

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
August 1, 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 July 18, 2022 Minutes (GD)
 - C=> 3b) Approval of August 1, 2022 Agenda (KM)
 - C=> 3c) August 1, 2022 Warrant List (KW)
 - C=> 3d) Lead and Copper Testing Results 2022 (LS)
 - C=> 3e) MMPA July Meeting Update (GD)
 - C=> 3f) Res#2022-19 Resolution Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service to Certain Property Described as:
Emblem at Shakopee (JA)
 - C=> 3g) Res#2022-20 Resolution Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project: Emblem at Shakopee (JA)

4. **Liaison Report** (JB)

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

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

7. **Reports: Water Items**
 - 7a) Water System Operations Report – Verbal (LS)

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

9. **Reports: Human Resources**

10. **Reports: General**
 - 10a) Marketing/Key Accounts Report – Verbal (SW)
 - 10b) Strategic Planning 2022 (GD/KW)

11. **Items for Future Agendas**

12. **Tentative Dates for Upcoming Meetings**
 - August 15, 2022
 - September 6, 2022 - Tuesday
 - September 19, 2022
 - October 3, 2022
 - October 17, 2022

13. **Adjournment**

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
July 18, 2022
Regular Meeting

1. Call to Order. President Mocol called the July 18, 2022, meeting of the Shakopee Public Utilities Commission to order at 5:00 PM. President Mocol, Vice President Krieg, Commissioner Brennan, Commissioner Fox, and Commissioner Letourneau were present.
2. Approval of Consent Agenda. Commissioner Fox moved approval of the consent agenda: (3a) June 20, 2022 Minutes; (3b) July 18, 2022 Agenda; (3c) July 7, 2022 Warrant List, Account Credit Request/Deposit Refunds; (3d) July 5, 2022 Warrant List; (3e) July 18, 2022 Warrant List; (3f) Water Dashboard; (3g) Nitrate Results; (3h) Annual Elections for 2022 -2023 Insurance Policy; (3i) MMPA June Meeting Update; (3j) Res#2022-17 Resolution Setting the Amount of the Trunk Water Charges, Approving of its Collection and Authorizing Water Service to Certain Property Described as: Whispering Waters 2nd Addition; (3k) Res#2022-18 Resolution Approving the Estimated Cost of Pipe Oversizing on the Watermain Project: Whispering Waters 2nd Addition; (3l) AMI – Bid Process Update; (3m) MMPA Transmission Transformer Services Rate. Commissioner Letourneau seconded the motion. Ayes: Mocol, Krieg, Brennan, Fox, and Letourneau. Nays: None. Motion carried.
3. Liaison Report. Commissioner Brennan noted that the City Council meeting was cancelled so she had no updates.
4. Public Comment Period. No public comments were offered.
5. General Manager Report. Greg Drent, General Manager, noted that in the MPUC proceeding to update the official service territory maps, the Department of Commerce issued information requests seeking additional background material; SPU worked with MVEC to respond to these requests. Mr. Drent noted on-going discussions with Shakopee Schools on their solar project, as well as with an electrician as to options for partnerships. He reported that SPU has one employee retirement and another later this year; SPU leadership is exploring future staffing needs. Mr. Drent noted that water treatment planning continues with SEH, along with water tower design work with Barr Engineering. Mr. Drent also reported on pending projects, including potential water usage and compressed natural gas facility at Hentges Industrial Park, Canterbury irrigation, Inland Development groundbreaking, and initial SPU budget planning.
6. Water Report. Lon Schemel, Water Superintendent, reported that hydrant painting has been completed for 2022. He also reported that construction on Well 23 is down to 277 feet, with an intended depth of 410 feet, and that test pumping is expected in August. Mr. Schemel noted that SPU is working with DR Horton on where to pump this testing water, to help fill its ponds.

Mr. Schemel reported that June pumpage averaged 8.8 million gallons/day, with 11.1 million gallons on hot days; average pumpage for July 2022 to date is 10.2 million gallons/day. He noted that the peak record was 16.2 million gallons/day. Mr. Schemel then shared images of a design of Pumphouse 23, presenting the features of the building and site layout.

7. Electric Report. Brad Carlson, Electric Superintendent, provided project updates, including Jefferson Court, Valley Crest 1st Addition, Whispering Waters 1st Addition, Blue Lake Circuit 22 repairs, Blue Lake 52 repairs, Canterbury Pond pump, SMSC service, and replacing a battery bank in Dean Lake. Mr. Carlson also reported that MVEC and SPU crews performed field audit inventories last week of facilities for the transfer of service territory. He noted that the inventory is expected to be completed tomorrow. Mr. Carlson reported that over the last month since the last Commission meeting, 12 outages occurred; they were short-term and generally with a small number of affected customers.

8. Marketing/Key Accounts Report. Sharon Walsh, Director of Key Accounts/Marketing/Special Projects, reported that she conducted a mid-year review of the Conservation Improvement Program with Frontier Energy that was favorable. She noted that the new CIP plan must be done by August and that it will encompass a three-year period. Ms. Walsh noted that Katama has provided summary information on the AMI bids and she will discuss it with the leadership team. She reported that SPU has received 60% of the data consent forms from the Prior Lake customers involved in the service territory transfer. She noted that the second Rhythm on the Rails event is next week. Ms. Walsh explained that she is working on communications as to load shedding and will work with Mr. Carlson and key electric accounts. She also noted that building signage for the SPU service center is underway, following the building renovation.

9. June 2022 Financial Reports & Accounts Receivable Aging. Kelley Willemsen, Director of Finance and Administration, presented the June 2022 financial report. She explained that the unfavorable budget to actual is due to water and electric revenues that are currently lower than budget, which should stabilize with the higher revenue summer months. She noted a decrease in kilowatt hours from last year because construction projects have slowed. Ms. Willemsen also noted an increase in gas expenses of \$14,666. She noted that SPU's Investment Advisors, PFM, plan to present in September. Commissioner Brennan moved to accept the June 2022 Financial Report & Accounts Receivable Aging; Commissioner Fox seconded the motion. Ayes: Mocol, Krieg, Brennan, Fox, and Letourneau. Nays: None. Motion carried.

10. 2021 Year In Review. Mr. Drent presented the proposed 2021 Year In Review, which Ms. Walsh took the lead on preparing, that is planned to be mailed to all SPU customers. Vice President Krieg moved to approve the 2021 Year In Review and send to SPU Customers. Commissioner Letourneau seconded the motion. Ayes: Mocol, Krieg, Brennan, Fox, and Letourneau. Nays: None. Motion carried.

11. Lateral Watermain Equivalent Charge – Interest Options. Mr. Drent and Ms. Willemssen presented two options for indexing: (1) the US Department of Treasury long-term composite, and (2) the Minnesota Department of Commerce utility deposit interest rates. They explained that these methods are based upon the cost of money, after conferring with Ms. McGann. The Commission discussed the potential change in ownership of the applicable properties, and notice of the connection costs. Commissioner Fox moved to adopt the US Department of Treasury long-term composite indexing method, with an effective date in January 2023, and to direct staff to communicate with affected property owners in 2022 about the upcoming fee. Vice President Krieg seconded the motion. Ayes: Mocol, Krieg, Brennan, Fox, and Letourneau. Nays: None. Motion carried.

12. Water and Electric Projects Updates. Joseph Adams, Director of Planning and Engineering, introduced Martin Drouillard, Engineering Supervisor, to present the current projects. Mr. Drouillard presented the pending City, County, developer, and SPU capital improvement plan water and electric projects.

13. Adjourn. Motion by Commissioner Fox, seconded by Vice President Krieg, to adjourn to the August 1, 2022, meeting. Ayes: Mocol, Krieg, Brennan, Fox, and Letourneau. Nays: None. Motion carried.

Greg Drent, Commission Secretary

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13. **Adjournment**

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 1, 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:

ALLSTREAM BUSINESS US, INC	2,488.35
ALTEC INDUSTRIES, INC	236,060.72
AMARIL UNIFORM CO.	177.38
ANDERSON, STEVE	350.00
ANDREA AMANDA RAMNAUTH	4,051.43
APPLE FORD OF SHAKOPEE	99.56
AREL, BARBARA	350.00
ARHART, RYAN	450.00
ARROW ACE HARDWARE	90.76
BANUELOS, JULIA	179.11
BENNETT, CONOR	163.63
BERNDTSON, ROBERT	266.88
BOB'S LAWN & LANDSCAPING INC	85.90
BORDER STATES ELECTRIC SUPPLY INC	35,524.06
BRAUN, JEFFREY	135.00
CALIAN CORP	925.57
CDW LLC	13,521.73
CENTERPOINT ENERGY	592.82
CHIEV, STEVEN	179.10
CHOICE ELECTRIC INC	340.62
CINTAS CORP. #754	999.34
CITY OF SHAKOPEE	165.00
CITY OF SHAKOPEE	249,000.00
CITY OF SHAKOPEE	1,031.08
CLARK, ALAN	145.87
CONGDON, CHRISTY	50.00
CUSTOMER CONTACT SERVICES	692.36
DAILY PRINTING, INC.	850.00
DAS, HIRONMOY 6605 FALMOUTH	200.00
DAVIS, ADAM	500.00
DEGIA, PHILIP	105.00
DENISON, DAVE	125.00
DEWILD GRANT RECKERT AND ASSOCIATES	10,949.50
FASTENAL IND & CONST SUPPLIES	59.06
FERGUSON US HOLDINGS, INC.	252.57
FRONTIER ENERGY, INC.	7,138.67
GEDMAN, STACY	500.00
GRAINGER	107.50
HAWKINS INC	11,962.02
HENNEN'S AUTO SERVICE, INC.	548.44
HIGGINS, LISA	550.00
INNOVATIVE OFFICE SOLUTIONS LLC	2,073.86
INSITUFORM	922.79
INTERSTATE ALL BATTERY CTR	418.44
IRBY TOOL & SAFETY	1,808.28
KANGAS, GARTH	1,000.00
KLM ENGINEERING INC	22,964.00
KORTHOOR, TODD & MARY	50.00
LEAGUE OF MINNESOTA CITIES	122,071.00
LOFFLER COMPANIES INC.	2,052.02
MARK J TRAUT WELLS, INC	45,310.00
MAULWURF, MARCIA	179.10
MCDONALD, MELANIE	500.00
MCGRANN SHEA CARNIVAL	19,237.50
MIKE'S AUTO REPAIR INC	126.73
MINN VALLEY TESTING LABS INC	532.56
MMUA	2,373.17
MN DEPT OF LABOR & INDUSTRY	210.00
MONSON, SUSAN & CHRIS	500.00
MYERS, TONY	45.00
M10, INC	2,389.06
NAPA AUTO PARTS	14.19
NEVILLE, GERRY	152.50
NICKOLAY, CINDY	240.01
OLNESS, TODD	175.00
Principal Financial Group	3,951.78
PAYMENTUS CORPORATION	29,533.85
PLUNKETT'S PEST CONTROL, INC.	145.29
PRAHM, WILLARD	150.00
RESERVE ACCOUNT	2,000.00
ROEDER, JENNIFER	350.00
ROEHRICH, CHAD	200.00
ROSSINI, TREVOR	350.00
ROUSE, BRYAN	106.20
SAMBATEK	12,733.50

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 1, 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:	
SCHNEIDER, SHELLY	350.00
SCOTT COUNTY GOVT. CENTER EAST	21,245.00
SCOTT COUNTY GOVT. CTR. EAST	2,609.00
SCOTT COUNTY RECORDERS OFFICE	92.00
SENSIDYNE, LP	586.27
SHORT ELLIOTT HENDRICKSON INC	27,136.13
SOLAR SHIELD, INC.	407.00
TAYLOR, GRANT	196.64
TECHLINE, INC	2,506.09
THIEWES, BRENT	139.49
THOMAS, HILAIRE	135.00
TRAN, THOMAS & GOLIA	161.99
TRIPLETT, GREG	218.13
TWIN SUPPLIES LTD	4,642.00
UPS STORE # 4009	105.85
VALIANT, JESS	75.00
WITZEL, KEELEY & MATTHEW	500.00
WSB & ASSOCIATES, INC.	14,595.00
	<u>14,595.00</u>
	<u>\$932,530.45</u>



Presented for approval by: Director of Finance & Administration

Approved by General Manager

Approved by Commission President

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 1, 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:

ALLSTREAM BUSINESS US, INC	2,488.35	Shak Sub, Pike Lake, S.Sub, and SPU
ALTEC INDUSTRIES, INC	236,060.72	WO#2478 - Backyard Bucket
AMARIL UNIFORM CO.	177.38	Jeans for T.M.
ANDERSON, STEVE	350.00	2022 Res. Cooling & Heating
ANDREA AMANDA RAMNAUTH	4,051.43	Aug. cleaning service
APPLE FORD OF SHAKOPEE	99.56	Water dept. oil change
AREL, BARBARA	350.00	2022 Res. Cooling & Heating
ARHART, RYAN	450.00	2022 Res. Solar Rebate
ARROW ACE HARDWARE	90.76	Elec. Dept. Numbers
BANUELOS, JULIA	179.11	2022 Irrigation Controllers rebate
BENNETT, CONOR	163.63	2022 Irrigation Controllers rebate
BERNDTSON, ROBERT	266.88	220 Miles reimbursed
BOB'S LAWN & LANDSCAPING INC	85.90	WO#2649 - Black Dirt
BORDER STATES ELECTRIC SUPPLY INC	35,524.06	WO#2617 - \$3530.50 -Street lights for McKenna Rd., WO#2239 - \$4153.87-Levee dr. St. light project, WO#2626-\$1275.05 - reels, the remainder is inventory items
BRAUN, JEFFREY	135.00	2022 Irrigation Controllers rebate
CALIAN CORP	925.57	Endpoint Protection Renewal, Symantec Antivirus project
CDW LLC	13,521.73	HP laptops
CENTERPOINT ENERGY	592.82	Gas usage 6/7-7/8/22 - Sarazin St.
CHIEV, STEVEN	179.10	2022 Irrigation Controllers rebate
CHOICE ELECTRIC INC	340.62	Install 50 receptacle & 50A cord end
CINTAS CORP. #754	999.34	Replenish medicine cabinets
CITY OF SHAKOPEE	165.00	WO#2649 - R.O.W.005601-2022 4th Ave. W. Shak
CITY OF SHAKOPEE	249,000.00	Aug. PILOT Transfer Fee
CITY OF SHAKOPEE	1,031.08	Storm drainage/SPU Properties - Aug
CLARK, ALAN	145.87	2022 Irrigation Controllers rebate
CONGDON, CHRISTY	50.00	2022 Res. Star Appliances
CUSTOMER CONTACT SERVICES	692.36	Answering service 7/26-8/22
DAILY PRINTING, INC.	850.00	800 Door Hangers for electric dept
DAS, HIRONMOY 6605 FALMOUTH	200.00	2022 Irrigation Controllers rebate
DAVIS, ADAM	500.00	2022 Res. Cooling & Heating
DEGIA, PHILIP	105.00	2022 Res. Star Appliances
DENISON, DAVE	125.00	2022 Star Clothes Washer rebate
DEWILD GRANT RECKERT AND ASSOCIATES	10,949.50	Dean Lake #2 Circuit Switcher Replace , WO#2239 - \$1756.15 - Levee Dr. Duct Bank, WO#2612 - \$9004.35 - SS-83 Extension
FASTENAL IND & CONST SUPPLIES	59.06	WdgExpnAnchr - Elec. Dept. item
FERGUSON US HOLDINGS, INC.	252.57	Inventory items parts for water dept.
FRONTIER ENERGY, INC.	7,138.67	C & I Implementation for June and P3 Subscription for July
GEDMAN, STACY	500.00	2022 Res. Cooling & Heating
GRAINGER	107.50	Boot Brush
HAWKINS INC	11,962.02	22-cylinders Chlorine
HENNEN'S AUTO SERVICE, INC.	548.44	Tires on Elec. Dept. Trk #633
HIGGINS, LISA	550.00	2022 Res. Cooling & Heating
INNOVATIVE OFFICE SOLUTIONS LLC	2,073.86	WO#2470 - sit stand for Angie
INSITUFORM	922.79	Refund due for final hydrant 93196948
INTERSTATE ALL BATTERY CTR	418.44	6 batteries FC300 readers
IRBY TOOL & SAFETY	1,808.28	Size 8 Leather protectors, torch kits, wrench set, splicer knife, claw hammer, ratchet tool
KANGAS, GARTH	1,000.00	2022 Res. Solar Rebate
KLM ENGINEERING INC	22,964.00	WO#2625 - Install a GS-9 Mixer
KORTHOUR, TODD & MARY	50.00	2022 Res. Energy Star Appliance Rebate
LEAGUE OF MINNESOTA CITIES	122,071.00	2022 Property Casual 7/31-7/31/23
LOFFLER COMPANIES INC.	2,052.02	7/1-9/30/22 copier lease
MARK J TRAUT WELLS, INC	45,310.00	WO#2577 - Pump & tank install
MAULWURF, MARCIA	179.10	2022 Irrigation Controllers rebate
MCDONALD, MELANIE	500.00	2022 Res. Cooling & Heating
MCCRANN SHEA CARNIVAL	19,237.50	WO#2545 - \$906.25-Land Exchange, WO#2612 - Service Territory \$18331.25
MIKE'S AUTO REPAIR INC	126.73	Elec. Dept. Trk#642 Oil change
MINN VALLEY TESTING LABS INC	532.56	Coliform
MMUA	2,373.17	2022 Summer Conf. Justin Krieg. & July & Aug. Apprentice program
MN DEPT OF LABOR & INDUSTRY	210.00	Pressure Vessel
MONSON, SUSAN & CHRIS	500.00	2022 Res. Cooling & Heating

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 1, 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:		
MYERS, TONY	45.00	Reimb. ASSE 1060 Standards book
M10, INC	2,389.06	WO#2477 - Jefferson Ct. Trenching
NAPA AUTO PARTS	14.19	Connector for Electric dept.
NEVILLE, GERRY	152.50	92 Miles reimb.
NICKOLAY, CINDY	240.01	221 Miles reimbursed
OLNESS, TODD	175.00	2022 Res. Energy Star Appliance Rebate
Principal Financial Group	3,951.78	Aug. L.T.D. premiums
PAYMENTUS CORPORATION	29,533.85	June Transfer fee
PLUNKETT'S PEST CONTROL, INC.	145.29	Pest Control Valley Park Dr.
PRAHM, WILLARD	150.00	2022 Res. Energy Star Appliance Rebate
RESERVE ACCOUNT	2,000.00	Replenish postage machine
ROEDER, JENNIFER	350.00	2022 Res. Cooling & Heating
ROEHRICH, CHAD	200.00	2022 Irrigation Controllers rebate
ROSSINI, TREVER	350.00	2022 Res. Cooling & Heating
ROUSE, BRYAN	106.20	2022 Irrigation Controllers rebate
SAMBATEK	12,733.50	WO#2041 - \$2145.00-Windermere Booster station Pumphouse, WO#2259 -\$5032.00 - Elevated Water Tank 8,WO#2525 - \$5556.50 - SPU Production Well #23
SCHNEIDER, SHELLY	350.00	2022 Res. Cooling & Heating
SCOTT COUNTY GOVT. CENTER EAST	21,245.00	2022 LED Lighting Retrofit
SCOTT COUNTY GOVT. CTR. EAST	2,609.00	2022 LED Lighting Retrofit
SCOTT COUNTY RECORDERS OFFICE	92.00	WO#2630 - \$46.00-548 Ind. Circle - UG Service, WO#2483 - \$46.00 - Easement W. Shak. Sub.
SENSIDYNE, LP	586.27	Gas Cyl CL
SHORT ELLIOTT HENDRICKSON INC	27,136.13	WO#2476 - \$55.00 - Whispering Waters, WO#2360 - \$13891.96 - CSAH 83 Improvement, WO#2650 - \$7004.10 - Maras 13th Ave., WO#2597 - \$1052.40 - Summerland 2nd Add, WO#2632 - \$62.50 - Whispering Waters
SOLAR SHIELD, INC.	407.00	WO#2470 - Window tint for Teller Window drive thr
TAYLOR, GRANT	196.64	2022 Irrigation Controllers rebate
TECHLINE, INC	2,506.09	Fiberglass 8ft Deadend Arm - Inventory Item
THIEWES, BRENT	139.49	2022 Irrigation Controllers rebate
THOMAS, HILAIRE	135.00	2022 Irrigation Controllers rebate
TRAN, THOMAS & GOLIA	161.99	2022 Irrigation Controllers rebate
TRIPLETT, GREG	218.13	188 Miles reimb.
TWIN SUPPLIES LTD	4,642.00	2022 LED lighting @ Living Hope Church
UPS STORE # 4009	105.85	Tool Repair
VALIANT, JESS	75.00	2022 Res. Energy Star Appliance Rebate
WITZEL, KEELEY & MATTHEW	500.00	2022 Res. Cooling & Heating
WSB & ASSOCIATES, INC.	14,595.00	WO#2581 - Prof. Service 6/1-6/20/22
	<u>\$932,530.45</u>	

Presented for approval by: Director of Finance & Administration

Approved by General Manager

Approved by Commission President



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 *GD*
FROM: Lon R. Schemel, Water Superintendent *LRS*
SUBJECT: Lead and Copper Testing Results for 2022
DATE: July 27, 2022

I have attached the results of the triennial testing of lead and copper for the Shakopee water supply. It is required to sample 30 high-risk sample points located at residences in the City of Shakopee every 3 years. We had the 30 homes sampled during June and had the samples sent to the Minnesota Department of Health for analysis.

The action level for lead is 15 parts per billion. The action level for copper is 1300 parts per billion. All of our results are below the action levels. Our next round of lead and copper sampling will be in June 2025.

Attachments:

- Lead/Copper Tap Water Monitoring Report
- Sample Results – No addresses
- Notification Template
- Lead in Drinking Water
- Copper in Drinking Water
- Monitoring Frequency



PROTECTING, MAINTAINING & IMPROVING THE HEALTH OF ALL MINNESOTANS

July 21, 2022

Shakopee Public Utilities Commission
c/o Mr. Lon Schemel
255 Sarazin Street, P.O. Box 470
Shakopee, Minnesota 55379 - 0470

Water System Owner/Operator:

SUBJECT: Lead/Copper Tap Water Monitoring Report, PWSID 1700009

This letter is to report the results of your recent lead/copper monitoring that is required by the Safe Drinking Water Act. The results revealed the following 90th percentile levels:

90th percentile lead level = 3 µg/l (rounded as 0.003 mg/l).
The action level for lead is 15.0 µg/l.

90th percentile copper level = 233 µg/l (rounded as 0.233 mg/l).
The action level for copper is 1300 µg/l.

Based on these results, your public water system **has not exceeded** the action level for lead and **has not exceeded** the action level for copper.

By federal rule, 40 CFR 141.85, you are required to provide the lead/copper results to persons served at the sites that were tested. In addition, you must provide them with an explanation of the health effects of lead/copper, list steps consumers can take to reduce exposure to lead/copper in drinking water, and water utility contact information. The notification must also provide the maximum contaminant level goals, the action levels for lead/copper, and the definitions for these two terms.

Notification must be made within 30 days by U.S. Mail. If the residence is a rental property, both the occupant(s) of the residence and rental property owner must be notified. To assist you in meeting the notification requirements, we have enclosed a sample letter and a fact sheet on lead/copper in drinking water. All of the information contained in the sample letter is EPA required language and must be included in your letter and provided to the homeowner. If you would like to receive any of the enclosed documents via e-mail, please send your request to stephanie.voeller@state.mn.us.

The lead/copper sampling site addresses are private data. This information was classified as "nonpublic" by the Minnesota Department of Administration in October 2004, upon the request of Minnesota Department of Health (MDH) and Minnesota community water supply

Shakopee Public Utilities Commission

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July 21, 2022

PWSID 1700009

systems. When notifying the persons served at the sites that were tested, provide them with the results for that address only.

Within 10 days after notifying the residents of their results, you must complete the enclosed Lead/Copper Results Delivery Certification form and return it to us along with a copy of the letter that you sent to the residents notifying them of their results. A return envelope is enclosed for your convenience.

Please note that all enclosures are sent to the addressee of this letter. Persons receiving a copy (cc) of the letter do not receive any enclosures. It is the responsibility of the addressee to follow through with the requirements.

A sampling kit will be sent to you prior to your next scheduled sampling date. The enclosed report should be placed in your records and a copy maintained on or near the water supply premises and available for public inspection for not less than ten (10) years.

If you have any questions, please contact me at 651-201-3974, or Michael Bourland at 651-201-5928.

Sincerely,



Stephanie Voeller
Community Public Water Supply Unit
Environmental Health Division
P.O. Box 64975
St. Paul, Minnesota 55164-0975

SLV

Enclosures

cc: Water Superintendent

Minnesota Department of Health
List of Sampling Locations and First Draw
For Lead/Copper Tap Water Monitoring

Sampling Period: 6/1/2022 - 9/30/2022

PWSID: 1700009
Population: 40610
Jessie Kolar

PWS Name: Shakopee
Samples Received: 30
Samples Required: 30
90th Percentile Lead Level: 3 µg/L
90th Percentile Copper Level: 233 µg/L

Reduced Long Term
08/01/2025

Site No.	Location (Site Address)	Tier No. (1-4)	Plumbing Materials				Sample Results		Collected
			LSL	LP	CP/LS	Other	Lead 15.0 (µg/L)	Copper 1300 (µg/L)	
		1	X				< 1	75	6/8/2022
		1			X		< 1	51	6/7/2022
		1			X		< 1	187	6/8/2022
		1			X		< 1	10	6/8/2022
		1			X		9	276	6/8/2022
		1			X		3	234	6/7/2022
		1			X		< 1	133	6/8/2022
		1			X		< 1	179	6/10/2022
		1			X		< 1	212	6/8/2022
		1			X		1	110	6/8/2022
		1			X		< 1	36	6/8/2022
		1			X		< 1	99	6/8/2022
		1			X		8	273	6/8/2022
		1	X				< 1	147	6/8/2022
		1			X		< 1	83	6/15/2022
		1			X		< 1	132	6/15/2022
		1			X		< 1	125	6/15/2022
		1			X		< 1	41	6/15/2022
		1			X		< 1	129	6/16/2022
		1			X		1	171	6/15/2022

[Public Water Supply Letterhead]

*All information in this letter must be provided to the participants **within 30 days** after the system learns of the tap monitoring results. One (1) copy of the letter must be returned to MDH with Consumer Notification Certification form*

Date: [mm/dd/yyyy]

[Resident's Info/Address]

Dear Resident(s):

Thank you for participating in the lead/copper tap water monitoring that we recently conducted.

This letter is to report the lead/copper results at your residence and the results for our system.

The reported results for your residence are ____ parts per billion (ppb) for lead and ____ ppb for copper.

Ninety percent of homes tested had a result less than (or equal to) ____ ppb for lead and ____ ppb for copper.

The results indicate that we [have / have not] exceeded the lead action level and [have / have not] exceeded the copper action level.

The action level for lead is 15 ppb. The action level for copper is 1300 ppb. The action level is the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

The maximum contaminant level goal (MCLG) for lead is zero. The MCLG for copper is 1300 ppb. The MCLG is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

To learn more about lead and copper in your drinking water, please visit [Lead in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>) and [Copper in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/copper.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/copper.html>).

For more information

If you have any questions please contact [System Contact] at [Phone]. Visit [utility website address] for more information.

Sincerely,

[System Info Signature Block]

Lead in Drinking Water

Lead is a poisonous metal that can cause long-term health and behavioral problems. The main way to come in contact with lead in Minnesota is through lead-based paint in homes built before 1978. There are also many other ways to come in contact with lead, including through drinking water.

Health Effects

Coming in contact with lead can cause serious health problems for everyone. There is no safe level of lead. Babies, children under six years, and pregnant women are at the highest risk. Coming in contact with too much lead can damage the brain, kidneys, and nervous system. In children, lead can also slow development or cause learning, behavior, and hearing problems.

How to Protect Yourself and Your Family

You may be in contact with lead through paint, water, dust, soil, food, hobbies, or your job. Learn how to reduce your contact with lead from sources other than your drinking water at *Lead Poisoning Prevention: Common Sources*. Lead can get in your drinking water as it passes through your household plumbing system. Here are ways to protect yourself from lead in your drinking water.

1. **Let the water run** for at least 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours. If you have a lead service line, you may need to let the water run longer.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more lead from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep lead levels low in your drinking water. If you are still concerned about lead, arrange with a laboratory to test your tap water. Testing your water is important if young children or pregnant women drink your tap water. Minnesota Department of Health (MDH) recommends using an accredited laboratory (see *Search for Accredited Laboratories*). Contact the laboratory to get sample containers and instructions, or ask your county environmental or public health services if they provide well water testing services.
4. **Treat your water** if a test shows your water has high levels of lead after you let the water run (see *Home Water Treatment*).

If you have a private well

Lead is not usually found in your well water. Lead may enter your drinking water as it travels from your well through your plumbing system. Wells and plumbing systems built before 1995 may have parts that have lead in them. Learn more at *Lead in Well Water Systems*. Make sure you use cold water and let the water run before using it for drinking and cooking. You are responsible for keeping your well water safe and testing it as needed.

If you are on a public water system

All public water systems have to follow standards set by the U.S. Environmental Protection Agency (EPA) for testing for lead and copper. They also follow EPA standards to make sure water does not easily dissolve lead and copper while moving through pipes. You can find the levels of lead and copper detected in the system serving where you live by reading the system's water quality report (also known as a Consumer Confidence Report [CCR]). You can call your public water system to get a paper copy of your CCR, or you may be able to find it online (see *Search for your CCR* webpage). If you want to find the levels of lead and copper places beside your home, contact the water system serving that location.

Lead can get into your drinking water as it passes through your household plumbing system. If you live in a house built before 1986, you may have lead parts in your plumbing system. Make sure you use cold water and let the water run before using it for drinking and cooking. The only way to know how much lead is in your drinking water is to test your water.

Background Information

Lead occurs naturally and has been used in many products around the world. Researchers keep finding more ways that lead is toxic. Levels that were once considered safe are now dealt with as a medical emergency. The EPA continues to research lead to

LEAD IN DRINKING WATER

decide if more actions are needed. For public water systems, a law passed in 1986 restricts how much lead can be used in plumbing parts. In 2014, the 1986 law became stricter. Some plumbing parts still have very small amounts of lead in them. Other parts are now made of materials other than lead; one of those materials is copper. Like lead, copper can also dissolve into water, and too much copper can be bad for you (see *Copper in Drinking Water*).

The EPA has an action level of 15 parts of lead per billion parts of water (ppb) for public water systems. A public water system has to take actions to reduce the amount of lead in the water if more than 10 percent of the water samples have lead levels over 15 ppb. This is an action level; there is no safe level of lead in water.

Lead in Minnesota

The number of people with reported high levels of lead in Minnesota has been decreasing since at least the 1990s. The most common way for Minnesotans to come in contact with lead is through lead-based paint found in homes built before 1978.

In 2014, less than 0.1 percent of Minnesota's public water systems went over EPA's lead action level. There can still be lead in drinking water in Minnesota homes due to when homes were built. Homes built before 1940 may have lead service lines that connect them to public water. Plumbing systems built before 1986 may have lead parts. Learn more about lead levels in Minnesota at *Childhood Lead Exposure*, *Lead Poisoning Prevention*, and *Drinking Water Protection Annual Reports*.

What MDH is Doing

MDH enforces the Safe Drinking Water Act (which has a specific part about lead and copper) and provides guidance on how to reduce lead in drinking water at public schools and childcare services.

The MDH Lead and *Healthy Homes* programs work with state and local partners to find and get rid of lead hazards in homes, retail goods, and other areas.

MDH keeps track of blood lead levels in Minnesota (see *Annual elevated blood lead levels: facts & figures*). MDH also makes sure children and pregnant women who have high blood lead levels get help to reduce lead risks. Through outreach, MDH helps people learn

about the risk of lead and how to reduce contact with lead.

Resources

[Annual elevated blood lead levels: facts & figures](http://data.web.health.state.mn.us/lead_annual_level) (data.web.health.state.mn.us/lead_annual_level)

[Childhood Lead Exposure](http://data.web.health.state.mn.us/web/mndata/lead) (data.web.health.state.mn.us/web/mndata/lead)

[Common Sources of Lead](http://www.health.state.mn.us/communities/environment/lead/fs/common.html) (www.health.state.mn.us/communities/environment/lead/fs/common.html)

[Copper in Drinking Water](http://www.health.state.mn.us/communities/environment/water/contaminants/copper.html) (www.health.state.mn.us/communities/environment/water/contaminants/copper.html)

[Drinking Water Protection Annual Reports](http://www.health.state.mn.us/communities/environment/water/dwar.html) (www.health.state.mn.us/communities/environment/water/dwar.html)

[Healthy Homes Minnesota](http://www.health.state.mn.us/communities/environment/healthyhomes/index.html) (www.health.state.mn.us/communities/environment/healthyhomes/index.html)

[Home Water Treatment](http://www.health.state.mn.us/communities/environment/water/factsheet/hometreatment.html) (www.health.state.mn.us/communities/environment/water/factsheet/hometreatment.html)

[Lead Poisoning Prevention: Reports](http://www.health.state.mn.us/communities/environment/lead/reports.html) (www.health.state.mn.us/communities/environment/lead/reports.html)

[Lead in Well Water Systems \(PDF\)](http://www.health.state.mn.us/communities/environment/water/docs/weils/waterquality/lead.pdf) (www.health.state.mn.us/communities/environment/water/docs/weils/waterquality/lead.pdf)

[Reducing Children's Exposure to Lead in Drinking Water \(PDF\)](http://www.health.state.mn.us/communities/environment/water/docs/contaminants/lead.pdf) (http://www.health.state.mn.us/communities/environment/water/docs/contaminants/lead.pdf)

[Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools \(PDF\)](http://www.health.state.mn.us/communities/environment/water/docs/pbschoolguide.pdf) (http://www.health.state.mn.us/communities/environment/water/docs/pbschoolguide.pdf)

[Search for Accredited Laboratories](http://www.health.state.mn.us/labsearch) (http://www.health.state.mn.us/labsearch)

[Search for your CCR](http://mnccr.web.health.state.mn.us/index.faces) (mnccr.web.health.state.mn.us/index.faces)

Minnesota Department of Health
Environmental Health Division
651-201-4571
www.health.state.mn.us

08/17/2018

To obtain this information in a different format, call: 651-201-4571. Printed on recycled paper.

Copper in Drinking Water

Copper is a metal that occurs naturally and is used to make many products, including parts for plumbing systems. Copper can get into your drinking water as the water passes through your household plumbing system. Your body needs some copper to stay healthy, but too much is harmful.

Health Effects

Eating or drinking too much copper can cause vomiting, diarrhea, stomach cramps, nausea, liver damage, and kidney disease. People with Wilson's disease and some infants (babies under one year old) are extra sensitive to copper. Their bodies are not able to get rid of extra copper easily.

How to Protect Yourself and Your Family

Drinking water with more than 1,300 micrograms of copper per liter of water ($\mu\text{g/L}$)* can be a health risk for everyone. Infants and people with Wilson's disease may need water with an even lower level of copper to stay safe.

Copper can get into your drinking water as it passes through your plumbing system. Over time, plumbing parts with copper in them usually build up a natural coating that prevents copper from being dissolved into the water. Plumbing systems with copper parts fewer than three years old usually have not had time to build up this protective coating. You can take the steps below to help keep your drinking water safe:

1. **Let the water run** for at least 30-60 seconds before using it for drinking or cooking if the water has not been turned on in over six hours.
2. **Use cold water** for drinking, making food, and making baby formula. Hot water releases more copper from pipes than cold water.
3. **Test your water.** In most cases, letting the water run and using cold water for drinking and cooking should keep copper levels low in your drinking water. If you are still concerned about copper, arrange with a laboratory to test your tap water. Testing your water is

important if an infant or someone with Wilson's disease drinks your tap water. Minnesota Department of Health (MDH) recommends using an accredited laboratory (see *Search for Accredited Laboratories*). Contact the laboratory to get sample containers and instructions, or ask your county environmental or public health services if they provide well water testing services.

4. If tests show you have levels of copper over 1,300 $\mu\text{g/L}$ in your drinking water after you let the water run 30-60 seconds, you may want to consider home water treatment (see *Home Water Treatment*).

* 1 microgram per liter ($\mu\text{g/L}$) = 1 part per billion (ppb)

If you own a private well

Copper is not usually found in the groundwater that feeds your well. Copper may enter your drinking water as it travels through your plumbing system. If your plumbing system has parts made with copper, follow the steps above to help keep your drinking water safe.

If you are on a public water system

The U.S. Environmental Protection Agency (EPA) has an action level of 1,300 $\mu\text{g/L}$ for public water systems serving places where people live, work, go to school, and receive childcare. These systems have to take actions to reduce the amount of copper in the water if more than 10 percent of the water samples they take from homes and sampling sites served by the system have copper levels over 1,300 $\mu\text{g/L}$.

You can find the level of copper detected in the system serving where you live (called a community water system) by reading the

COPPER IN DRINKING WATER

system's water quality report (also known as a Consumer Confidence Report [CCR]). You can call your public water system to get a paper copy of your CCR, or you may be able to find it online (see *Search for your CCR webpage*).

Remember that your home may have higher levels of copper in drinking water than the homes your public water system tested. Follow the steps above to help keep your drinking water safe.

Noncommunity water systems serving schools, offices, factories, and childcare facilities test for copper; you can contact your noncommunity system to find the level of copper detected in the system. Noncommunity systems serving restaurants, resorts, and campgrounds are not required to test for copper.

Background Information

Copper can get into drinking water if the water moving through the plumbing system is corrosive. Corrosive water can dissolve copper in plumbing parts. Pinhole leaks, pitting in your pipes, or blue green stains on plumbing fixtures may be signs that you have corrosive water. If you see signs of corrosive water, lead may also be in your drinking water (see *Lead in Drinking Water*). Water with a lot of dissolved copper in it can make drinking water taste or smell bad or give it a blue color.

Copper in Minnesota Water

Although the pH of groundwater in Minnesota is normally high enough to prevent water from dissolving copper, there are other water qualities that may contribute to corrosion. Public water systems monitor how corrosive water is to reduce the risk of lead and copper getting into drinking water. Learn more about copper and lead levels in Minnesota public water systems through *Drinking Water Protection Annual Reports*.

In 1999, Minnesota Pollution Control Agency found that none of the 954 wells they tested in

Minnesota had copper levels over the EPA action level (see *Copper, Chromium, Nickel, and Zinc in Minnesota's Ground Water*).

Resources

[Copper, Chromium, Nickel and Zinc in Minnesota's Ground Water \(PDF\)](https://www.pca.state.mn.us/sites/default/files/copper7.pdf) (<https://www.pca.state.mn.us/sites/default/files/copper7.pdf>)

[Drinking Water Protection Annual Reports](https://www.health.state.mn.us/communities/environment/water/dwar.html) (<https://www.health.state.mn.us/communities/environment/water/dwar.html>)

[Home Water Treatment](https://www.health.state.mn.us/communities/environment/water/factsheet/hometreatment.html) (<https://www.health.state.mn.us/communities/environment/water/factsheet/hometreatment.html>)

[Lead in Drinking Water](https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html) (<https://www.health.state.mn.us/communities/environment/water/contaminants/lead.html>)

[Search for Accredited Laboratories](http://www.health.state.mn.us/labsearch) (www.health.state.mn.us/labsearch)

[Search for your CCR](https://mnccr.web.health.state.mn.us/index.faces) (<https://mnccr.web.health.state.mn.us/index.faces>)

Minnesota Department of Health
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8/21/2018

To obtain this information in a different format, call: 651-201-4571.

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PWSID: 1700009

PWS NAME: Shakopee

Monitoring Frequency: Three Year

Subject: Lead and Copper Results – Compliance Review Summary

Shakopee is currently conducting three-year monitoring for lead and copper. Results of this round of monitoring show that the 90th percentiles for both lead and copper are below both the action limits. **Shakopee will continue with its current monitoring schedule**, with its next round occurring during June - September 2025, where the system will be required to collect **30 samples**.


MDH encourages all public water supplies to actively provide educational material about reducing exposure to lead and/or copper in drinking water. For more information that you can provide residents please see our website:

<http://www.health.state.mn.us/divs/eh/water/lead.html>

Please contact your District Engineer or DWP Compliance Engineer, Michael Bourland at 651-201-5928 with any questions relating to the Lead and Copper Rule and/or corrosion control treatment and treatment optimization and pre-notify MDH of any treatment modifications or changes by emailing michael.bourland@state.mn.us.



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

To: SPU Commissioners
From: Greg Drent, General Manager 
Date: July 29, 2022
Subject: MMPA July Meeting Update

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on July 26, 2022, at Greenhaven Golf Course in Anoka, Minnesota and via videoconference.

The Board reviewed the Agency's financial and operating performance for June 2022.

The Board discussed climate change, the current business environment, and their impacts on MMPA's plans.

The Board discussed the status of renewable projects the Agency is pursuing.

Management provided a preliminary projection of MMPA's rates for 2023, which are projected to be 6.5% higher than 2022 rates.

There was an increase of 41 customers participating in MMPA's residential Clean Energy Choice program from May to June. Customer penetration of the program remains at 3.9%.

RESOLUTION #2022-19

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

EMBLEM AT SHAKOPEE

LOT 1, BLOCK 1

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$60,366.24 based on 12.36 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

LOT 1, BLOCK 1

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

Passed in regular session of the Shakopee Public Utilities Commission, this 1st day of August, 2022.

Commission President: Kathi Mocol

ATTEST:

Commission Secretary: Greg Drent

RESOLUTION #2022-20

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

EMBLEM AT SHAKOPEE

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

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

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

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

NOW THEREFORE, BE IT RESOLVED, that the total amount of the oversizing to be paid by the Shakopee Public Utilities Commission is approved in the amount of approximately \$183,808.00, and

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

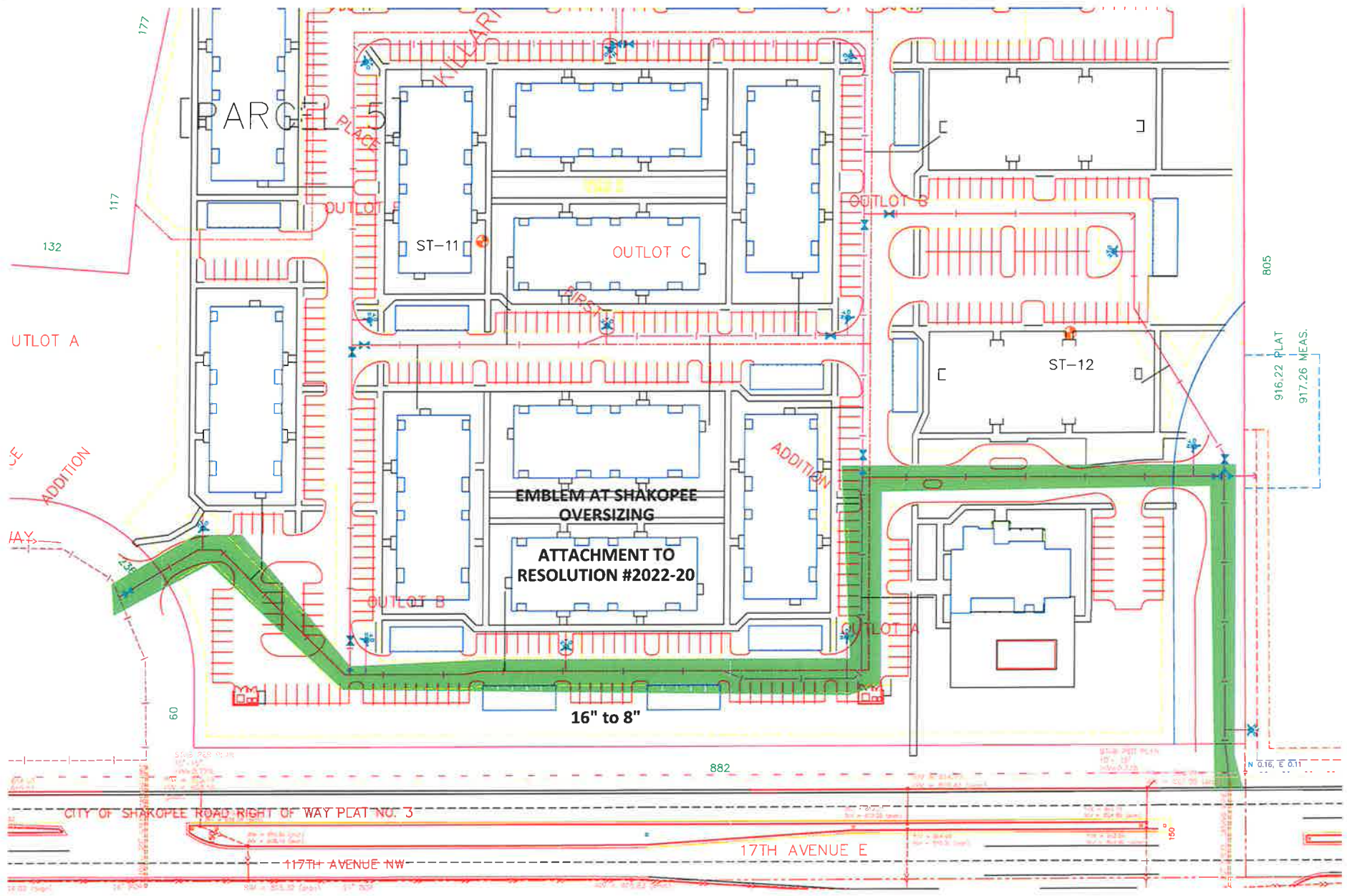
BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this Resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission, this 1st day of August, 2022.

Commission President: Kathi Mocol

ATTEST:

Commission Secretary: Greg Drent





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

DATE: July 26, 2022

TO: SPU Commissioners

FROM: Greg Drent, General Manager

A handwritten signature in blue ink, appearing to read "GD", is written over the name "Greg Drent" in the "FROM:" field.

Subject: Organizational Chart

SPU has undergone significant changes in the last couple of years, along with a new organizational structure. That said, we continue looking for more efficient ways to evolve as the organization changes. SPU received a retirement notification for later this year. When we receive retirement or resignation letters, our first step is to evaluate how the position currently fits within the organization to determine if any changes are needed. After several internal meetings reviewing the current organizational structure and the position that will be open because of retirement, the leadership team thought some changes could be made to increase organizational efficiencies.

The purchasing position currently reports up through the finance department. A large part of the responsibilities for this position relates to ensuring that all utility materials and products are ordered timely and cost-effectively and working with the storekeeper on inventory. The challenge today is that this position is not actively involved in project planning, receiving material, stocking inventory, or being a backup to the storekeeper. The storekeeper position currently reports up to the electric superintendent. The storekeeper position does not have a formal backup for when they have to be out of the office for vacation, delivery of the product to job sites, maintenance of the facilities, brush cutting SPU properties, and inventory management.

The first change to the organizational chart was to change the titles of the purchasing specialist to procurement specialist and the storekeeper to inventory and maintenance specialist and move both positions under the planning and engineering department, reporting up to the director. The second change was to move the engineering tech positions to report up to the engineering supervisor. There is no added positions or financial impact with these changes.

The third change is to the IT department. The IT Supervisor title would change to IT Director. It is important to make sure that the duties this position is performing are reflected in the job title and description. Another shift in the IT department was to move the GIS administrator from the planning and engineering department to the IT department. The GIS position is in the 2022 budget and remains open to date.

Looking forward we also put a Meter Tech / Electrician in the org chart to report through the electric superintendent.

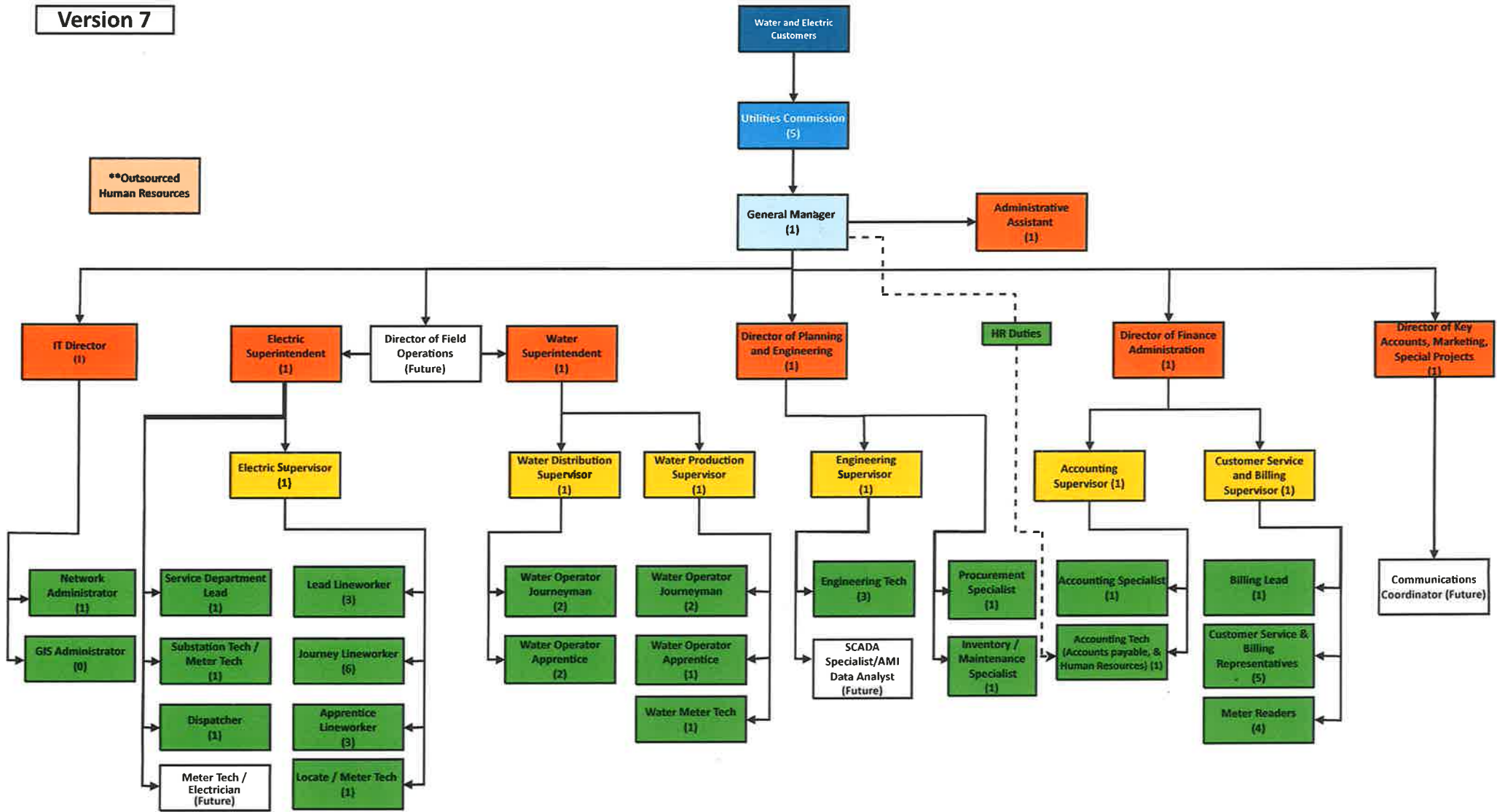
I feel SPU will be more efficient, and there will be more accountability for cross-training within each department with the changes proposed in the organizational chart attached.

Recommendation: Approve attached organizational chart for SPU



Version 7

****Outsourced
Human Resources**





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

DATE: July 27, 2022
TO: Greg Drent, General Manager *GD*
FROM: Kelley Willemssen, Director of Finance and Administration *kw*
SUBJECT: Strategic Plan 2022

The Strategic Planning process began in May with the development and approval of the Mission, Vision, and Values statement. We enlisted Debra Englund from HRExpertiseBP to assist us with the planning process. Debra has a wealth of knowledge and experience in strategic planning and added a great deal of value throughout the different steps in the process.

The next step after the Mission, Vision, and Values statement was approved was to complete data gathering and attend workshops. The workshops were led by Debra and included everyone on the leadership team. The leadership team analyzed the data collected, identifying strategic successes and challenges that assisted us in answering the questions- where are we today, and where do we want to be in the next three to five years?

The leadership team developed the strategic themes and initiatives during the workshop sessions. Once the themes and initiatives are approved, the next step will be to prioritize the initiatives and assign champions to ensure successful completion. The Strategic Plan will be communicated in an SPU meeting to all staff members upon completion.

We are excited about the progress we have accomplished throughout the strategic planning process and look forward to taking the next steps.

Action Required

The Commission is requested to review and approve the Strategic Themes & Initiatives





SPU

Shakopee Public Utilities

Strategic Plan
2022

Mission → Vision → Values

Strategic Themes

Strategic Initiatives

Action Plans

Individual Goals → Performance → Behavior

Our Mission

We are dedicated to meeting our customers' needs by safely providing competitively-priced, quality, reliable services while investing in our community.

Our Vision

Shakopee Public Utilities is a collaborative organization rooted in and committed to the community we serve.

Our Values

Community Focused

Ethical

Leadership

Quality

Safety

Our Process:

SPU Leadership team participated in the following steps for strategic planning

Homework: Completed by each member of the leadership team

- **Defined our Customer**, what they need from SPU, how they judge SPU performance and assessed how well we meet their expectations
- **STEP Analysis** – identified external macro-environmental elements affecting SPU performance: Social, Technological, Economic and Political
- **SWOT Analysis** – identified SPU Strengths, Weaknesses, Opportunities, Threats affecting SPU performance
- **SWOT Matrix** – identified possible initiatives based on the following combinations:
 - Strengths & Opportunities,
 - Weaknesses & Opportunities,
 - Strengths & Threats,
 - Weaknesses & Threats

Strategic Themes: Team met to define the common themes to drive our strategic focus for the next 3-5 years based on the consolidation of input via homework

Strategic Initiatives: Team met to define high level initiatives based on the Strategic Themes and the SWOT Matrix homework. Assigned a timeframe to begin each initiative.

Next Steps:

- Seek Commission Approval for Strategic Themes and Strategic Initiatives

Once approval received from Commission:

- Leadership Team will assign a Champion (from LT) to shepherd the initiative from defining action plans and project leaders to ensuring needed resources are available for successful completion.
- Leadership Team will prioritize initiatives within each timeframe

STEP Analysis: a sampling of input

Social:

Population growth rate of Shakopee

New trends in consumer behavior – renewable energy, etc.

Customer expectations – service, communication, rate structure, etc.

Changing demographics – age, lifestyle, etc.

Technological:

Age of current technology & emerging technological opportunities

Cyber attacks & threats

Customer expectations

EV/Solar Trends, Micro-grids

Managing data internally to sharing individual customer use

Economic:

Workforce challenges – wages, recruitment, culture/equity, productivity

Inflation and cost of power

Grid Analysis/Sizing

Weather challenges

Hybrid water treatment plans

Fuel costs/supply chain challenges

Political:

Political stability

Government policies re: power & water (future legislation)

Renewable Energy

Resources for support (MMUA, MMPA, local & state officials)

Voter perception of local utilities

SWOT Analysis: a sampling of input

Strengths:

- Reliable infrastructure electric & water
- Wholesale power costs competitive
- Water supply plentiful & reasonable cost
- Experienced staff with back-up
- Strong Safety culture
- Improved productivity
- Strong community member

Weaknesses:

- Lack of technology platforms for customers
- Lean organizational structure
- Internal tech (upgrades to NISC, etc)
- Lack of succession plan for key roles
- One aquifer provides 98% of water
- Increased cost of materials/supplies short

Opportunities:

- Strengthening of all partnerships (City too)
- New growth and expansion
- New technological capabilities
- Increased productivity due to technology
- Improve our visibility in the community and strengthen our image
- Land Acquisition (for both electric & water)

Threats:

- Government policies re: power & water
- Renewable Energy
- Negative perception of rates due to increased costs to both public & SPU
- Availability and cost of materials
- Grid stability and water contaminants
- Cyber security and physical risks

Our Strategic Themes

Communication

Continue to improve the effectiveness of our internal and external communications.

Long Range Planning

Enhance our long-term planning that considers community growth, future needs of SPU and the subsequent financial requirements.

Technology/Operations

Diligently plan and manage existing technology and integrate emerging technology to enhance systems and operations.

Workforce

Execute a workforce strategy to support the culture and growth of the organization.

Relationships

Develop and maintain relationships with key partners that benefit our community and SPU.

Timeline of Initiatives

< 1 year

- Increase productivity and employee engagement
- Continue to develop and formalize a comprehensive security plan to protect the utility against cyber and physical threats
- Complete the implementation and ongoing utilization of the analytic and reporting tools of the NISC Software System
- Complete MVEC Territory Swap
- Continue to strengthen relationships with the city and others by increasing connections at all levels within the organization
- Continue to develop compliance and regulatory strategies to ensure adequate reporting
- Continue to identify and implement advanced technologies to increase operational efficiency and effectiveness
- Continue to focus on branding our identity, purpose, and value to the community
- Continue to develop and implement process documentation and training (particularly where efficiencies can be improved)
- Continue to build/foster connections with community partners, residents and employees
- Continue to purchase land rights that support future infrastructure needs

Timeline of Initiatives

1 – 2 years

- Develop and implement an advanced metering infrastructure (AMI) deployment plan - to increase customer data & access
- Continue to develop and update SPU website to enhance the user interface and flow of information
- Create a strategy that focuses on increasing community awareness about environmental impacts on rates, i.e. Increase purchase power costs and water treatment requirements
- Develop a plan to ensure we have the infrastructure, capacity, and talent to handle expected growth
- Legislation - Ensure sufficient involvement beyond MMUA (Engage with lobbyist and representatives)
- Develop a 10-year CIP Plan
- Develop a 10-year Financial plan to support CIP Plan

Timeline of Initiatives

3 – 5 years

- Continue to enhance customer relations (advanced planning, reliability/quality in our Electric & Water services, and responsiveness to outages when they do occur)
- Develop a Disaster Recovery Plan
- Succession Planning
- Develop a strategy for customer input, surveys & feedback
- Continue to explore alternatives and evaluate "cost of service" rate studies and structure
- Develop a metric to determine when additional head count is justified
- Develop a customer experience satisfaction strategy
- Develop a strategy for effectively recruiting, onboarding, developing and retaining employees
- Expand value added customer services through NISC and AMI integrations- detailed information for individual energy/water use and online bill pay features
- Complete the implementation and ongoing utilization of the analytical and reporting tools of the NISC Software System