

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
April 1, 2024
Regular Meeting

1. Call to Order. President Krieg called the April 1, 2024 meeting of the Shakopee Public Utilities Commission to order at 5:00 P.M. President Krieg, Vice President Letourneau, Commissioner DuLaney, and Commissioner Fox were present.

2. Election of Officers. Greg Drent, General Manager, opened the nominations for the offices of President, Vice President, and Secretary, each for a one-year term. Commissioner DuLaney nominated a slate of officers: Commissioner Krieg as President, Commissioner Letourneau as Vice President, and Mr. Drent as Secretary. No other nominations were presented. Ayes: Krieg, DuLaney, Fox, and Letourneau. Nays: None. Mr. Drent noted that the Governance Handbook provides for the General Manager to serve as the MMPA Representative and the President as the Alternate. President Krieg agreed to serve as the Alternate.

3. Consent Agenda. Mr. Drent asked that item (3i) be removed for clarification. Vice President Letourneau moved approval of the consent agenda as modified: (a) Approval of March 4, 2024 minutes; (b) Approval of April 1, 2024 agenda; (c) April 1, 2024 Warrant List; (d) Monthly Water Dashboard for February 2024; (e) 2024 Water Conservation Report; (f) Nitrate Results; and (g) MMPA March 2024 Meeting Update. Commissioner Fox seconded the motion. Ayes: Krieg, Letourneau, DuLaney, and Fox. Nays: None.

As to item 3(i), Joseph Adams, Planning and Engineering Director, reviewed some clarifying changes to the Utility Facilities Easement Agreement for Pumphouse #23. Commissioner Fox moved to approve item 3(i) Utilities Facilities Easement Agreement for Pumphouse #23 as revised. Vice President Letourneau seconded the motion. Ayes: Krieg, Letourneau, DuLaney, and Fox. Nays: None.

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

5. Liaison Report. Commissioner DuLaney thanked SPU staff for involvement in community events and thanked SPU for its contribution of labor and part of the materials/equipment costs for the Sand Adventure electric line project. Commissioner DuLaney noted two roundabouts' projects and an underpass at Zumbro Ave and 78. In response to an inquiry he received, Commissioner DuLaney asked about SPU's late payment process. Mr. Drent explained that payments are due by the 15th of each month, with a 3-day grace period. If payments are not received by the 18th, they are considered late and receive a 5% penalty. SPU then sends a letter, noting that if payment has been received to disregard the letter, and if payment has not made, disconnection will occur. He noted that SPU contacts customers by phone and sends an additional letter before disconnecting electric service. Vice President Letourneau asked about options to incentivize on-line payments.

6. Water Report. Lon Schemel, Water Superintendent, noted that grading work has started at the Pumphouse #23 site. He congratulated Kevin Menden on his Class D certificate. He reported that all SPU Water Operators hold some level of certification from the State. Mr. Schemel noted that the State has included SPU in a grant for the lead service inventory, which will assist with some of the consultant costs.

7. Electric Report. Mr. Drent reported four outages since the last Commission meeting: (1) a large outage affecting 112 customers due to a bad cable; (2) a tree service struck a guide pole, affecting one customer; (3) 3,344 customers out for approximately 49 minutes because lost transmission supply to the Shakopee Substation and an insulator failed, requiring SPU to back feed from other substations; and (4) snow caused a wire sag, affecting 25 customers. He also provided an update on projects, including overhead removal, new underground, regulator preventive maintenance, repaired underground fault, and energizing the transformer at the West Shakopee Substation.

8. 2024 Three-Phase 2500 kVA Transformer Bid Awards. Mr. Adams explained the need for three-phase 2500 kVA transformers for development and the long lead time and presented the staff recommendation. Vice President Letourneau moved to award the 2024 Three-Phase 2500 kVA Transformer contract to Resco-Ermco in the quantity (3) and the amount of \$274,530. Commissioner Fox seconded the motion. Ayes: Krieg, DuLaney, Fox, and Letourneau. Nays: None.

9. 2024 500 MCM and 750 MCM Underground Cable Bid Award. Mr. Adams explained that bids were received this afternoon. Staff recommended that the Commission award the contract to Wesco in the amount of \$1,553,200 with a 37-week delivery. Commissioner Fox moved to approve the Wesco bid for 500 MCM and 650 MCM Underground Cable in the amount of \$1,553,200. Commissioner DuLaney seconded the motion. Ayes: Krieg, DuLaney, Fox, and Letourneau. Nays: None.

10. Marketing/Key Accounts Report. Sharon Walsh, Director of Key Accounts/Marketing/Special Projects, provided an update on the AMI project. She noted that phase I starts April 15. Phase II is expected to begin in May or June, involving approximately 900 water and 900 electric meters. She highlighted recent updates to the SPU website concerning the AMI process.

11. IT Updates. Philip Dubbe, IT Director, gave an update on IT projects, including cybersecurity improvements, multi-factor authentication, and physical security. He discussed recovery and backup of email, fiber projects, and SCADA access outside of the building. Mr. Dubbe also announced that new GIS staff started.

12. County Project No. 69-08 Construction Cooperative Agreement. Mr. Adams presented the proposed Construction Cooperative Agreement involving County Project No. 69-08 roundabout intersection at County Road 78 and 69. SPU is focused on street lighting and potential future watermain work. Commissioner Fox moved to approve the County Project No. CP69-08 Construction Cooperative Agreement. Vice President Letourneau seconded the motion. Ayes: Krieg, DuLaney, Fox, and Letourneau. Nays: None.

13. General Manager Report. Mr. Drent noted that although the MMUA Legislative Conference was cancelled due to weather, he is meeting with local legislators. Mr. Drent also discussed the Chamber Board meeting, on-going discussions on the gravel pit, a letter regarding stray voltage, and the on-line bill process. He reported that the 2023 audit is complete and will be presented at the next Commission meeting. Mr. Drent noted that SPU hired a CSR and is working towards hiring a Project Accountant and Project Coordinator.

14. Adjourn. Motion by Commissioner Fox, seconded by Vice President Letourneau, to adjourn. Ayes: Krieg, Letourneau, DuLaney, and Fox. Nays: None.



Greg Drent, Commission Secretary