636.32
DICK'S/LAKEVILLE SANITATION INC	\$593.49
EMERGENCY AUTOMOTIVE TECHNOLOGIES IN	\$241.64
FENUXLABS INC	\$2,000.00
FERGUSON US HOLDINGS, INC.	\$3,886.13
FURTHER	\$1,607.55
GOPHER STATE ONE-CALL	\$383.40
GRAINGER	\$550.95
HAGEN, DAVID	\$53.87
HAWKINS INC	\$2,281.71
HENNEN'S AUTO SERVICE, INC.	\$100.37
INNOVATIVE OFFICE SOLUTIONS LLC	\$831.02
JOACHIM-BUTH, RYAN	\$1,000.00
KENDELL DOORS & HARDWARE, INC.	\$3,199.83
KRUEGER EXCAVATING INC.	\$1,865.00
LOE'S OIL COMPANY	\$10.00
MATHESON TRI-GAS INC	\$92.14
MENKE, CINDY	\$462.00
MID AMERICA METER INC	\$257.00
MIKE'S AUTO REPAIR INC	\$394.84
MINN DEPT OF HEALTH	\$28,771.20
MINN VALLEY TESTING LABS INC	\$506.00
MMPA c/o Avant Energy	\$3,035,723.39
MMUA	\$1,050.00
MN AWWA	\$160.00
MN DEPT OF REVENUE ACH PAYMENTS	\$224,245.00
MRA-THE MANAGEMENT ASSOCIATION	\$36.00
NAPA AUTO PARTS	\$126.28

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

January 18, 2022

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:

NARDINI FIRE EQUIPMENT CO INC	\$321.87
NEVILLE, GERRY	\$45.63
NICKOLAY, CINDY	\$81.31
ORACLE AMERICA INC.	\$34,124.43
PALMER WEST CONSTRUCTION CO INC	\$55,414.38
RDO EQUIPMENT CO.	\$123.95
RICE-STROMGREN ARCHITECTS	\$3,937.50
SAMBATEK	\$10,007.00
SCHANDELMEIER, SEAN & KRISTINE	\$1,000.00
ST PETER INSULATED GLASS INC	\$8,787.50
SUMMIT FIRE PROTECTION dba SUMMIT CO	\$1,439.40
TRIPLETT, GREG	\$141.38
TWIN CITY GARAGE DOOR CO.	\$11,400.00
ULINE, INC.	\$485.71
VERIZON WIRELESS	\$1,555.95
VESSCO, INC	\$1,842.50
VON BANK, JAMIE	\$760.14
VOURLOS, MICHAEL	\$143.81
WATERISAC	\$550.00
WESCO DISTRIBUTION INC	\$1,881.00
WHITMAN REQUARDT AND ASSOC	\$175.00
	<u>\$4,207,881.89</u>



Presented for approval by: Director of Finance & Administration

Approved by General Manager

Approved by Commission President

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

January 18, 2022

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:

ABDO, EICK & MEYERS, LLP	\$19,684.72	11/29-12/21 SERVICES
AMERICAN MESSAGING SERVICES, LLC	\$1,547.39	1/1/22-1/31/22 SMARTSWITCH
ALL ELEMENTS INC.	\$1,050.00	2022 SEMIANNUAL ROOF INSPECTION TRICKLE STAR TIER 2 SMART STRIP REQUESTED BY
AM CONSERVATION GROUP	\$2,926.60	SHARON WALSH
AMERICAN ENGINEERING TESTING INC	\$697.60	WO#2259 WATER TANK 8 TESTING MEALS: \$222.34, WO#2570 MVTA PERMIT FEE: \$697.50 LEADERSHIP CLASS TYLER HANSON: \$3,000, LEGISLATIVE CONF DRENT & BRENNAN: \$550, PEMIT
AMERICAN NATL BANK_ACH MASTERCARD	\$4,729.84	FEES/HYDRANT INSPECTIONS: \$260
APPLE FORD OF SHAKOPEE	\$13.11	ELECTRIC TRUCK #611 NEW ANTENNA
ARROW ACE HARDWARE	\$19.91	BOLTS FOR TRENCHER UNIT #623
B & L TRUCK REPAIR INC	\$735.78	DOT INSPECTIONS TRUCK #611 & FLAT BED TRAILER
BERNDTSON, ROBERT	\$60.25	REIMB 103 MILES WO#2568 EST END LOWER BLUFF TRUNK DESIGN &
BOLTON & MENK, INC	\$4,581.00	BIDDING CONNECTORS, HEAT SHRINK WRAP, PIPE SLEEVE ALUM,
BORDER STATES ELECTRIC SUPPLY INC	\$5,254.35	SAFETY TAGS
CAP AGENCY	\$23,618.00	2021 CONSERVATION,REBATE PROGRAM WO#2470 SPU SVC CTR EXPANSION - GENERAL CONSTRUCTION \$32775.00 WO#2460 CL2 FEED IMPROVEMENTS \$ 4891.59 WO#2461 CHEMICAL FEED SCALES \$5916.48 \$432.14 REPLACE PILOT LIGHTS GL
CHOICE ELECTRIC INC	\$45,068.10	633 \$1052.89 WALLPACKS GL 631
CITY OF SHAKOPEE	\$5,291.13	DECEMBER FUEL DEC 2021 - SEWER 311,296.94 STORM DRAINAGE
CITY OF SHAKOPEE	\$413,407.04	102,110.110
CITY OF SHAKOPEE	\$187,000.00	JANUARY 2022 TRANSFER FEE
CITY OF SHAKOPEE	\$1,031.08	STORM DRAINAGE/SPU PROPERTIES WO#2470 SPU SVC CTR EXPANSION - GENERAL
CM CONSTRUCTION COMPANY	\$12,337.65	CONSTRUCTION
CORE & MAIN LP	\$8,400.00	WO#2451 60 IPERAL METERS
CUSTOMER CONTACT SERVICES	\$312.63	12/14/21-1/10/22 ANSWERING SERVICE WO#2470 SPU SVC CTR EXPANSION - GENERAL
DEL'S CONSTRUCTION COMPANY INC.	\$9,832.12	CONSTRUCTION WO#2239 LEVEE DR DUCK BANK PROF SERVICES THRU
DEWILD GRANT RECKERT AND ASSOCIATES	\$15,636.32	12/31/21
DICK'S/LAKEVILLE SANITATION INC	\$593.49	JANUARY 2022 GARBAGE SERVICE
EMERGENCY AUTOMOTIVE TECHNOLOGIES IN	\$241.64	WO#2458 STROBE LIGHTS FOR WATER TRUCK #615
FENUXLABS INC	\$2,000.00	SOFTWARE MAINT KESTREL 1/1/22-12/31/22 REPAIRS ON VERSAPROBE 1360.84 PACER KIT & OIL
FERGUSON US HOLDINGS, INC.	\$3,886.13	2600.65 WATER
FURTHER	\$1,607.55	FLEX DENTAL CLAIM REIMB.
GOPHER STATE ONE-CALL	\$383.40	DECEMBER TICKETS DESKTOP ORGANIZER,CUP BRUSH,WIRE WHEEL
GRAINGER	\$550.95	BRUSH,VACUUM FILTERS
HAGEN, DAVID	\$53.87	REIMB FOR GLOVES FOR JACKI HANSON
HAWKINS INC	\$2,281.71	CHLORINE CYLINDERS
HENNEN'S AUTO SERVICE, INC.	\$100.37	OIL CHANGE ELECTRIC TRUCK #617
INNOVATIVE OFFICE SOLUTIONS LLC	\$831.02	OFFICE SUPPLIES
JOACHIM-BUTH, RYAN	\$1,000.00	RESIDENTIAL SOLAR REBATE 2021 PROGRAM WO#2470 SPU SVC CTR EXPANSION - GENERAL
KENDELL DOORS & HARDWARE, INC.	\$3,199.83	CONSTRUCTION WO#2470 SPU SVC CTR EXPANSION - GENERAL
KRUEGER EXCAVATING INC.	\$1,865.00	CONSTRUCTION
LOE'S OIL COMPANY	\$10.00	30 GAL DRUM
MATHESON TRI-GAS INC	\$92.14	HAZ MATERIAL CHARGE

MENKE, CINDY	REIMB FOR INDEED ACTING SUPERVISOR JOB
MID AMERICA METER INC	\$462.00 POSTING
MIKE'S AUTO REPAIR INC	\$257.00 WATER SPECIALITIES ISOLATORS
MINN DEPT OF HEALTH	\$394.84 OIL CHANGE ELECTRIC TRUCK #627
MINN VALLEY TESTING LABS INC	\$28,771.20 4TH QTR COMM WATER SUPPLY CONNECTION FEE
MMPA c/o Avant Energy	\$506.00 NITRATES,CLORIFORM,MAGANESE
	\$3,035,723.39 DECEMBER POWER BILL
	EMERGENCY PREP & RESTORATION CONF.
MMUA	\$1,050.00 ENIGHT,SCHUETT,VONBANK
MN AWWA	\$160.00 MARTY GLYNN TO ATTEND SE OPERATORS SCHOOL
MN DEPT OF REVENUE ACH PAYMENTS	\$224,245.00 SALES & USE TAX PAYABLE FOR DECEMBER 2021
MRA-THE MANAGEMENT ASSOCIATION	\$36.00 BACKGROUND CHECK ENGINEERING NEW HIRE
NAPA AUTO PARTS	\$126.28 PERMATEX , ANTIFREEE
NARDINI FIRE EQUIPMENT CO INC	\$321.87 INSPECTION NOVEC SYSTEM
NEVILLE, GERRY	\$45.63 REIMB 78 MILES
NICKOLAY, CINDY	\$81.31 REIMB 139 MILES
ORACLE AMERICA INC.	\$34,124.43 OPOWER ENERGY EFFICIENCY CLOUD
	WO#2470 SPU SVC CTR EXPANSION - GENERAL
PALMER WEST CONSTRUCTION CO INC	\$55,414.38 CONSTRUCTION
RDO EQUIPMENT CO.	\$123.95 BACKHOE LOADER MAINT.
	WO#2470 SPU RESTROOM REMODEL 3031.25 / SPU
RICE-STROMGREN ARCHITECTS	\$3,937.50 WORKS SIGN 906.25
SAMBATEK	\$10,007.00 WO#2259 TANK #8 PROF SERVICES THRU 12/18/21
SCHANDELMEIER, SEAN & KRISTINE	\$1,000.00 RESIDENTIAL SOLAR REBATE 2021 PROGRAM
	WO#2470 SPU SVC CTR EXPANSION - GENERAL
ST PETER INSULATED GLASS INC	\$8,787.50 CONSTRUCTION
SUMMIT FIRE PROTECTION dba SUMMIT CO	\$1,439.40 ANNUAL SERVICE CALL FIRE EXTINGUISHERS
TRIPLETT, GREG	\$141.38 REIMB 101 MILES
	WO#2470 SPU SVC CTR EXPANSION - GENERAL
TWIN CITY GARAGE DOOR CO.	\$11,400.00 CONSTRUCTION
ULINE, INC.	\$485.71 5 SHELF CABINET SHARON WALSH
VERIZON WIRELESS	\$1,555.95 CELL PHONES 11/24-12/23
VESSCO, INC	\$1,842.50 CR3-9 BOOSTER PUMP
VON BANK, JAMIE	\$760.14 REIMB SAFETY BOOTS
VOURLOS, MICHAEL	\$143.81 REIMB DEC MILEAGE 60.80 MILES
WATERISAC	\$550.00 ANNUAL MEMBERSHIP 1/1/22-12/31/22
WESCO DISTRIBUTION INC	\$1,881.00 164FT FEED THRU, WIRE TIES
WHITMAN REQUARDT AND ASSOC	\$175.00 SINGLE BULLETIN SUBSCRIPTION
	<u>\$4,207,881.89</u>



Presented for approval by: Director of Finance & Administration

Approved by General Manager

Approved by Commission President

RESOLUTION #2022-04

RESOLUTION ALLOWING THE USE OF
FACSIMILE SIGNATURE FOR CHECK SIGNING

WHEREAS, the Shakopee Utilities Commission will utilize a check signing software and facsimile signatures for the Shakopee Utilities Commission President, General Manager, and Director of Finance and Administration for the purposes of check signing.

NOW THEREFORE BE IT RESOLVED, by the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota that use of a check signing software and facsimile signatures for the Shakopee Public Utilities Commission President, General Manager and Director of Finance and Administration for the purposes of check signing is hereby approved.

Adopted in regular session of the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota held this 18th day of January 2022.

Commission President: Kathi Mocol

ATTEST:

Secretary: Greg Drent

Monthly Water Dashboard

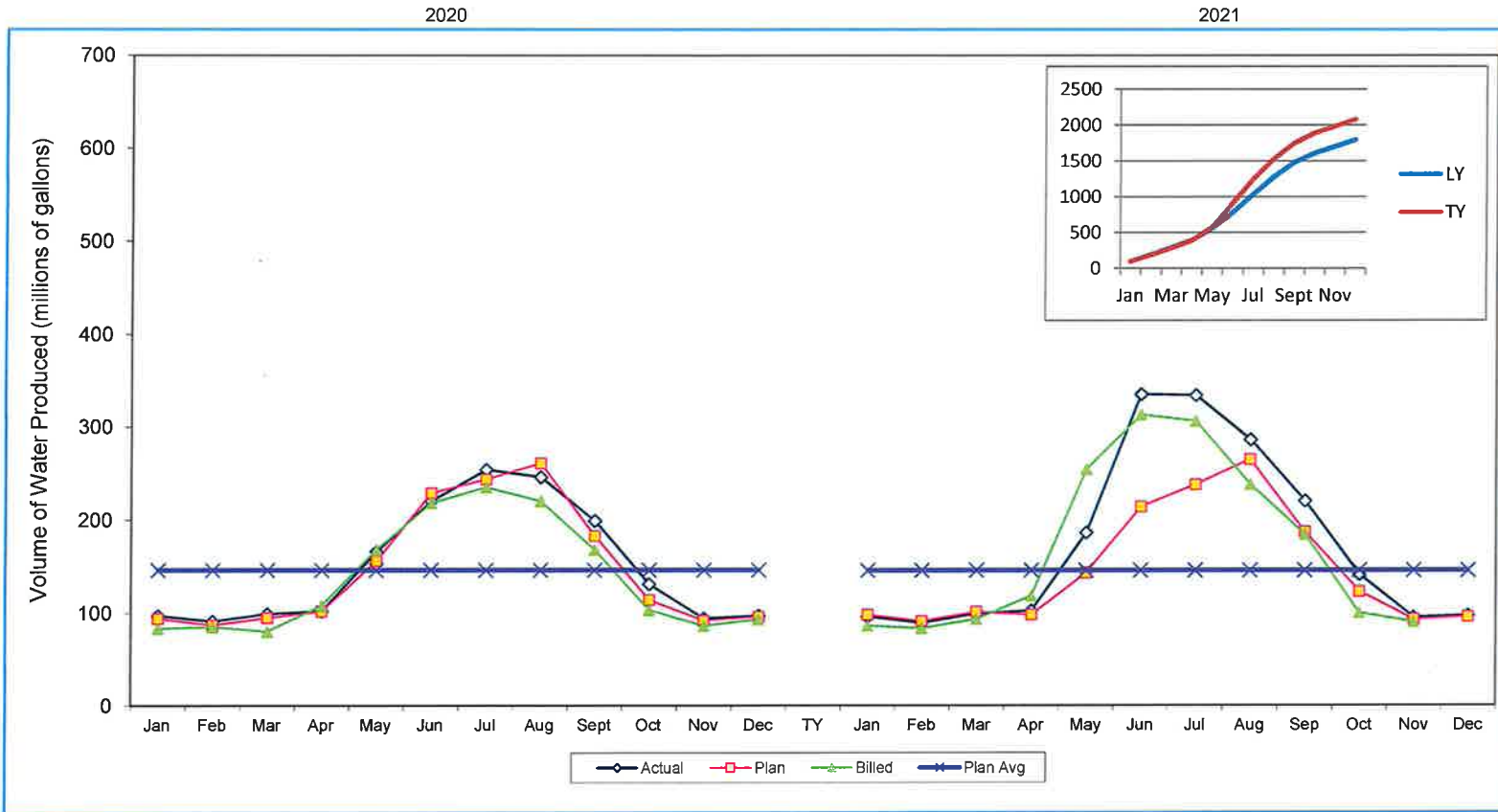
As of: December 2021 Shakopee Public Utilities Commission

ALL VALUES IN MILLIONS OF GALLONS

Element/Measure Water Pumped/Metered

Last 6 months actuals	334	286	220	141	95	97
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Averages	
2018	153
2019	139
2020	150



	LY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actual		97	91	99	102	166	220	254	246	199	131	94	97		96	89	99	102	186	335	334	286	220	141	95	97
Plan		94	87	95	102	156	229	244	261	183	114	92	96		98	91	101	98	143	214	238	265	187	123	93	96
YTD % *															98%	98%	98%	99%	108%	122%	126%	122%	122%	121%	120%	119%
Billed		83	85	80	108	168	218	235	220	168	103	86	93		86	83	93	118	254	313	306	238	184	100	90	

* Actual gallons pumped vs. Plan



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

TO: Greg Drent, General Manager *G.D.*
FROM: Lon R. Schemel, Water Superintendent *L.R. Schemel*
SUBJECT: Pumphouse 23 Proposal for Design, Bidding, and Construction
Management Services Agreement
DATE: January 11, 2022

SPU has requested WSB to provide a proposal for the design, bidding, and construction management of a pumphouse at the Tank 8 site in the Windermere development. This pumphouse will serve as a basic chemical addition (chlorine, fluoride) site for up to 4 wells at Tank 8. It could also provide for pre-treatment should the utility decide to add a filtration plant.

SPU Commission already has a professional services agreement with WSB which removes the necessity for bidding. Staff requests that the Commission accept the proposal from WSB for \$189,361. The budget for the engineering of the project is \$200,000.



December 15, 2021

Mr. Lon Schemel
Shakopee Public Utilities
255 Sarazin Street
Shakopee, MN 55379

Re: Proposal for Engineering Design, Bidding, and Construction Services
Pumphouse 23
Shakopee Public Utilities

Dear Mr. Schemel,

We appreciate the opportunity to submit this letter proposal to Shakopee Public Utilities (SPU) to provide engineering design, bidding, and construction services for proposed Pumphouse 23. The pumphouse will be constructed in the western part of Lot 1, Block 1 of the La Tour Terrace property just west of Tank 8. This parcel is the combination of two lots that SPU has purchased from the developer DR Horton. This site is also anticipated to be the site of a future water treatment facility. Constructing a central pumphouse at this location will allow flexibility to repurpose the pumphouse to direct raw water from the wells to the water treatment facility. The pumphouse will be designed and constructed in conformance with Minnesota Rule 4725.2175 and the requirements of the Minnesota Department of Health (MDH).

Pumphouse 23 will house well equipment, chemical feed equipment, motor control equipment, instrumentation and controls, and header discharge piping to accommodate up to three additional wells that will be pumped into this facility for chemical treatment and distribution. Pumphouse 23 will supply drinking water for the 2-HES pressure zone in the southwestern boundary of SPU's water distribution system. 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. The project will include a stationary natural gas generator to provide backup emergency power to Well No. 23.

The design team includes sixteen (16) team members consisting of a civil engineer, a structural engineer, an architect, process engineers, a mechanical engineer, an electrical engineer, and technicians that will provide civil, structural, architectural, process, mechanical, and electrical engineering services. We are pleased to subcontract the architectural design services to Jay Nelson who has prior experience designing buildings for SPU.

DESIGN SERVICES

Design phase services will include the following:

1. Attend one design kick-off meeting with SPU staff.
2. Prepare site survey including all ground elevations and existing conditions.
3. Review the existing soil borings obtained from the Tank 8 project and prepare a geotechnical report with recommendations for the foundation and backfill materials.

4. Prepare and submit preliminary and final plans of Pumphouse 23 to SPU for review including civil, architectural, structural, process, mechanical and electrical plan sheets as follows:
 - a) Site plan including grading, overland drainage, public and private utilities, access, survey controls, water distribution system connections, and erosion control (Note - No street curb and gutter or stormwater improvements are anticipated or included in this proposal).
 - b) Structural plans including foundation and structural walls and roofing.
 - c) Architectural plans including renderings for SPU's selection of the exterior architecture.
 - d) Process plans including pumping equipment for either a line shaft vertical turbine pump or submersible pump for Well No. 23, process piping, and chemical feed for treatment of the water.
 - e) Mechanical plans including plumbing and HVAC plans.
 - f) Electrical plans including lighting, interior electrical switchgear and a variable frequency drive (VFD), receptacles, an on-site stationary natural gas generator, instrumentation and control with radio telemetry, and all required electrical for the chemical feed systems and related process and mechanical components. Instrumentation and controls plans will include connection with SPU's Supervisory Control and Data Acquisition (SCADA) system to manage and control the water pumping, storage, and distribution system.
5. Provide construction cost estimates of pumphouse construction at 60 percent and 100 percent of design completion.
6. Attend one meeting with SPU Staff to review the plans.
7. Submit final plans and specifications to MDH and MPCA for plan review (SPU to pay all permit fees).

Permits

We will prepare the Minnesota Department of Health and Minnesota Pollution Control Agency permit applications for plan review. SPU will pay permit fees.

Deliverables

The following deliverables will be included for the design phase:

- Signed final plans in 11" x 17" PDF electronic format
- Signed final special provisions in 8.5" x 11" Word electronic format
- Final engineers estimate in Microsoft Excel format
- Electronic design files in AutoCAD format
- All supporting documentation

BIDDING SERVICES

Bidding phase services will include the following:

1. Advertise project for bidding (SPU to pay advertising fees).
2. Answer questions from contractors during bidding and issue addenda as necessary.
3. Issue addenda as needed.
4. Coordinate and attend the bid opening and evaluate the bids.
5. Provide a recommendation to SPU regarding award of the construction contract.

CONSTRUCTION SERVICES

Construction phase services will include the following:

1. Prepare and distribute construction contracts.
2. Organize and conduct preconstruction conference with contractor and City Staff.
3. Perform construction staking of the site.
4. Review all shop drawing submittals from contractor.
5. Provide critical point construction observation to insure conformance with plans and specifications and record documentation of construction activities. Construction observation shall include the following services:
 - i. Full-time construction observation (average of 8 hours per day) for an estimated duration of three days for buried utility construction.
 - ii. Part-time construction observation (average of 8 hours per week) for an estimated construction duration of 24 weeks.
6. Attend bi-monthly (once every two months) construction progress meetings as necessary.
7. Review and make recommendation for contractor payment applications
8. Prepare and administer contract modifications as necessary
9. Provide one final punch list inspection and prepare and distribute contractor punch lists.
10. Review all contract close-out documents and operation and maintenance manuals.

SCHEDULE AND FEES

Project Schedule

We will begin the project coordination and subsequent design immediately after authorization. The proposed schedule includes the following milestone dates:

Task	Dates
SPU Awards Consultant Contract	January 2022
60% Plans Submittal	March 2022
90% Plans and Specs Submittal	May 2022
100% Plans and Specs Submittal	June 2022
Bid Advertisement	July 2022
Bid Opening	August 2022
Bid Award	August 2022
Construction	Fall 2022/Spring 2023

Fees

Compensation for tasks shall be on an hourly not-to-exceed basis, based on the actual hours worked for personnel assigned to the project, plus reimbursable expenses. We propose to perform these services for the following estimated fees as detailed on the attached spreadsheet.

Task	Fees
I. Design Services	\$96,584
II. Bidding Services	\$7,460
III. Construction Services	\$85,317
Total Design, Bidding, and Construction Services	\$189,361

We will invoice SPU on the basis of actual hours spent at current billing rates. Additional services, if requested and approved by SPU, will be invoiced on the basis of actual hours spent at current billing rates. All services will be invoiced monthly. If you are in agreement with this proposal, please sign below and return a copy to WSB as our authorization to proceed. We look forward to working with SPU on this project.

Sincerely,

WSB



Greg F. Johnson, PE
Director of Water/Wastewater

ACCEPTED BY:

Shakopee Public Utilities

By: _____

Its: _____

Date: _____



Estimate of Hours and Fees
Shakopee Public Utilities
Pumphouse 23 Design, Bidding, and Construction Services

Task Description	Estimated Hours															Total Hours	Cost	
	Project Manager	Project Engineer	Project Engineer	Process Engineering Technician	Civil Sitework	Geotechnical Engineer	Structural Engineer	Architect	Architect Technician	Mechanical Engineer	Mechanical Engineer Technician	Electrical Engineer	Electrical Engineer Technician	Construction Observer	TWS Person Survey Crew			Admin Technician
	Greg Johnson	Ryan Kots	Ray Theiler	Greg Glunz	Dustin Tipp	Mark Osborn	Sam Konieczny	Jay Nelson	TBD	Paul Quirin	TBD	Aaron Mueller	TBD	Ursinia Puga	TBD			Karla Pederson
1 Design Phase																		
1.1 Attend one design kick-off meeting with SPU Staff	3	3	3					3		2		2					16	\$2,876.00
1.2 Prepare site survey including all ground elevations and existing conditions.			1												16		17	\$3,322.00
1.3 Prepare geotechnical report.				100	8	18		16	54	8	16	16	30				338	\$51,798.00
1.4 Prepare and submit preliminary plans of pumphouse for owner review.	8	32	32					2	4		1		1				16	\$2,592.00
1.5 Provide construction cost estimates of well house construction at 60 and 100 percent.	1	1	6														15	\$2,668.00
1.6 Attend one meeting with SPU Staff to review the plans.	4	4	4					3		7	24	7	24			8	206	\$30,506.00
1.7 Prepare final plans and specifications and submit to MDH and MPCA for plan review	16	18	40	40	8			5	4	6	7	24	7	24		8	625	\$96,584.00
Task 1 Total Estimated Hours and Lump Sum Fee	32	56	87	140	16	18	22	28	64	17	41	25	55		16	8		
2 Bidding Phase																		
2.1 Advertise Project for bids.		1														2	3	\$387.00
2.2 Answer questions from contractors during bidding.	1	4	5													4	22	\$3,584.00
2.3 Issue addenda as needed.	1	3	3	4	2			3			1		1			2	10	\$1,428.00
2.4 Attend the bid opening and evaluate the bids.		2	4													1	4	\$686.00
2.5 Provide a recommendation to SPU regarding award of the construction contract.	1	2														10	49	\$7,460.00
Task 2 Total Estimated Hours and Lump Sum Fee	3	13	12	4	2			3			1		1			10		
3 Construction Phase																		
3.1 Prepare and distribute construction contracts.	1															5	7	\$787.00
3.2 Organize and conduct preconstruction conference with contractor and SPU Staff	4	4	4											4		10	11	\$2,128.00
3.3 Perform construction staking of the site.			1														76	\$11,926.00
3.4 Review all shop drawing submittals from contractor.	2	2	32		4			16	10	5		5					18	\$3,240.00
3.5 Provide critical point construction observation to insure conformance with plans and specs.														24			24	\$3,120.00
3.51 Full-time inspection for an estimated duration of two weeks for buried utility construction														192			208	\$27,640.00
3.52 Part-time inspection for an estimated duration of 24 weeks	2	8	8														28	\$4,808.00
3.6 Attend bi-monthly (once every two months) construction progress meetings.	4	12	12													8	14	\$1,588.00
3.7 Review and make recommendation for contractor payment applications.			8					8		4		4					152	\$22,374.00
3.8 Prepare and administer contract modifications as necessary.	2	8	120	6				3		4		4					16	\$2,710.00
3.9 Provide one final punch list inspection and prepare and distribute punch lists.	1	1	4	5												2	16	\$2,368.00
3.10 Review all contract close-out documents and operation and maintenance manuals.	16	33	192	14	4			45	10	13		13		220	10	16	586	\$85,317.00
Task 3 Total Estimated Hours and Hourly Fees	16	33	192	14	4		22	45	10	13		13		220	10	16	586	\$85,317.00
Total Estimated Hours for All Tasks	51	102	291	168	22	18	22	76	74	30	42	38	56	220	26	34	1260	
Average Hourly Billing Rate	\$197	\$197	\$138	\$154	\$148	\$138	\$138	\$180	\$140	\$175	\$125	\$195	\$125	\$130	\$199	\$95		
TOTAL PROJECT COST																		\$189,361.00



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

TO: Greg Drent, General Manager 

FROM: Lon R. Schemel, Water Superintendent 

SUBJECT: Tank 8 Change Order 1

DATE: January 13, 2022

Change order 1 was submitted out of sequence due to the City of Shakopee's ponding requirements at the Tank 8 site. The details are attached.

Change Order Recap:

- Change Order 1 \$11,207.09 - Additional ponding slopes and grading, tree removals.
- Change Order 2 -\$20,653.60 – Remove the valve vault under the tank.
- Change Order 3 \$0.00 – Adjustment of working hours.
- Change Order 4 \$2,600.00 – Additional paint for the increase in size of the logos.

The net change in change orders - \$(6,846.51)

The original contract price of \$3,753,000.00 would become \$3,746,153.49. Since the awarded bid price was over budget, this increase would need to be approved by the Commission. The Tank 8 project is \$94,478 over the CIP budgeted amount. Staff requests that the Commission approves Change Order 1.

DOCUMENT 00 6363
CHANGE ORDER FORM

Change Order No. 1

Date of Issuance: January 5, 2022
Owner: Shakopee Public Utilities
Contractor: Caldwell Tanks, Inc
Engineer: Sambatek, Inc
Project: Water Tank 8

Effective Date: 1/5/2022
Owner's Contract No.: 2020-1
Contractor's Project No.:
Engineer's Project No.: 20709.05
Contract Name: Water Tank 8

The Contract is modified as follows upon execution of this Change Order:

Description:

Attachments: *Caldwell Change Order Request PCO#01 Revision #5 dated 12/28/2021*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: <u>\$ 3,753,000.00</u>	Original Contract Times: Substantial Completion: <u>P1: 11/1/2020 P2: 10/1/2021</u> Ready for Final Payment: <u>11/15/2021</u> days or dates
Decrease from previously approved Change Orders No. <u>2</u> to No. <u>4</u> : <u>\$ (18,053.60)</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>2</u> to No. <u>4</u> : Substantial Completion: <u>N/A</u> Ready for Final Payment: <u>N/A</u> days
Contract Price prior to this Change Order: <u>\$ 3,734,946.40</u>	Contract Times prior to this Change Order: Substantial Completion: <u>P1: 11/1/2020 P2 10/1/2021</u> Ready for Final Payment: <u>11/15/2021</u> days or dates
Increase of this Change Order: <u>\$ 11,207.09</u>	Increase of this Change Order: Substantial Completion: <u>2/28/2022</u> Ready for Final Payment: <u>6/30/2022</u> days or dates
Contract Price incorporating this Change Order: <u>\$ 3,746,153.49</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>2/28/2022</u> Ready for Final Payment: <u>6/30/2022</u> days or dates


RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: 
Engineer (if required)
Title: Senior Project Manager
Date: January 5, 2022

By: _____
Owner (Authorized Signature)
Title: _____
Date: _____

By: 
Contractor (Authorized Signature)
Title: Sr. Project Manager
Date: January 6, 2022
Digitally signed by Maria Yuhás
Date: 2022.01.06
11:08:41 -06'00'

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December 28, 2021

Sambatek, Inc.
12800 Whitewater Drive
Suite 300
Minnetonka, MN 55343
Attention: Mr. Paul Herubin, P.E.

RE: Shakopee Public Utility
750,000 Gallon Composite Elevated Water Storage Tank
C.T.I. #E-8982

Re: Change Order Request - PCO#01 – **Revision #5***
Sitework Changes: Raw Water Main, Landscaping and Bituminous

Dear Paul,

Caldwell Tanks submits this newly revised proposed change order costs, that provides for the following two engineering documents:

Part 1 – Previously quoted, per 20709.05 WATER TANK8_R-3.1 (dated 7-14-20 per City Review Comments) received from Sambatek, Inc. that incorporates the changes to be performed by Swan Companies, our site subcontractor. The back up from Swan Construction is included, but additional trees previously quoted has been removed as all trees are being removed from the contract. Latest PCO #1 revision was dated 12-15-2020:

- Change CMP to HDPE PIPE, deduct in pipe length
- Silt Fence around stockpile – this work has been completed
- Additional Concrete per commercial drive & transformer pad
- Add sump to STM #1
- Additional common ex, pond, slopes – this work has been completed
- Additional site grading, pond, slopes, removal areas – this work has been completed to rough grading
- Additional tree removal – this work has been completed.
- Additional site clearing, dead trees and under brush – this work has been completed.

*Part 2 - For the revisions to the project Tank 8 Field Order No. 1 (dated 10-18-21) received from Sambatek, Inc. that incorporates the following changes to be performed by Swan Companies, our site subcontractor, but **now deletes the installation of the 12” raw water main and associated casings, fittings, fill and testing.**



Cost for all labor, material and equipment per the following cost summary is included.

Part 1 - Site Changes; Pond Changes; CMP to HDPE site pipe & eliminate additional trees previously quoted					
Item	Description	Qty	Unit	Unit Price	Total
1	Change CMP to HDPE PIPE, deduct in pipe length	1.00	LS	\$ (239.00)	\$ (239.00)
2	Silt Fence around stock pile	275.00	LF	\$ 2.50	\$ 687.50
3	Additional Concrete per commercial drive & transformer pad	1.00	LS	\$ 3,271.00	\$ 3,271.00
4	Add sump to STM #1	1.00	EA	\$ 2,700.00	\$ 2,700.00
5	Additional common ex, pond, slopes	275.00	CY	\$ 8.90	\$ 2,447.50
6	Additional Site grading, Pond, slopes, removal areas	1.00	LS	\$ 10,000.00	\$ 10,000.00
7	Additional Tree removal	13.00	EA	\$ 500.00	\$ 6,500.00
8	Additional Site Clearing, Dead trees and under brush	1.00	LS	\$ 4,000.00	\$ 4,000.00
9	Additional Trees, see detail provided to City (previously quoted)	1.00	LS	\$ 44,270.95	\$ -
	Subtotal				\$ 29,367.00
10	Swan 10% over-head and profit (not applied to #7)*				\$ 2,286.70
11	Swan Co subtotal				\$ 31,653.70
14	Caldwell 5% Contract Fee				\$ 1,582.69
15	Total Part 1				\$ 33,236.39
Part 2 - Revised response to Field Order 1 - deleting the raw water main, casings, associated testing,					
Item	Description	Qty	Unit	Unit Price	Total
1	Salvage clear rock from drive and replace	0.00	LS	\$ 7,500.00	\$ -
2	Excavate and install 12" raw water line per plan	0.00	LF	\$ 8,850.00	\$ -
3	Provide 12" Class 52 DI Pipe	0.00	ft	\$ 71.40	\$ -
4	Provide fittings, mega lugs, and gaskets	0.00	EA	\$ 4,470.00	\$ -
5	Blow out systems at each end of pipe brought to grade	0.00	LS	\$ 1,100.00	\$ -
6	Fill water main, test, and empty pipe	0.00	LS	\$ 2,750.00	\$ -
8	Deduct 1.5" wear course bituminous	1.00	LS	\$ (2,750.00)	\$ (2,750.00)
9	Deduct non-wear course bituminous	1.00	LS	\$ (3,600.00)	\$ (3,600.00)
9	Deduct bid itme 7.14 Landscape Trees	1.00	LS	\$ (18,127.00)	\$ (18,127.00)
	Subtotal				\$ (24,477.00)
10	Swan 10% over-head and profit (OH including work performed prior to Item 1-6 deletion, for pricing, planning, etc.)				\$ 2,447.70
11	Swan Co subtotal				\$ (22,029.30)
12	Total Part 2				\$ (22,029.30)
Total PCO #1					\$ 11,207.09

Schedule Impacts:

*As discussed previously with Sambatek, getting the tank online before spring is the project critical timeline. We would propose to extend project Substantial Completion to February 28, 2022, to get the tank online and tank punch list completed, with the final grade and seeding of the site in the late Spring of 2022 (anticipate starting in April per contract Planting Notes) and Final Completion of contract including documentation to June 30, 2022.

Thank you for your consideration of this change order cost and schedule extension requests. Please let me know if you have any questions.

Respectfully,

Maria Yuhas
Sr. Project Manager
Caldwell Tanks, Inc.
mbowman@caldwelltank.com
TEL 515-468-1654

Attachments:

1. Swan Quotations for Part 1 and Part 2.
2. Sambatek document 20709.05 WATER TANK8_R-3.1
3. Sambatek Tank 8 Field Order No. 1



7217 West 128th Street
 Savage MN. 55378
 612-490-8111
 Swanexcavating@gmail.com

Change Order Request 1

To: Tina Snellen / Caldwell

Project: Shakopee Water Tower 8

Date Work Performed: Pending

DESCRIPTION OF WORK PERFORMED: Change order 1

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
					\$ -
					\$ -
1	Change to HDPE PIPE, deduct in pipe length	1.00	LS	\$ (239.00)	\$ (239.00)
					\$ -
2	Silt Fence around stock pile	275.00	LF	\$ 2.50	\$ 687.50
					\$ -
3	Additional Concrete per commercial driveway detail, and transformer pad	1.00	LS	\$ 3,271.00	\$ 3,271.00
					\$ -
4	Add sump to STM #1	1.00	EA	\$ 2,700.00	\$ 2,700.00
					\$ -
5	Additional common ex, pond, slopes,	275.00	CY	\$ 8.90	\$ 2,447.50
					\$ -
6	Additional Site grading, Pond, slopes, removal areas	1.00	LS	\$ 10,000.00	\$ 10,000.00
					\$ -
7	Additional Tree removal	13.00	EA	\$ 495.00	\$ 6,435.00
					\$ -
8	Additional Site Clearing, Dead trees and under brush	1.00	LS	\$ 4,000.00	\$ 4,000.00
					\$ -
9	10% over-head and profit	1.00	EA	\$ 2,930.00	\$ 2,930.00
					\$ -
10	Additional Trees, see detail provided to City	1.00	LS	\$ 44,270.95	\$ 44,270.95
					\$ -
					\$ -
					\$ -
					\$ -

Change Order Request Total \$ 76,502.95

*Please issue a change order for the above requested total. Thank you very much



7217 West 128th Street
 Savage MN. 55378
 612-490-8111
 Swanexcavating@gmail.com

Change Order Request # 3

To: Tina Snellen / Caldwell

Project: Shakopee Water Tower 8

Date Work Performed: Pending

DESCRIPTION OF WORK PERFORMED: Response to Field order 1

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
1	Salvage clear rock from drive way and replace	0.00	Day	\$ 7,500.00	\$ -
					\$ -
2	Crew labor and equipment to Excavate and install 12" raw water line per plan per day	0.00	FT	\$ 49.55	\$ -
					\$ -
3	Provide 12" Class 52 ductile iron pipe	0.00	Ft	\$ 71.40	\$ -
					\$ -
4	Provide fittings, mega lugs, and gaskets	0.00	LS	\$ 4,407.00	\$ -
					\$ -
5	Blow out systems at each end of pipe brought to grade	0.00	LS	\$ 1,100.00	\$ -
					\$ -
6	Fill water main, test, empty pipe	0.00	EA	\$ 2,750.00	\$ -
					\$ -
7	Provide pipe casing spacers, cap ends, and sandfill casing	0.00	Feet	\$ 75.00	\$ -
					\$ -
8	Deduct 1.5" wear course Bit	1.00	EA	\$ (2,750.00)	\$ (2,750.00)
					\$ -
9	Deduct Non wear course bit	1.00	EA	\$ (3,600.00)	\$ (3,600.00)
					\$ -
10	Deduct Bid item 7.14 Landscape Trees	1.00	EA	\$ (18,127.00)	\$ (18,127.00)
					\$ -
11	Swan 10% mark up	1.00	EA	\$ 10,339.02	\$ 2,447.00
					\$ -
					\$ -
					\$ -
					\$ -

Change Order Request Total \$ (22,030.00)

*Please issue a change order for the above requested total. Thank you very much

FIELD ORDER

Field Order No. 1

Date of Issuance: October 18, 2021	Effective Date: October 18, 2021
Owner: Shakopee Public Utilities	Owner's Contract No.: 2020-01
Contractor: Caldwell Tanks	Contractor's Project No.: E-8982
Engineer: Sambatek	Engineer's Project No.: 20709.05
Project: Water Tank 8	Contract Name: Water Tank 8

Contractor is hereby directed to promptly execute this Field Order, issued in accordance with General Conditions Paragraph 11.01, for minor changes in the Work without changes in Contract Price or Contract Times. If Contractor considers that a change in Contract Price or Contract Times is required, submit a Change Proposal before proceeding with this Work.

Reference: <u>Bid Form</u>	<u>Revised Plan Sheet L1.02</u>
Specification(s)	Drawing(s) / Detail(s)

Description:


- Install 893 lineal feet of 12 inch DIP CI 52 raw water main per the attached. Raw water main shall be installed at same depth as adjacent 16 inch main.
- Install; 2-12 inch DIP 45 deg elbows; 2-12 inch DIP 22.5 deg elbows; and 2-12 inch DIP caps per the attached.
- Hydrostatically test the main to 150 psi for 2 hours per AWWA standards with all necessary corp stops and piping for testing. Drain the raw water main completely with all water discharged to storm ponds to the east.
- Delete Bid Item 6.08 – 1.5” Wear Course Bituminous from the Contract per the attached.
- Delete Bid Item 6.09 – 2.5” Non-Wear Course Bituminous from the Contract per the attached
- Delete Bid Item 7.14 - Landscape from the Contract per the attached.

Attachments:

Revised Plan Sheet L1.02

ISSUED:

RECEIVED:

By: 	By: _____
Engineer (Authorized Signature)	Contractor (Authorized Signature)

Title: <u>Project Manager</u>	Title: _____
-------------------------------	--------------

Date: <u>October 18, 2021</u>	Date: _____
-------------------------------	-------------

Copy to: Owner



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

TO: Greg Drent, General Manager *blo*
FROM: Joseph D. Adams, Planning & Engineering Director *JDA*
SUBJECT: West Shakopee Substation Power Transformer Bid Results/Award
DATE: January 13, 2022

ISSUE

Bids were received on January 10th and the results are attached for the Commission's consideration, along with the consulting engineer's bid analysis and recommendations.

BACKGROUND

To serve the increasing load on the west side of Shakopee due to ongoing developments and the planned annexation of Jackson township, additional substation capacity is needed in the area as outlined in the Electric System Long Term Plan. SPU plans to construct a new substation on its vacant parcel of land located along CR 69 just south of the highway 169 interchange.

The city of Shakopee has granted SPU a Conditional Use Permit to construct the West Shakopee Substation.

The engineer's estimated cost for the 28 MVA transformer is \$1,200,000 out of the total substation construction budget of \$5,400,000 that is in the 2022-2026 Capital Improvement Plan.

DISCUSSION

Leidos' Senior Project Manager Kevin Favero has summarized the bid results and included a life cycle cost analysis in his evaluation. Kevin has evaluated multiple delivery date options, given the current uncertainty in material supply chains, taking into account transformer losses over a 30 year operating period to determine the lowest responsive bid that can best meet SPU's desired in service date.



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

RECOMMENDATIONS

Staff concurs with Kevin's analysis and his conclusion that the Commission is best served by awarding the bid to Virginia Transformer in the amount of \$936,212 with an expected delivery date of January 31, 2023.

Staff also concurs with Kevin's recommendation to authorize staff to negotiate acceptable terms on the minor items he identified that VT took exception to in the bid document requirements.

January 12, 2022



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

Subject: West Shakopee Substation Power Transformer - Bid Evaluation

Dear Mr. Adams:

Per your request, we have reviewed and evaluated the bids received for supplying the 28 MVA¹ West Shakopee Substation power transformer. The West Shakopee Substation power transformer will connect the proposed West Shakopee switchgear building (which will serve circuits in the western portion of Shakopee) to the Xcel Energy 115 kV transmission system.

Bids were received from the following suppliers/manufacturers:

- Dakota Supply Group/GE/Prolec
- Pennsylvania Transformer
- Virginia Transformer Corp
- WEG

Economic Evaluation

The bids were evaluated based on the purchase price and the cost of energy losses. The bid documents informed the bidders that the bids would be evaluated for three separate loss components: no-load losses @ \$7,800 per kilowatt (kW), load losses @ \$2,800 per kW, and auxiliary losses @ \$140 per kW. The no-load losses are primarily due to the transformer steel core design and are constant, regardless of load level. The load losses are primarily due to the transformer copper winding design and vary based on the load level. The auxiliary losses are primarily due to the operation of fans to cool the transformer during heavy load and high ambient temperature conditions. The above

¹ MVA means mega-volt-ampere which is a measure of electrical capacity.

cost evaluation factors are based on the estimated cost of energy losses over a 30-year period.

The economic evaluation of bids for the power transformer and delivery dates are summarized below in Table 1.

Table 1 Bid Evaluation (\$)						
Supplier / Manufacturer	Bid Amount	Evaluated Cost of Energy Losses [1]	Total	Difference	% Difference	Delivery Date 2023
GE/Prolec	906,470	234,150	1,140,620	0	0.0%	June 5
Virginia Tr.	936,212	257,840	1,194,052	53,432	4.7%	Jan 31
Pennsylvania Tr.	1,007,629	265,984	1,273,613	132,993	11.7%	March 16 [2]
Pennsylvania Tr.	1,032,629	265,984	1,298,613	157,993	13.9%	April 20
Pennsylvania Tr.	1,057,629	265,984	1,323,613	182,993	16.0%	Jan 31
WEG	1,236,500	203,940	1,440,440	299,820	26.3%	Jan 31

[1] Evaluated energy losses include no load losses, load losses, and auxiliary losses.

[2] Based on 60 weeks delivery after receipt of order on January 19, 2021. Delivery would be subject to potential road restrictions that can occur in late February and early March.

As shown in the above table, the bid from GE/Prolec has the lowest evaluated amount which is \$53,400 lower than the bid from Virginia Transformer, which has the next lowest evaluated amount. However, the GE/Prolec bid is based on a June 5, 2023 delivery date which does not provide enough time for the power transformer to be in service to meet the 2023 summer peak load due to the need for on-site assembly, testing, and connection activities after the power transformer is delivered. In addition, the GE/Prolec transformer would be manufactured in Mexico which includes the risk of

delivery delays due to cross-border requirements. Having the power transformer in service to meet the 2023 peak load is needed due to load increases in the western portion of Shakopee.

The GE/Prolec bid did not include a bid bond as required by the bid documents.

The bid documents included three bid options:

- Option A: Delivery by January 31, 2023
- Option B: Delivery by April 20, 2023
- Option C: Delivery by a date selected by the bidder

Option A and Option B were included to provide delivery early enough to meet an in-service date before the 2023 summer peak load.

Option C was included to receive bids if no manufacturers could meet the Option A and Option B delivery dates.

GE Prolec did not provide a bid for Option A or Option B.

As shown in the above table, the bid from Virginia Transformer Corporation has the next lowest evaluated amount which is \$53,400 or 4.7% higher than the bid from GE Prolec. The Virginia Transformer bid is based on a January 31, 2023 delivery date which provides adequate time for meeting the summer 2023 peak load which is increasing due to development in the western portion of Shakopee.

I discussed with Minnkota Power Cooperative the experience they have had with GE/Prolec and Virginia Transformer. Minnkota has recently purchased two transformers from GE/Prolec that had significant errors in the wiring in the control cabinet. This could be a significant risk of compromising transformer protection and alarms. For a current GE/Prolec transformer, Minnkota is not getting timely response from the GE/Prolec design engineers. Minnkota required specific material in a GE/Prolec transformer contract but GE/Prolec purchased alternative material before the design review and was not willing to revise the material to meet the contract specifications.

Minnkota has had good experience with Virginia Transformer and has purchased 50 transformers over the years. Virginia Transformer has been responsive if there have been issues to correct which generally are minor.

Virginia Transformer Corporation

Virginia Transformer Corporation (“VTC”) submitted the bid that has the lowest evaluated amount for a January 31, 2023 delivery date as described above. According to the company’s web site, VTC was founded in 1971 and is the 4th largest power transformer manufacturer in North America. VTC supplies custom-made transformers to power generating and distributing companies, heavy industries, and other businesses.

In 2016, VTC supplied the 47 MVA SPU Dean Lake Substation Transformer 3 (TR3) which was manufactured in the VTC Pocatello, Idaho facility. Greg Drent has confirmed that SPU has not had any operating issues with Dean Lake TR3 except there was a nitrogen leak that was resolved under warranty.

The VTC bid indicates the West Shakopee power transformer would be manufactured in the VTC Pocatello, Idaho facility. I witnessed tests at the Pocatello facility for three 47 MVA power transformers (high voltage windings identical to the proposed West Shakopee power transformer) purchased in 2006 by Brainerd Public Utilities (BPU). The acceptance tests went well and the facility has state of the art equipment and appeared to be well run.

VTC reported previously that there have been major investments in the Pocatello facility totaling over \$7 million. These have included adding a vapor phase drying oven, adding pressurization to the climate-controlled winding room, and expanding it. VTC has added a steel core cutting machine so that two steel core lines can be run simultaneously. The metal fabrication portion has been sealed from the high voltage portion of the facility. The floors have been sealed and the test department has new equipment to test up to 1050 kV BIL. The West Shakopee power transformer has a high voltage winding rating of 550 kV BIL.

I contacted the BPU general manager who reports that the VTC power transformers have performed well. He indicated that, early on, there was a leak in one of the nitrogen gas supply systems and that VTC was very responsive in correcting the problem.

I called several other previous VTC references and received positive reports on meeting production and delivery schedules, quality of equipment, and responsiveness to issues. There have been a few operating issues with accessory components and VTC has been responsive to correct those issues. Some have purchase multiple VTC power transformers over a number of years.

VTC indicates that it is ISO 9001 certified. ISO 9000 is a family of standards for quality management systems. ISO 9000 is maintained by the International Organization for Standardization ("ISO") and is administered by accreditation and certification bodies. The rules are periodically updated, as the requirements motivate changes over time. Some of the requirements in ISO 9001 (which is one of the standards in the ISO 9000 family) include:

- a set of procedures that cover all key processes in the business
- monitoring processes to ensure they are effective
- keeping adequate records
- checking output for defects, with appropriate and corrective action where necessary
- regularly reviewing individual processes and the quality system itself for effectiveness
- facilitating continual improvement

A company or organization that has been independently audited and certified to be in conformance with ISO 9001 may publicly state that it is "ISO 9001 certified." Certification to an ISO 9001 standard does not guarantee any quality of end products and services. Rather, it certifies that formalized business processes are being applied.

VTC Price Adjustment

VTC indicates the bid price is firm for up to 12 months of submitting the invoice after the bid subject to:

- price adjustment if the U.S. Bureau of Labor Statistics ("BLS") Specialty Transformer Index fluctuates more the +/- 5% and
- price adjustment for cost surcharges for freight, service charges, wages, parts, core steel, copper, fabrications, and mineral oil plus a 15% adder for an administrative charge.

VTC indicates when invoicing is beyond 12 months from the date of the bid or when invoicing is delayed by more than 60 days from the acknowledged shipment date, the price is subject to adjustment:

- Based on the VTC Index which is based on the BLS Specialty Transformer Index, if fluctuation is more than +/- 2.5%.

- The baseline date for indexing is the month of the bid and the month of the index for final settlement is four months before the month of shipment from the Pocatello Plant
- If actual freight costs are more than +/- 2.5% of bid amounts, freight prices will be adjusted for actual freight amounts plus 15% of the change for administrative costs.
- If SPU delays or reschedules on-site assembly and testing within one month of the agreed schedule, VTC will charge rescheduling fees.

Leidos comments that the above provisions would need to be clarified due to the invoicing occurring within 10 weeks for the submittal of shop drawings. Also, the baseline amounts against which the cost surcharges would be made need to be clarified. It is not possible to forecast whether the above indices will fluctuate more than the percentages indicated above and whether the indices will increase or decrease.

VTC Exceptions and Clarifications

VTC took the following exceptions and provided the following clarifications to the bid documents subject to discussions and negotiations. Leidos comments are below.

1. The shop drawings will be submitted within 10 weeks after order acknowledgement instead of the 6-week requirement in the bid documents.
2. VTC will immediately notify SPU if there are any anticipated or actual delays and steps being taken to minimize delays.
3. An unspecified period longer than the 30-day period in the bid documents is allowed to correct high losses.
4. Progress payments of 20% upon submission of shop drawings, 75% at shipment, and 5% at completion of field service rather than the progress payments in the bid documents of 5% upon submission of shop drawings, 90% at shipment, and 5% after completion of field assembly and testing.
5. Commercial general liability and automobile liability insurance coverage amounts would be reduced from \$3,000,000 (as in the bid documents) to \$1,000,000 each. The SPU Purchasing Policy specifies comprehensive general liability of \$2,000,000 per occurrence and automobile liability of \$2,000,000 combined single limit.

6. VTC suggests SPU directly pay all taxes. However, on a separate page, VTC indicates that if a sales tax exemption certificate is not supplied, VTC will charge the sales tax.
7. Cost of damages paid by VTC for removing non-conforming Goods would be limited to the price of the contract.
8. If VTC does not supply conforming assembly and testing, SPU can obtain such services and the contract price will be reduced by a mutually-agreed amount.
9. VTC proposes specific cancellation amounts as % of contract price based on milestones rather than based on documented direct and indirect costs incurred by VTC as described in the bid documents.

Leidos Comments on VTC Exceptions and Clarifications

Leidos has the following comments on the above exceptions:

1. Receipt of shop drawings within 10 weeks will not be an issue.
2. Notification of delays and remedies is desired. There is no mention of this action reducing liquidated damages for delays.
3. This is not expected to be a practical issue since reducing losses would require revising the steel core and copper winding design which would not be practical for a manufactured power transformer. Applying the loss evaluation factors to reduce the final contract price is included in the bid documents and the VTC exceptions.
4. Making progress payments of 20% upon submission of shop drawings rather than 5% upon submission of shop drawings as specified in the bid documents would represent an earlier payment of $15\% \times \$936,212 = \$140,430$. The 15% higher payment would be approximately 44 weeks or 0.85 year earlier. At an assumed annual earned interest rate of 2%, the early payment would represent lost income of approximately $\$140,430 \times 2\% \times 0.85 = \$2,390$.
5. Leidos suggests negotiating with VTC concerning the insurance coverage amounts to meet the SPU Purchasing Policy requirements.
6. SPU agrees to pay all taxes but VTC will need to be informed about the mechanism for paying taxes to VTC for submittal to the state with SPU applying for reimbursement.

7. The removal of non-conforming Goods after delivery would likely be due to damage during delivery since factory acceptance tests would have already been completed. SPU would not be required to pay the contract price.
8. Leidos suggests that the amount for replacement services be negotiated to be based on documented costs.
9. Basing cancellation on percent of contract price and milestones appears to be a reasonable approach.

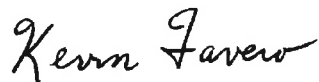
Summary

We recommend that SPU purchase the 28 MVA power transformer for West Shakopee Substation from the Virginia Transformer Corporation for a purchase price of \$936,212 with a delivery date of January 31, 2023, subject to successfully negotiating the terms and conditions of the contract.

Let me know if you would like any additional analysis on this matter. Thank you for the opportunity to assist SPU with this assignment.

Sincerely,

Leidos Engineering, LLC



Kevin Favero, P.E.
Senior Project Manager



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

DATE: January 12, 2022
TO: Greg Drent, General Manager *GD*
FROM: Kelley Willemsen, Director of Finance & Administration *KW*
SUBJECT: Residential Customer Deposits Assistance - CAP Agency

Overview

It was brought to our attention that there may be a need in the community for deposit assistance for low-income, homeless or disabled individuals. SPU reviewed the current practice of receiving deposit guarantees from the CAP Agency for individuals who qualify for assistance.

CAP manages the application process in determining eligibility. When an individual qualifies, CAP reaches out to us to guarantee the deposit for their account. We set up the individual accounts based on the guarantee from CAP and they cut a check to SPU for the deposit.

We reached out to the Director of Programs and the Senior Housing Manager from CAP this week to discuss the deposit guarantee program and share our interest in partnering with them on their needs for this program. CAP advised us that there is a need for donations and support in the community. Currently, they are providing support for up to 20 individuals exiting homelessness a year. They were very appreciative of our interest and advised us that they would pull together more details so that we can meet and discuss.

Recommendation

The Commission is requested to approve staff to continue to work with the CAP Agency on a deposit assistance donation up to \$2,000 for 2022.



PO Box 470 • 255 Sarazin Street
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DATE: January 12, 2022
TO: Greg Drent, General Manager *GD*
FROM: Kelley Willemsen, Director of Finance & Administration *KW*
SUBJECT: November 2021 Financial Report

Current Status

As part of the November 30, 2021 financial report, we have continued the practice of providing a component of analytical review. For the Water and Electric Operating Revenue and Expense budget to actual and the Water and Electric Revenue and Expense report ending November 30, 2021 you will see comments at the bottom of each page. In addition to the analytical review, 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 92% of the annual budget.
- Interest rates continue be extraordinarily low. Now that additional liquid funds are invested, we anticipate these earnings to increase over time.

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 (with analytics)
- Water Operating Revenue and Expense– Budget to Actual (with analytics)
- Combined Statement of Revenue and expense and Net Assets
- Electric Operating Revenue and Expense Comparing September 30, 2021 to 2020 Actual numbers (with analytics)
- Water Operating Revenue and Expense Comparing September 30, 2021 to 2020 Actual numbers (with analytics)
- Cash & Investments

Request

The Commission is requested to accept the November 30, 2021 Financial Report.

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

	Year to Date Actual - November 2021			Year to Date Budget - November 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	\$ 46,312,801	6,292,389	52,605,190	41,957,421	4,952,118	46,909,539	4,355,380	10.4%	1,340,271	27.1%	5,695,652	12.1%
OPERATING EXPENSES												
Operation, Customer and Administrative	40,750,424	3,070,443	43,820,867	37,474,011	3,897,595	41,371,606	(3,276,413)	-8.7%	827,152	21.2%	(2,449,261)	-5.9%
Depreciation	2,134,116	1,450,971	3,585,086	2,134,116	1,450,971	3,585,086	-	0.0%	(0)	0.0%	(0)	0.0%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	42,884,539	4,521,414	47,405,953	39,608,126	5,348,566	44,956,692	(3,276,413)	-8.3%	827,152	15.5%	(2,449,261)	-5.4%
Operating Income	3,428,262	1,770,975	5,199,237	2,349,295	(396,448)	1,952,847	1,078,967	45.9%	2,167,423	546.7%	3,246,390	166.2%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	168,187	161,971	330,157	334,746	164,725	499,471	(166,559)	-49.8%	(2,754)	-1.7%	(169,313)	-33.9%
Interdepartment Rent from Water	82,500	-	82,500	82,500	-	82,500	-	0.0%	-	-	-	0.0%
Investment Income	(105,672)	(5,184)	(110,855)	617,271	255,228	872,500	(722,943)	-117.1%	(260,412)	-102.0%	(983,355)	-112.7%
Interest Expense	(3,813)	(177)	(3,990)	(59,544)	(2,009)	(61,553)	55,731	93.6%	1,832	91.2%	57,563	93.5%
Gain/(Loss) on the Disposition of Property	33,550	-	33,550	-	-	-	33,550	0.0%	-	-	33,550	-
Total Non-Operating Revenue (Expense)	174,752	156,610	331,362	974,973	417,944	1,392,917	(800,221)	-82.1%	(261,334)	-62.5%	(1,061,555)	-78.2%
Income Before Contributions and Transfers	3,603,014	1,927,585	5,530,599	3,324,268	21,496	3,345,764	278,746	8.4%	1,906,089	8867.2%	2,184,835	65.3%
CAPITAL CONTRIBUTIONS	78,823	2,567,338	2,646,161	-	3,624,993	3,624,993	78,823	-	(1,057,655)	-29.2%	(978,832)	-27.0%
MUNICIPAL CONTRIBUTION	(1,967,509)	(183,806)	(2,151,315)	(1,902,641)	(187,335)	(2,089,975)	(64,869)	-3.4%	3,529	1.9%	(61,340)	-2.9%
CHANGE IN NET POSITION	\$ 1,714,328	4,311,117	6,025,444	1,421,627	3,459,154	4,880,782	292,700	20.6%	851,962	24.6%	1,144,663	23.5%

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

	YTD Actual 11/30/2021	YTD Budget 11/30/2021	YTD Actual v. Budget Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 17,774,486	16,341,806	1,432,680	108.8
Commercial and Industrial	27,664,422	24,755,753	2,908,669	111.7
Uncollectible accounts	-	-	-	
Total Sales of Electricity	<u>45,438,908</u>	<u>41,097,559</u>	<u>4,341,349</u>	<u>110.6</u>
Forfeited Discounts	93,273	84,343	8,930	110.6
Free service to the City of Shakopee	102,884	111,038	(8,153)	92.7
Conservation program	677,736	664,481	13,256	102.0
Total Operating Revenues	<u>46,312,801</u>	<u>41,957,421</u>	<u>4,355,380</u>	<u>110.4</u>
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	34,925,407	30,014,513	4,910,894	116.4
Distribution operation expenses	381,213	534,624	(153,411)	71.3
Distribution system maintenance	718,058	822,553	(104,495)	87.3
Maintenance of general plant	240,831	343,658	(102,828)	70.1
Total Operation and Maintenance	<u>36,265,508</u>	<u>31,715,348</u>	<u>(4,550,161)</u>	<u>114.3</u>
Customer Accounts				
Meter Reading	120,697	180,635	(59,938)	66.8
Customer records and collection	633,264	808,409	(175,145)	78.3
Energy conservation	365,002	682,742	(317,739)	53.5
Total Customer Accounts	<u>1,118,963</u>	<u>1,671,786</u>	<u>552,822</u>	<u>66.9</u>
Administrative and General				
Administrative and general salaries	507,139	901,095	(393,956)	56.3
Office supplies and expense	146,554	218,240	(71,686)	67.2
Outside services employed	594,323	454,555	139,769	130.7
Insurance	160,961	160,870	92	100.1
Employee Benefits	1,668,607	1,889,007	(220,400)	88.3
Miscellaneous general	288,368	463,111	(174,743)	62.3
Total Administrative and General	<u>3,365,953</u>	<u>4,086,878</u>	<u>720,925</u>	<u>82.4</u>
Total Operation, Customer, & Admin Expenses	<u>40,750,424</u>	<u>37,474,011</u>	<u>(3,276,413)</u>	<u>108.7</u>
Depreciation	2,134,116	2,134,116	-	-
Total Operating Expenses	<u>\$ 42,884,539</u>	<u>39,608,126</u>	<u>(3,276,413)</u>	<u>108.3</u>
Operating Income	<u>\$ 3,428,262</u>	<u>2,349,295</u>	<u>1,078,967</u>	<u>145.9</u>

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

	YTD Actual 11/30/2021	YTD Budget 11/30/2021	YTD Actual v. Budget Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 6,282,250	4,939,001	1,343,249	127.20 (1)
Forfeited Discounts	10,139	13,117	(2,978)	77.30
Total Operating Revenues	<u>6,292,389</u>	<u>4,952,118</u>	<u>1,340,271</u>	<u>127.06</u>
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	564,464	488,777	75,687	115.49
Pumping and distribution maintenance	443,340	568,121	(124,780)	78.04 (2)
Power for pumping	275,137	280,903	(5,767)	97.95
Maintenance of general plant	42,403	62,322	(19,920)	68.04 (3)
Total Operation and Maintenance	<u>1,325,343</u>	<u>1,400,123</u>	<u>74,780</u>	<u>94.66</u>
Customer Accounts				
Meter Reading	65,531	111,973	(46,441)	58.52 (4)
Customer records and collection	197,224	242,467	(45,242)	81.34
Energy conservation	3,843	9,167	(5,324)	41.92
Total Customer Accounts	<u>266,598</u>	<u>363,606</u>	<u>97,008</u>	<u>73.32</u>
Administrative and General				
Administrative and general salaries	344,552	611,290	(266,738)	56.36 (5)
Office supplies and expense	44,722	88,710	(43,988)	50.41 (6)
Outside services employed	223,206	244,322	(21,116)	91.36
Insurance	51,100	51,069	31	100.06
Employee Benefits	646,881	867,079	(220,197)	74.60 (7)
Miscellaneous general	168,041	271,396	(103,355)	61.92 (8)
Total Administrative and General	<u>1,478,502</u>	<u>2,133,866</u>	<u>655,365</u>	<u>69.29</u>
Total Operation, Customer, & Admin Expenses	<u>3,070,443</u>	<u>3,897,595</u>	<u>827,152</u>	<u>78.78</u>
Depreciation	1,450,971	1,450,971	-	100.00
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 4,521,414</u>	<u>5,348,567</u>	<u>827,153</u>	<u>84.54</u>
Operating Income	<u>\$ 1,770,975</u>	<u>(396,449)</u>	<u>2,167,424</u>	<u>(446.71)</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 revenues from residential, commercial, and industrial water sales than projected through November.
- (2) Variance due to less maintenance expenses for pumping equipment, valves, meters, and hydrants than projected for through November.
- (3) Variance due to less expenses in the maintenance of the general plant than projected through November.
- (4) Variance due to less meter reading expenses than projected for through November.
- (5) Variance due to less employee compensation paid out than projected for through November.
- (6) Variance due to less office supplies purchased than projected for through November.
- (7) Variance due to less employee benefit expenses than projected for through November.
- (8) Variance due to less regulatory commmission expenses, marketing costs, and other miscellaneous expenses than projected for through November.

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

	Nov-21			Nov-20			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	\$ 46,312,801	6,292,389	52,605,190	44,062,536	5,278,823	49,341,359	2,250,265	5.1%	1,013,566	19.2%	3,263,831	6.6%
OPERATING EXPENSES												
Operation and Maintenance	40,750,424	3,070,443	43,820,867	35,964,764	2,879,062	38,843,826	(4,785,660)	-13.3%	(191,381)	-6.6%	(4,977,041)	-12.8%
Depreciation	2,134,116	1,450,971	3,585,086	2,338,112	1,685,968	4,024,080	203,997	8.7%	234,997	13.9%	438,994	10.9%
Total Operating Expenses	42,884,539	4,521,414	47,405,953	38,302,876	4,565,030	42,867,906	(4,581,663)	-12.0%	43,616	1.0%	(4,538,047)	-10.6%
Operating Income	3,428,262	1,770,975	5,199,237	5,759,660	713,793	6,473,453	(2,331,398)	-40.5%	1,057,182	148.1%	(1,274,216)	-19.7%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	168,187	161,971	330,157	111,060	154,878	265,938	57,127	51.4%	7,093	4.6%	64,219	24.1%
Interdepartment Rent from Water	82,500	-	82,500	82,500	-	82,500	-	0.0%	-	-	-	0.0%
Investment Income	(105,672)	(5,184)	(110,855)	560,056	200,841	760,897	(665,728)	-118.9%	(206,025)	-102.6%	(871,752)	-114.6%
Interest Expense	(3,813)	(177)	(3,990)	(31,811)	(1,371)	(33,182)	27,998	88.0%	1,194	87.1%	29,192	88.0%
Gain on the Disposition of Property	33,550	-	33,550	9,074	-	9,074	24,476	-	-	-	24,476	-
Total Non-Operating Revenue (Expense)	174,752	156,610	331,362	730,879	354,348	1,085,227	(556,127)	-76.1%	(197,738)	-55.8%	(753,865)	-69.5%
Income Before Contributions and Transfers	3,603,014	1,927,585	5,530,599	6,490,539	1,068,141	7,558,680	(2,887,525)	-44.5%	859,444	80.5%	(2,028,081)	-26.8%
CAPITAL CONTRIBUTIONS	78,823	2,567,338	2,646,161	16,589	3,124,921	3,141,510	62,234	375.2%	(557,583)	-17.8%	(495,349)	-15.8%
TRANSFER TO MUNICIPALITY	(1,967,509)	(183,806)	(2,151,315)	(1,904,841)	(310,468)	(2,215,309)	(62,668)	-3.3%	126,662	40.8%	63,994	2.9%
CHANGE IN NET POSITION	1,714,328	4,311,117	6,025,444	4,602,287	3,882,594	8,484,881	(2,887,959)	-62.8%	428,523	11.0%	(2,459,437)	-29.0%

SHAKOPEE PUBLIC UTILITIES
ELECTRIC OPERATING REVENUE AND EXPENSE
For period ending November 30, 2021

	2021	2020	2020 - 2021	
			Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 17,774,486	16,755,605	1,018,881	106.1 %
Commercial	27,664,422	26,502,948	1,161,474	104.4
Uncollectible accounts	-	-	-	
Total Sales of Electricity	<u>45,438,908</u>	<u>43,258,553</u>	<u>2,180,355</u>	<u>105.0</u>
Forfeited Discounts	93,273	60,835	32,438	153.3 (1)
Free service to the City of Shakopee	102,884	98,004	4,880	105.0
Conservation program	677,736	645,144	32,592	105.1
Total Operating Revenues	<u>46,312,801</u>	<u>44,062,536</u>	<u>2,250,265</u>	<u>105.1</u>
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	34,925,407	30,385,594	4,539,813	114.9
Distribution operation expenses	381,213	481,167	(99,954)	79.2 (2)
Distribution system maintenance	718,058	615,448	102,610	116.7
Maintenance of general plant	240,831	227,372	13,459	105.9
Total Operation and Maintenance	<u>36,265,508</u>	<u>31,709,581</u>	<u>(4,555,927)</u>	<u>114.4</u>
Customer Accounts				
Meter Reading	120,697	117,079	3,618	103.1
Customer records and collection	633,264	588,341	44,923	107.6
Energy conservation	365,002	324,237	40,765	112.6
Total Customer Accounts	<u>1,118,963</u>	<u>1,029,657</u>	<u>(89,306)</u>	<u>108.7</u>
Administrative and General				
Administrative and general salaries	507,139	607,741	(100,602)	83.4
Office supplies and expense	146,554	133,602	12,952	109.7
Outside services employed	594,323	402,921	191,402	147.5 (3)
Insurance	160,961	118,834	42,127	135.5 (4)
Employee Benefits	1,668,607	1,712,595	(43,988)	97.4
Miscellaneous general	288,368	249,833	38,535	115.4
Total Administrative and General	<u>3,365,953</u>	<u>3,225,526</u>	<u>(140,427)</u>	<u>104.4</u>
Total Operating Expenses	<u>40,750,424</u>	<u>35,964,764</u>	<u>(4,785,660)</u>	<u>113.3</u>
Depreciation	2,134,116	2,338,112	203,997	91.3
Total Operating Expenses	<u>\$ 42,884,539</u>	<u>38,302,876</u>	<u>(4,581,663)</u>	<u>112.0</u>
Operating Income	<u>\$ 3,428,262</u>	<u>5,759,660</u>	<u>(2,331,398)</u>	<u>59.5</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 revenue from customer penalties than in prior year.
- (2) Variance due to less overhead line and metering expenses than in prior year.
- (3) Variance due to AbdoFS and HR consulting expenses in current year.
- (4) Variance due to property and casualty insurance premiums higher than in prior year.

SHAKOPEE PUBLIC UTILITIES
WATER OPERATING REVENUE AND EXPENSE
For period ending November 30, 2021

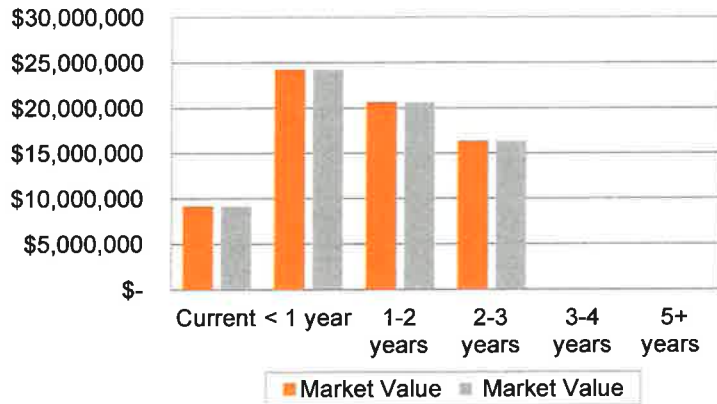
	2021	2020	2020 - 2021	
			Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Water	6,282,250	5,275,221	1,007,029	119.1 %
Forfeited Discounts	10,139	3,602	6,537	281.5
Total Operating Revenues	6,292,389	5,278,823	1,013,566	119.2
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	564,464	552,865	11,599	102.1
Pumping and distribution maintenance	443,340	371,615	71,725	119.3
Power for pumping	275,137	260,812	14,325	105.5
Maintenance of general plant	42,403	47,144	(4,741)	89.9
Total Operation and Maintenance	1,325,343	1,232,436	(92,907)	107.5
Customer Accounts				
Meter Reading	65,531	63,955	1,576	102.5
Customer records and collection	197,224	170,663	26,561	115.6
Energy conservation	3,843	1,169	(2,674)	328.7
Total Customer Accounts	266,598	235,787	(30,811)	113.1
Administrative and General				
Administrative and general salaries	344,552	392,713	(48,161)	87.7
Office supplies and expense	44,722	44,342	380	100.9
Outside services employed	223,206	172,242	50,964	129.6 (1)
Insurance	51,100	39,611	11,489	129.0
Employee Benefits	646,881	609,546	37,335	106.1
Miscellaneous general	168,041	152,384	15,657	110.3
Total Administrative and General	1,478,502	1,410,838	(67,664)	104.8
Total Operating Expenses	3,070,443	2,879,061	(191,382)	106.6
Depreciation	1,450,971	1,685,968	(234,997)	86.1
Total Operating Expenses	4,521,414	4,565,029	43,615	99.0
Operating Income	\$ 1,770,975	713,794	1,057,181	248.1

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

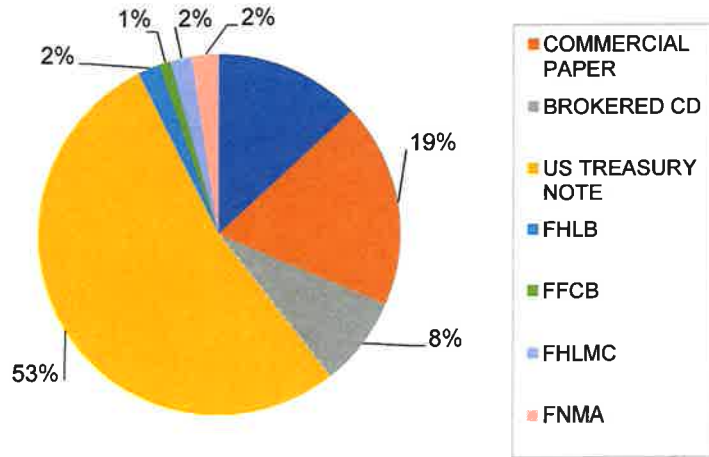
(1) Variance due to AEMFS and HR consulting expenses in current year.

Shakopee Public Utilities Commission
Investments
For the Month Ending November 30, 2021

Maturities



Maturity	Unadjusted Market Value 11/30/2021	Market Value 11/30/2021
Current	\$ 9,171,149.00	\$ 9,170,622.50
< 1 year	24,280,565.09	24,271,528.84
1-2 years	20,684,574.12	20,667,884.81
2-3 years	16,377,027.16	16,367,419.95
3-4 years	-	-
5+ years	-	-
	<u>\$ 70,513,315.37</u>	<u>\$ 70,477,456.10</u>



Investment Type	Market Value 11/30/2021
MONEY MARKET	\$ 9,170,622.50
COMMERCIAL PAPER	12,994,479.00
BROKERED CD	5,633,720.04
US TREASURY NOTE	37,527,474.65
FHLB	1,375,921.80
FFCB	701,562.50
FHLMC	1,374,555.60
FNMA	1,699,120.01
	<u>\$ 70,477,456.10</u>

Shakopee Public Utilities Commission
Schedule of Investments
For the Month Ending November 30, 2021

Identification (CUSIP or Acct #)	Institution	Description	Type	Market Value 1/1/2021	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted	Market Value	Unrealized gain / loss	Last Reconciled Date
									Market Value 11/30/2021	11/30/2021		11/30/2021
x907	US BANK	MONEY MARKET	MONEY MARKET	\$ -	\$ 38,771,312.24	\$ (39,226,572.16)	\$ 447,275.99	\$ -	\$ -	\$ -	\$ -	\$ -
19424HZD5	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	549,745.17	-	-	-	549,945.00	549,983.50	38.50	13.00
19424JCG9	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	999,125.00	-	-	-	999,400.00	999,450.00	50.00	106.00
21687BE64	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,498,220.00	-	-	-	1,498,455.00	1,498,440.00	(15.00)	157.00
22533UE66	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,498,442.50	-	-	-	1,498,455.00	1,498,440.00	(15.00)	157.00
4497W1BA3	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,499,130.00	-	-	-	1,499,415.00	1,499,520.00	105.00	72.00
60689GC79	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,198,890.67	-	-	-	1,199,328.00	1,199,388.00	60.00	97.00
62479LWA9	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	349,945.56	(350,000.00)	-	54.44	-	-	-	-
62479MBE2	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,499,152.08	-	-	-	1,499,385.00	1,499,505.00	120.00	76.00
63873KA49	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,499,275.00	-	-	-	1,499,700.00	1,499,835.00	135.00	35.00
67983TZF6	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,249,590.28	-	-	-	1,249,862.50	1,249,962.50	100.00	15.00
86563GZF2	US BANK	COMMERCIAL PAPER	COMMERCIAL PAPER	-	1,499,458.54	-	-	-	1,499,835.00	1,499,955.00	120.00	15.00
3130AAB49	US BANK	FHLB	US AGENCY	-	241,946.40	-	-	-	240,448.80	240,112.80	(336.00)	10.00
3130A0EN6	US BANK	FHLB	US AGENCY	-	354,385.50	-	-	-	351,057.00	350,252.00	(805.00)	10.00
3133EJK24	US BANK	FFCB	US AGENCY	-	252,217.50	(254,777.75)	-	3,750.00	-	-	-	-
3133EJT74	US BANK	FFCB	US AGENCY	-	328,627.00	(329,956.25)	-	4,956.25	383.50	-	(383.50)	-
3133EKEW2	US BANK	FFCB	US AGENCY	-	330,258.50	(3,705.00)	-	3,705.00	327,869.75	327,275.00	(594.75)	-
3133ELG81	US BANK	FFCB	US AGENCY	-	375,255.00	-	-	-	374,355.00	374,287.50	(67.50)	555.00
313379Q69	US BANK	FHLB	US AGENCY	-	356,811.00	-	-	-	354,371.50	353,748.50	(623.00)	192.00
313381BR5	US BANK	FHLB	US AGENCY	-	435,378.50	-	-	-	432,688.25	431,808.50	(879.75)	374.00
3135G0U92	US BANK	FNMA	US AGENCY	-	304,059.00	-	(3,937.50)	3,937.50	301,437.00	300,873.00	(564.00)	42.00
3135G0V59	US BANK	FNMA	US AGENCY	-	305,031.00	(3,375.00)	-	3,375.00	302,898.00	302,358.00	(540.00)	133.00
3135G04Q3	US BANK	FNMA	US AGENCY	-	350,105.00	(437.50)	-	437.50	349,153.00	349,086.50	(66.50)	538.00
3135G05G4	US BANK	FNMA	US AGENCY	-	299,955.00	-	(375.00)	375.00	299,043.00	299,037.00	(6.00)	587.00
3135G06H1	US BANK	FNMA	US AGENCY	-	374,411.25	(468.75)	-	468.75	373,023.75	372,607.50	(416.25)	727.00
3137EAEQ8	US BANK	FHLMC	US AGENCY	-	501,440.00	(937.50)	-	937.50	500,335.00	499,685.00	(650.00)	506.00
3137EAEW5	US BANK	FHLMC	US AGENCY	-	299,712.00	(375.00)	-	375.00	298,773.00	298,596.00	(177.00)	647.00
3137EAEZ8	US BANK	FHLMC	US AGENCY	-	329,630.40	(412.50)	-	412.50	328,244.40	328,059.60	(184.80)	706.00
3137EAF42	US BANK	FHLMC	US AGENCY	-	249,662.50	-	-	-	248,700.00	248,215.00	(485.00)	734.00
3140J9DU2	US BANK	FNMA	US AGENCY	-	81,528.72	(6,313.35)	102.01	458.03	75,512.17	75,158.01	(354.16)	456.00
91282CAF8	US BANK	US TREASURY NOTE	US AGENCY	-	523,320.00	-	(328.13)	328.13	522,086.25	521,986.50	(99.75)	623.00
91282CAK7	US BANK	US TREASURY NOTE	US AGENCY	-	259,025.00	(162.50)	-	162.50	258,343.80	258,315.20	(28.60)	654.00
91282CAP6	US BANK	US TREASURY NOTE	US AGENCY	-	2,491,096.25	(1,562.50)	806.01	756.49	2,482,325.00	2,481,650.00	(675.00)	684.00
91282CBA8	US BANK	US TREASURY NOTE	US AGENCY	-	2,241,308.75	-	437.16	(437.16)	2,229,795.00	2,229,165.00	(630.00)	745.00
91282CB0E	US BANK	US TREASURY NOTE	US AGENCY	-	2,312,682.25	-	(19.71)	19.71	2,302,029.00	2,301,215.25	(813.75)	776.00
91282CBM2	US BANK	US TREASURY NOTE	US AGENCY	-	496,680.00	-	(312.50)	312.50	494,785.00	494,570.00	(215.00)	807.00
91282CBR1	US BANK	US TREASURY NOTE	US AGENCY	-	2,516,441.25	(3,156.25)	2,024.46	1,131.79	2,502,805.25	2,501,820.50	(984.75)	836.00
91282CCG4	US BANK	US TREASURY NOTE	US AGENCY	-	994,726.58	-	150.27	(150.27)	988,400.00	987,890.00	(510.00)	928.00
91282CCK5	US BANK	US TREASURY NOTE	US AGENCY	-	2,496,582.03	-	373.64	(373.64)	2,489,150.00	2,488,175.00	(975.00)	577.00
91282CCL3	US BANK	US TREASURY NOTE	US AGENCY	-	2,296,359.38	-	614.47	(614.47)	2,279,438.00	2,277,989.00	(1,449.00)	958.00
91282CC76	US BANK	US TREASURY NOTE	US AGENCY	-	1,798,239.13	-	-	(348.51)	1,783,134.00	1,781,586.00	(1,548.00)	989.00
91282CCx7	US BANK	US TREASURY NOTE	US AGENCY	-	1,095,875.00	-	-	(239.30)	1,088,824.00	1,087,537.00	(1,287.00)	1,020.00
91282CDB4	US BANK	US TREASURY NOTE	US AGENCY	-	1,692,216.60	-	-	(583.79)	1,691,632.81	1,691,500.00	(132.81)	1,050.00
91282BG53	US BANK	US TREASURY NOTE	US AGENCY	-	201,500.00	(202,462.68)	-	1,634.22	143.00	-	(143.00)	-
91282BJ43	US BANK	US TREASURY NOTE	US AGENCY	-	278,071.75	-	(2,406.25)	2,406.25	276,518.00	276,138.50	(379.50)	90.00
91282BL57	US BANK	US TREASURY NOTE	US AGENCY	-	377,429.60	(3,237.50)	-	3,237.50	375,420.50	374,710.10	(710.40)	304.00
91282BN30	US BANK	US TREASURY NOTE	US AGENCY	-	2,568,261.72	-	6,351.90	(6,351.90)	2,554,775.00	2,549,425.00	(5,350.00)	396.00
91282BP38	US BANK	US TREASURY NOTE	US AGENCY	-	2,712,975.63	-	(4,641.30)	4,641.30	2,698,866.00	2,694,811.50	(4,054.50)	427.00
91282BP79	US BANK	US TREASURY NOTE	US AGENCY	-	510,780.00	-	(3,750.00)	3,750.00	508,030.00	507,440.00	(590.00)	455.00
91282BR0C	US BANK	US TREASURY NOTE	US AGENCY	-	434,110.18	-	(429,515.63)	4,515.63	-	-	-	-
91282BSF8	US BANK	US TREASURY NOTE	US AGENCY	-	227,715.75	-	(2,250.00)	2,250.00	226,248.75	225,904.50	(344.25)	77.00
91282BSV3	US BANK	US TREASURY NOTE	US AGENCY	-	431,175.25	(3,718.75)	-	3,718.75	428,786.75	428,187.50	(599.25)	166.00
91282BS76	US BANK	US TREASURY NOTE	US AGENCY	-	400,372.00	(383,048.22)	(2,250.00)	2,250.00	-	-	-	-
91282BTY6	US BANK	US TREASURY NOTE	US AGENCY	-	408,032.00	-	-	3,250.00	406,064.00	405,204.00	(860.00)	350.00
91282BT67	US BANK	US TREASURY NOTE	US AGENCY	-	301,200.00	(299,945.46)	-	1,620.24	-	-	-	-
91282BYA2	US BANK	US TREASURY NOTE	US AGENCY	-	457,065.00	-	(3,375.00)	3,375.00	454,905.00	454,252.50	(652.50)	258.00
91282BYF1	US BANK	US TREASURY NOTE	US AGENCY	-	447,286.40	(3,300.00)	-	3,300.00	445,192.00	444,536.40	(655.60)	289.00
91282BYK0	US BANK	US TREASURY NOTE	US AGENCY	-	406,344.00	(2,750.00)	-	2,750.00	404,688.00	403,936.00	(752.00)	319.00
91282BYM6	US BANK	US TREASURY NOTE	US AGENCY	-	619,664.06	(4,500.00)	1,663.04	2,836.96	613,008.00	611,670.00	(1,338.00)	1,066.00
91282BZP8	US BANK	US TREASURY NOTE	US AGENCY	-	2,497,226.25	(1,562.50)	645.38	917.12	2,490,825.00	2,490,525.00	(300.00)	531.00
91282BZU7	US BANK	US TREASURY NOTE	US AGENCY	-	950,412.25	-	120.22	(120.22)	947,881.50	947,587.00	(294.50)	562.00
91282BZY9	US BANK	US TREASURY NOTE	US AGENCY	-	2,295,274.75	-	2.72	(2.72)	2,288,960.00	2,288,316.00	(644.00)	592.00
91282BD09	US BANK	US TREASURY NOTE	US AGENCY	-	415,936.00	(5,000.00)	-	5,000.00	412,204.00	411,328.00	(876.00)	486.00
91282B5A4	US BANK	US TREASURY NOTE	US AGENCY	-	326,833.00	(328,136.83)	-	4,468.75	-	-	-	-
91282B5V8	US BANK	US TREASURY NOTE	US AGENCY	-	227,970.00	-	(2,812.50)	2,812.50	226,111.50	225,675.00	(436.50)	46.00
91282B7C8	US BANK	US TREASURY NOTE	US AGENCY	-	533,961.75	-	(4,593.75)	4,593.75	531,048.00	530,166.00	(882.00)	227.00
592098X51	US BANK	US TREASURY NOTE	US AGENCY	-	155,000.00	-	-	-	154,476.10	154,262.20	(213.90)	944.00

Shakopee Public Utilities Commission
Schedule of Investments
For the Month Ending November 30, 2021

Identification (CUSIP or Acct #)	Institution	Description	Type	Market Value 1/1/2021	Deposits - Purchases	Expenditures - Sales	Transfers	Interest	Unadjusted	Market Value	Unrealized gain / loss	Last Reconciled Date
									Market Value 11/30/2021	11/30/2021		11/30/2021
				\$ -	\$ 97,128,850.85	\$ (41,423,123.95)	\$ 0.00	\$ 80,059.58	\$ 55,708,972.83	\$ 55,673,113.56	\$ (35,645.37)	
	PFM	MONEY MARKET	MONEY MARKET	-	42,543,578.12	(41,980,706.13)	-	9.83	564,226.77	564,226.77	\$ -	\$ -
				-	42,543,578.12	(41,980,706.13)	-	9.83	564,226.77	564,226.77	-	-
	4M	MONEY MARKET	4M FUND	24,831,941.00	1,495,498.05	(35,000,000.00)	9,030,164.38	2,270.96	359,874.39	359,874.39	-	-
	4MP	MONEY MARKET	4M FUND	12,005,110.88	-	-	(4,000,000.00)	3,470.30	8,008,581.18	8,008,581.18	-	-
				43,323,251.88	1,495,498.05	(36,495,498.05)	(0.00)	45,203.69	8,368,455.57	8,368,455.57	(0.00)	
1024089246	Old National	BROKERED CD	CDARS	-	5,633,574.89	-	-	101.85	5,633,720.04	5,633,720.04	-	100.00
1025148149	Old National	BROKERED CD	CDARS	-	-	-	-	59.18	237,940.16	237,940.16	-	-
1024089246	Old National	MONEY MARKET	MONEY MARKET	237,880.98	-	-	-	161.03	5,871,660.20	5,871,660.20	-	-
				237,880.98	5,633,574.89	-	-	161.03	5,871,660.20	5,871,660.20	-	-
				\$ 53,516,057.10	\$ 152,735,743.66	\$ (135,613,204.92)	\$ (0.00)	\$ 192,389.66	\$ 70,513,315.37	\$ 70,477,456.10	\$ (202,497.06)	



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

DATE: January 10, 2022
 TO: SPU Commissioners
 FROM: Greg Drent, General Manager *GD*
 Subject: Goals 2022

It is that time of year for the commission to set 2022 goals and look back at 2021 goals to see where we have been and where we are going. Below are the 2021 goals that were approved in January of 2021.

2021 Goals

1. Utilities Manager Search **Done**
2. Territory Acquisition **Great progress done in 2021**
3. Organizational Structure **Done**
 - a. Finance department (Investment policy, Banking Analysis, HR) **Done**
 - b. Update organizational chart **Done**
 - c. Shared Services **Ongoing**
 - d. Update Job Descriptions **Done**
 - e. Finalize Compensation and Classification **Done**
 - f. Financial Management Policy Review **Done**
 - i. Internal control **Ongoing**
 - ii. Employee Handbook **March 2022**
4. Working together with City **Ongoing**
 - a. Joint meetings **Will continue meetings**
 - b. Contribution to City **Done - 20-year agreement**
 - c. Economic Development Involvement **Done - Part of PILOT agreement**
 - d. EV Charging stations **Ongoing**
 - e. Utilities Manager periodically give updates at City Council meetings
5. Electric Rate Comparison **McGrann Shea 2021**
 - a. Electric Vehicle Charging (EV) Rate **Done**
 - b. Solar Access Rate **Not part of new rates**
 - c. Residential TOU Rate **Look at again when have AMI**
6. Advanced Metering Infrastructure (AMI) **Katama 2021-2023**

2022 Goals

1. Complete Service Territory Acquisition with MVEC (Project Manager Carlson)
 - a. Agreement (Drent)
 - b. Integration analysis (Engineering and Electric departments)
 - c. Customer outreach (Walsh)
 - d. Meter transfer (Electric)
 - e. Meter reads (Finance and Admin)
 - f. Run bills (Finance and Admin)
2. SPU Handbook update and implementation (Project Manager Menke)
3. Water treatment site acquisition (Drent and Adams)
4. Software implementation (Project Manager Keltgen)
 - a. Contract negotiation (Drent)
 - b. Finance module in October (Willemessen)
 - c. Billing module February 2023 (Finance and Admin)
5. AMI vendor selected and contract negotiation complete (Project Manager Walsh)
 - a. Bid package April
 - b. Contract negotiation (Drent)
 - c. Integration into billing and Meters ordered 4th quarter
6. East Shakopee Substation (Adams)
7. Strategic plan and succession plan Kelley Willemessen will take the lead on this project with my assistance as this is part of her master's degree capstone project. (Project Manager Willemessen)
8. Convert to Office365 (Project Manager Keltgen)
 - a. Setup Intranet using MS Teams
 - b. Reduce need for alternative systems (Barracuda, Norton, Zoom, PDQ, etc... - estimated \$7600 annual savings)
 - c. Wireless Infrastructure Reset (February 2022)
 - i. Setup wireless for maximum usability throughout building
 - d. "Resurrect" Fiber Ring Project (2022)
 - i. Meet with stakeholders (February)
 - ii. Visit all potential sites (April)
 - iii. Develop project rollout plan (May)
 - iv. ~ Establish primary fiber connection at main SPUC campus (September)
 - v. ~ Establish alternative DR site on fiber ring @ water site (September)
 - e. Daffron to NISC Conversion (April 2023)
 - i. Project Plan (March)
 - ii. Finance Conversion to NISC ABS (October)
 - iii. Billing Conversion to NISC CC&B (February 2023)



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9. Customer outreach—information (Walsh)
 - a. Meet with 10 largest customers to get feedback on SPU services
 - b. Increase SPU presence on social media platforms
 - c. Customer outreach for paperless billing, clean energy choice and customer portal to view bills
 - d. Community events/outreach for education and service awareness to SPU customers

Topic that should be considered but are not part of the commissions goals
Digitize resolutions searchable database; Solar panels on City/SPU buildings; Process for onboarding new commissioners.

Recommendation:

Give staff recommendation on changes to the 2022 goals and bring it back at the next commission meeting or approve the 2022 goals as presented.