

MINUTES OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
June 3, 2024
Regular Meeting

1. Call to Order. President Krieg called the June 3, 2024 meeting of the Shakopee Public Utilities Commission to order at 5:00 P.M. President Krieg, Vice President Letourneau, Commissioner DuLaney, Commissioner Fox, and Commissioner Mocol were present.
2. Communications. Vice President Letourneau noted that he received an email from an employee in the electric department about opening the lines of communication with the Commission. The Commission discussed the nature of the Commission's role, and separating operations from governance functions. Appropriate communication under the recently approved collective bargaining agreement was also discussed. The Commission asked staff to further consider the issue of employee communications with the Commission, including labor law, and recommend policies for Commission approval.
3. Consent Agenda. Commissioner Mocol moved approval of the consent agenda, with updated information provided at the meeting as to items 7b and 8c:
 - (a) Approval of May 6, 2024 minutes;
 - (b) Approval of June 3, 2024 agenda;
 - (c) June 3, 2024 Warrant List;
 - (d) Monthly Water Dashboard for April 2024;
 - (e) 2024 Flushing Program Progress Map;
 - (f) 2024 – 2026 Water Efficiency Grant Program;
 - (g) MMPA May 2024 Meeting Update;
 - (h) Annual Elections for 2024 – 2025 Insurance Policy;
 - (i) Res #2024-18 Resolution Setting the Amount of the Trunk Water Charge Approving of Its Collection and Authorizing Water Service to Certain Property Described as: PID 270570070;
 - (j) Res #2024-19 Resolution Setting the Amount of the Trunk Water Charge Approving of Its Collection and Authorizing Water Service to Certain Property Described as: PID 270570060;
 - (k) Res #2024-20 Resolution Setting the Amount of the Trunk Water Charge Approving of Its Collection and Authorizing Water Service to Certain Property Described as: PID 270570050;
 - (l) Res #2024-21 Resolution Setting the Amount of the Trunk Water Charge Approving of Its Collection and Authorizing Water Service to Certain Property Described as: PID 274150010;
 - (m) Res #2024-22 Resolution Setting the Amount of the Trunk Water Charge Approving of Its Collection and Authorizing Water Service to Certain Property Described as: PID 279120250;
 - (n) Maras, Hansen, 13th, Stagecoach TWC & ELWM Fee Map
 - o) Res #2024-23 Resolution Setting the Amount of the Trunk Water Charge Approving of Its Collection and Authorizing Water Service to Certain Property Described as: Countryside 3rd Addition.

Commissioner Fox seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol.
Nays: None.

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

5. Liaison Report. Commissioner DuLaney noted that the additional AMI information on the SPU and City websites has been helpful to answer questions. He also clarified, in response to a customer question, that the backflow prevention testing is a state requirement.

6. Water Report. Lon Schemel, Water Superintendent, reported that customers have been reaching out with questions on backflow testing and AMI, mostly to seek clarification, and a few customers were upset. He noted that with the rain, the footings for Pumphouse 23 have been delayed. Mr. Schemel reported that the rebid is being advertised for the generator for the River Booster Station, with bids due on June 20th at 2:30 P.M. He also noted that the water conservation plan is underway and will be brought back later this year.

7. Electric Report. Brad Carlson, Electric Superintendent, gave an update on projects, including new installations, the streetlight project along 17th Avenue, pulling exit circuits for the West Shakopee Substation, breaker maintenance for the South Shakopee Substation, undergrounding, temporary service, working with the City staff to relocate poles under the 2024 street reconstruction plan, and that the Eagle Creek Vierling Roundabout electric overhead to underground has been completed. Mr. Carlson reported five outages since the last Commission meeting, including restoring Canterbury Amphitheater temporary power, caused by a dump truck, two weather-related outages, and one of unknown cause. He also provided an update on the Commission meeting room project.

8. 2024 500 MCM and 750 MCM Underground Cable Bid Award. Joseph Adams, Director of Planning and Engineering, explained that bids were opened June 3, 2024 and the lowest apparent bidder was Irby Utilities at \$1,245,750. Vice President Letourneau asked about the expected delivery date; Mr. Adams noted that the purchase order provides for delivery in April 2025. Mr. Adams highlighted the 40-year warranty on this cable, as opposed to a typical one-year warranty. Commissioner Mocol moved to approve the Irby Utilities bid for 500 MCM and 650 MCM Underground Cable in the amount of \$1,245,750 subject to metal prices at time of shipping. Commissioner Fox seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol.
Nays: None.

9. Marketing/Key Accounts Report. Sharon Walsh, Director of Key Accounts/Marketing/Special Projects, reported that as of May 24, SPU has 1,002 electric meters and 1,074 water meters installed for the Automated Metering Infrastructure (AMI) project. She reviewed maps showing the installation progress, which are also posted on the SPU website.

When asked about expected completion, Ms. Walsh noted that with two full-time installers, February 2025 is projected.

10. Revised Purchasing/Contracts Policy. Kelley Willemsen, Administration & Finance Director, presented the revised Purchasing/Contracts Policy, which the Finance Department reviews periodically. She noted the recommended change of increasing the threshold amount for requiring a purchase order from \$500 to \$2,500; the higher authority reflects increased costs. Commissioner Fox moved to approve the Revised Purchasing/Contracts Policy as presented. Commissioner DuLaney seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

11. Billing, Credit & Collections Policy. Ms. Willemsen presented the proposed Billing, Credit, and Collections Policy, which was drawn from a number of existing documents to compile the information in one policy. Commissioner Fox moved to approve the Billing, Credit, and Collections Policy as presented. Commissioner Mocol seconded the motion. Ayes: Krieg, Letourneau, DuLaney, Fox, and Mocol. Nays: None.

12. Joint Meeting with the City of Shakopee. Greg Drent, General Manager, provided a draft presentation for the joint meeting with the City Council on June 18, 2024. The Commission discussed the draft and provided input.

13. General Manager Report. Mr. Drent provided an update of pending projects, including planning for 2025 and beyond, data analytics, MMUA legislative updates, new locating rules, permitting updates, Sick and Safe updated language and self-funding options, working with City staff as to a potential large customer that is considering Shakopee, the East End Substation, the Amphitheater and its Water Capacity Charge, and Employee Handbook updates.

14. Future Agenda Items. Commissioner Fox requested further information on water systems protection from potential contaminants, including pharmaceuticals.

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


Greg Drent, Commission Secretary