

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
AUGUST 3, 2020

Following the March 13, 2020 Declaration of Peacetime Emergency by Governor Walz (as amended), the Commission is holding its regular meeting on August 3, 2020 at 5:00pm by telephone or other electronic means (WebEx) according to MN Statutes, Section 13D.021. The Commission President has concluded that an in-person meeting is not practical or prudent because of the health pandemic declared under the Emergency Order and according to current guidance from the MN Department of Health and the CDC. The Commission President will be at the regular meeting location for the Commission. The public may monitor the meeting:

**Call-In Phone Number 1-408-418-9388
Enter Access Code 126 579 0491
When Prompted for Password, enter #**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - 8b) Water Treatment Feasibility Study Update – SEH Consulting
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) MMPA Board Meeting Public Summary – June 2020
10. **Reports: Human Resources**
11. **Reports: General**
 - 11a) Financial Impact from COVID-19 on SPU Customers - Options
 - 11b) SPU / City of Shakopee Shared Services – Update
 - 11c) SPU Governance Handbook – Requirement

12. **New Business**

13. **Tentative Dates for Upcoming Meetings**

- Special Meeting -- August 13 (Closed Meeting)
- Mid Month Meeting -- August 17
- Regular Meeting -- September 8 (Tuesday)
- Mid Month Meeting -- September 21

14. **Adjourn to 8/13/20 at the SPUC Service Center, 255 Sarazin Street**

MINUTES
OF THE
SHAKOPEE PUBLIC UTILITIES COMMISSION
(Regular Meeting)

President Amundson called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., July 20, 2020.

MEMBERS PRESENT: Commissioners Amundson, Meyer, Mocol, Brennan and Fox. Utilities Manager Crooks, Planning and Engineering Director Adams, Electric Superintendent Drent, Marketing/Customer Relations Director Walsh, as well as Commissioners Meyer, Mocol, Brennan and Fox attended via WebEx.

Motion by Fox, seconded by Mocol to approve the amended minutes of the July 6, 2020 Commission meetings. Motion carried.

Under Communications, Utilities Manager Crooks stated that the 2020 MMUA Summer Conference is a virtual meeting this year. Commissioner Meyer encouraged Commissioners to attend. Mr. Crooks was made aware that Commissioners Brennan and Fox did not receive the email from MMUA.

President Amundson offered the agenda for approval. It was requested by President Amundson that Agenda Item 8h: Hansen Avenue Watermain Replacement Report be moved forward in the agenda and follow the Liaison Report.

Motion by Meyer, seconded by Mocol to approve the amended agenda as described. Motion carried.

There were two items on Consent Business for the agenda; Item 11d: Financial Results – June 2020 and Item 11e: COVID Financial Dashboard – June 2020

Motion by Meyer, seconded by Mocol to approve the Consent Business as requested. Motion carried.

The warrant listing for bills paid July 20, 2020 was presented.

Motion by Meyer, seconded by Fox to approve the warrant listing dated July 20, 2020 as presented. Motion carried.

Commissioner Brennan presented the Liaison Report. City Council minutes have been provided to the Commissioners. The City is beginning their budget season and will be discussing

their Capital Improvement Plan at the July 21, 2020 City Council meeting The Cherne Project was discussed.

Dave Hutton from Short, Elliot and Hendrickson (SEH), presented a report on the Hansen Avenue watermain replacement alternatives. Five options were presented and discussed. Funding for the project was discussed by Planning and Engineering Director Adams.

Motion by Meyer, seconded by Mocol to recommend this project be completed in 2021 prior to or coincident with the City of Shakopee's project to re-surface Hansen Avenue using the lowest cost alternative of Structural Cured-In-Place Pipe (CIPP) lining at an estimated cost of \$520,000. Motion carried.

Water Superintendent Schemel provided a report of current water operations. Water pumpage has averaged 8.2 million gallons per day in July. Crews continue their progress on the 2020 hydrant flushing program, with 10 of the 72 flushing areas completed.

Motion by Meyer, seconded by Mocol to offer Resolution #1274. A Resolution Setting the Amount, Approving of Its Collection and Authorizing Water Service to Certain Property Described as: Windermere South 3rd Addition with the Exception of Lot 17, Block 1 and Out Lot A. Ayes: Fox, Brennan, Mocol, Meyer and Amundson. Nays: None. Motion carried. Resolution passed.

Motion by Fox, seconded by Meyer to offer Resolution #1276. A Resolution Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service to Certain Property Described as: Lot 17, Block 1 Windermere South 3rd Addition Friendship Church Property. Ayes: Fox, Brennan, Mocol, Meyer and Amundson. Nays: None. Motion carried. Resolution passed.

Motion by Brennan, seconded by Mocol to offer Resolution #1277. A Resolution For Vacation of Temporary Electric Utility Easement Within a Portion of Lot 1, Block 1, Block 2 and Out Lots B&E, Canterbury Park Seventh Addition, Shakopee, Scott County, Minnesota. Ayes: Fox, Brennan, Mocol, Meyer and Amundson. Nays: None. Motion carried. Resolution passes.

Motion by Brennan, seconded by Fox to offer Resolution #1278. A Resolution For Vacation of Temporary Electric Utility Easement Within a Portion of Lot 1, Block 1, Block 2 and Out Lot D, Canterbury Park Seventh Addition Shakopee, Scott County, Minnesota. Ayes: Fox, Brennan, Mocol, Meyer and Amundson. Nays: None. Motion carried. Resolution passes.

Motion by Brennan, seconded by Meyer to offer Resolution #1279. A Resolution For Vacation of Temporary Electric Utility Easement Within a Portion of Out Lots D&F, Canterbury Park Seventh Addition Shakopee, Scott County, Minnesota. Ayes: Fox, Brennan, Mocol, Meyer and Amundson. Nays: None. Motion carried. Resolution passes.

Planning and Engineering Director Adams reviewed a Utility Facilities Easement Agreement required by the City of Shakopee with all new developments. This agreement is needed for the Water Tower #8.

Motion by Meyer, seconded by Fox to approve the Utility Facilities Easement Agreement and authorize its execution by the Commission President and Utilities Manager. Motion carried.

Mr. Crooks reported that Ehlers will perform the analysis of the Water Capacity Charge, the Trunk Water Charge and the associated funds. The estimated completion date is the beginning of October, 2020.

Electric Operations were reviewed by Electric Superintendent Drent. Seven electric outages were reported and discussed. Six of the seven were a result of large storms affecting the area. One was caused by a squirrel. An electric system peak was reached at 102MW. Construction project updates were provided.

Mr. Drent provided an update on the process to inspect and check the moisture content of the Cooper/Eaton pad mount switchgear. Only 2 have shown moisture contents above the recommended limits. Of the 110 switches in the system, 42 have been inspected.

Marketing/Customer Relations Director Walsh reported the new SPU website is in the final stages of development. Following all testing and proofing, the anticipated launch date is Monday, August 3, 2020.

Shared financial services between SPU and the City of Shakopee were discussed. Mr. Crooks provided an overview of the second meeting with Assistant City Administrator Nate Burkett that took place July 13, 2020.

Motion by Brennan, seconded by Mocol to have Mr. Crooks meet with the Assistant City Administrator Nate Burkett and the respective finance teams before the next Commission meeting scheduled for August 3, 2020. The meeting will review the contents of the June 30, 2020 email sent by Mr. Burkett. Motion carried with Commissioners Meyer and Amundson dissenting.

Mr. Crooks reviewed the League of Minnesota Cities Insurance Trust (LMCIT) requirement to provide a compliance form for Insurance Liability Coverage. The options of waiving and not waiving tort liability coverage was discussed.

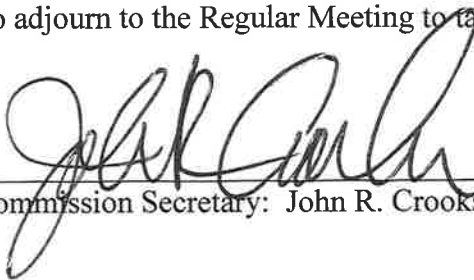
Motion by Meyer, seconded by Amundson to not waive the monetary limits on municipal tort liability established by MN Statutes, Section 466.04 to the extent of the limit on the liability coverage obtained from LMCIT. Motion carried.

Item 11d: Financial Results – June 2020 was received under Consent Business.

Item 11e: COVID Financial Dashboard – June 2020 was received under Consent Business.

The 2001 Water Treatment Plant Feasibility Study from Bonestroo, Rosene, Anderlink and Associates was reviewed by Mr. Crooks. Staff was directed to make contact with the SPU water consultant on providing an update to the study.

Motion by Meyer, seconded by Fox to adjourn to the Regular Meeting to take place on August 3, 2020. Motion carried.



Commission Secretary: John R. Crooks

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 3, 2020

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:

56180	Allstream	2412.5
56181	AAR Building Service Co.	3610
56182	Arrow Ace Hardware	103.11
56183	BDS Laundry Systems	242.57
56184	Robert Berndtson	136.85
56185	Bird's Lawn Care	3,205.00
56186	Bob's Lawn & Landscaping Inc.	30.07
56187	Border States Electric Supply	11,091.20
56188	Centerpoint Energy	300.47
56189	Choice Electric Inc.	112.26
56190	Choice Underground, LLC	2,560.00
56191	Cintas Corp. #754	54.40
56192	City of Shakopee	3,444.56
56193	City of Shakopee	192,000.00
56194	City of Shakopee	738.75
56195	CSK Auto	309.82
56196	Shakopee Cub Foods	96.00
56197	Customer Contract Services	425.62
56198	Delta Dental	5,328.55
56199	DGR Engineering	5,977.20
56200	Fastenal Ind. & Const Supplies	25.23
56201	Wendy S Foley	500.00
56202	FS3 Inc.	31,297.67
56203	Further	614.55
56204	Grainger Inc.	1,365.47
56205	Hawkins Inc.	6,565.78
56206	HealthPartners	76,874.67
56207	Ideal Service Inc.	2,530.00
56208	Impact Mailing of Minnesota, Inc.	1,018.74
56209	Innovative Office Solutions LLC	2,303.76
56210	KLM Engineering Inc.	33,860.00
56211	Timothy Koerner	6,000.00
56212	Lennar	53.69
56213	Link Excavating, Inc.	12,050.00
56214	Locators & Supplies Inc.	576.22
56215	Traut Companies	44,811.00
56216	William Patrick Mathews	205.00
56217	Minn Valley Testing Labs Inc.	734.00
56218	MN Dept. of Health Environmental Health Division	150.00
56219	Nagel Companies LLC	16,512.00
56220	Napa Auto Parts	135.52
56221	NCPERS Group Life Ins.	192.00
56222	Gerry Neville	110.40
56223	Cindy Nickolay	170.78
56224	PLIC - SBD Grand Island	3,444.93
56225	Patchin Messner & Dodd	2,500.00
56226	Paymentus Corporation	13,778.65
56227	Priority 1 Outdoors Inc.	138.46
56228	SCSI	5,733.00
56229	Sambatek	736.00
56230	Sherwin Williams	248.18
56231	Subsurface Solutions	192.20
56232	Towing Services Inc.	322.13
56233	Gregory Triplett	131.10
56234	Verizon Connect NWF Inc.	158.71
56235	Gene & Angelique Vogel	6,000.00
56236	Greta Wallgren	6,000.00
56237	WESCO Receivables Corp.	8,642.87
56238	XCEL Energy	5,000.00
56239	Ziegler Inc.	77.47
TOTAL		<u>523,939.11</u>

Commission Secretary

Director of Finance & Administration

Commission President

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 3, 2020

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:

56180	Allstream	2412.5	South Sub, Pike Lake & SPU
56181	AAR Building Service Co.	3610	Aug. cleaning service
56182	Arrow Ace Hardware	103.11	Screwdriver, wire brush, bond primer for Electric dept.
56183	BDS Laundry Systems	242.57	UniMac 30# Washer/extractor
56184	Robert Berndtson	136.85	Mileage reimb
56185	Bird's Lawn Care	3,205.00	June lawn care for Elec. & Water
56186	Bob's Lawn & Landscaping Inc.	30.07	Black dirt
56187	Border States Electric Supply	11,091.20	Pipe innerduct, elbow, splicing, switch load break 2 phase, street light wire
56188	Centerpoint Energy	300.47	Gas usage for 10th Ave. & SPU bldg
56189	Choice Electric Inc.	112.26	Remove saver switch on Mockingbird and 2nd Ave. E.
56190	Choice Underground, LLC	2,560.00	Install HDPE @ Sweeney Elementary WO#2337
56191	Cintas Corp. #754	54.40	Shop towels
56192	City of Shakopee	3,444.56	June Fuel usage
56193	City of Shakopee	192,000.00	Aug. Transfer Fee
56194	City of Shakopee	738.75	June R.O.W. permits
56195	CSK Auto	309.82	Mini bulb, hitch ball, pin & clip, stripe off & compound
56196	Shakopee Cub Foods	96.00	Final bill & Refund for Hydrant
56197	Customer Contract Services	425.62	Answering service 7/28-8/24/20
56198	Delta Dental	5,328.55	July Dental Premiums
56199	DGR Engineering	5,977.20	General Services \$324.00, WO#2392 - \$4194.20 Dean Lake #2 Switcher Replacement, WO#2352 - RTU Replacements for Elec. Dept.
56200	Fastenal Ind. & Const Supplies	25.23	Elec. Dept. 1/2 USS F/W Z
56201	Wendy S Foley	500.00	2020 Res. Cooling Rebate
56202	FS3 Inc.	31,297.67	Pipe innerduct for upcoming projects - all inventory
56203	Further	614.55	July Adm., Flex dental and dependent care reimb.
56204	Grainger Inc.	1,365.47	Fuses for Electric dept.
56205	Hawkins Inc.	6,565.78	Chlorine & Phosphate for Water dept.
56206	HealthPartners	76,874.67	July Health Care premiums
56207	Ideal Service Inc.	2,530.00	Field svc. Install program, well #9 & #11 - WO#2361
56208	Impact Mailing of Minnesota, Inc.	1,018.74	Collection letters for 6/26-7/30/20
56209	Innovative Office Solutions LLC	2,303.76	Office supplies
56210	KLM Engineering Inc.	33,860.00	WO#2405 GS-9 Mixer with SCADA - Water dept.
56211	Timothy Koerner	6,000.00	2020 Solar Res. Rebate
56212	Lennar	53.69	Refund temp. to permanent
56213	Link Excavating, Inc.	12,050.00	WO#2414 - Water dept. Water line service
56214	Locators & Supplies Inc.	576.22	Red marking paint
56215	Traut Companies	44,811.00	WO#2346 - Water dept. Pump and/or tank install Well #21
56216	William Patrick Mathews	205.00	Final bill & Refund for meter
56217	Minn Valley Testing Labs Inc.	734.00	Sulfate, chloride, sodium copper, nitrate, nitrite, coliform
56218	MN Dept. of Health Environmental Health Division	150.00	Watermain Fee - WO#2355
56219	Nagel Companies LLC	16,512.00	WO#2326 - Bore 831 Rosewood circle and from 9-1 going east
56220	Napa Auto Parts	135.52	Ratchet tie down, powered belt, hose end
56221	NCPERS Group Life Ins.	192.00	Aug. Life ins.
56222	Gerry Neville	110.40	Mileage reimb
56223	Cindy Nickolay	170.78	Mileage reimb
56224	PLIC - SBD Grand Island	3,444.93	Aug. Long Term. Disability Premiums
56225	Patchin Messner & Dodd	2,500.00	Appraisal for south portion cretex site WO#2376
56226	Paymentus Corporation	13,778.65	June transaction fees
56227	Priority 1 Outdoors Inc.	138.46	Sarazin pump house leak
56228	SCSI	5,733.00	SPU wellhead protection plan
56229	Sambatek	736.00	General services - Water dept.
56230	Sherwin Williams	248.18	Paint for Elec. Dept.
56231	Subsurface Solutions	192.20	Connection leads - Elec. Dept.
56232	Towing Services Inc.	322.13	Towing / hook fee - Elec. Dept.
56233	Gregory Triplett	131.10	Mileage reimb
56234	Verizon Connect NWF Inc.	158.71	June monthly service for the vehicles in the Water dept.
56235	Gene & Angelique Vogel	6,000.00	2020 Solar Res. Rebate
56236	Greta Wallgren	6,000.00	2020 Solar Res. Rebate
56237	WESCO Receivables Corp.	8,642.87	Elbow for inventory

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

August 3, 2020

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:

56238	XCEL Energy	5,000.00	WO#2377 - Shakopee Transmission Study related to Shakopee West Sub.
56239	Ziegler Inc.	77.47	Bearing parts - Elec. Dept.
	TOTAL	<u>523,939.11</u>	

Commission Secretary

Commission President

Director of Finance & Administration

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John R. Crooks, Utilities Manager 

FROM: Lon R. Schemel, Water Superintendent 

SUBJECT: **Water Treatment Plant Study Update**

DATE: July 30, 2020


The Shakopee Public Utilities has requested the services of Miles Jensen at SEH (Short Elliot Hendrickson) to update the Treatment Plant Study from 2001.

Miles Jensen is a water engineer and regional practice center leader who understands the importance of clean water and the critical role our public facilities play in the process. Miles is a principal at SEH and is licensed in AZ, CO, IA, IL, IN, MI, MN, ND, NE, NM, SD, VA, and WI.

We should receive a proposal for SEH services in the next two weeks.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

**SUBJECT: MMPA BOARD MEETING PUBLIC SUMMARY
JULY 2020**

DATE: JULY 30, 2020

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on July 21, 2020, by teleconference and WebEx.

The Board discussed the coronavirus pandemic and its effect on energy consumption levels and prices.

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

The Board received MMPA's 2019 Annual Report. The report can be found on MMPA's website at <https://www.mmpa.org/about/financials-reports/>. Member communities will also be receiving paper copies in the mail in the next two weeks.

Participation in MMPA's residential Clean Energy Choice program. Customer penetration of M increased by one customer from May to June. Customer penetration for MPA's Clean Energy Choice program for residential customers remained at 3.6%

MINNESOTA MUNICIPAL POWER AGENCY
2019 ANNUAL REPORT



**THE POWER OF
YOUR HOMETOWN**

Anoka | Arlington | Brownton | Buffalo | Chaska
East Grand Forks | Elk River | Le Sueur
North St. Paul | Olivia | Shakopee | Winthrop

**THE
POWER
OF
YOUR
HOMETOWN**

**TWELVE
MINNESOTA
MUNICIPAL
UTILITIES**



Anoka | Arlington | Brownton | Buffalo | Chaska
East Grand Forks | Elk River | Le Sueur
North St. Paul | Olivia | Shakopee | Winthrop

CELEBRATING OUR 2019 SUCCESSSES WHILE RECOGNIZING UNCERTAIN TIMES ARE AHEAD

2019 was a very successful year for the Minnesota Municipal Power Agency. Our average rate to members decreased nearly 2% from the year before, and our prices remained competitive with and in most cases lower than, our state and regional peers. Our financial performance was strong and our financial position improved. This was demonstrated when Fitch improved our bond rating outlook from "Stable" to "Positive" near the end of the year.

We are proud of the diverse and cost-effective power generation portfolio we have assembled to provide reliable power to our members. Our portfolio of conventional and renewable resources is projected to meet all of our capacity needs until 2050, helping us to reduce risk and maintain a stable rate trajectory for the next decade. In May, the Minnesota Public Utilities Commission approved our integrated resource plan for the period 2019-2055, which shows how our power supply portfolio meets our projected needs.

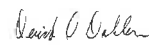
In last year's report, we discussed our desire to move forward with renewable energy additions when it makes technological and economic sense to do so. This remains our position, but our expectation of the timing of some of these additions has shifted since last year. A developer with whom we had a contract for renewable energy from a new facility elected to terminate our contract when transmission interconnection costs came in well above expectations. We are not the only utility in this position. Newly-constructed renewable resources have taken up most of the transmission capacity constructed in the past decade. We expect that it will take another cycle of transmission investment before large renewable projects can be economically inter-connected again. Given the length and cost of the transmission investment process, we are also exploring alternative strategies to add renewable energy resources.

As we look forward to 2020, we see substantial uncertainty. The coronavirus has disrupted economic markets as well as energy consumption levels. Both the length of this crisis as well as what the new normal looks like at its conclusion are uncertain. Whatever the outcome, rest assured that MMPA remains dedicated to fulfilling our mission of providing reliable, competitively priced power to our members, and to creating value for the Agency and our members.

Sincerely,



John Crooks
Chairman, MMPA Board of Directors
Utilities Director, Shakopee Public Utilities



Derrick O. Dahlen
Executive Manager, MMPA
President and CEO, West Energy, Inc.



John Crooks
Chairman, MMPA Board of Directors
Utilities Director
Shakopee Public Utilities

Derrick O. Dahlen
Executive Manager, MMPA
President and CEO, West Energy, Inc.



**TOGETHER, OUR
MEMBERS PROVIDE
POWER TO MORE
THAN 161,000
MINNESOTANS.**

Our Mission

Our mission is to provide reliable, competitively-priced power to our members and to create value for the Agency and our members. We were founded in 1992 on the premise of strength and cost effectiveness through working together in joint action. We have delivered on our mission through our long history of providing reliable and competitively-priced energy to our members.

Our Members

MMPA is a power agency with twelve Minnesota municipal utilities as its members. Our members represent a diverse group of communities across Minnesota, including small and large cities as well as rural and suburban communities. We have members with large industrial customers and members whose customers base is largely residential and commercial. Together, our members provide power to more than 161,000 Minnesotans.

OUR BOARD OF DIRECTORS



Every MPA member has a representative on our Board of Directors. We believe that it is important to hear from a variety of perspectives in our decision making. Our Board is responsible for setting policy, approving capital expenditures, and hiring management.

MMPA Board of Directors

Anoka

Erik Skogquist
Council Member

Ed Evans*
Utility Advisory
Board Member

Arlington

Amy Newsom
City Administrator

Lisa Tesch*
Deputy Clerk

Brownton

Curt Carrigan
Council Member

Buffalo

Joseph Steffel
Utilities Director

Lauren Bodin*
City Administrator

Chaska

Matt Podhradsky
City Administrator

MMPA Vice Chairman

East Grand Forks

Keith Mykleseth
Utilities General Manager

MMPA Treasurer

Jeff Olson*
Distribution Superintendent

Elk River

Theresa Slominski
Interim General Manager

Mary Stewart*
Utilities Commissioner

Le Sueur

Newell Krogmann
Council Member

Jasper Kruggel*
City Administrator

North St. Paul

Brian Frandle
Director of
Electric Utilities

MMPA Secretary

Olivia

Amber Dale
Utility Accounts Manager

Dan Coughlin*
City Administrator

Shakopee

John Crooks
Utilities Manager

MMPA Chairman

Deb Amundson*
Utilities Commissioner

Winthrop

Peter Machaiek
Alderman

Jenny Palmer*
City Administrator

* Alternate

FARIBAULT ENERGY PARK
FARIBAULT, MN



Faribault Energy Park

Faribault Energy Park is the largest power generation facility in our resource portfolio. The 300 MW combined cycle facility, located in Faribault, efficiently uses natural gas to produce economic electricity. The plant can also run on fuel oil in the event of a gas interruption. Not just an electric generator, Faribault Energy Park also hosts most of the events for our Energy Education program. The plant's wetland park contains walking trails open to the public as well as demonstrations of both wind and solar energy.



FARIBAULT ENERGY PARK
FARIBAULT, MN
300 MW, NATURAL GAS

Minnesota River Station

The Minnesota River Station is a 49 MW simple cycle gas turbine located in Chaska, one of our member communities. Built in 2001, the facility is a peaking plant—built to generate electricity on the days when demand is highest. MMPA leases the facility from Chaska under an agreement that runs until at least 2031.



MINNESOTA RIVER STATION
CHASKA, MN
49 MW, NATURAL GAS

Shakopee Energy Park

Shakopee Energy Park is the newest conventional resource in our portfolio. Starting operations in 2017, the 46 MW facility consists of five reciprocating engines powered by natural gas. Shakopee Energy Park also has an innovative liquefied natural gas (LNG) backup system for times when natural gas is not available. The plant is located in Shakopee, another MMPA member community, and is directly connected to Shakopee's distribution system, helping to support the city's reliability.



SHAKOPEE ENERGY PARK
SHAKOPEE, MN
46 MW, NATURAL GAS

Oak Glen Wind Farm

Oak Glen Wind Farm is a 44 MW project located near Blooming Prairie. The facility has 24 wind turbines that provide clean, renewable energy to the Agency. Operating for more than eight years, Oak Glen Wind Farm was MMPA's first utility-scale wind project.



OAK GLEN WIND FARM
STEELE COUNTY, MN
44 MW, WIND

Hometown BioEnergy

Our 8 MW Hometown BioEnergy facility uses the anaerobic digestion of agricultural and food processing wastes to produce renewable energy. Unlike most renewable generators, which depend on an intermittent energy source such as wind or solar, Hometown BioEnergy stores the biogas produced from the anaerobic digestion process to be used when most valuable. The liquid byproduct from the digestion process is sold to local farmers as fertilizer. The facility, located in our member community of Le Sueur, has won several national awards for its innovation.



HOMETOWN BIOENERGY
LE SUEUR, MN
8 MW, BIOENERGY

MMPA HAS ASSEMBLED A DIVERSE PORTFOLIO OF
CONVENTIONAL AND RENEWABLE POWER SUPPLY RESOURCES.

ECONOMIC DEVELOPMENT


Supporting economic development in our member communities is another way we fulfill our mission to create value for our members. We are actively partnering with our member communities to attract new loads to help promote growth.

We support economic development by identifying land available for development and, if necessary, acquiring land rights for parcels of interest to those seeking to locate energy-intensive sites in our member communities. We have developed wholesale rate structures that can help our members' sites be more competitive and attractive to prospective loads.

As a municipal power agency, we can be responsive and flexible in working with new customers. Because we have rate setting authority, we can move quickly when opportunities arise. Local support is critical to success, and our strong relationships with each of our member communities is an asset when working with prospective new customers.

Economic development and growth in one community can benefit all MMPA members by helping reduce our average rate. As a result, we are ready to commit financial and management resources to support economic development in our member communities.





High School students from MMPA's member communities on a tour at Shakopee Energy Park

PARTICIPATING SCHOOLS

Anoka

Anoka High School
Franklin Elementary
St. Stephen's Catholic School
Wilson Elementary

Arlington

Sibley East Elementary
St. Paul's Lutheran School

Blooming Prairie

Blooming Prairie Elementary

Brownton

Lakeside Elementary

Buffalo

Buffalo High School
Northwinds Elementary
Tatanka Elementary

Chaska

Chaska High School
Clover Ridge Elementary
St. John's Lutheran School

East Grand Forks

EGF High School
South Point Elementary
Sacred Heart Elementary
and High School

Elk River

Elk River High School
Meadowvale Elementary
Otsego Elementary
St. Andrew's Catholic School
Twin Lakes Elementary

Faribault

Jefferson Elementary
Lincoln Elementary
Roosevelt Elementary

Le Sueur

Hilltop Elementary

North St. Paul

Cowern Elementary
North High School
Richardson Elementary
St. Peter's Catholic School
Webster Elementary

Olivia

BOLD Elementary
St. Mary's School

Shakopee

Jackson Elementary
Living Hope Lutheran School
Red Oak Elementary
Shakopee High School
Sun Path Elementary
Shakopee Area Catholic School
Sweeney Elementary

Winthrop

GFW Elementary
and High School



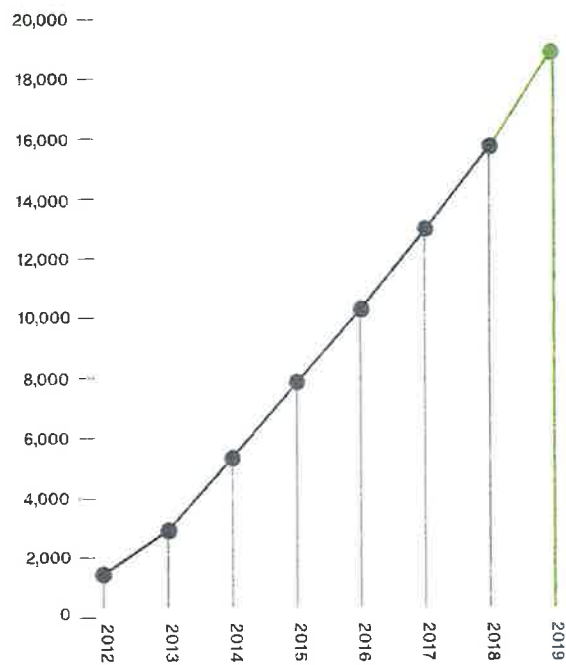
High school students participate in interactive energy-focused demonstrations at Shakopee Energy Park

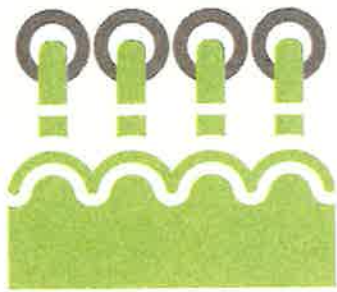
New High School Program

In 2018, we launched a pilot program for high school students in member communities as an expansion of our energy education offerings. Based on the success of the pilot, we launched a full high school program in 2019, with eight member communities participating. The high school program introduces more complex energy topics and provides insight into energy-focused career opportunities. High school students are hosted at either Shakopee Energy Park or Faribault Energy Park. An in-school assembly is also offered for schools unable to travel to one of our plants. All events include an introduction to MMPA, interactive presentation by the Science Museum of Minnesota, and a Careers in Energy segment where students learn about different career opportunities through career panels or small group discussions. For events held at an MMPA plant, a facility tour is also included.

REACHING OVER 18,500 STUDENTS

MMPA Energy Education Cumulative Student Participation Totals

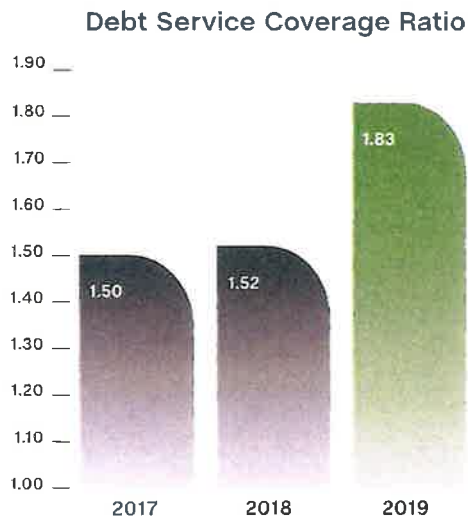




MMPA'S FINANCIAL STRENGTH SUPPORTS THE AGENCY'S ABILITY TO PROVIDE STABLE AND COMPETITIVE RATES

Debt Service Coverage

Even though our average rate to members decreased from 2018 to 2019, our debt service coverage increased from 1.52 times debt service to 1.83 times debt service. This increase underscores our continued financial strength.



Energy Adjustment Clause

Our rates to members contain a forward-looking energy adjustment clause. This mechanism allows us to project our costs for the month ahead and set rates accordingly, so that there is less of a lag between changes in costs and changes in revenues.

Rating Outlook Improvement

In December, Fitch raised our rating outlook from “Stable” to “Positive.” In its release, Fitch cited our strong financial performance, greater liquidity levels, lower debt ratio, strong member credit quality, and effective risk management.

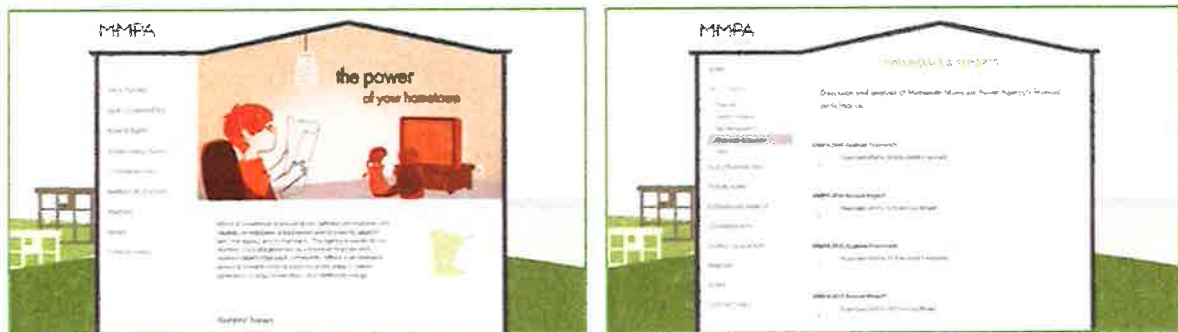
Rate Stabilization

In addition to providing competitively-priced power to our members, we also strive to provide stable prices to members that do not fluctuate widely from month to month or year to year. MMPA has a \$33.1 million rate stabilization fund that helps support this objective.

Minnesota Municipal Power Agency
**Statements of Revenues, Expenses,
 and Changes in Net Position**

	Year ended December 31 2019	Year ended December 31 2018
Operating revenues:		
Power sales to members	\$139,626,526	125,589,822
Power sales to nonmembers	1,346,768	1,451,690
Total operating revenues	140,973,294	127,041,512
Operating expenses:		
Power acquisition expense	47,529,466	44,119,693
Transmission	23,144,495	18,981,200
Other operating expenses	27,887,955	27,605,846
Depreciation	14,465,827	14,410,447
Total operating expenses	113,027,743	105,117,186
Operating income	27,945,551	21,924,326
Nonoperating revenues (expenses):		
Interest expense	(11,694,806)	(12,188,963)
Investment income	2,602,724	1,698,778
Loss on disposition of property	—	(660,452)
Loss on bond investment redemption	(56,710)	(41,745)
Net (decrease) increase in fair value of investments	947,106	(192,856)
Capital contribution from new member	—	21,321,897
Other	66,525	—
Total nonoperating revenues (expenses), net	(8,135,161)	9,936,659
Change in net position before future recoverable costs	19,810,390	31,860,985
Future recoverable costs	2,468,130	4,071,182
Change in net position	22,278,520	35,932,167
Net position, beginning of year	118,320,796	82,388,629
Net position, end of year	\$140,599,316	118,320,796

Visit www.mmpa.org to view complete audited financial statements and learn more about MMIPA



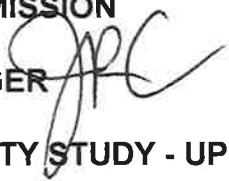


Minnesota Municipal Power Agency

220 South Sixth Street, Suite 1300 | Minneapolis, MN 55402

612.349.6868 | www.mmpa.org

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: COVID FINANCIAL RELIEF FEASIBILITY STUDY - UPDATE
DATE: AUGUST 3, 2020

At the July 6, 2020 Commission meeting, Staff was directed to prepare a feasibility study to determine how SPU reserves could be used to fund a program in providing financial relief to residential customers affected by COVID-19. Staff was also directed to provide criteria that would be used to determine who would qualify for such a program and bring back the information to the SPU Commission.

Several options are being investigated for the study. The options are as follows:

- Administering the program internally with SPU Water and Electric operating reserves
- Requesting the City of Shakopee CARES program for assistance
- Donating to the Scott/Carver/Dakota Counties CAP Agency, with funds directed to residential customer assistance
- Proposing a new fund, that would provide assistance, beyond COVID, that would allow SPU to direct funds to qualifying residents
- COVID-19 Housing Assistance Program for utility bills
- Other State and Federal Programs that may provide financial assistance

As far as developing criteria for residents to qualify, SPU has consistently held the position that we should not select who would or would not qualify for these types of programs. Beyond our budget plans and promise to pay plans we have not administered any type of financial relief program.

Currently customers with financial hardships are directed to programs run by other agencies; the local CAP agency and the Salvation Army Heat-Share Program. Both programs have criteria for qualifications in being part of their assistance. The COVID-19 Housing Assistance Program also has qualifiers.


At this point SPU Staff is requesting the Commission determine if criteria for such a program should be administered by a “third-party agency” or if specific qualifiers should be developed by SPU Staff and have legal counsel review the protocol in determining who does and who does not qualify for assistance.

REQUEST-

Provide Staff direction in the development of financial criteria that would be used in a COVID-19 Financial Relief Program

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

SUBJECT: SHARED SERVICES BETWEEN SPU AND THE CITY OF SHAKOPEE – MEETING REVIEW AND UPDATE

DATE: JULY 31, 2020

As directed by the SPU Commission at the July 20, 2020 Commission meeting, a third meeting was scheduled between myself and Assistant City Administrator Nathan Burkett.


The meeting took place via Zoom on July 29th. Staff attending were Kelley Willemssen from SPU and from the City of Shakopee, Nate Reinhardt and Melissa Schlingman.

The meeting was basically a get-to-know one another session, as we had not met either Nate or Melissa. Many questions were asked from each attendee as information was shared between the two entities.

The outcome of the meeting was centered on Nate Burkett designing an organization model, with one acting Finance Director and separate accounting and financial functions as each organization deems necessary.

Once the model is presented and agreed upon, both organizations will develop specific questions and comments on the multitude of issues that will be raised as SPU and the City of Shakopee move forward in determining the best course of action.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: SPU GOVERNANCE HANDBOOK – REQUIREMENT
DATE: JULY 30, 2020

At the June 15, 2020 SPU meeting the revisions were made and accepted for the SPU Governance Handbook.

I am following up on two items. The first is the Commissioners page. There are gaps in the information that other Commissioners can use in contacting one another. It is important to fill in the blank spaces so that I may be able to distribute the information to all SPU Commissioners.

The second item is the Commissioner Acknowledgement page. I have only received the signed page from one Commissioner and as a requirement, copies of the signature page need to be filed with the Commission Secretary.

REQUEST-

Please fill out the Commissioner Information page so that I can complete the page for the 2020 Commission. Also, provide your signature on the Acknowledgment Page so that it may be filed for the 2020 Commission.



SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

GOVERNANCE HANDBOOK

**SHAKOPEE PUBLIC UTILITIES COMMISSION
255 SARAZIN STREET
SHAKOPEE, MN 55379**

TABLE OF CONTENTS

GOVERNANCE PRINCIPALS.....	3
ROLE OF THE SPUC BOARD.....	4
ROLE OF AN INDIVIDUAL SPUC COMMISSION MEMBER.....	5
ROLE OF THE SPUC PRESIDENT.....	6
ROLE OF THE SPUC VICE PRESIDENT.....	7
ROLE OF THE SPUC COMMISSION SECRETARY.....	8
ROLE OF THE WAGE AND BENEFITS COMMITTEE.....	9
COMMISSION APPOINTMENT PROCESS, TERMS AND OFFICER ELECTIONS.....	10
CURRENT COMMISSIONERS AND THEIR TERMS.....	11

GOVERNANCE PRINCIPALS

1. The Commission governs SPUC with the best interests of all customers as its first priority in the spirit of the SPUC mission:

Shakopee Public Utilities delivers on a fundamental promise; to provide our customers with reliable electric and water service at affordable rates, as we have done for over 100 years.

2. The Commission shall govern SPUC for long term sustainability, reliability, safety, and regulatory compliance.
3. The Commission conducts its business according to the highest ethical, legal, and fiduciary standards.
4. The Commission treats all customers and staff with courtesy and respect.
5. Although independently governed from the City of Shakopee, SPUC is part of our local government and the Commission shall coordinate and collaborate with the City to promote improved value to our community and increase economies of scale.
6. The Commission understands that diversity of opinion is inevitable and shall respect the opinions and privacy of all other Commissioners, staff, and customers.
7. Regular meetings of the Commission shall be open and accessible to the public.
8. The Commission is responsible for the hiring and is ultimately accountable for the performance of the Utilities Manager. The Commission is responsible to ensure that the Utilities Manager implements Commission direction and policy to ensure long term sustainability, reliability, safety, and regulatory compliance.
9. The Commission governs the organization; the Commission does not manage it. Management of the organization is the role of the Utilities Manager and staff that serve in a management or supervisory role.
10. The Commission has officially adopted *Robert's Rules of Order Revised* as their rules of parliamentary procedure.
11. Meeting protocol: no sidebar discussions; no interruptions; state your concern; ensure you understand; don't take things personally; adhere to time limits; come prepared; ensure all are heard

ROLE OF THE SPUC COMMISSION

1. The Commission engages in ongoing planning activities as necessary to determine the mission and strategic direction of SPUC, to define specific goals and objectives related to the mission, and to evaluate the success of the organization's efforts toward achieving the mission.
2. The Commission approves the policies for the effective, efficient, and cost-effective operation of SPUC.
3. The Commission approves SPUC's annual budget and assesses the organization's financial performance in relation to the budget on a regular basis.
4. The Commission hires, sets the compensation for, and provides for an annual evaluation of the performance of the Utilities Manager.
5. The Commission establishes and evaluates compensation for employees to ensure value to the customers and competitiveness within appropriate markets.
6. The Commission approves written policies governing the work and actions of SPUC's employees and committees.
7. The Commission ensures that an internal review of SPUC's compliance with known existing legal, regulatory, and financial reporting requirements is conducted annually and that a summary of the results of the review is provided to the entire Commission.
8. The Commission develops, monitors, and strengthens SPUC's services.
9. The Commission assesses the Commission's performance.
10. Special Meetings of the Commission may be called by the SPUC President or by the act of at least 2 SPU Commissioners.

ROLE OF AN INDIVIDUAL SPUC COMMISSIONER

1. The authority of an individual Commissioner resides in the ability to vote. Each Commissioner is entitled to cast one vote for every action item unless prohibited by law, ordinance, or policy (for example, conflicts of interest).
2. Make every effort to attend all SPUC Commission meetings. Review the agenda and supporting materials prior to Commission meetings.
3. Stay informed about SPUC's mission, services, policies, and programs. Participate in SPUC events, programs, and services as often as possible. Inform others about SPUC and its programs and services. Be stewards for municipal public power and water.
4. Endeavor to keep up-to-date on developments in the industry and provide the benefit of that knowledge and insight in Commission discussions and deliberations.
5. Assist the Commission in carrying out its fiduciary responsibilities by reviewing the organization's interim and annual financial statements.
6. Be actively involved in Commission discussions, express one's opinion, and make an effort to see an issue from the perspective of others who may have other views of the issue.
7. Endeavor to make decisions based upon the common interests of all customers rather than the interests of the particular organization or individual customer. Serve the organization as a whole rather than any particular interest group or constituency.
8. Serve on Committees as required and offer to take on special assignments when appropriate.
9. Seek feedback from customers regarding SPUC's priorities, activities, programs, and services.
10. Avoid conflicts of interest and maintain confidentiality of information when appropriate.
11. Refrain from attempting to direct the activities of staff or making special requests of the staff.
12. Adhere to the SPUC Social Media Policy, as adopted. A copy of the adopted Policy is attached at the end of this Handbook.

ROLE OF THE SPUC PRESIDENT

1. Ensure that the Commission and individual Commissioners fulfill their responsibilities for the governance of SPUC and adhere to the Commission's Governance Principles.
2. Ensure that Commission actions are effectively communicated.
3. Serve as a lead spokesperson for the Commission and serve as appropriate as the organization's representative to government, media, other industry organizations, and the Utilities public.
4. To seek direction from the SPUC Commission on matters of policy and procedure.
5. Support the efforts of the Utilities Manager to achieve SPUC's mission.
6. Facilitate an annual review of the Utilities Manager's performance and compensation.
7. Facilitate productive and mutually respectful relationships among the Commission, staff, customers, and the City.
8. Chair meetings of the Commission, ensuring that the Commission functions effectively and fulfills all of its duties. Encourage all commissioners to participate in discussion and ensure that all points of view are fully expressed before a vote is taken. Work with the Utilities Manager regarding development of the agenda for Commission meetings.
9. Appoint the Wage and Benefits Committee and report to the Commission on Wage and Benefits Committee activities and recommendations. The appointment is then voted upon by the Commission members.
10. Appoint other Committees as deemed. Those Committees may consist of, but are not limited to, the following; SPU Director Interview Committee, City Council SPU Commissioner Interview Committee, Utilities Manager's Hiring Committee, etc...The appointments are then voted upon by the members of the Commission.
11. Ensure that appropriate processes are in place to review and evaluate the mission, direction, strategy, and performance of the organization.
12. Fulfill such other roles as the President and Utilities Manager agree are appropriate and desirable for the President to perform, consistent with Commission policy or directions.

ROLE OF THE SPUC VICE PRESIDENT

1. Fulfill any delegable roles and responsibilities of the President as requested by the President.
2. Act as President in the absence of the President.
3. Assume the office of President if the President leaves office prior to the expiration of the President's term of office.
4. Commit significant effort to becoming familiar with SPUC programs, services, and activities in preparation for fulfilling the duties of SPUC President if required.
5. Fulfill all roles and responsibilities established for individual Commissioners in an exemplary manner.
6. Be willing to serve in a leadership role in SPUC and serve as a spokesperson for the organization.

ROLE OF THE SPUC COMMISSION SECRETARY

1. Keeping all records for the Commission on file and keeping up-to-date list of all Commissioners, past and present.
2. Notifying Commissioners of their election to office or appointment to Committees.
3. Signing all minutes and certified acts of the Commission.
4. Maintaining the official documents of the organization.
5. Providing the Commissioners a notice for each upcoming meeting.
6. Taking minutes at all Commission meetings, handling correspondence, preparing the agenda with the Commission President.
7. In the event of the absence of the President and Vice President, must call a meeting to order until the Commission elects by vote, a temporary President to officiate the meeting.

ROLE OF THE WAGE AND BENEFITS COMMITTEE

The Wage and Benefits Committee exists to help the Commission develop and maintain a pay plan structure and benefits package that are market competitive, promotes employee retention, *and* provides value to the customers through fair labor costs. The Committee shall be comprised of the two appointed Commissioners, the Utilities Manager, and the Finance Director.

Specific duties of the Committee shall include:

1. At the request of the Commission, research and analyze topics related to employee compensation and benefits.
2. Annually perform market benchmarking and evaluate wages. The Committee shall present options and make recommendations regarding cost of living adjustments and pay plan structure modifications to the Commission for their consideration.
3. Review health and dental insurance policies and evaluate policy renewals. The Committee shall present options and make recommendations regarding insurance policies to the Commission for their consideration.
4. Review submittal information pertaining to pay equity compliance requirements and present options and make recommendations to the Commission as appropriate.

COMMISSION APPOINTMENT PROCESS, TERMS AND OFFICERS

The City of Shakopee City Council is responsible for the appointment of Commissioners to the SPUC Board. Persons interested in being considered for appointment to the SPUC Commission shall complete an *“Application For Council Advisory Board and/or Commissions”* form furnished by the City.

1. Ninety days prior to the expiration of Commission terms each year, the Council shall be advised of the pending vacancies and those individuals eligible for reappointment.
2. Thirty days prior to the expiration of Commission terms, a committee comprised of two Council members and the Vice-President of the SPUC Commission will meet to review all applications and interview applicants.
3. The Committee shall recommend all qualified candidates per position to the Council for consideration.
4. Pursuant to City of Shakopee Resolution 2559, appointments to Shakopee Public Utilities shall be made in January and shall become effective April 1st.
5. A Commission term of service is for 3 years. A Commissioner is eligible and encouraged to serve three consecutive three year terms. If a Commissioner was appointed to serve a remainder of an open term, after April 1st, the appointment period will not affect the maximum service term of three consecutive three year terms.
6. At the first meeting in April the election of officers will take place, if officer terms are expiring. The officers are the Commission President, Vice-President and the Secretary. Each office has a term of one year.
7. At the first meeting in April, the appointment of a MMPA Representative and Alternant is to take place. The MMPA Representative is a voting member of the MMPA Board of Directors and is to attend monthly Board meetings. The MMPA Alternant also may attend the MMPA Board meeting but is not eligible to vote. The term of service for the Representative and alternant is one year.

COMMISSIONERS

Deb Amundson – President
Mathew Meyer
Kathi Mocol – Vice President
Jody Brennan
Kayden Fox

Non-Public E-Mail

EMail	Amundson	damundson@shakopeeutilities.com	damund1281@hotmail.com
	Meyer	mmeyer@shakopeeutilities.com	mathew@mathewmmeyer.com
	Mocol	kmocol@shakopeeutilities.com	kathimocol@icloud.com
	Brennan		
	Fox		

Non-Public Phone

Phone	Amundson	952-445-7091	612-810-6678
	Meyer	952-233-1087	612-741-4732
	Mocol	612-716-0375	
	Brennan		
	Fox		

Address	Amundson	1281 Jefferson Street South
	Meyer	437 4 th Avenue East
	Mocol	7636 Oak Ridge Trail
	Brennan	
	Fox	

Terms	Amundson	4/1/15 - 3/31/21
	Meyer	4/1/18 - 3/31/21
	Mocol	4/1/19 - 3/31/22
	Brennan	4/1/20 - 3/31/23
	Fox	4/1/20 - 3/31/23

Effective 4/1/20

SHAKOPEE PUBLIC UTILITIES COMMISSION

COMMISSIONER ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Shakopee Public Utilities Commission Governance Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract between myself and the Shakopee Public Utilities Commission.

I understand it is my responsibility to read and understand the contents of this Governance Handbook. If I do not understand any provision of the Handbook, I shall contact the Utilities Manager for clarification.

I understand that no person other than the Utilities Manager, as directed by the Shakopee Public Utilities Commission, has the authority to change any policy, rule or procedure as stated in the Governance Handbook.

Commissioner Signature _____

Print Name _____ Date _____

NOTE: Commissioners will be required to acknowledge receipt of the Governance Handbook by signing this acknowledgement.

This copy is to remain in the Handbook

SHAKOPEE PUBLIC UTILITIES COMMISSION

SOCIAL MEDIA POLICY

INTRODUCTION

Web 2.0 and social media technologies offer continually evolving opportunities to enhance public outreach, resident and visitor interaction and employee productivity for the Shakopee Public Utilities Commission (SPUC). The SPUC will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communications strategy. Social media web resources administered by SPUC departments may be expanded, modified or discontinued based on SPUC goals, priorities and resources.

PURPOSE

The SPUC wishes to represent itself, its services and its facilities appropriately and consistently on the Internet. The purpose of this policy is to establish procedures for creating a consistent overall social media presence that meets the SPUC's established goals.

The SPUC intends to use social media websites as an additional communication channel to help promote its programs, events and services. This technology allows news of an event to spread quickly and is a good forum to facilitate public discussion. The SPUC's official website, located at www.spucweb.com, shall remain the SPUC's primary online medium for communicating information to the public.

A. GENERAL PROCEDURES

The SPUC has an overriding interest and expectation in deciding what is "spoken" on behalf of the SPUC on its official social media sites. This policy establishes guidelines for the use of social media by individual SPUC departments. This policy applies to any new, as well as pre-existing or proposed, social media networking accounts sponsored by SPUC departments.

The SPUC's website (www.spucweb.com) will remain the SPUC's primary and predominant Internet presence. Whenever possible information posted to the SPUC's social media websites should also be posted on the SPUC's website. Content posted to SPUC social media sites should regularly contain links directing users back to the SPUC's official website for in-depth information, forms, documents or online services necessary to conduct business with the SPUC.

1. The best, most appropriate, SPUC uses of social media tools fall generally into two categories:
 - a. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - b. As marketing/promotional channels that increase the SPUC's ability to broadcast its messages to the widest possible audience.
2. The Communications Coordinator shall be responsible for the SPUC's primary social media pages.

3. Any department requiring consistent and frequent social communications may be asked to start its own site(s) and to provide staff to maintain it. Each department will be responsible for the content and upkeep of any social media sites the department may create.
4. Elected officials; appointed members of SPUC Boards, Commissions and Committees; and employees should comply with the guidelines outlined in Sections D and E of this document.
5. SPUC social media sites are subject to State of Minnesota public records laws. Any content maintained in a social media format that is related to SPUC business, including a list of subscribers and posted communication, is a public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to SPUC business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer.
6. Minnesota state law and relevant SPUC records retention schedules apply to social media formats and social media content as reflected in the SPUC's record retention policy. In most cases, content on the SPUC's social media sites is expected to be transitory, incidental or non-vital in nature and therefore shall be retained "until read." However, any content posted that does constitute the official record will be retained according to the SPUC records retention schedule.

B. PROCESS FOR CREATING A SOCIAL MEDIA PRESENCE

1. Individual SPUC departments shall have the discretion to determine the utilization of social media. However, once undertaken, all social media initiatives shall comply with this policy.
2. Individual departments shall consult with the Communications Coordinator prior to embarking on the use of new social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
3. The appropriate Department Head shall approve the use of social media tools within their department. Staff shall not create a new or significantly alter an existing social media site without the approval of their Department Head.
4. Prior to launching a social media site, the assigned staff person shall register the site and all associated passwords for the account with the SPUC's Communications Coordinator. Any changes to staff responsibilities or passwords must be reported to the Communications Coordinator in a timely manner.

C. STANDARDS FOR OPERATING AND MAINTAINING A SOCIAL MEDIA PRESENCE

SPUC social media accounts and their associated content should focus on significant SPUC interest areas and be organized in a manner that avoids ambiguities and/or conflicting information across the SPUC's various communication mediums, including other SPUC social media websites. Departments' administration and use of SPUC social media websites must comply with applicable laws, regulations and policies, as well as proper business etiquette.

Social media websites are to be consistently branded in order to communicate a clear association with the SPUC, and must contain a SPUC-standard disclaimer. Branding should include, but is not limited to, the inclusion of the SPUC logo, SPUC department information (address, phone number, and hours of operation) and any other aesthetic “look and feel” defined by the Communications Division now or in the future.

The naming and contact conventions used for social media accounts should be SPUC-specific and must not contain individual employee names, with the exception of professional staff social media accounts. All approved social media sites will be linked with the SPUC’s official website.

All SPUC sponsored social media sites shall prominently post the Disclaimer and Comments Policy found in Appendix A. In situations where a social media site does not allow for prominent posting of the Disclaimer and Comments Policy, a link to a PDF copy of Appendix A shall be posted instead.

Interacting on Social Media

The SPUC social media sites may “like” or “follow” government entities; nonprofit and nonpartisan organizations related to SPUC functions; local media sites; and elected officials. Posts or comments related to the SPUC and the community at large may be shared to the extent that they correspond with the SPUC’s social media goals.

Responding to Comments

In cases where comments are accepted, the staff member responsible for the page **MUST** monitor the site regularly and respond in a timely manner (within 24 hours during the workweek). (Staff can set up automatic e-mail notification when someone posts a comment to a social media site.)

Guidance on When/How to Respond to Comments

- a. If the person has a question – Respond with information or point them back to the SPUC’s website or other resource. You may ask them to contact you offline when appropriate (when it is a private issue, when the issue is one in which there is little or no interest by others, etc.)
- b. If the person has a complaint – If inaccurate, politely correct inaccuracies. When a general complaint, thank them for sharing feedback and give any other direction that may be needed. If it is regarding a personal matter, reply that you would like to address the issue offline and provide contact information.
- c. If the person leaves a general comment, like “Wow, this is cool!” or “Can’t wait,” no response is required.
- d. If the person wants to start debating with a SPUC employee – Take the conversation offline. Do not debate them on the site. It is ok to correct inaccuracies and to provide evidence to support information, but avoid debates.

When in doubt on how to respond to a comment, please contact the Communications Coordinator for guidance.

Removing Comments

Comments violating the SPUC’s comment policy (see Appendix A) shall be removed promptly. When a person’s comment is removed, the SPUC will post a reason for removing the post (i.e. “*A comment to this post was removed because it endorsed a political candidate. This is in violation of the SPUC’s comment policy (link to policy)*”). Removed comments should be archived for our records by completing the tracking form found in Appendix B and submitting it to the Communications Coordinator.

Correcting Mistakes

If an employee makes a factual mistake on a SPUC social media site, he/she should correct it as soon as possible. Corrections should be upfront and timely. If modifying an earlier post, make it clear that the post has been corrected. Designate corrections with “Fixed Link” or “Fact Correction” prior to the correction. Do not try to “hide” corrections, as someone may have seen the incorrect information and may be acting upon it.

Review Procedures

The Communications Coordinator will have access to all SPUC sponsored social media sites, including rights to edit a site. Each site will be monitored weekly to ensure the site is meeting its intended purpose, that it is being updated regularly, that the content is appropriate and to look for any possible problem that would reflect negatively on the SPUC.

D. ELECTED OFFICIALS AND OFFICIALS APPOINTED TO SPUC BOARDS, COMMISSIONS AND COMMITTEES

Elected officials and officials appointed to SPUC Boards, Committees and Commissions should comply with the following guidelines when using SPUC social media sites:

1. Official SPUC social media sites shall not be used for campaigning purposes.
2. Comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official’s campaign site shall not be posted. (ALL comments posted during an election season by anyone who has filed for office will be removed.)
3. Elected officials and members serving on a SPUC board, commission or committee should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between elected officials or between members of SPUC boards, commissions, committees should be strictly avoided. Adding to a post or comment that would create a quorum of the group you represent should also be strictly avoided. (If the comment or posting requires official review it should be handled before the group during a public meeting.)
4. Social media sites should not be used as a mechanism for conducting official SPUC business other than to informally communicate with the public.
5. When posting or commenting on a SPUC social media site, officials shall reveal their position, be honest, straightforward and respectful, and not represent themselves as speaking on behalf of the SPUC.
6. In an effort to be honest, officials must ensure they do not share non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
7. Strive to add value to any social media discussion by staying focused on the issue.
8. To help prevent errors and liability issues, officials are encouraged to ask the appropriate staff person or department to post official SPUC documents (i.e., an ordinance recently passed by the SPUC Council), rather than summarizing them from memory.
9. Officials are asked to correct errors or mistakes in a posting or comment as soon as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with “Fixed link” or “Fact correction” prior to the correction.

E. SPUC EMPLOYEES

1. Staff Members Maintaining SPUC Social Media Sites.

Staff members assigned the task of maintaining social media sites on behalf of the SPUC must follow this Policy and all relevant sections of the SPUC's Information Technology Policy and Personnel Handbook. Failure to do so will be subject to discipline as outlined in the SPUC's Personnel Handbook.

SPUC social media messages may not be used by any SPUC employee or representative for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues.

SPUC social media messages may not be used to express personal views or concerns pertaining to SPUC employment relations matters.

Social media website accounts are considered a SPUC asset and logins to these accounts must be securely administered in accordance with SPUC security policies.

A social media website account shall not be used by the SPUC or any SPUC employee or representative to disclose sensitive and/or confidential information without the prior express written approval of the SPUC Attorney's Office.

2. Staff Members Maintaining a Professional Social Media Account.

In instances where a SPUC staff member wishes to set up a social media account to assist in his or her professional capacity as a representative of the SPUC, the following guidelines must be met:

- a. Department Heads must approve the establishment of a professional social media account by department employees.
- b. Employees shall consult with the Communications Coordinator prior to embarking on the use of professional social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
- c. The account and passwords must be registered with the Communications Coordinator.
- d. The employee must prominently identify his or her job title.
- e. Employees should not post private or personal information on the site, unless it pertains to the goals of the account.
- f. Accounts may "like" or follow individuals, businesses and groups, that pertain to the employee's job function. Employees shall not endorse or express personal views on personal, political or policy issues when representing the SPUC in their professional capacity.

Upon termination, the employee shall close the account and remove all information pertaining to his or her relationship with the SPUC.

3. Employees' Personal Social Media Pages.

The line between personal and professional, public and private can be easily blurred in social media. Keep the following guidelines in mind when using a personal social media account:

- a. Personal social media account names by employees should not be tied to the SPUC. Additionally, staff should not use their personal social media accounts to speak on behalf of the SPUC.
- b. SPUC staff members have the right to speak publicly as a private citizen on matters of public concern. However, employees are reminded to use good judgment when commenting on a SPUC social media site or if commenting or posting on a private site regarding a SPUC related issue, policy, etc. If you are identifying yourself as a SPUC employee, your actions reflect upon the SPUC.
- c. When responding to an item on the SPUC's page or on any other page, ask yourself if you or your department would be embarrassed to see the comment appear in the news. If so, don't post it.
- d. Employees with personal social media accounts never have the right to post non-public and confidential information such as information related to co-workers, personnel data, medical information, and claims or lawsuits against the SPUC.
- e. Video or pictures obtained by employees on duty are the property of the SPUC. Employees shall not post those pictures or videos on social media sites without approval from the employees' department head or the SPUC Administrator.

F. EXCEPTIONS/CHANGE

This policy supersedes all previous policies covering the same or similar topics. Any exception to this policy may be granted only by the SPUC Administrator. This policy may be reviewed and changed at any time.

APPENDIX A

DISCLAIMER & COMMENT POLICY (to be prominently posted on every social media page)

The purpose of this and other SPUC sponsored social media sites is to communicate between the SPUC, its individual departments and members of the public. We reserve the right, at our sole discretion, to change, modify, add or delete comments or posts, photos and videos in accordance with this policy.

The SPUC will remove comments that:

1. Contain obscenities;
2. Demean specific individuals or groups of people;
3. Are libelous/slanderous;
4. Contain factual inaccuracies;
5. Qualify as SPAM;
6. Are not topically related to the particular social medium article being commented upon;
7. Express support for or opposition to political campaigns or ballot measures;
8. Contain sexual content or links to sexual content;
9. Solicit commerce;
10. Conduct or encourage illegal activity;
11. Compromise the safety or security of the public or public systems; or
12. Violate a legal ownership interest of any other party.

Additionally, ALL comments posted during an election season by anyone who has filed for office will be removed.

The SPUC has the right to remove a comment from and/or block a user who is not using their legal name or otherwise appropriately identifying themselves.

The SPUC has the right to reproduce any pictures or videos posted to this site in any of its publications or websites or any other media outlets. The SPUC has the right to quote any comments or suggestions left by users.

The views, postings, positions or opinions expressed on this site do not necessarily reflect those of the SPUC.

Advertising

The SPUC does not endorse any product, service, company or organization advertising on its social media pages. The ads that appear on social media pages are sold, posted and maintained by those social media sites.

Privacy policy

Please note that the SPUC does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the SPUC is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

APPENDIX B

REMOVED COMMENTS TRACKING FORM

All comments removed from a SPUC sponsored social media site should be documented with this form. When completed, please deliver or email to _____, Communications Coordinator, at _____.

1. SPUC social media site affected: _____

2. Date of original post: _____

3. Screen name of poster: _____

4. Entire comment that was removed (attach separate page if more room is needed):

5. Reason for removal of comment: _____

6. Date comment was removed and explanation for removal was posted to social media site:

7. Comment removed from SPUC social media site by: _____

8. Other pertinent information (if applicable): _____

Date this report was received by the Communications Coordinator: _____

This form will be retained by the Communications Coordinator for a period of 1 year.

APPENDIX C

DEFINITIONS

Social Media Websites - Social media websites focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas. Social media websites can offer many different ways for users to interface such as instant messaging, blogging and commenting, online forums, status updates (microblogging), website link sharing, video conferencing, sharing pictures and videos, etc. Examples include Facebook, MySpace, LinkedIn, Twitter, YouTube, Flickr, Vine, etc.

Blog - (an abbreviated term for “Web Log”) is a website where a blog author can post information on a specific topic targeted to a specific audience. A blog, if commenting is enabled, allows registered members of the public (called blog commenters) to post comments about posts by the blog author.

Social Networking – Social networking websites offer a way for registered users to communicate with each other on the Internet. They usually offer many ways to connect to other registered users such as status updates (microblogging), instant messaging, blogs, polls, photo sharing, video sharing, etc.

Web 2.0 - Commonly associated with web applications that facilitate interactive information sharing, interoperability, user-centered design, and collaboration on the World Wide Web. A Web 2.0 site gives its users the free choice to interact or collaborate with each other in a social media dialogue as creators (prosumers) of user-generated content in a virtual community, in contrast to websites where users (consumers) are limited to the passive viewing of content that was created for them.