



**SPECIAL MEETING NOTICE OF THE  
ELK RIVER MUNICIPAL UTILITIES COMMISSION  
- CHANGE OF MEETING LOCATION -**

**Tuesday, August 9, 2022  
3:30 p.m.  
Elk River Municipal Utilities Conference Room  
13069 Orono Parkway  
Elk River, Minnesota**

The purpose of the meeting is as follows:

- To consider and take action on agenda items listed on the attached agenda.

In accordance with State Statute, I hereby request the city clerk to post this notice at least three days prior to the meeting date. I further request the city clerk to notify each member of the Elk River Municipal Utilities Commission of this special meeting, in writing, at least one day before the meeting.

John J. Dietz, Chair

Date

I HEREBY CERTIFY, that this notice has been posted and that I have served this notice upon the members of the Elk River Municipal Utilities Commission by mail at least one day prior to the above-called Elk River Municipal Utilities Commission special meeting. In accordance with State Statute, this notice will be posted at least three days prior to the meeting date.

Theresa Slominski, General Manager

Date

## **AGENDA**

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### **1.0 GOVERNANCE**

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda
- 1.4 Recognition of Employee Longevity – Christy Schallock, 8 years

### **2.0 CONSENT** (Routine items. No discussion. Approved by one motion.)

- 2.1 Check Register – July 2022
- 2.2 Regular Meeting Minutes – July 12, 2022
- 2.3 Special Meeting Minutes – July 29, 2022
- 2.4 2022 Second Quarter Utilities Performance Metrics Score Card Statistics
- 2.5 Transmission Transformed Service Rate
- 2.6 Amendment to MMPA Power Sales Agreement

### **3.0 OPEN FORUM** (Non-agenda items for discussion. No action.)

### **4.0 POLICY & COMPLIANCE** (Policy review, policy development, and compliance monitoring.)

### **5.0 BUSINESS ACTION** (Current business action requests and performance monitoring reports.)

- 5.1 Financial Report – June 2022
- 5.2 2022 Second Quarter Delinquent Items
- 5.3 2023 Annual Business Plan: Travel and Training; Dues, Subscriptions, and Fees Budget
- 5.4 Field Services Facility Expansion Project Update
- 5.5 Summary of General Manager Performance Evaluation
- 5.6 County Road 13 Reconstruction Project Update

### **6.0 BUSINESS DISCUSSION** (Future business planning, general updates, and informational reports.)

- 6.1 Staff Updates
- 6.2 City Council Updates
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
  - a. Regular Commission Meeting – September 13, 2022
  - b. Quorum – MMUA Summer Conference – August 22-24, 2022
  - c. 2022 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

### **7.0 ADJOURN REGULAR MEETING**

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<b>TO:</b> ERMU Commission	<b>FROM:</b> Theresa Slominski – General Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 1.4
<b>SUBJECT:</b> Recognition of Employee Longevity – Christy Schallock, 8 years	
<b>ACTION REQUESTED:</b> Recognize Christy Schallock for 8 years of service and award the Longevity Bonus paycheck.	

**BACKGROUND:**

In September 2021, the Commission approved a Longevity Pay benefit to be paid to qualifying, eligible employees based on their years of service according to the schedule below.

8 years	\$1,550
12 years	\$2,025
16 years	\$2,100
20 years	\$2,125
24 years	\$2,300
28 years	\$3,000
32 years	\$3,000

**DISCUSSION:**

Christy Schallock has been an employee with ERMU since 7/21/2014 and, therefore, has earned the 8-year longevity pay benefit. We recognize Christy and all her contributions to the success of ERMU through her service.

## **CHECK REGISTER**

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**July 2022**

**APPROVED BY:**

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**Paul Bell**

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**John Dietz**

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**Allan Nadeau**

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**Mary Stewart**

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**Matt Westgaard**

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# Payroll/Labor Check Register Totals

07/08/2022 To 07/08/2022

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	97,010.45	2,438.75
20	Reg Salary	36,222.25	626.00
3	Overtime	1,223.17	16.44
4	Double Time	432.00	4.00
5	On-Call/Stand-by	2,500.98	56.00
24	FLSA	92.98	0.00
25	Rest Time	917.98	19.50
10	Bonus Pay	576.95	11.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	8,838.98	203.00
SICK	Sick Pay	2,036.75	43.75
HOL	Holiday Pay	16,137.68	368.00
5-2	On-Call/Stand-by/OT	1,315.41	16.75
18A	Commissioner Reimb. - Water	150.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	1,619.04	40.00
3C	Overtime-Comp Time	542.85	8.56
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-542.85	-8.56
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	87.55	2.00
106	Longevity Pay	0.00	0.00
	<b>Gross Pay Total:</b>	<u>169,837.17</u>	<u>3,845.19</u>
	<b>Total Pays:</b>	169,837.17	3,845.19

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# Payroll/Labor

## Check Register Totals

07/22/2022 To 07/22/2022

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	101,283.85	2,549.97
20	Reg Salary	39,196.69	675.00
3	Overtime	1,337.87	22.00
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,611.70	56.00
24	FLSA	134.45	0.00
25	Rest Time	139.54	3.50
10	Bonus Pay	576.95	11.00
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	240.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	18,001.89	402.00
SICK	Sick Pay	3,341.13	73.03
HOL	Holiday Pay	0.00	0.00
5-2	On-Call/Stand-by/OT	1,356.61	20.25
18A	Commissioner Reimb. - Water	0.00	0.00
104A	Commission Stipend - Water	60.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	590.01	19.00
3C	Overtime-Comp Time	715.61	10.50
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-715.61	-10.50
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	758.58	18.50
106	Longevity Pay	0.00	0.00
	<b>Gross Pay Total:</b>	<u>169,629.27</u>	<u>3,850.25</u>
	<b>Total Pays:</b>	169,629.27	3,850.25

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# Accounts Payable Check Register

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07/01/2022 To 07/31/2022

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2325 7/6/22	WIRE	5631	AMERICAN EXPRESS	ACH FEES - JUNE 2022	133.00
				ACH FEES - JUNE 2022	33.25
Total for Check/Tran - 2325:					166.25
2326 7/5/22	WIRE	5655	FIRST DATA	ACH FEES - JUNE 2022	54.10
				ACH FEES - JUNE 2022	13.52
				CC FEES - JUNE 2022	1,400.53
				CC FEES - JUNE 2022	350.13
				CC FEES - JUNE 2022	450.12
				CC FEES - JUNE 2022	112.53
				CC FEES - JUNE 2022	801.54
				CC FEES - JUNE 2022	200.38
				CC FEES - JUNE 2022	451.53
				CC FEES - JUNE 2022	112.88
				ACH FEES - JUNE 2022	1,473.90
				ACH FEES - JUNE 2022	368.47
Total for Check/Tran - 2326:					5,789.63
Total for Bank Account - 1 :					(2) 5,955.88

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**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
3580 7/7/22	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 165	152.12
3581 7/11/22	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,148.42
				PERA CONTRIBUTIONS	10,555.85
				PERA EMPLOYEE CONTRIBUTION	1,703.85
				PERA CONTRIBUTIONS	1,965.99
<b>Total for Check/Tran - 3581:</b>					23,374.11
3582 7/11/22	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,987.58
				HCSP EMPLOYEE CONTRIBUTIONS	290.35
<b>Total for Check/Tran - 3582:</b>					2,277.93
3583 7/11/22	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	350.55
				MNDP EMPLOYEE CONTRIBUTIONS	4,274.34
				MNDP EMPLOYER CONTRIBUTION	1,779.65
				MNDP EMPLOYER MGR CONTRIBUTION	526.17
				MNDP EE ROTH CONTRIBUTIONS	1,068.64
				MNDP EE ROTH MGR CONTRIBUTIONS	175.62
				MNDP EE MANAGER CONTRIBUTIONS	46.21
				MNDP EMPLOYEE CONTRIBUTIONS	620.82
				MNDP EMPLOYER CONTRIBUTION	251.81
				MNDP EMPLOYER MGR CONTRIBUTION	68.71
				MNDP EE ROTH CONTRIBUTIONS	229.30
				MNDP EE ROTH MGR CONTRIBUTIONS	22.50
<b>Total for Check/Tran - 3583:</b>					9,414.32
3584 7/11/22	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	929.12
				W&A MANAGER CONTRIBUTION	329.85
				WENZEL EE ROTH MGR CONTRIBUTIONS	117.82
				WENZEL EMPLOYEE CONTRIBUTIONS	1,953.70
				WENZEL MANAGER CONTRIBUTIONS	290.36
				DEF COMP ROTH CONTRIBUTIONS W&A	1,056.25
				W&A EMPLOYER CONTRIBUTION	292.69



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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				W&A MANAGER CONTRIBUTION	42.00
				WENZEL EMPLOYEE CONTRIBUTIONS	81.42
				WENZEL MANAGER CONTRIBUTIONS	42.00
				DEF COMP ROTH CONTRIBUTIONS W&A	249.45
				<b>Total for Check/Tran - 3584:</b>	5,384.66
3585 7/13/22	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	14,154.53
				PAYROLL TAXES - FEDERAL & FICA	20,649.80
				PAYROLL TAXES - FEDERAL & FICA	2,166.75
				PAYROLL TAXES - FEDERAL & FICA	3,765.24
				<b>Total for Check/Tran - 3585:</b>	40,736.32
3586 7/13/22	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,536.00
				HSA EMPLOYEE CONTRIBUTION	278.75
				<b>Total for Check/Tran - 3586:</b>	2,814.75
3589 7/14/22	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,253.17
				PAYROLL TAXES - STATE	1,038.26
				<b>Total for Check/Tran - 3589:</b>	7,291.43
3590 7/18/22	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - JUNE 2022	464.64
				UTILITY EXCHANGE REPORT - JUNE 2022	116.16
				<b>Total for Check/Tran - 3590:</b>	580.80
3591 7/15/22	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	7,368.28
				FIRST NATIONAL BANK VISA	1,475.01
				<b>Total for Check/Tran - 3591:</b>	8,843.29
3593 7/21/22	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 111	2,692.34
				FSA CLAIM REIMBURSEMENTS - 172	3.99
				FSA CLAIM REIMBURSEMENTS - 172	1.00
				<b>Total for Check/Tran - 3593:</b>	2,697.33
3594 7/21/22	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - JUNE 2022	194,474.28
				SALES AND USE TAX - JUNE 2022	0.16

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SALES AND USE TAX - JUNE 2022	12,325.56
				<b>Total for Check/Tran - 3594:</b>	206,800.00
3595 7/25/22	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,123.59
				PERA CONTRIBUTIONS	10,527.22
				PERA EMPLOYEE CONTRIBUTION	1,757.87
				PERA CONTRIBUTIONS	2,028.30
				<b>Total for Check/Tran - 3595:</b>	23,436.98
3596 7/25/22	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,983.96
				HCSP EMPLOYEE CONTRIBUTIONS	300.51
				<b>Total for Check/Tran - 3596:</b>	2,284.47
3597 7/25/22	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	350.55
				MNDP EMPLOYEE CONTRIBUTIONS	4,108.84
				MNDP EMPLOYER CONTRIBUTION	1,627.55
				MNDP EMPLOYER MGR CONTRIBUTION	526.16
				MNDP EE ROTH CONTRIBUTIONS	1,118.53
				MNDP EE ROTH MGR CONTRIBUTIONS	175.61
				MNDP EE MANAGER CONTRIBUTIONS	46.21
				MNDP EMPLOYEE CONTRIBUTIONS	636.32
				MNDP EMPLOYER CONTRIBUTION	256.91
				MNDP EMPLOYER MGR CONTRIBUTION	68.72
				MNDP EE ROTH CONTRIBUTIONS	229.41
				MNDP EE ROTH MGR CONTRIBUTIONS	22.51
				<b>Total for Check/Tran - 3597:</b>	9,167.32
3598 7/25/22	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	852.15
				W&A MANAGER CONTRIBUTION	408.18
				WENZEL EE ROTH MGR CONTRIBUTIONS	117.82
				WENZEL EMPLOYEE CONTRIBUTIONS	1,938.69
				WENZEL MANAGER CONTRIBUTIONS	290.36
				DEF COMP ROTH CONTRIBUTIONS W&A	1,060.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				W&A EMPLOYER CONTRIBUTION	291.33
				W&A MANAGER CONTRIBUTION	42.00
				WENZEL EMPLOYEE CONTRIBUTIONS	81.42
				WENZEL MANAGER CONTRIBUTIONS	42.00
				DEF COMP ROTH CONTRIBUTIONS W&A	245.70
				<b>Total for Check/Tran - 3598:</b>	5,369.65
3599 7/22/22	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - JULY 2022	121.30
				ADMINISTRATIVE FEE INVOICE - JULY 2022	27.40
				<b>Total for Check/Tran - 3599:</b>	148.70
3600 7/21/22	WIRE	3936	WORLD VISION	World Vision Contributions	30.66
				World Vision Contributions	9.34
				<b>Total for Check/Tran - 3600:</b>	40.00
3601 7/27/22	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	14,446.55
				PAYROLL TAXES - FEDERAL & FICA	20,531.06
				PAYROLL TAXES - FEDERAL & FICA	2,232.96
				PAYROLL TAXES - FEDERAL & FICA	3,876.52
				<b>Total for Check/Tran - 3601:</b>	41,087.09
3602 7/27/22	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,412.69
				HSA EMPLOYEE CONTRIBUTION	252.06
				<b>Total for Check/Tran - 3602:</b>	2,664.75
3604 7/28/22	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,249.89
				PAYROLL TAXES - STATE	1,079.28
				<b>Total for Check/Tran - 3604:</b>	7,329.17
3605 7/28/22	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 111	192.31
				FSA CLAIM REIMBURSEMENTS - 172	185.95
				FSA CLAIM REIMBURSEMENTS - 172	46.49
				<b>Total for Check/Tran - 3605:</b>	424.75
17054 7/7/22	DD	8552	BECK LAW OFFICE	LEGAL SERVICES - MAY 2022	1,437.44

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LEGAL SERVICES - MAY 2022	359.36
				<b>Total for Check/Tran - 17054:</b>	1,796.80
17055 7/7/22	DD	496	WILLIAM COURTRIGHT	EMPLOYEE CLOTHING - 162 BOOTS	109.99
17056 7/7/22	DD	8469	KATHY A GREENBERG	DAWN DISH SOAP FOR LUNCHROOM	7.59
				DAWN DISH SOAP FOR LUNCHROOM	1.90
				RAILWAY PERMIT CERTIFIED MAIL	7.58
				<b>Total for Check/Tran - 17056:</b>	17.07
17057 7/14/22	DD	145	MENARDS	FIELD SERVICES BLDG APPLIANCE REBATE	-96.59
				FIELD SERVICES BLDG APPLIANCE REBATE	-13.81
				DISH SOAP	12.70
				DISH SOAP	3.18
				REBATE	-1.87
				REBATE	-0.12
				REBATE	-10.12
				REBATE	-17.04
				REBATE	-2.86
				REBATE	-11.06
				BULB FOR FRIDGE	1.59
				BULB FOR FRIDGE	0.40
				MISC PARTS & SUPPLIES	99.16
				PLUMBING PARTS - WELL #3	36.44
				<b>Total for Check/Tran - 17057:</b>	0.00
17058 7/14/22	DD	8469	KATHY A GREENBERG	BULLETIN & WHITE BOARDS - SAFETY CAMP	68.72
17110 7/28/22	DD	8552	BECK LAW OFFICE	LEGAL SERVICES - JUNE 2022	1,400.00
				LEGAL SERVICES - JUNE 2022	350.00
				<b>Total for Check/Tran - 17110:</b>	1,750.00
17111 7/28/22	DD	8469	KATHY A GREENBERG	POSTAGE	0.67
				CAR WASH FOR PARADE	11.88

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				NORTHSTAR APA MTG MILEAGE - 144	33.11
				NORTHSTAR APA MTG MILEAGE - 144	8.27
				<b>Total for Check/Tran - 17111:</b>	53.93
17112 7/28/22	DD	604	MARK HANSON	FUEL - UNIT #18	16.00
				FUEL - UNIT #18	4.00
				<b>Total for Check/Tran - 17112:</b>	20.00
83916 7/7/22	CHK	2512	AMARIL UNIFORM COMPANY	EMPLOYEE CLOTHING - 157	196.58
83917 7/7/22	CHK	550	BAKER TILLY USA, LLP	EXECUTIVE SEARCH SERVICES - GM	7,840.00
				EXECUTIVE SEARCH SERVICES - GM	1,960.00
				<b>Total for Check/Tran - 83917:</b>	9,800.00
83918 7/7/22	CHK	2920	BATTERIES PLUS BULBS	BATTERIES	19.94
				LITHIUM BATTERIES FOR METERS	150.98
				<b>Total for Check/Tran - 83918:</b>	170.92
83919 7/7/22	CHK	28	CINTAS	MATS & TOWELS	166.79
				MATS & TOWELS	41.69
				<b>Total for Check/Tran - 83919:</b>	208.48
83920 7/7/22	CHK	11	CITY OF ELK RIVER	DOT INSPECTION - UNIT #39	100.00
				PARTS & LABOR FOR UNIT #4	-5.95
				PARTS & LABOR FOR UNIT #4	261.44
				PARTS & LABOR FOR UNIT #47	100.00
				PARTS & LABOR FOR UNIT #16	-1.67
				PARTS & LABOR FOR UNIT #16	62.78
				WALK BEHIND COMPACTOR REPAIR	80.00
				PARTS & LABOR FOR UNIT #52	-15.64
				PARTS & LABOR FOR UNIT #52	406.44
				PARTS & LABOR FOR UNIT #52	-3.92
				PARTS & LABOR FOR UNIT #52	101.62
				PARTS & LABOR FOR UNIT #35	-27.05

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# Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #35	522.39
				PARTS & LABOR FOR UNIT #35	-1.42
				PARTS & LABOR FOR UNIT #35	27.49
				FUEL USAGE - MAY 2022	5,384.66
				FUEL USAGE - MAY 2022	1,706.47
				<b>Total for Check/Tran - 83920:</b>	8,697.64
83921 7/7/22	CHK	9997	DR HORTON, INC	Credit Balance Refund	220.50
83922 7/7/22	CHK	9997	DR HORTON, INC	Credit Balance Refund	147.60
83923 7/7/22	CHK	9997	DR HORTON, INC	Credit Balance Refund	180.26
83924 7/7/22	CHK	9997	DR HORTON, INC	Credit Balance Refund	218.84
83925 7/7/22	CHK	9997	DR HORTON, INC	Credit Balance Refund	130.29
83926 7/7/22	CHK	2789	E.H. RENNER & SONS, INC	3/8" PACKING - WELL #3	357.02
83927 7/7/22	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 101 - MAY 2022	477.62
				CYCLE 1 - INV GRP 101 - MAY 2022	753.11
				CYCLE 1 - INV GRP 101 - MAY 2022	329.24
				CYCLE 1 - INV GRP 101 - MAY 2022	71.48
				CYCLE 1 - INV GRP 101 - MAY 2022	1,356.38
				CYCLE 1 - INV GRP 101 - MAY 2022	270.59
				CYCLE 1 - INV GRP 101 - MAY 2022	339.10
				CYCLE 2 - ACCT 41038 - MAY 2022	110.46
				CYCLE 2 - ACCT 41038 - MAY 2022	5.81
				CYCLE 2 - INV GRP 413 - MAY 2022	100.00
				CYCLE 2 - INV GRP 413 - MAY 2022	511.19
				CYCLE 2 - ACCT 2125 - MAY 2022	573.72
				CYCLE 2 - ACCT 436 - MAY 2022	2,496.63
				<b>Total for Check/Tran - 83927:</b>	7,395.33
83928 7/7/22	CHK	9999	FAHRNER ASPHALT SEALERS LLC	Hydrant Rental Deposit Refund	877.02

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**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
83929 7/7/22	CHK	5550	GEARED UP APPAREL	EMPLOYEE CLOTHING - 88 147 164	194.82
				EMPLOYEE CLOTHING - 88 147 164	48.71
<b>Total for Check/Tran - 83929:</b>					243.53
83930 7/7/22	CHK	7492	GENERAL REPAIR SERVICE	Pump Parts	2,620.63
83931 7/7/22	CHK	5118	GRAND RENTAL STATION	CHAIN SAW PARTS	22.49
83932 7/7/22	CHK	308	HASSAN SAND & GRAVEL	PULVERIZED TOPSOIL	62.24
				Discount	-1.16
<b>Total for Check/Tran - 83932:</b>					61.08
83933 7/7/22	CHK	809	HAWKINS, INC.	CHOLORINE CYLINDERS	80.00
83934 7/7/22	CHK	5670	HVACREDU.NET	Website Support	375.00
83935 7/7/22	CHK	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - MAY 2022	1,382.10
83936 7/7/22	CHK	5453	LANDFORM PROFESSIONAL SERVICES	PROFESSIONAL SERVICES - JUNE 2022	1,622.50
83937 7/7/22	CHK	601	LIBERTY CLARK, INC	CIP - CUSTOM EFFICIENCY REBATE	930.80
83938 7/7/22	CHK	417	LOCATORS & SUPPLIES INC.	MAGNETIC LOCATOR	1,113.73
				PENTA SOCKET	-97.09
				PENTA SOCKET	99.12
<b>Total for Check/Tran - 83938:</b>					1,115.76
83939 7/7/22	CHK	145	MENARDS	PVC CUTTER	43.13
				RATCHET - UNIT #8	55.83
				TORCH LIGHTER & BAGS	35.46
				BLANK COVER	8.93
<b>Total for Check/Tran - 83939:</b>					143.35
83940 7/7/22	CHK	330	METRO SALES, INC	COPIER CONTRACT - 5/21 to 6/20/22	191.12
				COPIER CONTRACT - 5/21 to 6/20/22	47.78
<b>Total for Check/Tran - 83940:</b>					238.90

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83941 7/7/22	CHK	498	MILLENNIUM MANAGEMENT SERVICE	MONTHLY CLEANING FOR THE PLANT-JAN 2022	1,629.13
				MONTHLY CLEANING FOR THE PLANT-JAN 2022	181.01
<b>Total for Check/Tran - 83941:</b>					1,810.14
83942 7/7/22	CHK	531	MREA	JUNE IT USERS GROUP WORKSHOP - 172	148.80
				JUNE IT USERS GROUP WORKSHOP - 172	37.20
<b>Total for Check/Tran - 83942:</b>					186.00
83943 7/7/22	CHK	120	NAPA AUTO PARTS	Transportation Exp	8.82
83944 7/7/22	CHK	9997	PRICE CUSTOM HOMES	Credit Balance Refund	209.00
83945 7/7/22	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE - JULY 2022	40.00
				MONTHLY HOSTING OF WEBSITE - JULY 2022	40.00
				MONTHLY HOSTING OF WEBSITE - JULY 2022	20.00
<b>Total for Check/Tran - 83945:</b>					100.00
83946 7/7/22	CHK	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	27.97
83947 7/7/22	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #56	1,438.20
				PARTS & LABOR FOR UNIT #56	2,321.14
<b>Total for Check/Tran - 83947:</b>					3,759.34
83948 7/7/22	CHK	512	RJM CONSTRUCTION, LLC	FIELD SERVICES BLDG - DRAW #12	628,232.73
83949 7/7/22	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES	215.29
				LAWN MOWING SERVICES	2,344.45
<b>Total for Check/Tran - 83949:</b>					2,559.74
83950 7/7/22	CHK	9997	TALL PINES 2 LLC	Credit Balance Refund	199.21
83951 7/7/22	CHK	375	VIKING ELECTRIC	Cad Weld	170.22
				MISC PARTS & SUPPLIES	257.86
				MISC PARTS & SUPPLIES	-18.83
<b>Total for Check/Tran - 83951:</b>					409.25
83952 7/7/22	CHK	5035	VISION METERING, LLC	Meters	843.00



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83953 7/7/22	CHK	55	WESCO RECEIVABLES CORP.	ELBOW	1,588.05
				ELBOW	450.00
				Mtce of URD Primary	747.00
				ELBOW	600.00
				ELBOW	4,500.00
				Mtce of OH Primary	2,000.00
				Warning Sticker	351.83
Total for Check/Tran - 83953:					10,236.88
83954 7/14/22	CHK	522	ALTERNATIVE TECHNOLOGIES, INC	OIL SAMPLES	100.00
83955 7/14/22	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 171	355.20
				EMPLOYEE CLOTHING - 106	333.17
				EMPLOYEE CLOTHING - 106	17.53
Total for Check/Tran - 83955:					705.90
83956 7/14/22	CHK	9997	DON BEAUDRY	INACTIVE REFUND	223.34
83957 7/14/22	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	HEALTH CARE EE PREMIUMS - AUG 2022	4,226.25
				HEALTH CARE ER PREMIUMS - AUG 2022	51,330.59
				HEALTH CARE EE PREMIUMS - AUG 2022	1,181.25
				HEALTH CARE ER PREMIUMS - AUG 2022	15,086.48
Total for Check/Tran - 83957:					71,824.57
83958 7/14/22	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	VISION INSURANCE - AUG 2022	354.54
				VISION INSURANCE - AUG 2022	94.76
Total for Check/Tran - 83958:					449.30
83959 7/14/22	CHK	6138	BLUE EGG BAKERY	COOKIES FOR MEETINGS	21.60
				COOKIES FOR MEETINGS	5.40
				COOKIES FOR MEETING	7.20
				COOKIES FOR MEETING	1.80
				COOKIES FOR MEETINGS	7.20
				COOKIES FOR MEETINGS	1.80

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				COOKIES FOR MEETINGS	23.60
				COOKIES FOR MEETINGS	5.90
				<b>Total for Check/Tran - 83959:</b>	74.50
83960 7/14/22	CHK	9	BORDER STATES ELECTRIC SUPPLY	Bars	547.06
				MISC PARTS & SUPPLIES	-39.94
				FAULT TRACKER	7,241.60
				FLIR	839.00
				BARREL SLEEVE	-16.00
				Mtce of URD Primary	219.00
				TRANSFORMER BOX PAD	7,536.78
				WIRE	40,155.50
				<b>Total for Check/Tran - 83960:</b>	56,483.00
83961 7/14/22	CHK	9997	CHRISTIAN BUILDERS	Credit Balance Refund	205.75
83962 7/14/22	CHK	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - MAY 2022	-825.00
				STICKERS BILLED - JUNE 2022	91.00
				TRASH BILLED - JUNE 2022	158,892.26
				<b>Total for Check/Tran - 83962:</b>	158,158.26
83963 7/14/22	CHK	3173	DELL MARKETING LP	Laptop	2,728.66
				Laptop	682.18
				<b>Total for Check/Tran - 83963:</b>	3,410.84
83964 7/14/22	CHK	9997	DAN DENUCCI	INACTIVE REFUND	7.42
83965 7/14/22	CHK	9997	DOGGY STYLEZ INC	INACTIVE REFUND	250.09
83966 7/14/22	CHK	25	ECM PUBLISHERS INC	CLASSIFIED AD - INV PROCUREMENT ASST	285.95
				CLASSIFIED AD - INV PROCUREMENT ASST	15.05
				<b>Total for Check/Tran - 83966:</b>	301.00
83967 7/14/22	CHK	9997	HEATHER EIDEM	Credit Balance Refund	146.99
83968 7/14/22	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - ACCT 37747 - MAY 2022	126.66

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				CYCLE 3 - INV GRP 414 - MAY 2022	150.00
				CYCLE 3 - INV GRP 414 - MAY 2022	867.19
				CYCLE 3 - INV GRP 395 - MAY 2022	16,188.58
<b>Total for Check/Tran - 83968:</b>					17,332.43
83969 7/14/22	CHK	9997	ELK RIVER PLAZA MGMT	Credit Balance Refund	145.78
83970 7/14/22	CHK	122	ELK RIVER WINLECTRIC	WIRE - NOT RECEIVED	4,398.00
				CREDIT FOR WIRE NOT RECEIVED	-4,398.00
				Battery	417.00
				Fuel Impact	1,396.00
				Grinder	121.00
				Battery	278.00
				Misc Distribution Exp	25.94
				MISC PARTS & SUPPLIES	-1.89
				SAW BLADE	-0.69
				SAW BLADE	9.58
				MISC PARTS & SUPPLIES	102.25
				MISC PARTS & SUPPLIES	-7.46
				PVC EXPANSION COUPLING	-1.42
				Misc Distribution Exp	19.40
				Misc Distribution Exp	3.98
<b>Total for Check/Tran - 83970:</b>					2,361.69
83971 7/14/22	CHK	8949	FS3 INC.	Mtce of URD Secondary	5,497.60
83972 7/14/22	CHK	9997	JORDAN GOLDEN	INACTIVE REFUND	63.50
83973 7/14/22	CHK	9997	ERIC GUSTAFSON	INACTIVE REFUND	38.58
83974 7/14/22	CHK	846	HACH COMPANY	SAMPLING SUPPLIES	139.47
83975 7/14/22	CHK	308	HASSAN SAND & GRAVEL	PULVERIZED TOPSOIL	62.24
				Discount	-1.16
<b>Total for Check/Tran - 83975:</b>					61.08

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83976 7/14/22	CHK	809	HAWKINS, INC.	Water Chemicals	1,579.98
83977 7/14/22	CHK	5341	HUBBARD ELECTRIC	CHANGE OUT METER - 14045 185TH AVE NW	479.40
				CHANGE OUT METER - 14045 185TH AVE NW	-21.96
				CHANGE OUT METER - 14075 185TH AVE NW	479.40
				CHANGE OUT METER - 14075 185TH AVE NW	-21.96
<b>Total for Check/Tran - 83977:</b>					914.88
83978 7/14/22	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	75.29
				OFFICE SUPPLIES	18.83
<b>Total for Check/Tran - 83978:</b>					94.12
83979 7/14/22	CHK	9997	RAVEN JANNETTE	INACTIVE REFUND	100.10
83980 7/14/22	CHK	9997	JUDITH JUDE	INACTIVE REFUND	12.86
83981 7/14/22	CHK	9997	MICHAEL KAVANAUGH	Credit Balance Refund	61.18
83982 7/14/22	CHK	9997	JASON KLEIN	Credit Balance Refund	17.48
83983 7/14/22	CHK	9997	KLT DEVELOPMENT	INACTIVE REFUND	256.66
83984 7/14/22	CHK	9997	KEVIN KOCH	Credit Balance Refund	78.02
83985 7/14/22	CHK	9997	BRUCE KOHL	INACTIVE REFUND	240.28
83986 7/14/22	CHK	5537	LATHROP GPM LLP	LEGAL SERVICES - JUNE 2022	1,260.00
				LEGAL SERVICES - JUNE 2022	315.00
<b>Total for Check/Tran - 83986:</b>					1,575.00
83987 7/14/22	CHK	9997	MARK F LEVEBVRE	INACTIVE REFUND	43.89
83988 7/14/22	CHK	417	LOCATORS & SUPPLIES INC.	PENTA SOCKET & SAFETY GLASSES	129.26
				PENTA SOCKET	68.44
<b>Total for Check/Tran - 83988:</b>					197.70
83989 7/14/22	CHK	278	MEGGER	SMRT46	952.09

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83990 7/14/22	CHK	9273	METERING & TECHNOLOGY SOLUTION	METER & FLANGE SET	779.21
83991 7/14/22	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 6/12 to 7/11/22	85.89
				COPIER MTC CONTRACT - 6/12 to 7/11/22	21.47
<b>Total for Check/Tran - 83991:</b>					107.36
83992 7/14/22	CHK	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - JUNE 2022	3,429,170.78
83993 7/14/22	CHK	39	MMUA	LEADERSHIP ACADEMY - 136	975.00
83994 7/14/22	CHK	9997	OPEN DOOR LABS INC	Credit Balance Refund	164.14
83995 7/14/22	CHK	9997	LAURA PETERSON	INACTIVE REFUND	519.15
83996 7/14/22	CHK	811	PRIME ADVERTISING & DESIGN, INC.	Agreement	1,440.00
83997 7/14/22	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING SERVICE	960.78
				TRASH & RECYCLING SERVICE	240.19
				TRASH & RECYCLING SERVICE	115.24
				TRASH & RECYCLING SERVICE	127.13
				TRASH & RECYCLING SERVICE	31.78
<b>Total for Check/Tran - 83997:</b>					1,475.12
83998 7/14/22	CHK	9997	RSDN PROPERTIES LLC	INACTIVE REFUND	216.13
83999 7/14/22	CHK	9997	ANDREW SHEERIN	INACTIVE REFUND	150.15
84000 7/14/22	CHK	9161	SHERBURNE COUNTY AREA UNITED WEE	CONTRIBUTIONS	220.85
				EE CONTRIBUTIONS	59.15
<b>Total for Check/Tran - 84000:</b>					280.00
84001 7/14/22	CHK	9997	KURTIS SPARING	INACTIVE REFUND	84.30
84002 7/14/22	CHK	9997	JOANN STEWART	INACTIVE REFUND	16.31
84003 7/14/22	CHK	9997	CODY STOCK	INACTIVE REFUND	75.84
84004 7/14/22	CHK	6107	STUART C. IRBY CO.	9S	1,734.63

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				Mtce of OH Primary	905.01
				<b>Total for Check/Tran - 84004:</b>	2,639.64
84005 7/14/22	CHK	9997	SUBURBAN BUILDERS INC	INACTIVE REFUND	77.68
84006 7/14/22	CHK	9997	LAUREN SWANN	INACTIVE REFUND	18.75
84007 7/14/22	CHK	3360	THE UPS STORE 5093	SHIPPING - WIRING HARNESS	21.08
				SHIPPING - LOCATE CLAMPS	16.33
				<b>Total for Check/Tran - 84007:</b>	37.41
84008 7/14/22	CHK	90	TOTAL TOOL SUPPLY INC	Pole Saw	1,814.80
84009 7/14/22	CHK	9997	BRIANNA TRAMM	Credit Balance Refund	33.46
84010 7/14/22	CHK	331	TRANSUNION	SKIP TRACING - APRIL 2022	60.00
				SKIP TRACING - APRIL 2022	15.00
				<b>Total for Check/Tran - 84010:</b>	75.00
84011 7/14/22	CHK	9997	WILLIAM TULOWETZKE	INACTIVE REFUND	72.72
84012 7/14/22	CHK	209	ULINE	STEEL SHELVING - METERS IN OFFICE CLOSET	595.35
84013 7/14/22	CHK	3739	US BANK	ADMIN FEES - 6/1/22 to 5/31/23	500.00
84014 7/14/22	CHK	375	VIKING ELECTRIC	LIGHTING CONTACTOR	1,052.08
				LIGHTING CONTACTOR	-76.81
				<b>Total for Check/Tran - 84014:</b>	975.27
84015 7/14/22	CHK	1074	WINDSTREAM	OFFICE TELEPHONE	366.71
				OFFICE TELEPHONE	91.68
				<b>Total for Check/Tran - 84015:</b>	458.39
84016 7/14/22	CHK	9997	TONIA WOLD	INACTIVE REFUND	89.03
84017 7/14/22	CHK	9997	TAL WOODARD	INACTIVE REFUND	35.28
84018 7/14/22	CHK	610	WRIGHT HENNEPIN COOPERATIVE	ELEDOWNLOADING SERVICE CHARGE - REMOVE 183	42.75
				DOWNLOADING SERVICE CHARGE - REMOVE 183	2.25

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<b>Total for Check/Tran - 84018:</b>					45.00
84020 7/20/22	CHK	602	ECHELON AUTO SPA	DETAIL UNIT #18	181.58
				DETAIL UNIT #18	45.39
<b>Total for Check/Tran - 84020:</b>					226.97
84021 7/21/22	CHK	2512	AMARIL UNIFORM COMPANY	EMPLOYEE CLOTHING - 163	95.38
				EMPLOYEE CLOTHING - 171	183.38
				EMPLOYEE CLOTHING - 142	354.55
<b>Total for Check/Tran - 84021:</b>					633.31
84022 7/21/22	CHK	501	AMERICAN ENGINEERING TESTING, IN	Testing	2,426.80
84023 7/21/22	CHK	9997	IRENE ARITA	INACTIVE REFUND	70.12
84024 7/21/22	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	-80.72
				TABLET	1,124.11
				CELL PHONES & iPad BILLING	49.59
				CELL PHONES & iPad BILLING	2,419.74
				CELL PHONES & iPad BILLING	557.92
<b>Total for Check/Tran - 84024:</b>					4,070.64
84025 7/21/22	CHK	550	BAKER TILLY USA, LLP	ARBITRAGE COMPLIANCE - 2/20/18 to 2/1/22	850.00
84026 7/21/22	CHK	9997	EDWARD BALLWEBER	INACTIVE REFUND	426.55
84027 7/21/22	CHK	6	BEAUDRY OIL COMPANY	ULTRAPURE DEF	192.99
84028 7/21/22	CHK	9997	BENZINGER HOMES	Credit Balance Refund	428.99
84029 7/21/22	CHK	9997	BENZINGER HOMES	Credit Balance Refund	302.37
84030 7/21/22	CHK	9997	BENZINGER HOMES	Credit Balance Refund	327.68
84031 7/21/22	CHK	8215	BROTHERS FIRE & SECURITY	2022 ANNUAL SPRINKLER INSPECTION	225.00
84032 7/21/22	CHK	9997	DEAN BUSCH	INACTIVE REFUND	360.45

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84033 7/21/22	CHK	8843	CAMPBELL KNUTSON	LEGAL SERVICES - JUNE 2022	66.00
				LEGAL SERVICES - JUNE 2022	16.50
<b>Total for Check/Tran - 84033:</b>					82.50
84034 7/21/22	CHK	5592	CITY OF DAYTON	FRANCHISE FEES - 2022 QTR 2	2,094.95
84035 7/21/22	CHK	11	CITY OF ELK RIVER	REVENUE TRANSFER - JUNE 2022	135,995.57
				SEWER BILLED - JUNE 2022	206,085.79
				STORMWATER ADJ Write-offs - JUNE 2022	-3.74
				STORMWATER BILLED - JUNE 2022	51,109.44
<b>Total for Check/Tran - 84035:</b>					393,187.06
84036 7/21/22	CHK	9997	AMANDA COLOMB	INACTIVE REFUND	196.76
84037 7/21/22	CHK	76	CONNEXUS ENERGY	LOCATE FAULTS	430.32
84038 7/21/22	CHK	7448	CRC	CUSTOMER SERVICE FOR AFTER HOURS	2,041.01
				CUSTOMER SERVICE FOR AFTER HOURS	510.25
<b>Total for Check/Tran - 84038:</b>					2,551.26
84039 7/21/22	CHK	9997	MARIA DIMACULANGAN	INACTIVE REFUND	187.59
84040 7/21/22	CHK	9997	SHANE DOLS	INACTIVE REFUND	50.55
84041 7/21/22	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 415 - JUNE 2022	150.00
				CYCLE 4 - INV GRP 415 - JUNE 2022	1,394.52
				CYCLE 4 - INV GRP 396 - JUNE 2022	253.86
<b>Total for Check/Tran - 84041:</b>					1,798.38
84042 7/21/22	CHK	671	FASTENAL COMPANY	STOCK NUTS & BOLTS	130.45
				Bar Rack	1,152.19
				Shelf	127.64
				Red Locate Paint	408.19
<b>Total for Check/Tran - 84042:</b>					1,818.47
84043 7/21/22	CHK	241	FRESCO, INC	DECORATIVE POLE BASE	2,692.52



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84044 7/21/22	CHK	8949	FS3 INC.	Mtce of URD Secondary	5,497.60
84045 7/21/22	CHK	91	GOPHER STATE ONE-CALL	LOCATES FOR - JUNE 2022	814.39
				LOCATES FOR - JUNE 2022	42.86
<b>Total for Check/Tran - 84045:</b>					857.25
84046 7/21/22	CHK	9997	JIM GUENTHER	INACTIVE REFUND	76.23
84047 7/21/22	CHK	9997	HAKAME LLC	INACTIVE REFUND	63.65
84048 7/21/22	CHK	809	HAWKINS, INC.	Water Chemicals	678.00
84049 7/21/22	CHK	9997	IAN HEDBERG	INACTIVE REFUND	62.48
84050 7/21/22	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	77.77
				HOME DEPOT	173.93
<b>Total for Check/Tran - 84050:</b>					251.70
84051 7/21/22	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	12.95
				OFFICE SUPPLIES	3.24
<b>Total for Check/Tran - 84051:</b>					16.19
84052 7/21/22	CHK	82	JERRY'S ELECTRIC INC	Transformer	41,625.00
84053 7/21/22	CHK	48	LEAGUE OF MN CITIES INS TRUST	INSURANCE CLAIM	2,765.31
84054 7/21/22	CHK	417	LOCATORS & SUPPLIES INC.	Red Locate Flag	1,112.07
84055 7/21/22	CHK	9997	BARB LUSIGMAN	INACTIVE REFUND	262.17
84056 7/21/22	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 7/1 to 8/1/22	308.09
				PRINTER MTC CONTRACT - 7/1 to 8/1/22	77.02
<b>Total for Check/Tran - 84056:</b>					385.11
84057 7/21/22	CHK	8605	MARCO TECHNOLOGIES, LLC	Subscription	1,069.36
				Subscription	267.34
<b>Total for Check/Tran - 84057:</b>					1,336.70

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**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
84059 7/21/22	CHK	9273	METERING & TECHNOLOGY SOLUTION	METERS	3,274.47
84060 7/21/22	CHK	7193	MIDWAY FORD	F250 Pick UP	37,721.40
84061 7/21/22	CHK	7293	MINNESOTA DEPT OF COMMERCE	RETURN E-HEAT FUNDS - VENDOR 1335	795.27
84062 7/21/22	CHK	14	MOBOTREX TRAFFIC PRODUCTS, INC	RED LED LIGHT	457.39
				RED LED LIGHT	-33.39
<b>Total for Check/Tran - 84062:</b>					424.00
84063 7/21/22	CHK	9300	NISC	AGREEMENTS INVOICE - JUNE 2022	53.94
				AGREEMENTS INVOICE - JUNE 2022	10,689.22
				AGREEMENTS INVOICE - JUNE 2022	2,377.54
				Checks	275.94
				MISC INVOICE - JUNE 2022	799.99
				MISC INVOICE - JUNE 2022	-388.37
				MISC INVOICE - JUNE 2022	150.00
				MISC INVOICE - JUNE 2022	-97.09
				PRINT SERVICES INVOICE - JUNE 2022	5,569.58
				PRINT SERVICES INVOICE - JUNE 2022	2,583.05
				PRINT SERVICES INVOICE - JUNE 2022	1,392.40
<b>Total for Check/Tran - 84063:</b>					23,406.20
84064 7/21/22	CHK	9997	HEATHER ODELL	INACTIVE REFUND	185.57
84065 7/21/22	CHK	9997	OPEN DOOR LABS INC	Credit Balance Refund	779.92
84066 7/21/22	CHK	9997	JEFF PRANGE	INACTIVE REFUND	169.34
84067 7/21/22	CHK	71	PRINCIPAL LIFE INSURANCE COMPAN	LIFE & LTD INSURANCE - AUG 2022	2,443.54
				LIFE & LTD INSURANCE - AUG 2022	525.64
<b>Total for Check/Tran - 84067:</b>					2,969.18
84068 7/21/22	CHK	9997	DONNA REHARD	INACTIVE REFUND	131.91
84069 7/21/22	CHK	9997	REPLENISH NUTRITION	INACTIVE REFUND	298.37

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**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
84070 7/21/22	CHK	7940	SCHWEITZER ENGINEERING LABORAT	SCADA	1,050.00
84071 7/21/22	CHK	229	SHERBURNE COUNTY ZONING	PROMISSORY NOTE & SEC AGRMNT -AUG 2022	17,427.00
84072 7/21/22	CHK	6107	STUART C. IRBY CO.	CUTOUT & ARRESTER BRACKET	468.90
84073 7/21/22	CHK	9997	THOMAS STUCK	INACTIVE REFUND	242.39
84074 7/21/22	CHK	9997	CHAD SWENSON	INACTIVE REFUND	65.89
84075 7/21/22	CHK	8948	TRYCO LEASING INC.	LEASE FOR COPIER AT PLANT	85.49
				LEASE FOR COPIER AT PLANT	21.37
<b>Total for Check/Tran - 84075:</b>					106.86
84076 7/21/22	CHK	545	VASS SOLUTIONS LLC	AMI CONSULTING SERVICES - JUNE 2022	5,242.47
				AMI CONSULTING SERVICES - JUNE 2022	1,310.62
<b>Total for Check/Tran - 84076:</b>					6,553.09
84077 7/21/22	CHK	5035	VISION METERING, LLC	Meters	853.00
84078 7/21/22	CHK	9997	BRUCE WALD	INACTIVE REFUND	86.63
84079 7/21/22	CHK	2609	WASTE MANAGEMENT	ERMU GAS GENERATOR SERV AGRMNT-JUN 2022	35,818.67
				LANDFILL GAS PLANT - JUNE 2022	14,775.54
<b>Total for Check/Tran - 84079:</b>					50,594.21
84080 7/21/22	CHK	8808	WATER CONSERVATION SERVICE, INC.	Survey	7,734.00
84081 7/21/22	CHK	55	WESCO RECEIVABLES CORP.	TUBULAR SPLICE COVER	2,334.78
84082 7/21/22	CHK	9997	KEVIN WOLCENSKI	INACTIVE REFUND	109.33
84083 7/28/22	CHK	2920	BATTERIES PLUS BULBS	BATTERIES	102.52
84084 7/28/22	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	222.60
				NATURAL GAS & IRON REMOVAL	56.51
<b>Total for Check/Tran - 84084:</b>					279.11
84085 7/28/22	CHK	9997	CATHY CHRISTIANSON	INACTIVE REFUND	146.53

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
84086 7/28/22	CHK	28	CINTAS	MATS & TOWELS	166.79
				MATS & TOWELS	41.69
Total for Check/Tran - 84086:					208.48
84087 7/28/22	CHK	11	CITY OF ELK RIVER	2010A/2020B INTEREST	2,268.00
				2010A/2020B INTEREST	567.00
				FUEL USAGE - JUNE 2022	5,536.68
				FUEL USAGE - JUNE 2022	943.43
				PARTS & LABOR FOR UNIT #3	-0.11
				PARTS & LABOR FOR UNIT #3	33.35
				PARTS & LABOR FOR UNIT #3	-0.02
				PARTS & LABOR FOR UNIT #3	8.33
				PARTS & LABOR FOR UNIT #3	-0.31
				PARTS & LABOR FOR UNIT #3	68.31
				PARTS & LABOR FOR UNIT #3	-0.09
				PARTS & LABOR FOR UNIT #3	17.09
				PARTS & LABOR FOR UNIT #14	-1.41
				PARTS & LABOR FOR UNIT #14	76.19
				PARTS & LABOR FOR UNIT #14	-0.06
				PARTS & LABOR FOR UNIT #14	3.99
				PARTS & LABOR FOR UNIT #52 + DOT INSPEC	-18.53
				PARTS & LABOR FOR UNIT #52 + DOT INSPEC	397.71
				PARTS & LABOR FOR UNIT #52 + DOT INSPEC	-4.62
				PARTS & LABOR FOR UNIT #52 + DOT INSPEC	99.42
				PARTS & LABOR FOR UNIT #5	-4.39
				PARTS & LABOR FOR UNIT #5	180.11
				PARTS & LABOR FOR UNIT #43	-0.13
				PARTS & LABOR FOR UNIT #43	61.68
				PARTS & LABOR FOR UNIT #20	-55.58
				PARTS & LABOR FOR UNIT #20	921.26
				PARTS & LABOR FOR UNIT #47	-4.92

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #47	147.41
				PARTS & LABOR FOR UNIT #58	-73.37
				PARTS & LABOR FOR UNIT #58	1,228.97
				PARTS & LABOR FOR UNIT #58	-18.33
				PARTS & LABOR FOR UNIT #58	307.23
				PARTS & LABOR FOR UNIT #30	-1.69
				PARTS & LABOR FOR UNIT #30	63.06
				PARTS & LABOR FOR UNIT #60	-1.77
				PARTS & LABOR FOR UNIT #	80.00
				PARTS & LABOR FOR UNIT #60	24.27
				PARTS & LABOR FOR UNIT #5	-1.36
				PARTS & LABOR FOR UNIT #5	98.59
				PARTS & LABOR FOR UNIT #31	-4.08
				PARTS & LABOR FOR UNIT #31	95.89
				PARTS & LABOR FOR UNIT #13	-1.69
				PARTS & LABOR FOR UNIT #13	63.06
				PARTS & LABOR FOR UNIT #23	-136.37
				PARTS & LABOR FOR UNIT #23	2,187.97
				SOLAR PICNIC TABLE	3,238.89
<b>Total for Check/Tran - 84087:</b>					18,389.06
84088 7/28/22	CHK	9997	SARA DAY	INACTIVE REFUND	58.34
84089 7/28/22	CHK	5019	DELTA DENTAL OF MINNESOTA	DENTAL EE INSURANCE - AUG 2022	1,252.13
				DENTAL ER INSURANCE - AUG 2022	3,368.37
				DENTAL EE INSURANCE - AUG 2022	163.22
				DENTAL ER INSURANCE - AUG 2022	877.66
<b>Total for Check/Tran - 84089:</b>					5,661.38
84090 7/28/22	CHK	9997	DR HORTON, INC	Credit Balance Refund	222.52
84091 7/28/22	CHK	9997	DR HORTON, INC	Credit Balance Refund	203.01

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
84092 7/28/22	CHK	274	E.H.WACHS WATER UTILITY PRODUCT	Valve Key	575.00
84093 7/28/22	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 421 - JUNE 2022	7,225.34
				CYCLE 1 - INV GRP 101 - JUNE 2022	521.75
				CYCLE 1 - INV GRP 101 - JUNE 2022	640.59
				CYCLE 1 - INV GRP 101 - JUNE 2022	228.78
				CYCLE 1 - INV GRP 101 - JUNE 2022	77.70
				CYCLE 1 - INV GRP 101 - JUNE 2022	1,585.03
				CYCLE 1 - INV GRP 101 - JUNE 2022	217.34
				CYCLE 1 - INV GRP 101 - JUNE 2022	396.27
				CYCLE 1 - ACCT 183 - JUNE 2022	1,083.74
				CYCLE 1 - INV GRP 325 - JUNE 2022	425.00
				CYCLE 1 - INV GRP 325 - JUNE 2022	15,599.98
				CYCLE 2 - ACCT 41038 - JUNE 2022	93.05
				CYCLE 2 - ACCT 41038 - JUNE 2022	4.90
				CYCLE 2 - INV GRP 413 - JUNE 2022	100.00
				CYCLE 2 - INV GRP 413 - JUNE 2022	437.42
				CYCLE 2 - ACCT 2125 -	198.05
				CYCLE 2 - ACCT 436 - JUNE 2022	3,194.17
Total for Check/Tran - 84093:					32,029.11
84094 7/28/22	CHK	671	FASTENAL COMPANY	BLUE LOCATE PAINT	63.97
				MISC PARTS & SUPPLIES	59.98
Total for Check/Tran - 84094:					123.95
84095 7/28/22	CHK	9997	SUSANNAH FEINSTEIN	INACTIVE REFUND	19.53
84096 7/28/22	CHK	53	GREAT RIVER ENERGY	2022 Q2 CONNECTION SERVICES	2,250.00
84097 7/28/22	CHK	9997	CHANTLE GUTHMILLER	INACTIVE REFUND	148.04
84098 7/28/22	CHK	809	HAWKINS, INC.	Water Chemicals	40.00
				Water Chemicals	653.46
Total for Check/Tran - 84098:					693.46

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**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
84099 7/28/22	CHK	469	HD ELECTRONICS INC	CLAMP REPAIR	248.18
84100 7/28/22	CHK	5310	HOTSYMINNESOTA.COM	REPAIR CAR WASH IN EXISTING BLDG	628.72
84101 7/28/22	CHK	5686	HYDROCORP	Backflow Device Inspection - JUNE 2022	889.42
84102 7/28/22	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	153.18
				OFFICE SUPPLIES	38.30
<b>Total for Check/Tran - 84102:</b>					191.48
84103 7/28/22	CHK	8083	JT SERVICES OF MINNESOTA	PHOTO EYE & PHOTO CELL	1,306.55
				Mtce of Street Lighting	680.50
<b>Total for Check/Tran - 84103:</b>					1,987.05
84104 7/28/22	CHK	167	KODET ARCHITECTUAL GROUP LTD	PROFESSIONAL SERVICES - JUNE 2022	5,150.31
84105 7/28/22	CHK	9997	JENNIFER KRAIPOWICH	INACTIVE REFUND	44.99
84106 7/28/22	CHK	9997	NOEL LUTSEY	INACTIVE REFUND	32.26
84107 7/28/22	CHK	8605	MARCO TECHNOLOGIES, LLC	MICROSOFT OFFICE 365 - 6/25 to 7/24/2022	500.98
				MICROSOFT OFFICE 365 - 6/25 to 7/24/2022	127.02
<b>Total for Check/Tran - 84107:</b>					628.00
84108 7/28/22	CHK	3419	MCDOWALL COMPANY	ANNUAL ROOFING INSPECTION - POWER PLANT	500.00
84109 7/28/22	CHK	9997	ANNA L MCDOWELL	INACTIVE REFUND	140.27
84110 7/28/22	CHK	145	MENARDS	DOORSTOP	51.69
				LOCK PIN	10.65
				MISC PARTS & SUPPLIES	33.41
				MISC PARTS & SUPPLIES	26.21
				LADDER & TOTES	114.33
<b>Total for Check/Tran - 84110:</b>					236.29
84111 7/28/22	CHK	330	METRO SALES, INC	COPIER MTC CONTRACT - 6/21 to 7/20/22	203.57
				COPIER MTC CONTRACT - 6/21 to 7/20/22	50.90

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**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 84111:</b>					254.47
84112 7/28/22	CHK	4355	MIDWEST MUNICIPAL TRANSMISSION	MMTG DUES - 7/22 to 12/22	2,728.75
				MMTG DUES - 7/22 to 12/22	545.75
<b>Total for Check/Tran - 84112:</b>					3,274.50
84113 7/28/22	CHK	9997	ANTHONY MILES	INACTIVE REFUND	19.93
84114 7/28/22	CHK	498	MILLENNIUM MANAGEMENT SERVICE	MONTHLY CLEANING FOR THE PLANT-JULY 2022	1,629.13
				MONTHLY CLEANING FOR THE PLANT-JULY 2022	181.01
<b>Total for Check/Tran - 84114:</b>					1,810.14
84115 7/28/22	CHK	40	MINNESOTA RURAL WATER ASSOC	MRWA OPERATOR EQUIPMENT EXPO - 162	150.00
84116 7/28/22	CHK	39	MMUA	OVERHEAD SCHOOL - 167 177	930.00
84117 7/28/22	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - AUG 2022	208.00
				EXTRA LIFE INSURANCE - AUG 2022	16.00
<b>Total for Check/Tran - 84117:</b>					224.00
84118 7/28/22	CHK	9997	ASHLEY OLSON	INACTIVE REFUND	181.09
84119 7/28/22	CHK	9997	MAKENNA OTTO	INACTIVE REFUND	92.45
84120 7/28/22	CHK	6243	PROGRESSIVE BUSINESS PUBLICATIONS	SUBSCRIPTION RENEWAL - 176	403.39
				SUBSCRIPTION RENEWAL - 176	100.85
<b>Total for Check/Tran - 84120:</b>					504.24
84121 7/28/22	CHK	9020	QUADIENT LEASING USA, INC	Mail Machine	396.58
				Mail Machine	99.15
<b>Total for Check/Tran - 84121:</b>					495.73
84122 7/28/22	CHK	9997	RAAB AUTO DEALERSHIP LLC	INACTIVE REFUND	648.75
84123 7/28/22	CHK	9997	SARAH RITTENHOUSE	INACTIVE REFUND	69.20
84124 7/28/22	CHK	603	ROYAL SUPPLY INC	CLEANING SUPPLIES	112.19
				CLEANING SUPPLIES	28.05



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**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
<b>Total for Check/Tran - 84124:</b>					140.24
84125 7/28/22	CHK	7940	SCHWEITZER ENGINEERING LABORAT	Scada	5,686.00
				Scada	5,686.00
<b>Total for Check/Tran - 84125:</b>					11,372.00
84126 7/28/22	CHK	9997	BRIAN STERNQUIST	INACTIVE REFUND	65.17
84127 7/28/22	CHK	6107	STUART C. IRBY CO.	FIBERGLASS ARM	3,091.87
				GLOVES & TESTING	-112.40
				GLOVES & TESTING	2,364.10
<b>Total for Check/Tran - 84127:</b>					5,343.57
84128 7/28/22	CHK	9997	TALL PINES 2 LLC	Credit Balance Refund	208.87
84129 7/28/22	CHK	9997	JOSE TARNOWSKI	INACTIVE REFUND	346.54
84130 7/28/22	CHK	8890	TOYOTA-LIFT OF MINNESOTA	Forklift	29,738.98
84131 7/28/22	CHK	9997	JOHN VANDENHOEK	INACTIVE REFUND	55.42
84132 7/28/22	CHK	375	VIKING ELECTRIC	LUGS	-6.41
				LUGS	87.65
				REPLACEMENT TEST LEADS - UNIT #21	34.83
<b>Total for Check/Tran - 84132:</b>					116.07
84133 7/28/22	CHK	55	WESCO RECEIVABLES CORP.	TUBULAR SPLICE COVER	333.54
				Mtce of URD Primary	1,103.56
<b>Total for Check/Tran - 84133:</b>					1,437.10
<b>Total for Bank Account - 5 :</b>					(246) 5,616,850.62
<b>Grand Total :</b>					(248) 5,622,806.50

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**PARAMETERS ENTERED:****Check Date:** 07/01/2022 To 07/31/2022**Bank:** All**Vendor:** All**Check:****Journal:** All**Format:** All GL References/Amounts**Extended Reference:** No**Sort By:** Check/Transaction**Voids:** None**Payment Type:** All**Group By Payment Type:** No**Minimum Amount:** 0.00**Authorization Listing:** No**Credit Card Charges:** No

**ELK RIVER MUNICIPAL UTILITIES  
REGULAR MEETING OF THE UTILITIES COMMISSION  
HELD AT THE UPPERTOWN CONFERENCE ROOM**

**July 12, 2022**

Members Present: Chair John Dietz, Vice Chair Al Nadeau, Commissioners Mary Stewart, Paul Bell, and Matt Westgaard

ERMU Staff Present: Theresa Slominski, General Manager  
Melissa Karpinski, Finance Manager  
Tom Geiser, Operations Director  
Chris Sumstad, Electric Superintendent  
Mike Tietz, Technical Services Superintendent  
Dave Ninow, Water Superintendent  
Chris Kerzman, Engineering Manager  
Tony Mauren, Executive Administrative Manager  
Jenny Foss, Communications & Administrative Coordinator

Others Present: Cal Portner, City Administrator

**1.0 GOVERNANCE**

**1.1 Call Meeting to Order**

The regular meeting of the Utilities Commission was called to order at 3:30 p.m. by Chair Dietz.

**1.2 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**1.3 Consider the Agenda**

There were no additions or corrections to the agenda.

**Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the July 12, 2022, agenda. Motion carried 5-0**

**2.0 CONSENT AGENDA (Approved By One Motion)**

Chair Dietz asked Mr. Mauren if he should have been the one to write the summary for item 2.4, not staff. Chair Dietz explained that this is the procedure followed by the City for the city administrator's review. Mr. Mauren responded that the item could be removed from the consent agenda and brought back for approval once Chair Dietz has had the chance to provide a summary of the General Manager Performance Evaluation.

**Moved by Commissioner Nadeau and seconded by Commissioner Bell to approve the amended Consent Agenda as follows:**

**2.1 Check Register – June 2022**

**2.2 Regular Meeting Minutes – June 14, 2022**

**2.3 Closed Meeting Minutes – June 14, 2022**

**~~2.4 Summary of General Manager Performance Evaluation~~**

**Motion carried 5-0.**

### **3.0 OPEN FORUM**

No one appeared for open forum.

### **4.0 POLICY & COMPLIANCE**

Nothing was presented for policy & compliance.

#### **4.1 Annual Commission Performance Self-Evaluation**

Per Governance Policy G.2c Agenda Planning, and consistent with the 2022 Governance Agenda, the Commission is to conduct a self-evaluation of their own performance in the third quarter of each fiscal year. As the commissioners had completed an online survey regarding their performance prior to the meeting, Ms. Slominski presented the summary of the survey, which included comparisons to scores from the previous two years. Ms. Slominski noted that most of the scores show that commissioners agree or strongly agree that their performance is in line with expectations.

Commissioner Bell shared his belief that the Commission prefers the current practice of having department managers in the room to respond to questions. Commissioner Westgaard confirmed that was also his preference.

There were no further recommendations from the Commission.

#### **4.2 Annual Strategic Plan Review**

Ms. Slominski presented her memo on the Annual Strategic Plan Review, noting that this year's planning involved a new collaboration with Vision Companies, LLC and that the process of developing the plan was still underway.

Ms. Slominski noted there were four themes that evolved from the planning meeting: Employees; Technology; Reliability, Rates, and Environmental Stewardship; and Safety. From those four themes four outcome statements were developed.

Ms. Slominski then invited staff to highlight items that were being removed from ERMU's dashboard, having been completed.

Mr. Sumstad, Mr. Mauren, and Ms. Youngs provided the Commission with background on the completion of the Outage Communication initiative. This establishes a chain of communication and collaboration between field and office staff to provide timely and accurate information to ERMU customers in outage situations. Staff also explained the tiered system of communication that is employed depending on the scope of the outage as well as future capabilities that will come with Advanced Metering Infrastructure (AMI).

Commissioner Stewart asked if the practice of directing customers to ERMU's call center for outages that last beyond business hours was to continue. Staff responded that it was.

Chair Dietz asked how other utilities handle outage communications. Staff responded.

Ms. Karpinski updated the Commission on the Vault Retention program which was established to efficiently utilize the "Document Vault" storage functionality of the National Information Solutions Cooperatives software. Ms. Karpinski explained that retention schedules were created for the electronic financial documents in the "Document Vault" which allow for timely retention and removal of data. Ms. Karpinski went on to explain that going forward other departments will utilize the system.

Chair Dietz had process questions about the system. Staff responded.

Commissioner Stewart asked if the system allows staff to put a legal hold on documents. Ms. Karpinski affirmed that it did.

Mr. Kerzman presented his item on Cyber & Physical Security which is an initiative happening in conjunction with the City IT staff and the joint committee created to evaluate cyber and physical security for ERMU and the City. Mr. Kerzman noted that related policies have been created and now need to be reviewed and updated annually.

Mr. Geiser presented his item on the Highway 10 rebuild, an initiative that involved coordinating electric and water infrastructure changes to accommodate the improvements of the highway. Mr. Geiser also expressed his appreciation for the working relationship staff had with MnDOT. Mr. Geiser also detailed the replacement of overhead lines with underground feeder lines, the movement of streetlights, and installation of trail lights for the project.

Mr. Ninow presented his item on the Backflow Prevention Program, an initiative that consisted of the development of a policy and implementation plans for tracking and testing of backflow prevention devices to ensure contamination does not occur. Mr. Ninow explained that policies have been created and ERMU has been working with

HydroCorp for tracking tests and sending notices to residents, while staff has been testing devices.

Ms. Slominski then asked for commission input on the four outcome statements in her memo that staff had created during their strategic planning meeting.

Chair Dietz asked if staff could utilize customer emails on file to contact individuals during an outage. Ms. Slominski responded that with the implementation of AMI it will be possible to identify which customers are out of service and potentially use that data.

Commissioner Westgaard said he didn't think there were more important topics than those selected by staff.

Commissioner Bell agreed and shared his hope for the future to see specific initiatives with goals centered around AMI. Ms. Slominski responded that AMI was an important topic in planning discussions.

Commissioner Bell also noted that electric vehicle infrastructure will become a bigger issue and recommended staff have that in mind for future initiatives.

Chair Dietz asked if there had been requests for installing a solar garden. Staff responded that they didn't believe there had been. There was discussion.

The Commission had no further recommendations on strategic plan initiatives.

## **5.0 BUSINESS ACTION**

### **5.1 Financial Report – May 2022**

Ms. Karpinski presented the May 2022 Financial Report. She highlighted a 1% increase in electric usage compared to May 2021 and a less than 1% decrease in usage year to date. She also noted a 26% decrease in water usage from the previous May and a 10% decrease year to date.

Ms. Karpinski added that due in large part to the increased cost in Purchased Power ERMU had accrued and billed a little over \$1 million dollars for the 2022 Energy Adjustment Clause.

Chair Dietz had clarifying questions. Staff Responded.

Ms. Karpinski affirmed Chair Dietz's question that most of the \$1.6 million variance in electric expenses is due to Purchased Power.

Chair Dietz expressed his concern that there would be a continuing trend of a negative Net Income Profit. Staff responded that a majority of other expenses are at or below budget. There was discussion.

Chair Dietz asked if staff is receiving questions from customers on the billed PCA. Ms. Youngs responded that questions were very rare except from large customers.

Chair Dietz asked if neighboring utilities are also passing on PCAs. There was discussion.

**Moved by Commissioner Westgaard and seconded by Commissioner Nadeau to receive the May 2022 Financial Report. Motion carried 5-0.**

## 5.2 **Field Services Facility Expansion Project**

Mr. Kerzman presented a memo on the Field Services Facility Expansion Project, sharing that the motion for summary judgement had been filed on July 7 with a hearing scheduled for August 5 to resolve disputed issues with the project's original structural steel contractor. Mr. Kerzman explained that RJM Construction informed him that it typically takes 90 days from the hearing for judgement to be reached. There was discussion.

Chair Dietz asked if staff believed they would be able to move into the building by September 1. Mr. Kerzman shared his opinion that they could be moving inventory in by that date, but staff would have to move in after September 1. Mr. Kerzman explained that delays were related to challenges with concrete contractor's inconsistent presence on site and work that needs to be redone. There was discussion.

Mr. Kerzman estimated that the project was six weeks behind the contractual date for substantial completion of the project.

Chair Dietz asked if there was a penalty for missing the deadline. Mr. Kerzman expressed his belief that issue stemmed from failures in the scheduling of subcontractors and holding them to the schedule, but they could argue that COVID-19 and supply chain issues created the delay. Mr. Kerzman stated that ERMU's legal advisors told him delays beyond the contractual date would be considered damages solely for costs that would not have otherwise been incurred. Mr. Kerzman sought direction from the Commission on if and how to bring that issue forward. There was discussion.

Commissioner Westgaard said staff should start the conversation with RJM Construction to protect ERMU's interests and to avoid a prolonged delay.

Staff sought commission consensus on how to proceed. The Commission agreed to begin discussions on penalties.

Chair Dietz had questions on the timeline for landscaping. Staff responded.

Commissioner Bell recommended staff establish a drop-dead date for the project.

Mr. Kerzman then asked for the Commissions opinion on authorizing staff to call a conference with RJM Construction or wait to see the progress reported at the August commission meeting. There was discussion.

There was consensus to call a special meeting of the utilities commission with RJM Construction should staff deem it necessary.

### 5.3 **Employee Appreciation Lunch**

Ms. Slominski requested input from the Commission on when and where they would like to have the Employee Appreciation Lunch

There was consensus from the Commission to wait and hold the event at the new building, with a date to be chosen once there is a clearer timeline for completion.

### 5.4 **MMUA Summer Conference**

Chair Dietz shared his opinion that ERMU should send Ms. Slominski to the Minnesota Municipal Utilities Association's (MMUA) Summer Conference, though she was not scheduled to attend, to facilitate introductions and be a resource for Mr. Hanson.

**Moved by Commissioner Stewart and seconded by Commissioner Nadeau to authorize expenditure to send Ms. Slominski to the MMUA Summer Conference. Motion carried 5-0.**

## 6.0 **BUSINESS DISCUSSION**

### 6.1 **Staff Updates**

Commissioner Stewart recommended staff review the language used by the afterhours call center during the outage for clarity.

Commissioner Stewart commended Mr. Theisen on completing the Community Leadership program coordinated by the Elk River Chamber of Commerce.

### 6.2 **Future Planning**

Chair Dietz announced the following:

- a. Regular Commission Meeting – August 9, 2022
- b. Quorum – Sherburne County Parade – July 16, 2022
- c. Quorum – MMPA Annual Meeting and Dinner – July 26, 2022



d. 2022 Governance Agenda

### 6.3 **Other Business**

Commissioner Westgaard informed the Commission he will not be in attendance for the August meeting.

Commissioner Westgaard then provided an update from the City Council, highlighting topics such as recognition for the state champion boys volleyball team, city planning items, accessory building ordinances, city administrator performance review, and work session items.

Chair Dietz had a question about ERMU's involvement with the Night to Unite event. Mr. Geiser explained there would be two bucket trucks and the EV at the three respective city-run event locations.

### 7.0 **ADJOURN REGULAR MEETING**

**Moved by Commissioner Nadeau and seconded by Commissioner Bell to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 4:56 p.m. Motion carried 5-0.**

Minutes prepared by Tony Mauren.

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John J. Dietz, ERMU Commission Chair

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Tina Allard, City Clerk

**ELK RIVER MUNICIPAL UTILITIES  
SPECIAL MEETING OF THE UTILITIES COMMISSION  
HELD AT THE UPPERTOWN CONFERENCE ROOM**

**July 29, 2022**

Members Present: Chair John Dietz, Vice Chair Al Nadeau, Commissioners Paul Bell, Mary Stewart, and Matt Westgaard

ERMU Staff Present: Theresa Slominski, General Manager  
Mark Hanson, Deputy General Manager  
Melissa Karpinski, Finance Manager  
Tom Sagstetter, Conservation & Key Accounts Manager  
Tom Geiser, Operations Director  
Chris Sumstad, Electric Superintendent  
Mike Tietz, Technical Services Superintendent  
Dave Ninow, Water Superintendent  
Chris Kerzman, Engineering Manager  
Tony Mauren, Executive Administrative Manager

Others Present: Peter Beck, attorney with ERMU; Jim Strommen, attorney with Kennedy & Graven Chartered; Justin Rice, project manager with RJM Construction; Kris Hahn, project executive with RJM Construction; Robert Jossart, founder of RJM Construction; John Brandel, architect with Kodet Architectural Group

**1.0 GOVERNANCE**

**1.1 Call Meeting to Order**

The special meeting of the Utilities Commission was called to order at 9:00 a.m. by Chair Dietz.

**1.2 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**1.3 Consider the Agenda**

There were no additions or corrections to the agenda.

**2.0 BUSINESS ACTION**

**2.1 Discussion of the Field Services Facility Expansion Project Schedule**

Mr. Kerzman explained some of the challenges encountered in the Field Services Facility Expansion project, highlighting issues with the concrete contractor which have caused delays to the schedule. He

then introduced staff from the project's construction manager, RJM Construction, in order to provide the Commission with projected dates for a temporary Certificate of Occupancy, a full Certificate of Occupancy, and project completion.

Mr. Jossart introduced himself and RJM Construction staff.

Chair Dietz disclosed that he works for AME Red-E-Mix Inc., who the concrete contractor chose to purchase materials from.

Mr. Jossart recapped delays in the project including a delay in receiving roofing materials which Mr. Jossart stated should have caused RJM to move the completion date back, but that they believed they could make up the time in later phases of the project.

Mr. Jossart explained that RJM Construction had sent notice of intent to terminate the contract with the concrete contractor and having not received a response by the end of the previous business day, RJM was moving forward with a notice of termination which requires a 10-day wait period. Mr. Jossart explained that RJM will take over the work to be done prior to the end of the 10-day wait period. Mr. Jossart added that RJM Construction is prepared to take over for any other subcontractor who does not perform its work and that this will not create a cost impact for ERMU.

Chair Dietz asked if RJM was going to hire another concrete contractor. Mr. Jossart explained that RJM would self-perform the work.

Mr. Jossart explained the biggest task would be to correct the steps completed by the contractor.

Commissioner Westgaard asked for the projected milestone dates.

Mr. Jossart shared the following projected dates:

- Temporary Certificate of Occupancy – on or before August 19
- Full Certificate of Occupancy – on or before September 16
- Full Project Completion – on or before October 14

Mr. Kerzman asked how much time after August 19 ERMU will have to vacate an existing building which is planned to be torn down as a part of the project. Mr. Rice responded there are five weeks scheduled for equipment and materials to be removed.

Chair Dietz expressed his concern that the landscaping would not be complete before winter, prolonging the incomplete look of the site for the neighborhood. Mr. Hahn responded that landscaping would be a priority.

Chair Dietz noted there had been challenges with the initial steel contractor at the beginning of the project. There was discussion.

Commissioner Bell noted there were quite a few punch list items for the concrete contractor to complete and he wondered how they would be resolved. Mr. Jossart responded that if the contractor can't complete the work RJM will send them a bill. Mr. Jossart mentioned concern with the lack of a performance bond with the concrete subcontractor, but that RJM would ensure corrections get made.

Chair Dietz sought confirmation that the dates provided are hard deadlines. Mr. Jossart responded, "On or before." There was discussion.

Commissioner Bell asked what happens if these dates can't be met. Mr. Jossart responded that he would communicate that to the Commission personally, right away.

## **7.0 ADJOURN SPECIAL MEETING**

**The special meeting of the Elk River Municipal Utilities Commission as adjourned at 9:19 a.m.**

Minutes prepared by Tony Mauren.

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John J. Dietz, ERMU Commission Chair

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Tina Allard, City Clerk

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 2.4
<b>SUBJECT:</b> 2022 Second Quarter Utilities Performance Metrics Scorecard Statistics	
<b>ACTION REQUESTED:</b> None	

**BACKGROUND:**

Following the Commission’s adoption of the Performance Metrics program in December 2012 and the revision in 2016, 2019, and 2021, we will be tracking the progress for 2022, to be awarded in 2023. This is a company performance-based program designed to incentivize employee commitment towards the company’s success. Divided into categories representing core values of the company and again into sub-categories that are quantifiable, this program is designed to track goals that require companywide support from the employees to continually achieve. When the employees work together as a team to achieve these goals, the company recognizes a corresponding increase in value to our customers.

**DISCUSSION:**

At close of the fiscal 2022 year, and completion of the audit, the final scorecard will be evaluated and presented to the Commission for awarding the related distribution in 2023. We will be tracking the progress of the company and the related scorecard quarterly throughout 2022. The second quarter scorecard is attached, with some notes for the second quarter results.

**FINANCIAL IMPACT:**

None, until awarded the following year.

**ATTACHMENTS:**

- Performance Metrics and Incentive Compensation Policy Score Card – 2022 2<sup>nd</sup> Quarter

**Elk River Municipal Utilities**  
**G.4g1a - Performance Metrics and Incentive Compensation Policy Score Card - 2022**

Category	Percent	Sub-Category	Sub-Percent	Goal	Score	Awarded Multiplier Percentage	Notes	Current Result
Safety, Reliability and Quality of Utility Services	40	Water Quality Standards	5	Meet Requirements			met requirement	
		Lead and Copper quality	5	90th percentile			met requirement	90
		Bacteria Detection	5	0 positive samples			on target	0
		CAIDI	5	<120 Min			on target	48.92
		SAIDI	5	<90 Min			on target	2.604
		SAIFI	5	< 0.5			on target	0.0532
		Line Loss	5	<5%			on target	3.80%
		Water Loss	5	<12%			off target	18.55%
Workforce Development	25	Clean Energy Choice Program Participation	5	+15 net			on target	23
		Employee Turnover	10	≤ 7.5%			on target	0%
		Participation in Recommended and Mandatory Trainings	10	≥ 95%			off target	92%
Financial Goals	35	Margins/Net Profit	20	≥ Budget			off target	
		Reserves	10	≥ Target			on target	
		Inventory Accuracy	5	≥ 95%			on target	99.981%
				Total Multiplier:				

Adopted December 12, 2012  
Revised October 11, 2016  
Revised December 17, 2019  
Revised December 14, 2021

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tom Sagstetter – Conservation & Key Accounts Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 2.5
<b>SUBJECT:</b> Transmission Transformed Service Rate	
<b>ACTION REQUESTED:</b> Approve the Amended Transmission Transformed Service Rate, Effective September 1, 2022	

**BACKGROUND:**

On November 12, 2019, the ERMU Utilities Commission approved the terms of the Transmission Transformed Service Rate, effective November 13, 2019. This rate would be used by Minnesota Municipal Power Agency (MMPA) and ERMU to provide large customers building new facilities access to competitive energy rates. To qualify for the rate the applicant would need to be connected directly to a substation on their property, meet a minimum load capacity requirement, operate at a pre-defined load factor threshold, and provide for all capacity and service requirements except for energy delivery.

**DISCUSSION:**

As a result of the changing wholesale electric market conditions, MMPA has updated the rate structure for these customers. The amended rates have gone from fixed capacity charges to wholesale market rates established by the Midcontinent Independent System Operator (MISO) for capacity quantities above the MISO registered generation quantities.

This rate is for customers that are comfortable with the risks and responsibilities associated with market-based rates in MISO. The customer will be responsible for managing all the MISO transmission, capacity, and energy costs. The customer will also pay \$0.01/kWh to be split between MMPA and ERMU to cover all dispatch, billing, and administrative costs, including but not limited to franchise fees, and regulatory charges collected by ERMU on all customers.

**ATTACHMENTS:**

- Transmission Transformed Service Rate



## **TRANSMISSION TRANSFORMED SERVICE RATE**

**Available:** Within Elk River Municipal Utilities (ERMU) established service territory.

**Applicable:** Available for new non-residential Customer accounts with demand greater than or equal to 10 MW. The Customer must maintain a minimum average annual peak demand of 10 MW with an annual load factor greater than 75%. If Customer fails to meet the minimum peak or load factor the Customer may be switched to another electric rate schedule (additional charges may apply to recover stranded costs). The Customer owned equipment must be in compliance with all policies, procedures, safety requirements, and applicable electrical codes.

**Character of Service:** 3-Phase Transmission Transformed 7,200/12,470-volt, AC, 60 cycles.

**Special Conditions:** The Customer must execute a contract with the utility that commits to a minimum term of service, identifies the annual peak demand and load factor, agrees to the requirements for registering generation with Midcontinent Independent System Operator (MISO) if applicable, and accepts the certain risks that include fluctuating market-based rates and prices established by MISO.

The Customer must connect directly to the Utility's distribution substation(s) and provide the location suitable for the installation of the utility owned substation transformer(s) and metering equipment on the Customer's property. Customer will be responsible for providing suitable wire and connection in the utility owned metering equipment. The metering equipment shall be installed to service one class of business. If additional buildings are required for a given business, they shall be interconnected by the customer to maintain one metered account, unless an exception is approved by management. If additional meters and services are requested by the customer, each shall be treated as a separate customer and billed individually at applicable rate schedule.

ERMU equipment and metering must be accessible to ERMU 24 hours per day.

### **Billing Determinants**

1. **Energy:** Actual metered hourly kWh usage.
2. **Transmission Demand:** Actual metered billing period maximum 15-minute interval Customer demand, adjusted for applicable MISO zone transmission losses.
3. **Capacity:** Customer shall select one of the options below:
  - a. If the Customer has its own generation, then the capacity billing determinant shall be the maximum metered 15-minute demand in excess of Customer's registered generation in a given billing period. To qualify for the billing determinant in the



## Transmission Transformed Service Rate

preceding sentence, Customer's generation must be registered with MISO and comply with all MISO requirements for capacity resources.

- b. If Customer does not own generation, or if Customer fails to register the generation resource with MISO or fails to comply with all MISO requirements for capacity resources, then the capacity billing determinant shall be the billing period maximum metered 15-minute interval Customer demand measured at the meter.

### Rates and Charges

The following charges shall apply to all energy quantities:

- MISO Real-Time Locational Marginal Price at the applicable MISO Node
- All applicable MISO Ancillary Services Charges
- MISO Multi-Value Project Charges
- A charge of 0.2 cents per kWh for the cost of compliance with the State of Minnesota's Renewable Energy Standard
- A charge of one cent per kWh to cover all dispatch, billing, and administrative costs. This charge shall be inclusive of all franchise fees and regulatory charges imposed by Utility on all customers.

The following charges shall apply to all transmission demand quantities:

- All applicable MISO transmission charges, including but not limited to:
  - Schedule 1
  - Schedule 2
  - Schedule 9
  - Schedule 26

The following charges shall apply to all capacity quantities:

- The above-defined Capacity billing determinant multiplied by the MISO Zone 1 Capacity Auction Clearing Price for a given period.

Customer is responsible for any new charges or fees imposed by MISO or any new regulatory or legislative action that results in increased costs to provide power supply to Customer.

All rates in this electric rate schedule are subject to change on an annual basis.

City fees, such as franchise and storm water, will apply.

Federal, state, and local taxes may apply.

**Failure to Generate:** If Customer has registered generation that does not perform as registered when requested by utility, utility's wholesale supplier, or MISO, Customer shall be responsible for:

- A. Any financial or other penalties imposed by MISO related to the generation's failure to perform.
- B. All costs of utility or utility's wholesale supplier to acquire replacement capacity to replace registered generation that did not perform.

## Transmission Transformed Service Rate

**Transformation Charge:** Customer shall pay a monthly transformation charge based on the cost of providing transmission transformed service to Customer, including recovery of costs for any new substation or related facilities.

**Minimum Bill:** Charges for failure to meet minimum peak demand and load factor requirements shall be outlined in the contract between Customer and Utility.

**Power Factor Adjustment:** Power factor adjustments may be made in the billing demand, when the power factor, as determined by test, at the time of the Customer's maximum use is less than 98%. If the power factor, as measured by ERMU's electric department, is lower than 98%, the monthly demand charge may be multiplied by the ratio 98% divided by the measured power factor, or at ERMU's option, the power factor may be corrected at the Customer's expense.

**Billing and Terms of Payment:** See ERMU Service Policies Policy (Billing Due Dates, and Penalties and Delinquent Notices.)

### Terms and Conditions:

1. Service shall comply with all applicable ERMU Policies and rules.
2. Extensions made for service under this schedule are subject to the provisions of ERMU's rules governing Extension of Service and Facilities.
3. Customer is responsible for any new charges or fees imposed by MISO or any new regulatory or legislative action that results in increased costs to provide power supply to Customer.
4. All rates in this electric rate schedule are subject to change with commission approval.
5. Exceptions by management approval only.

Adopted August 9, 2022  
Effective September 1, 2022

<b>TO:</b> ERMU Commission	<b>FROM:</b> Theresa Slominski – General Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 2.6
<b>SUBJECT:</b> Amendment to MMPA Power Sales Agreement	
<b>ACTION REQUESTED:</b> Approve the Amendment to MMPA Power Sales Agreement	

**BACKGROUND:**

As explained at their annual meeting, Minnesota Municipal Power Agency (MMPA) is requesting approval of the attached amendment to the power sales agreement between ERMU and themselves. This will effectively extend our contract from 2050 to 2060.

**DISCUSSION:**

MMPA is requesting this amendment because it will allow the Agency to issue 30-year debt through the year 2030. The ability to issue 30-year debt is key to helping the Agency keep member rates competitive. Both MMPA and ERMU are pleased with the consistent track record of reliable, competitively priced power that MMPA has provided for the past four years. MMPA is asking all its member communities to extend their contracts and hope to have the process completed by November in as many communities as possible.

**ATTACHMENTS:**

- Amendment to MMPA Power Sales Agreement

**AMENDMENT TO**  
**MINNESOTA MUNICIPAL POWER AGENCY**  
**POWER SALES AGREEMENT**

THIS AMENDMENT, entered into and made effective as of the \_\_\_\_ day of \_\_\_\_\_, 2022, hereby amends the Agreement known as the Minnesota Municipal Power Agency Power Sales Agreement, as amended, by and between the Minnesota Municipal Power Agency ("Agency"), a municipal power agency and political subdivision of the State of Minnesota, and the CITY OF ELK RIVER by its Utilities Commission, a municipal corporation of the State of Minnesota and a member of the Agency ("Member"), dated May 14, 2013 (hereinafter referred to as the "Agreement").

WHEREAS, the Agency and the Member wish to amend the term of the Agreement as set forth below:

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

Section 7 of the Agreement, which currently provides as follows:

**SECTION 7. Term**

This Agreement shall remain in effect through December 31, 2050, and if not then terminated by at least 5 years prior written notice given by either party to the other, shall continue in full force and effect until so terminated.

shall be replaced in its entirety by the following paragraph:

**SECTION 7. Term**

This Agreement shall remain in effect through December 31, 2060, and if not then terminated by at least 5 years prior written notice given by either party to the other, shall continue in full force and effect until so terminated.

With the intention of causing this Amendment to the Agreement to become binding on the date first set forth above, the parties have hereby signed this Amendment to the Agreement as set forth below.

By signing below, each party represents that it has taken all steps necessary to authorize and approve the execution of this Amendment as set forth below.

MINNESOTA MUNICIPAL POWER AGENCY

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

CITY OF ELK RIVER, MINNESOTA  
BY ITS UTILITIES COMMISSION

Attest: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 5.1
<b>SUBJECT:</b> Financial Report – June 2022	
<b>ACTION REQUESTED:</b> Receive the June 2022 Financial Report	

**DISCUSSION:**

Please note that these are the preliminary *unaudited* financial statements.

**Electric**

June's electric kWh sales are up from the prior year, 8%. For further breakdown:

- Residential usage is up 8%
- Small Commercial usage is up 18%
- Large Commercial usage is up 7%

Electric Operating Revenues for June of \$4,046,789 are more than prior year by 24% and favorable to budget by 20%. June YTD is more than prior year by 12% and favorable to budget by 8%. The prior YTD variance and budget YTD variance is mainly due to Power Cost Adjustment (PCA) revenue.

Other Revenues of \$240,998 are more than the prior year by 9% and favorable to budget by 18%. Other Revenues YTD is less than the prior year by 8% and is unfavorable to budget by 11%. The main driver of prior YTD variance and budget YTD variance is Interest & Dividend Income.

Overall, Total Revenues of \$4,287,787 are more than the prior year by 23% and favorable to budget by 20%. YTD is more than the prior year by 11% and favorable to budget by 7%.

Purchased Power of \$3,429,170 is more than the prior year by 18% and is unfavorable to budget by 26%. YTD is more than prior year by 17% and is unfavorable to budget by 20%. YTD Energy Adjustment Clause (EAC) charge is \$2,032,274 more than prior year and \$2,093,563 more than budget. EAC charge is partially offset by PCA revenue.

Administrative Expenses of \$302,445 are more than the prior year by 16% and unfavorable to budget by 2%. YTD costs are more than the prior year by 1% but are favorable to budget by 3%.

General Expenses of \$77,567 are more than prior year by 202% and are unfavorable to budget by 59%. YTD costs are more than the prior year by 28% but are still favorable to budget by 31%.

Total expenses YTD are 15% more than prior year and are unfavorable to budget by 12%. The main driver causing the prior YTD variance and budget YTD variance is Purchased Power.

For June 2022, the Electric Department has a Net Loss of (\$259,606) and YTD Net Loss of (\$582,321). This is behind the budgeted monthly Net Loss of (\$205,929) and is behind the prior year monthly Net Loss of (\$202,730). YTD is behind the budgeted YTD Net Profit of \$278,639 and is less than the prior YTD Net Profit of \$74,805.

## **Water**

June gallons of water sold are down 6% from the prior year. For further breakdown:

- Residential use is down 6%
- Commercial use is down 6%

Water Operating Revenues for June of \$288,571 are less than prior year by 7% but are favorable to budget by 21%. YTD is less than prior year by 5% but favorable to budget by 8%.

Other Revenues of \$168,078 are more than prior year by 103% and favorable to budget by 124%. YTD is more than prior YTD by 100% and favorable to budget by 108%. The main driver causing the prior YTD variance and budget YTD variance is Connection Fees.

Overall, Total Revenues of \$456,649 are more than prior year by 17% and more than prior YTD by 28%. YTD Total Revenues are favorable to budget by 41%.

Total Expenses of \$252,206 are more than prior year by 1% but less than the prior YTD by 1%. YTD is favorable to budget by 3%.

For June 2022, the Water Department has a Net Profit of \$204,443 and YTD Net Profit of \$332,282. This is ahead of the budgeted monthly Net Loss of (\$41,007) and ahead of prior year monthly Net Profit of \$140,680. YTD is ahead of the budgeted YTD Net Loss of (\$272,420) and is ahead of the prior YTD Net Loss of (\$99,005).

## **ATTACHMENTS:**

- Balance Sheet 06.2022
- Electric Balance Sheet 06.2022
- Water Balance Sheet 06.2022
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 06.2022
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 06.2022
- Graphs Prior Year and YTD 2022
- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 06.2022
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 06.2022

**ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
COMBINED BALANCE SHEET  
FOR PERIOD ENDING JUNE 2022**

	<u>ELECTRIC</u>	<u>WATER</u>
<b>ASSETS</b>		
CURRENT ASSETS		
CASH	13,135,978	8,718,724
ACCOUNTS RECEIVABLE	4,153,502	429,861
INVENTORIES	1,101,006	15,399
PREPAID ITEMS	237,690	39,730
CONSTRUCTION IN PROGRESS	10,753,471	918,187
TOTAL CURRENT ASSETS	<u>29,381,645</u>	<u>10,121,900</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	2,857,398	1,342,790
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>4,636,414</u>	<u>1,342,790</u>
FIXED ASSETS		
PRODUCTION	788,761	14,897,830
LFG PROJECT	3,851,442	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	45,388,333	25,751,342
GENERAL	11,808,072	1,071,732
FIXED ASSETS (COST)	<u>64,141,631</u>	<u>41,720,904</u>
LESS ACCUMULATED DEPRECIATION	<u>(34,800,051)</u>	<u>(21,543,890)</u>
TOTAL FIXED ASSETS, NET	<u>29,341,581</u>	<u>20,177,013</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	4,349,653	0
LESS ACCUMULATED AMORTIZATION	<u>(2,504,356)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,391,509</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>1,431,143</u>	<u>266,964</u>
<b>TOTAL ASSETS</b>	<u><u>88,182,291</u></u>	<u><u>31,908,668</u></u>
<b>LIABILITIES AND FUND EQUITY</b>		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	5,953,016	522,550
SALARIES AND BENEFITS PAYABLE	548,855	132,716
DUE TO CITY	831,436	3,659
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	104,562	0
BONDS PAYABLE-CURRENT PORTION	345,000	50,000
UNEARNED REVENUE	6,261	209,507
TOTAL CURRENT LIABILITIES	<u>7,789,130</u>	<u>918,433</u>
LONG TERM LIABILITIES		
OPEB LIABILITY	0	0
LFG PROJECT	0	0
DUE TO COUNTY	0	0
DUE TO CITY	90,720	22,680
BONDS PAYABLE, LESS CURRENT PORTION	30,220,055	1,691,922
PENSION LIABILITIES	1,978,758	369,988
TOTAL LONG TERM LIABILITIES	<u>32,289,533</u>	<u>2,084,590</u>
<b>TOTAL LIABILITIES</b>	<u>40,078,663</u>	<u>3,003,023</u>
DEFERRED INFLOWS OF RESOURCES	<u>1,818,303</u>	<u>339,354</u>
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	45,088,631	28,234,009
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(582,322)	332,282
TOTAL FUND EQUITY	<u>46,285,325</u>	<u>28,566,291</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>88,182,291</u></u>	<u><u>31,908,668</u></u>



**ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
ELECTRIC BALANCE SHEET**

	June 30, 2022	May 31, 2022	Current Month Change from Prior Month
<b>ASSETS</b>			
CURRENT ASSETS			
CASH	13,135,978	13,522,365	(386,388)
ACCOUNTS RECEIVABLE	4,153,502	3,531,245	622,257
INVENTORIES	1,101,006	1,151,411	(50,405)
PREPAID ITEMS	237,690	228,839	8,850
CONSTRUCTION IN PROGRESS	10,753,471	9,955,265	798,206
TOTAL CURRENT ASSETS	29,381,645	28,389,126	992,520
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	2,857,398	2,852,369	5,029
TOTAL RESTRICTED ASSETS	4,636,414	4,631,385	5,029
FIXED ASSETS			
PRODUCTION	788,761	788,761	0
LFG PROJECT	3,851,442	3,851,442	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	45,388,333	45,362,913	25,420
GENERAL	11,808,072	11,808,072	0
FIXED ASSETS (COST)	64,141,631	64,116,211	25,420
LESS ACCUMULATED DEPRECIATION	(34,800,051)	(34,606,925)	(193,126)
TOTAL FIXED ASSETS, NET	29,341,581	29,509,286	(167,705)
INTANGIBLE ASSETS			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	4,349,653	4,349,653	0
LESS ACCUMULATED AMORTIZATION	(2,504,356)	(2,448,678)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	23,391,509	23,447,186	(55,678)
OTHER ASSETS AND DEFERRED OUTFLOWS	1,431,143	1,431,143	0
<b>TOTAL ASSETS</b>	88,182,291	87,408,126	774,165
<b>LIABILITIES AND FUND EQUITY</b>			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	5,953,016	5,055,612	897,405
SALARIES AND BENEFITS PAYABLE	548,855	506,350	42,505
DUE TO CITY	831,436	714,293	117,143
NOTES PAYABLE-CURRENT PORTION	104,562	121,989	(17,427)
BONDS PAYABLE-CURRENT PORTION	345,000	345,000	0
UNEARNED REVENUE	6,261	7,126	(866)
TOTAL CURRENT LIABILITIES	7,789,130	6,750,370	1,038,760
LONG TERM LIABILITIES			
DUE TO CITY	90,720	90,720	0
BONDS PAYABLE, LESS CURRENT PORTION	30,220,055	30,225,044	(4,989)
PENSION LIABILITIES	1,978,758	1,978,758	0
TOTAL LONG TERM LIABILITIES	32,289,533	32,294,522	(4,989)
<b>TOTAL LIABILITIES</b>	40,078,663	39,044,892	1,033,772
DEFERRED INFLOWS OF RESOURCES	1,818,303	1,818,303	0
FUND EQUITY			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	45,088,631	45,088,631	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(582,322)	(322,715)	(259,606)
TOTAL FUND EQUITY	46,285,325	46,544,932	(259,606)
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	88,182,291	87,408,126	774,165

**ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
WATER BALANCE SHEET**

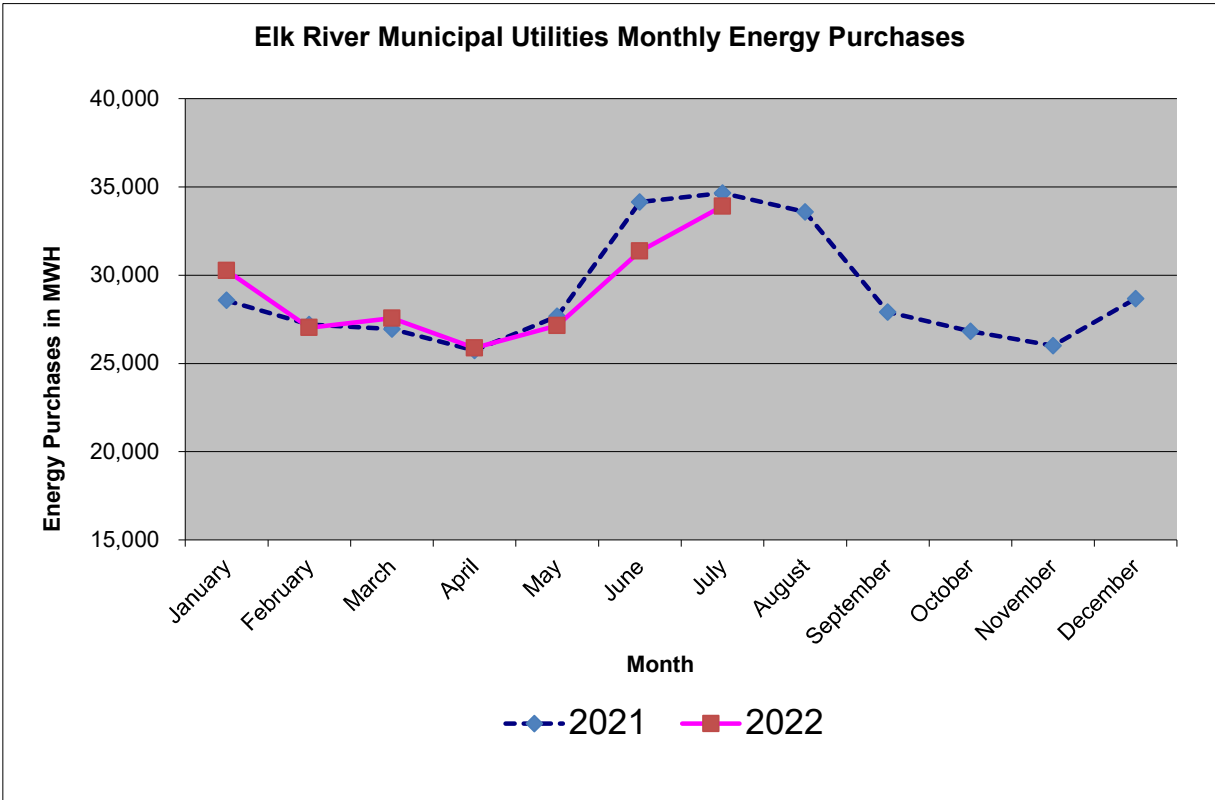
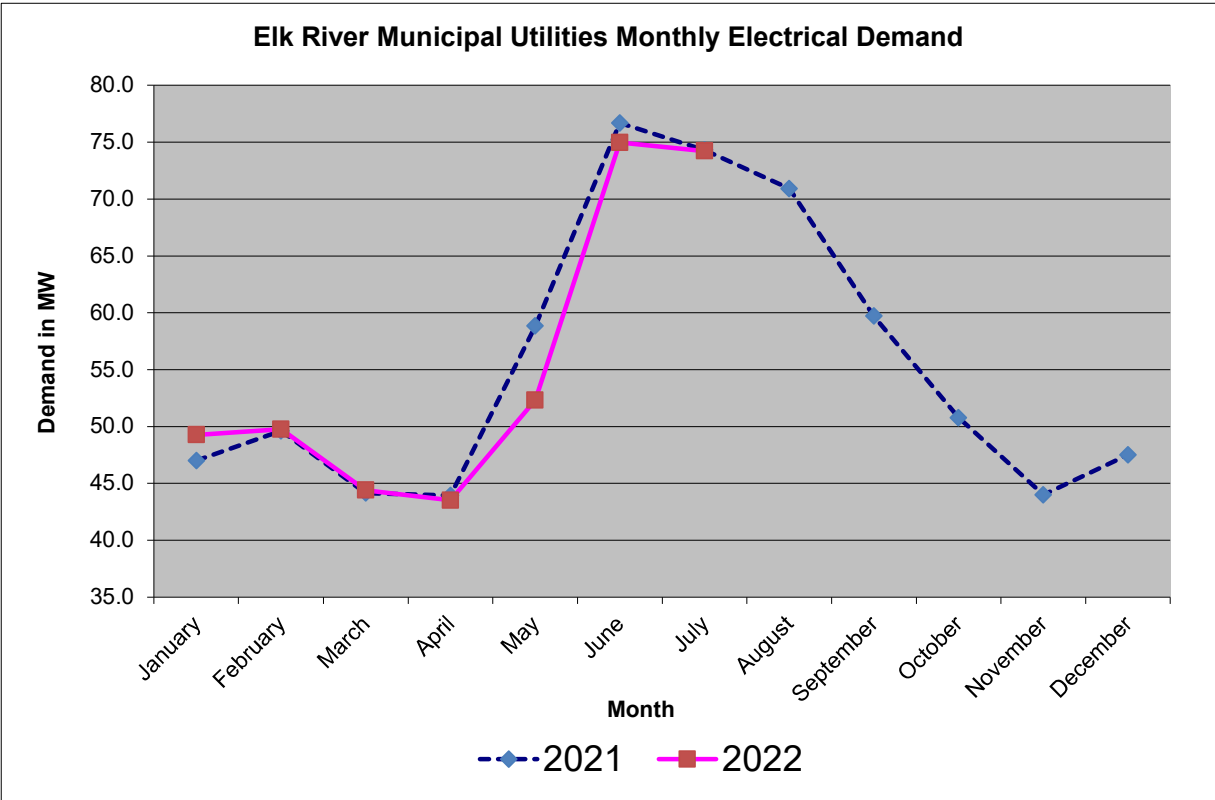
	June 30, 2022	May 31, 2022	Current Month Change from Prior Month
<b>ASSETS</b>			
CURRENT ASSETS			
CASH	8,718,724	8,443,250	275,473
ACCOUNTS RECEIVABLE	429,861	269,664	160,197
INVENTORIES	15,399	19,375	(3,976)
PREPAID ITEMS	39,730	37,714	2,015
CONSTRUCTION IN PROGRESS	918,187	914,362	3,824
TOTAL CURRENT ASSETS	10,121,900	9,684,367	437,534
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	1,342,790	1,341,533	1,257
TOTAL RESTRICTED ASSETS	1,342,790	1,341,533	1,257
FIXED ASSETS			
PRODUCTION	14,897,830	14,883,725	14,105
DISTRIBUTION	25,751,342	25,751,342	0
GENERAL	1,071,732	1,071,732	0
FIXED ASSETS (COST)	41,720,904	41,706,799	14,105
LESS ACCUMULATED DEPRECIATION	(21,543,890)	(21,452,102)	(91,788)
TOTAL FIXED ASSETS, NET	20,177,013	20,254,697	(77,683)
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	266,964	266,964	0
<b>TOTAL ASSETS</b>	31,908,668	31,547,561	361,107
<b>LIABILITIES AND FUND EQUITY</b>			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	522,550	530,466	(7,916)
SALARIES AND BENEFITS PAYABLE	132,716	126,140	6,577
DUE TO CITY	3,659	3,379	280
BONDS PAYABLE-CURRENT PORTION	50,000	50,000	0
UNEARNED REVENUE	209,507	51,230	158,277
TOTAL CURRENT LIABILITIES	918,433	761,215	157,218
LONG TERM LIABILITIES			
DUE TO CITY	22,680	22,680	0
BONDS PAYABLE, LESS CURRENT PORTION	1,691,922	1,692,476	(554)
PENSION LIABILITIES	369,988	369,988	0
TOTAL LONG TERM LIABILITIES	2,084,590	2,085,144	(554)
<b>TOTAL LIABILITIES</b>	3,003,023	2,846,359	156,664
DEFERRED INFLOWS OF RESOURCES	339,354	339,354	0
FUND EQUITY			
RETAINED EARNINGS	28,234,009	28,234,009	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	332,282	127,839	204,444
TOTAL FUND EQUITY	28,566,291	28,361,848	204,444
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	31,908,668	31,547,561	361,107

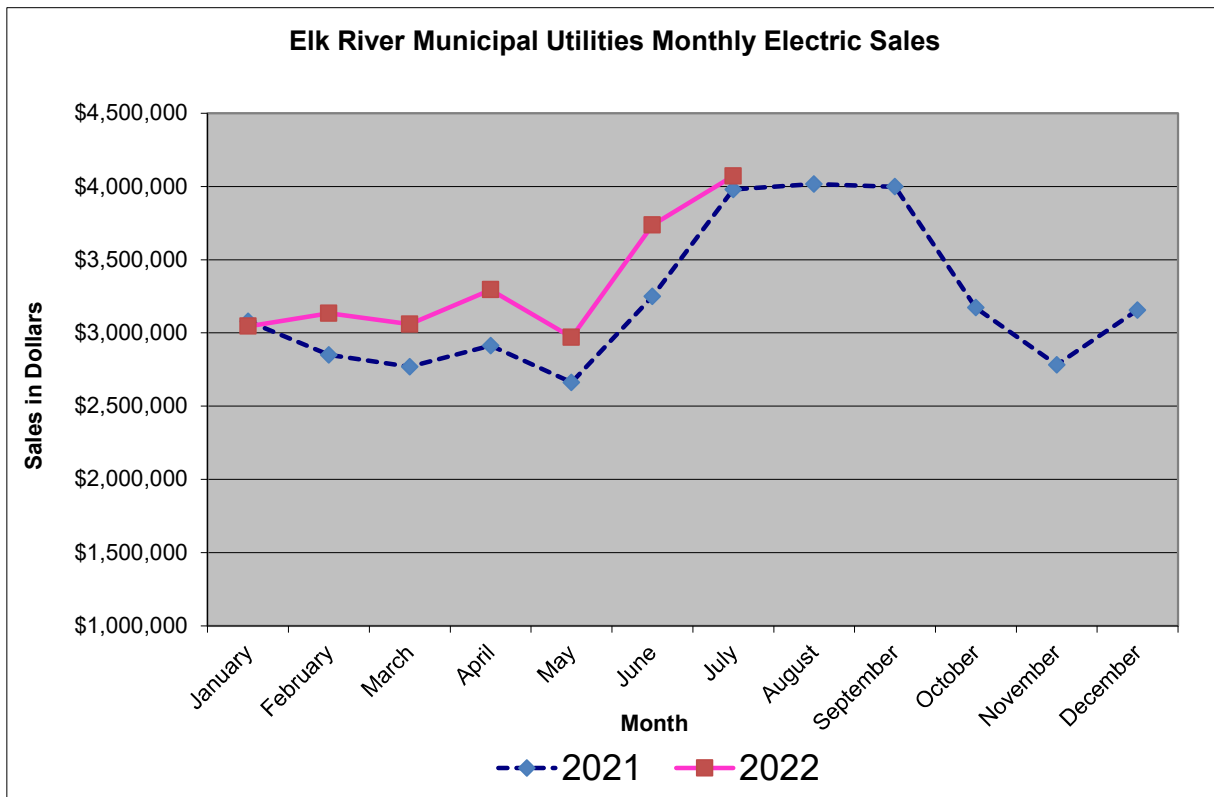
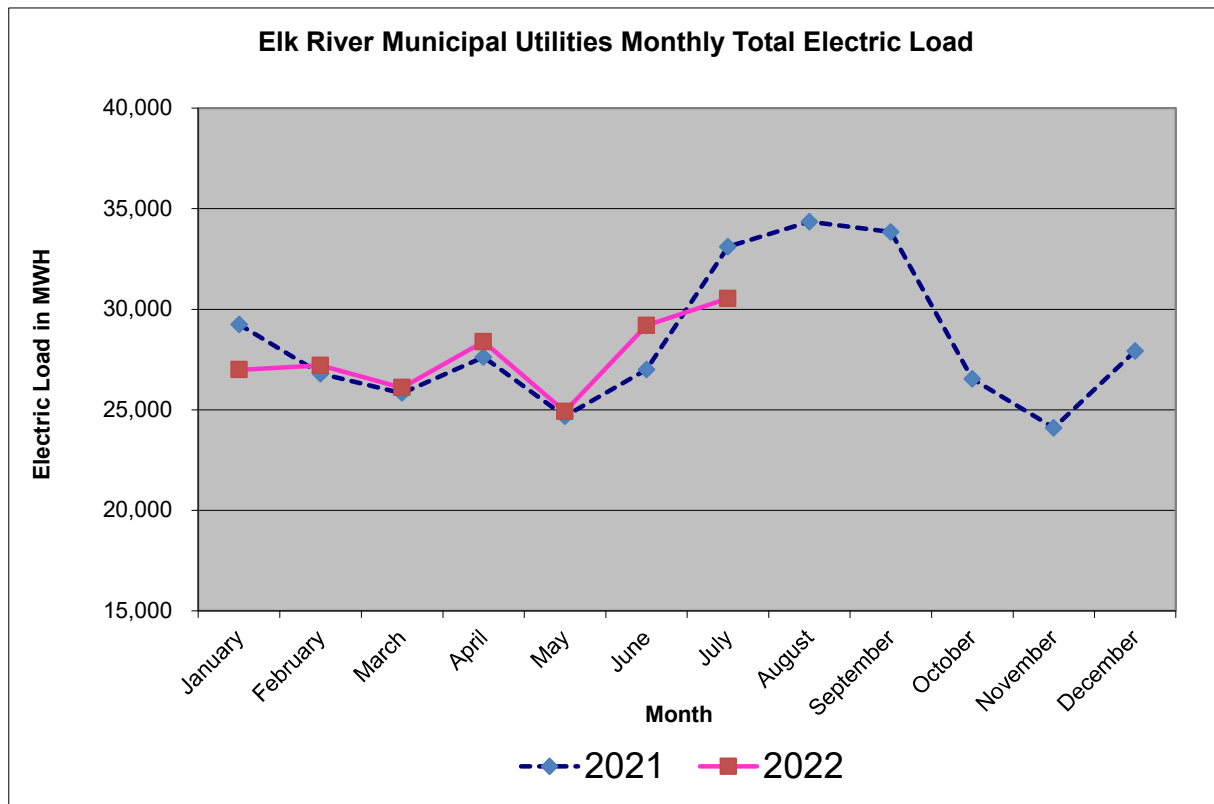
ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2022

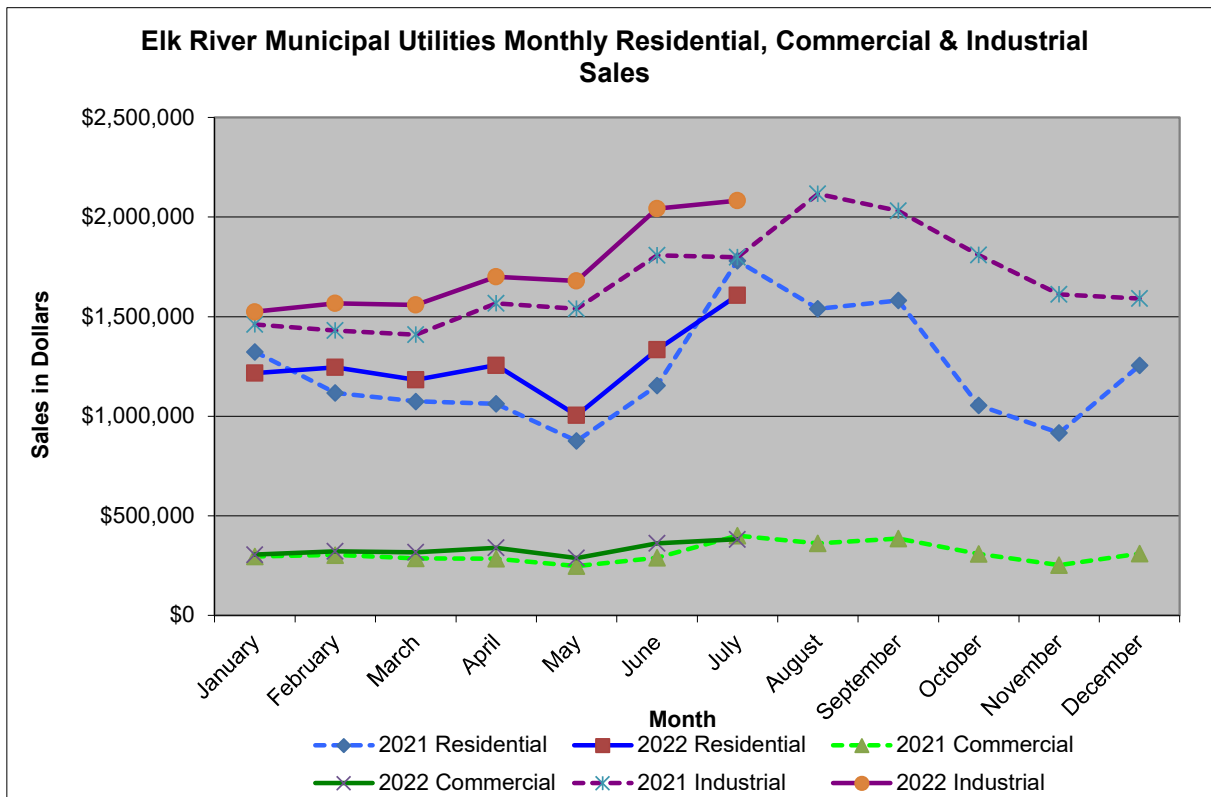
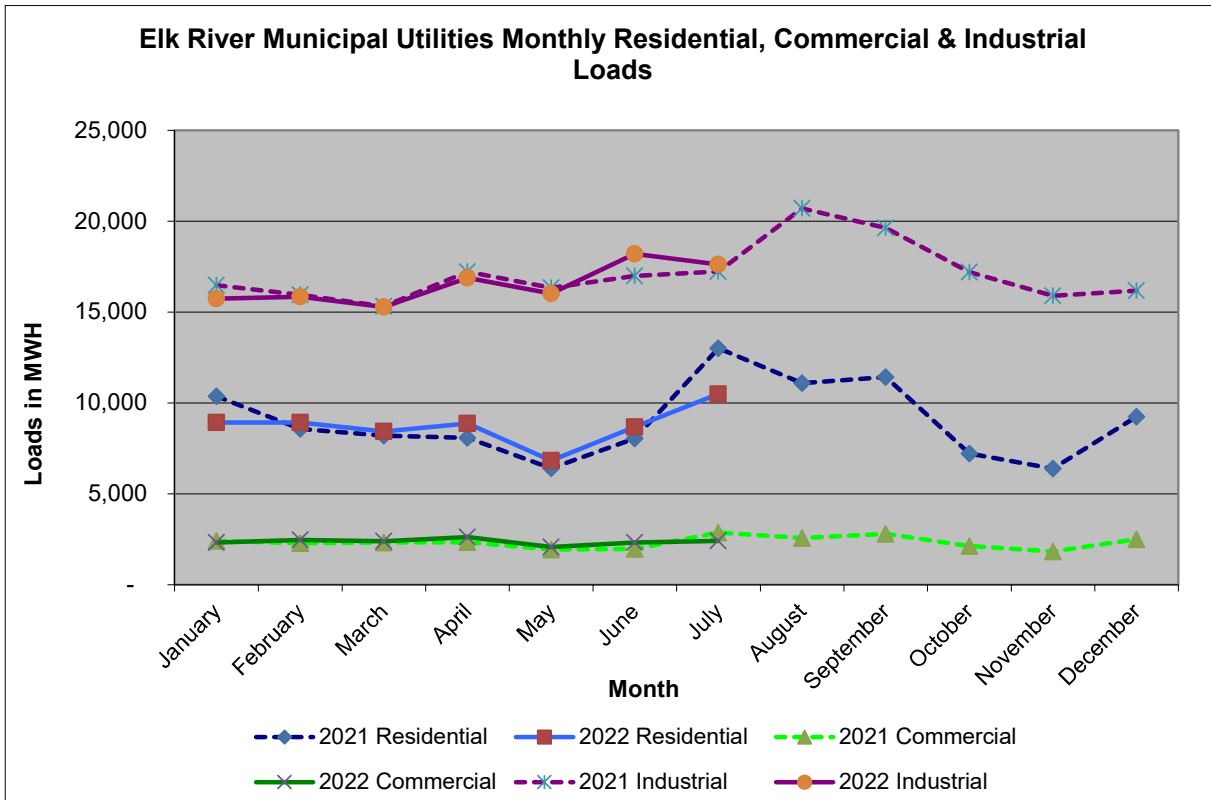
	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Electric</b>									
<b>Revenue</b>									
<b>Operating Revenue</b>									
Elk River	3,382,371	16,688,115	16,553,413	36,386,442	1	2,979,776	15,918,545	769,570	5
Otsego	298,243	1,446,110	1,270,488	2,915,332	14	223,315	1,299,084	147,026	11
Rural Big Lake	16,160	92,298	94,994	210,427	(3)	12,841	86,871	5,427	6
Dayton	19,747	112,879	111,535	250,448	1	15,404	104,504	8,374	8
Public St & Hwy Lighting	21,496	128,764	124,999	250,000	3	20,927	125,590	3,173	3
Other Electric Sales	308,769	1,232,612	2,400	4,800	51,259	400	2,400	1,230,212	51,259
<b>Total Operating Revenue</b>	4,046,789	19,700,780	18,157,832	40,017,450	8	3,252,666	17,536,996	2,163,784	12
<b>Other Operating Revenue</b>									
Interest/Dividend Income	(16,178)	(138,279)	40,000	80,000	(446)	7,086	35,479	(173,758)	(490)
Customer Penalties	30,877	115,789	106,818	235,000	8	0	0	115,789	0
LFG Project	99,232	484,224	501,600	836,000	(3)	87,481	507,767	(23,543)	(5)
Connection Fees	21,000	87,220	104,000	220,000	(16)	9,250	120,200	(32,980)	(27)
Misc Revenue	106,066	521,178	443,500	887,000	18	117,584	496,090	25,087	5
<b>Total Other Revenue</b>	240,998	1,070,132	1,195,918	2,258,000	(11)	221,402	1,159,536	(89,404)	(8)
<b>Total Revenue</b>	4,287,787	20,770,912	19,353,750	42,275,450	7	3,474,068	18,696,533	2,074,379	11
<b>Expenses</b>									
Purchased Power	3,429,170	14,871,102	12,431,181	27,017,920	20	2,908,386	12,683,508	2,187,594	17
Operating & Mtce Expense	15,101	122,091	150,024	291,500	(19)	27,509	137,674	(15,583)	(11)
Landfill Gas	58,280	340,522	367,878	613,131	(7)	60,088	360,956	(20,434)	(6)
Transmission Expense	5,645	33,230	33,349	66,700	0	6,406	29,518	3,712	13
Distribution Expense	23,732	196,769	173,457	346,916	13	19,809	185,582	11,186	6
Maintenance Expense	137,691	765,906	798,049	1,467,100	(4)	83,166	648,367	117,538	18
Depreciation & Amortization	248,803	1,497,281	1,496,947	3,104,833	0	246,671	1,473,153	24,128	2
Interest Expense	70,862	428,324	428,776	845,509	0	74,785	315,735	112,589	36
Other Operating Expense	3,487	17,441	10,870	66,740	60	(204,796)	(160,576)	178,017	111
Customer Accounts Expense	30,732	180,105	175,100	350,200	3	28,623	163,214	16,891	10
Administrative Expense	302,445	1,886,721	1,940,213	3,784,278	(3)	261,511	1,875,136	11,585	1
General Expense	77,567	201,011	292,124	587,670	(31)	25,707	157,655	43,355	28
<b>Total Expenses(before Operating Transfers)</b>	4,403,522	20,540,508	18,297,974	38,542,498	12	3,537,870	17,869,926	2,670,582	15
<b>Operating Transfer</b>									
Operating Transfer/Other Funds	135,995	700,021	662,136	1,455,457	6	119,859	640,757	59,264	9
Utilities & Labor Donated	7,876	112,704	115,000	230,000	(2)	19,070	111,044	1,659	1
<b>Total Operating Transfer</b>	143,871	812,725	777,136	1,685,457	5	138,929	751,801	60,924	8
<b>Net Income Profit(Loss)</b>	(259,606)	(582,321)	278,639	2,047,494	(309)	(202,730)	74,805	(657,127)	(878)

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2022

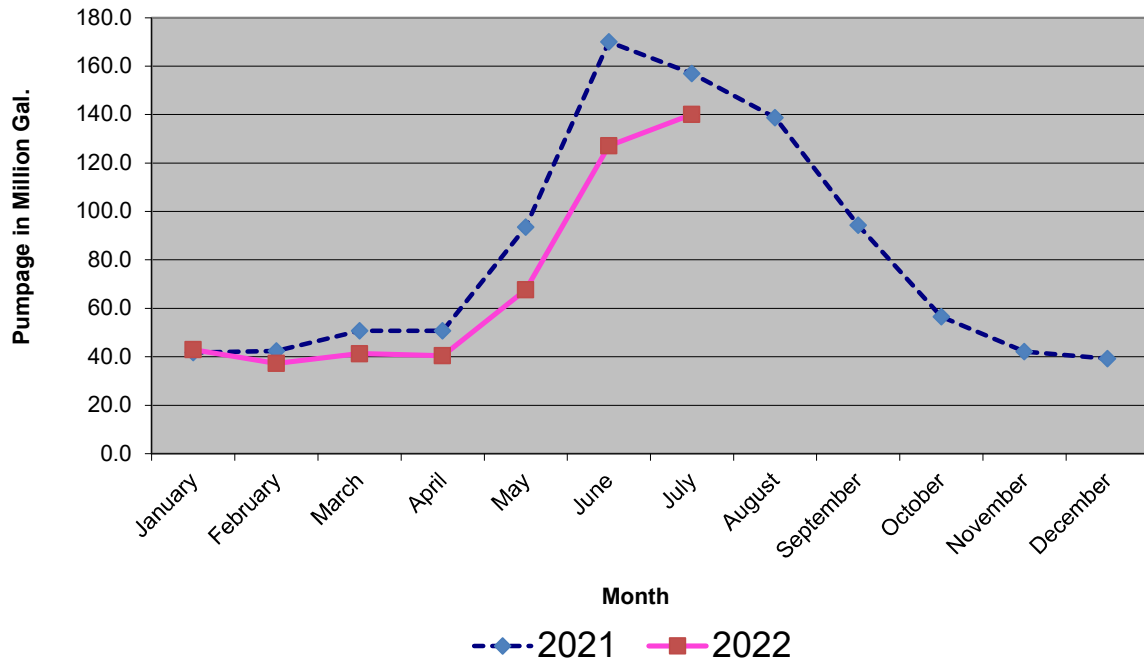
	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Water</b>									
<b>Revenue</b>									
<b>Operating Revenue</b>									
Water Sales	288,571	963,665	895,147	2,444,916	8	308,664	1,016,068	(52,402)	(5)
<b>Total Operating Revenue</b>	288,571	963,665	895,147	2,444,916	8	308,664	1,016,068	(52,402)	(5)
<b>Other Operating Revenue</b>									
Interest/Dividend Income	(3,391)	(30,388)	18,000	36,000	(269)	3,187	12,240	(42,629)	(348)
Customer Penalties	1,019	5,009	8,180	18,000	(39)	0	0	5,009	0
Connection Fees	145,246	806,625	240,000	480,000	236	55,650	308,587	498,037	161
Misc Revenue	25,202	147,869	180,340	364,153	(18)	24,036	142,609	5,260	4
<b>Total Other Revenue</b>	168,078	929,116	446,520	898,153	108	82,874	463,437	465,678	100
<b>Total Revenue</b>	456,649	1,892,781	1,341,668	3,343,069	41	391,538	1,479,505	413,276	28
<b>Expenses</b>									
Production Expense	5,882	45,761	37,500	75,000	22	6,611	134,690	(88,929)	(66)
Pumping Expense	39,079	277,621	281,499	563,000	(1)	55,108	259,864	17,756	7
Distribution Expense	29,254	146,933	169,950	323,100	(14)	34,228	135,906	11,026	8
Depreciation & Amortization	91,788	553,746	566,070	1,199,123	(2)	95,319	576,354	(22,608)	(4)
Interest Expense	3,279	20,879	20,879	39,720	0	821	6,920	13,958	202
Other Operating Expense	152	1,645	924	1,850	78	(44,523)	(45,179)	46,825	104
Customer Accounts Expense	6,275	37,778	37,099	74,200	2	6,010	35,257	2,520	7
Administrative Expense	75,840	471,517	493,090	945,251	(4)	95,929	469,077	2,439	1
General Expense	655	4,616	6,325	12,650	(27)	1,352	5,522	(905)	(16)
<b>Total Expenses(before Operating Transfers)</b>	252,206	1,560,499	1,613,339	3,233,895	(3)	250,858	1,578,415	(17,915)	(1)
<b>Operating Transfer</b>									
Utilities & Labor Donated	0	0	750	1,500	(100)	0	95	(95)	(100)
Total Operating Transfer	0	0	750	1,500	(100)	0	95	(95)	(100)
<b>Net Income Profit(Loss)</b>	204,443	332,282	(272,420)	107,673	222	140,680	(99,005)	431,287	436



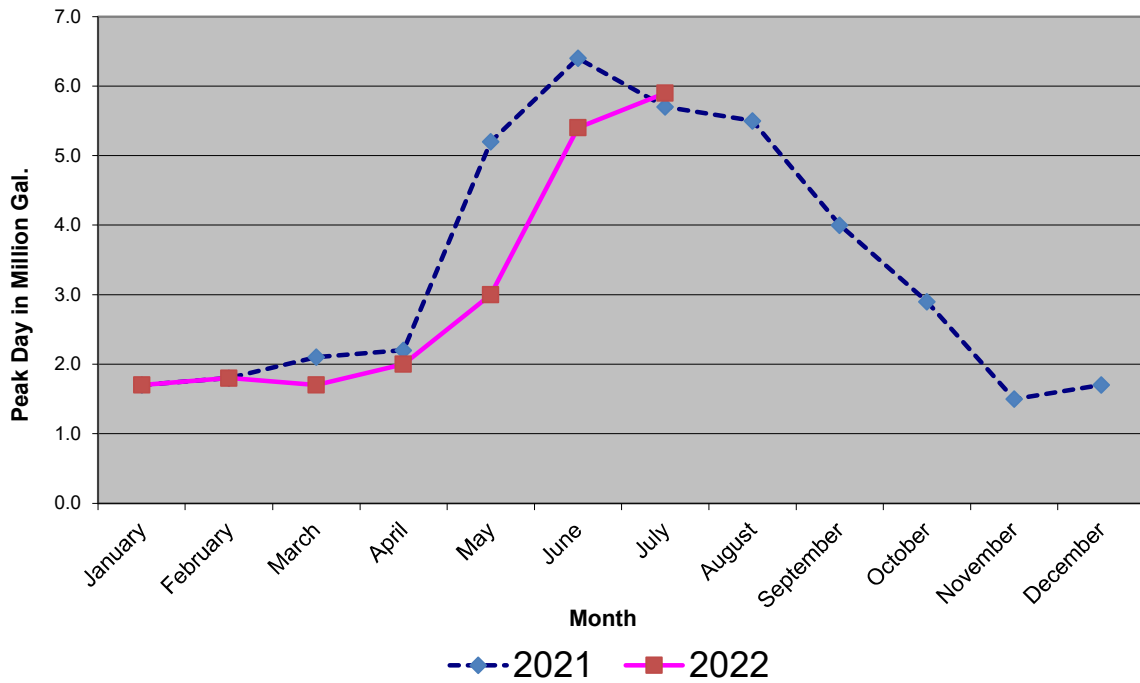




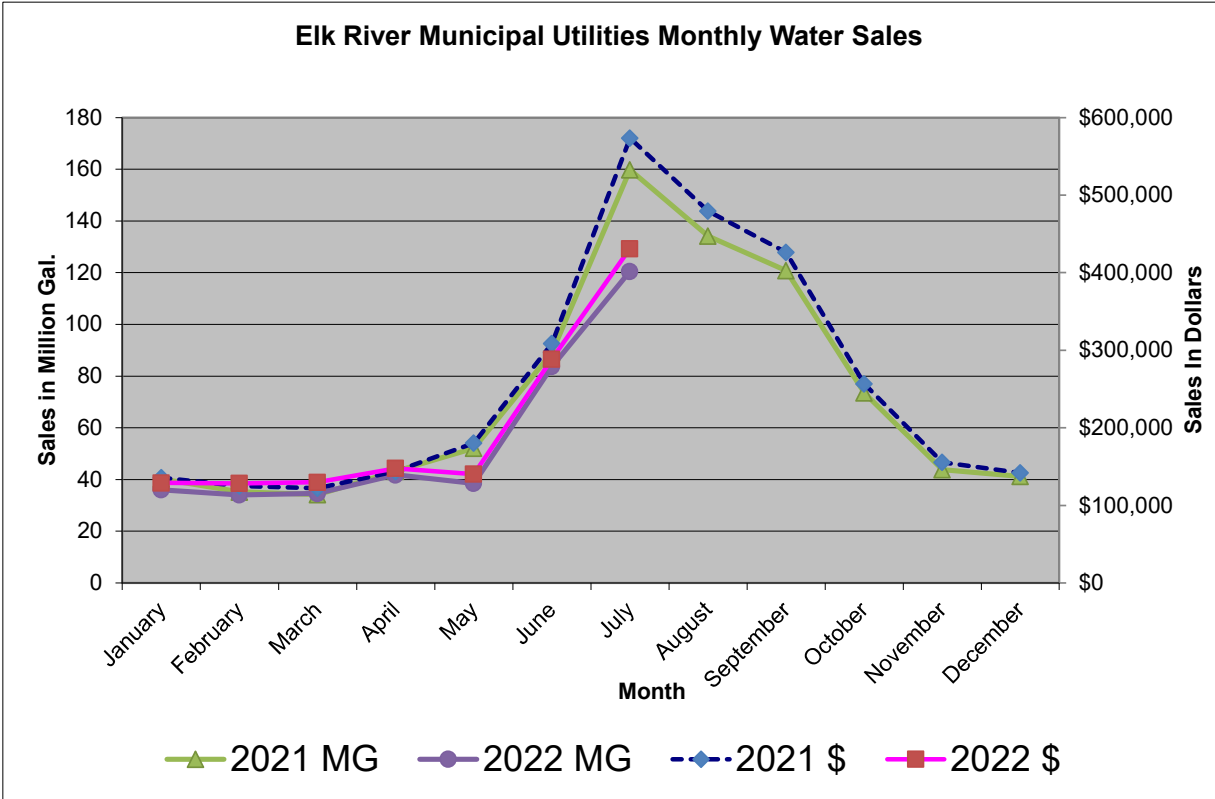
**Elk River Municipal Utilities Monthly Water Pumpage**



**Elk River Municipal Utilities Peak Day Pumpage**







ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2022

		2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Electric Revenue</b>										
<b>Operating Revenue</b>										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,181,676	6,167,526	6,080,066	13,522,234	1	1,039,839	5,854,610	312,916	5
	ELECT SALES - ELK RIVER NON-D	290,540	1,523,070	1,484,408	3,228,252	3	235,491	1,393,483	129,586	9
	ELECT SALES - ELK RIVER DEMA	1,910,154	8,997,518	8,988,938	19,635,954	0	1,704,446	8,670,450	327,067	4
	<b>Total For Elk River:</b>	3,382,371	16,688,115	16,553,413	36,386,442	1	2,979,776	15,918,545	769,570	5
Otsego										
	ELECT SALES - OTSEGO RESIDEN	118,322	625,301	592,942	1,367,785	5	86,565	562,429	62,872	11
	ELECT SALES - OTSEGO NON-DEM	48,511	210,532	170,763	423,970	23	34,798	176,899	33,633	19
	ELECT SALES - OTSEGO DEMAND	131,409	610,275	506,782	1,123,576	20	101,951	559,755	50,520	9
	<b>Total For Otsego:</b>	298,243	1,446,110	1,270,488	2,915,332	14	223,315	1,299,084	147,026	11
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	15,668	91,009	93,728	206,219	(3)	12,336	85,526	5,483	6
	ELECT SALES - BIG LAKE NON-DE	492	1,288	1,266	4,208	2	504	1,344	(56)	(4)
	<b>Total For Rural Big Lake:</b>	16,160	92,298	94,994	210,427	(3)	12,841	86,871	5,427	6
Dayton										
	ELECT SALES - DAYTON RESIDEN	16,158	94,616	95,173	213,485	(1)	12,537	87,584	7,032	8
	ELECT SALES - DAYTON NON-DE	3,589	18,262	16,362	36,963	12	2,867	16,920	1,342	8
	<b>Total For Dayton:</b>	19,747	112,879	111,535	250,448	1	15,404	104,504	8,374	8
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,496	128,764	124,999	250,000	3	20,927	125,590	3,173	3
	<b>Total For Public St &amp; Hwy Lighting:</b>	21,496	128,764	124,999	250,000	3	20,927	125,590	3,173	3
Other Electric Sales										
	SUB-STATION CREDIT	400	2,400	2,400	4,800	0	400	2,400	0	0
	RATE INCREASE	308,369	1,230,212	0	0	0	0	0	1,230,212	0
	<b>Total For Other Electric Sales:</b>	308,769	1,232,612	2,400	4,800	51,259	400	2,400	1,230,212	51,259
<b>Total Operating Revenue</b>		4,046,789	19,700,780	18,157,832	40,017,450	8	3,252,666	17,536,996	2,163,784	12
<b>Other Operating Revenue</b>										
Interest/Dividend Income										
	INTEREST & DIVIDEND INCOME	(16,178)	(138,279)	40,000	80,000	(446)	7,086	35,479	(173,758)	(490)
	<b>Total For Interest/Dividend Income:</b>	(16,178)	(138,279)	40,000	80,000	(446)	7,086	35,479	(173,758)	(490)
Customer Penalties										
	CUSTOMER DELINQUENT PENALT	30,877	115,789	106,818	235,000	8	0	0	115,789	0
	<b>Total For Customer Penalties:</b>	30,877	115,789	106,818	235,000	8	0	0	115,789	0

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2022

	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Electric</b>									
LFG Project									
LFG PROJECT	99,232	484,224	501,600	836,000	(3)	87,481	507,767	(23,543)	(5)
<b>Total For LFG Project:</b>	99,232	484,224	501,600	836,000	(3)	87,481	507,767	(23,543)	(5)
Connection Fees									
DISCONNECT & RECONNECT CHA	21,000	87,220	104,000	220,000	(16)	9,250	120,200	(32,980)	(27)
<b>Total For Connection Fees:</b>	21,000	87,220	104,000	220,000	(16)	9,250	120,200	(32,980)	(27)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	880	2,840	1,000	2,000	184	0	1,812	1,027	57
STREET LIGHT	0	125	10,000	20,000	(99)	0	37,800	(37,675)	(100)
TRANSMISSION INVESTMENTS	66,661	281,725	300,000	600,000	(6)	59,009	223,465	58,260	26
MISC NON-UTILITY	29,807	74,675	45,000	90,000	66	15,613	44,483	30,192	68
GAIN ON DISPOSITION OF PROPER	0	22,750	0	0	0	0	0	22,750	0
CONTRIBUTIONS FROM CUSTOME	8,717	139,061	87,499	175,000	59	42,961	188,528	(49,467)	(26)
<b>Total For Misc Revenue:</b>	106,066	521,178	443,500	887,000	18	117,584	496,090	25,087	5
<b>Total Other Revenue</b>	240,998	1,070,132	1,195,918	2,258,000	(11)	221,402	1,159,536	(89,404)	(8)
<b>Total For Total Other Revenue:</b>	240,998	1,070,132	1,195,918	2,258,000	(11)	221,402	1,159,536	(89,404)	(8)
<b>Total Revenue</b>	4,287,787	20,770,912	19,353,750	42,275,450	7	3,474,068	18,696,533	2,074,379	11
<b>Expenses</b>									
Purchased Power									
PURCHASED POWER	3,429,170	14,871,102	12,431,181	27,017,920	20	2,908,386	12,683,508	2,187,594	17
<b>Total For Purchased Power:</b>	3,429,170	14,871,102	12,431,181	27,017,920	20	2,908,386	12,683,508	2,187,594	17
Operating & Mtce Expense									
OPERATING SUPERVISION	10,381	56,387	71,500	143,000	(21)	9,685	55,569	818	1
DIESEL OIL FUEL	76	1,474	4,999	10,000	(70)	0	2,022	(547)	(27)
NATURAL GAS	222	11,772	9,100	17,500	29	630	14,172	(2,400)	(17)
ELECTRIC & WATER CONSUMPTI	1,724	18,334	15,800	30,000	16	2,084	13,773	4,561	33
PLANT SUPPLIES & OTHER EXPEN	1	3,726	6,499	13,000	(43)	184	7,776	(4,050)	(52)
MISC POWER GENERATION EXPE	294	2,503	4,000	8,000	(37)	311	4,674	(2,170)	(46)
MAINTENANCE OF STRUCTURE -	1,031	8,076	7,500	15,000	8	632	5,310	2,766	52
MTCE OF PLANT ENGINES/GENER	787	6,325	12,499	25,000	(49)	12,892	20,123	(13,798)	(69)
MTCE OF PLANT/LAND IMPROVE	582	13,490	18,125	30,000	(26)	1,087	14,252	(762)	(5)
<b>Total For Operating &amp; Mtce Expense:</b>	15,101	122,091	150,024	291,500	(19)	27,509	137,674	(15,583)	(11)
Landfill Gas									

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	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Electric</b>									
LANDFILL GAS PLANT PURCHASE	14,775	79,277	91,076	151,794	(13)	14,926	85,965	(6,688)	(8)
LANDFILL GAS PLANT OPERATIO	41,518	249,112	249,112	415,187	0	43,229	259,662	(10,550)	(4)
LANDFILL GAS PLANT ADMINIST	222	1,675	15,330	25,550	(89)	208	3,582	(1,906)	(53)
LANDFILL GAS PLANT INSURANC	1,623	9,742	11,970	19,950	(19)	1,607	9,646	95	1
LANDFILL GAS PLANT MTCE	140	714	390	650	83	117	2,099	(1,384)	(66)
<b>Total For Landfill Gas:</b>	<b>58,280</b>	<b>340,522</b>	<b>367,878</b>	<b>613,131</b>	<b>(7)</b>	<b>60,088</b>	<b>360,956</b>	<b>(20,434)</b>	<b>(6)</b>
Transmission Expense									
TRANSMISSION MTCE AND EXPE	5,645	33,230	33,349	66,700	0	6,406	29,518	3,712	13
<b>Total For Transmission Expense:</b>	<b>5,645</b>	<b>33,230</b>	<b>33,349</b>	<b>66,700</b>	<b>0</b>	<b>6,406</b>	<b>29,518</b>	<b>3,712</b>	<b>13</b>
Distribution Expense									
REMOVE EXISTING SERVICE & M	0	194	1,249	2,500	(84)	0	90	103	114
SCADA EXPENSE	5,129	21,320	22,000	44,000	(3)	5,011	21,146	173	1
TRANSFORMER EXPENSE OH & U	950	6,193	6,499	13,000	(5)	918	5,211	982	19
MTCE OF SIGNAL SYSTEMS	469	1,416	1,000	2,000	42	58	310	1,106	357
METER EXPENSE - REMOVE & RE	97	372	499	1,000	(25)	218	218	154	71
TEMP SERVICE - INSTALL & REM	454	1,910	1,000	2,000	91	(542)	670	1,240	185
MISC DISTRIBUTION EXPENSE	16,631	165,361	139,999	280,000	18	14,146	157,934	7,426	5
INTERCONNECTION CARRYING C	0	0	1,207	2,416	(100)	0	0	0	0
<b>Total For Distribution Expense:</b>	<b>23,732</b>	<b>196,769</b>	<b>173,457</b>	<b>346,916</b>	<b>13</b>	<b>19,809</b>	<b>185,582</b>	<b>11,186</b>	<b>6</b>
Maintenance Expense									
MTCE OF STRUCTURES	2,178	12,496	15,000	30,000	(17)	2,493	12,595	(98)	(1)
MTCE OF SUBSTATIONS	5,676	18,511	13,000	26,000	42	190	4,051	14,459	357
MTCE OF SUBSTATION EQUIPME	1,045	26,922	34,500	69,000	(22)	8,629	34,564	(7,641)	(22)
MTCE OF OH LINES/TREE TRIM	1,837	109,392	177,000	225,000	(38)	0	56,907	52,485	92
MTCE OF OH LINES/STANDBY	2,269	16,883	18,000	36,000	(6)	2,582	17,456	(572)	(3)
MTCE OF OH PRIMARY	13,839	81,619	85,000	170,000	(4)	12,790	77,341	4,277	6
MTCE OF URD PRIMARY	16,437	96,686	82,500	165,000	17	4,614	87,365	9,320	11
LOCATE ELECTRIC LINES	12,624	46,670	52,549	105,100	(11)	11,435	48,906	(2,235)	(5)
LOCATE FIBER LINES	130	375	499	1,000	(25)	0	190	185	97
MTCE OF LINE TRANSFORMERS	714	13,609	30,000	60,000	(55)	2,197	40,424	(26,815)	(66)
MTCE OF STREET LIGHTING	15,045	26,237	22,500	45,000	17	3,357	10,373	15,864	153
MTCE OF SECURITY LIGHTING	2,099	7,692	4,999	10,000	54	705	3,992	3,700	93
MTCE OF METERS	10,053	44,055	40,000	80,000	10	4,894	27,985	16,070	57
VOLTAGE COMPLAINTS	997	3,584	4,999	10,000	(28)	1,242	3,655	(71)	(2)
SALARIES TRANSMISSION & DIST	2,448	13,931	15,000	30,000	(7)	2,230	13,121	809	6

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	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Electric</b>									
ELECTRIC MAPPING	8,603	53,825	45,000	90,000	20	4,290	40,858	12,966	32
MTCE OF OH SECONDARY	3,321	9,368	12,499	25,000	(25)	2,713	8,993	375	4
MTCE OF URD SECONDARY	14,603	33,982	25,000	50,000	36	5,719	22,427	11,554	52
TRANSPORTATION EXPENSE	23,764	150,062	120,000	240,000	25	13,078	137,156	12,905	9
<b>Total For Maintenance Expense:</b>	137,691	765,906	798,049	1,467,100	(4)	83,166	648,367	117,538	18
Depreciation & Amortization									
DEPRECIATION	193,125	1,163,214	1,162,880	2,436,698	0	190,994	1,139,085	24,128	2
AMORTIZATION	55,677	334,067	334,067	668,135	0	55,677	334,067	0	0
<b>Total For Depreciation &amp; Amortization:</b>	248,803	1,497,281	1,496,947	3,104,833	0	246,671	1,473,153	24,128	2
Interest Expense									
INTEREST EXPENSE - BONDS	75,850	459,159	459,159	906,275	0	80,677	343,072	116,086	34
INTEREST EXPENSE - DEFEASED	0	0	0	0	0	0	(1,381)	1,381	100
AMORTIZATION OF DEBT DISCOU	(4,988)	(30,834)	(30,382)	(60,765)	(1)	(5,892)	(25,955)	(4,879)	(19)
<b>Total For Interest Expense:</b>	70,862	428,324	428,776	845,509	0	74,785	315,735	112,589	36
Other Operating Expense									
EV CHARGING EXPENSE	594	2,735	2,119	4,240	29	300	2,042	692	34
LOSS ON DISPOSITION OF PROP (C	0	0	6,250	12,500	(100)	3,102	45,213	(45,213)	(100)
OTHER DONATIONS	472	463	1,500	3,000	(69)	0	0	463	0
MUTUAL AID	1,876	10,632	0	0	0	0	0	10,632	0
PENSION EXPENSE	0	0	0	45,000	0	0	0	0	0
OPEB EXPENSE	0	0	0	0	0	(208,273)	(208,273)	208,273	100
OTHER INTEREST EXPENSE	378	2,620	0	0	0	0	0	2,620	0
INTEREST EXPENSE - METER DEP	166	989	1,000	2,000	(1)	73	441	548	124
<b>Total For Other Operating Expense:</b>	3,487	17,441	10,870	66,740	60	(204,796)	(160,576)	178,017	111
Customer Accounts Expense									
METER READING EXPENSE	3,992	23,819	21,049	42,100	13	4,216	20,524	3,294	16
DISCONNECT/RECONNECT EXPEN	2,633	10,750	8,050	16,100	34	1,983	7,909	2,840	36
MISC CUSTOMER ACCOUNTS EXP	23,435	142,081	136,000	272,000	4	22,105	132,107	9,974	8
BAD DEBT EXPENSE & RECOVER	670	3,454	10,000	20,000	(65)	318	2,672	781	29
<b>Total For Customer Accounts Expense:</b>	30,732	180,105	175,100	350,200	3	28,623	163,214	16,891	10
Administrative Expense									
SALARIES OFFICE & COMMISSION	69,468	388,741	430,000	860,000	(10)	70,783	404,549	(15,808)	(4)
SALARIES COVID-19	0	0	0	0	0	0	21,040	(21,040)	(100)
TEMPORARY STAFFING	0	0	1,999	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	7,153	37,373	53,500	107,000	(30)	3,727	40,312	(2,939)	(7)

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	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Electric</b>									
ELECTRIC & WATER CONSUMPTI	2,551	11,926	14,500	29,000	(18)	2,212	12,060	(134)	(1)
BANK FEES	130	940	1,249	2,500	(25)	190	1,150	(209)	(18)
LEGAL FEES	2,726	16,440	16,000	32,000	3	2,105	12,637	3,802	30
AUDITING FEES	1,503	9,019	9,019	18,040	0	1,500	9,000	19	0
INSURANCE	22,563	91,440	91,442	182,884	0	13,106	78,639	12,801	16
UTILITY SHARE - DEFERRED COM	8,328	75,370	61,750	123,500	22	7,290	69,388	5,982	9
UTILITY SHARE - MEDICAL/DENT	68,347	478,722	481,500	847,000	(1)	53,496	439,058	39,664	9
UTILITY SHARE - PERA	22,997	135,783	139,999	280,000	(3)	22,449	129,443	6,340	5
UTILITY SHARE - FICA	22,716	131,293	132,499	265,000	(1)	21,519	124,654	6,638	5
EMPLOYEE SICK PAY	8,355	77,690	66,512	133,025	17	9,505	64,838	12,851	20
EMPLOYEE HOLIDAY PAY	0	38,934	53,451	146,991	(27)	0	50,134	(11,200)	(22)
EMPLOYEE VACATION & PTO PA	17,851	131,273	126,705	231,961	4	15,625	122,504	8,768	7
UPMIC DISTRIBUTION	11,239	21,815	30,000	60,000	(27)	16,386	26,091	(4,276)	(16)
LONGEVITY PAY	1,550	1,550	0	0	0	0	0	1,550	0
CONSULTING FEES	13,082	54,198	27,499	55,000	97	2,600	23,212	30,986	133
TELEPHONE	3,098	17,523	15,649	31,300	12	2,625	14,373	3,149	22
ADVERTISING	1,885	7,729	6,499	13,000	19	716	7,144	584	8
DUES & SUBSCRIPTIONS - FEES	9,681	59,314	65,182	130,365	(9)	9,551	166,567	(107,252)	(64)
SCHOOLS & MEETINGS	6,604	95,983	111,500	224,212	(14)	5,523	54,755	41,227	75
MTCE OF GENERAL PLANT & OFFI	609	3,656	3,750	7,500	(2)	596	3,579	77	2
<b>Total For Administrative Expense:</b>	<b>302,445</b>	<b>1,886,721</b>	<b>1,940,213</b>	<b>3,784,278</b>	<b>(3)</b>	<b>261,511</b>	<b>1,875,136</b>	<b>11,585</b>	<b>1</b>
<b>General Expense</b>									
CIP REBATES - RESIDENTIAL	4,755	24,352	28,953	57,907	(16)	3,320	17,859	6,493	36
CIP REBATES - COMMERCIAL	50,443	61,126	116,100	232,200	(47)	0	11,298	49,828	441
CIP - ADMINISTRATION	424	2,587	42,650	85,301	(94)	464	2,869	(282)	(10)
CIP - MARKETING	5,209	14,243	23,500	47,000	(39)	4,236	17,747	(3,504)	(20)
CIP - LABOR	13,305	73,745	50,256	100,512	47	12,830	74,276	(531)	(1)
CIP REBATES - LOW INCOME	0	4,185	9,250	18,500	(55)	865	6,635	(2,450)	(37)
CIP - LOW INCOME LABOR	767	5,330	4,875	9,750	9	952	5,435	(104)	(2)
ENVIRONMENTAL COMPLIANCE	2,596	15,289	15,289	34,000	0	2,820	15,620	(330)	(2)
MISC GENERAL EXPENSE	65	150	1,249	2,500	(88)	217	5,912	(5,761)	(97)
<b>Total For General Expense:</b>	<b>77,567</b>	<b>201,011</b>	<b>292,124</b>	<b>587,670</b>	<b>(31)</b>	<b>25,707</b>	<b>157,655</b>	<b>43,355</b>	<b>28</b>
<b>Total Expenses(before Operating Transfers)</b>	<b>4,403,522</b>	<b>20,540,508</b>	<b>18,297,974</b>	<b>38,542,498</b>	<b>12</b>	<b>3,537,870</b>	<b>17,869,926</b>	<b>2,670,582</b>	<b>15</b>

**Operating Transfer**

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	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Electric</b>									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	135,995	700,021	662,136	1,455,457	6	119,859	640,757	59,264	9
<b>Total For Operating Transfer/Other Funds:</b>	135,995	700,021	662,136	1,455,457	6	119,859	640,757	59,264	9
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	7,876	112,704	115,000	230,000	(2)	19,070	111,044	1,659	1
<b>Total For Utilities &amp; Labor Donated:</b>	7,876	112,704	115,000	230,000	(2)	19,070	111,044	1,659	1
Total Operating Transfer									
<b>Total For Total Operating Transfer:</b>	143,871	812,725	777,136	1,685,457	5	138,929	751,801	60,924	8
<b>Net Income Profit(Loss)</b>	(259,606)	(582,321)	278,639	2,047,494	(309)	(202,730)	74,805	(657,127)	(878)

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	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Water Revenue</b>									
<b>Operating Revenue</b>									
Water Sales									
WATER SALES RESIDENTIAL	175,581	599,011	531,879	1,359,866	13	184,887	627,331	(28,319)	(5)
WATER SALES COMMERCIAL	88,842	328,518	319,894	842,024	3	78,402	309,664	18,853	6
WATER SALES IRRIGATION	24,148	36,135	43,373	243,025	(17)	45,374	79,071	(42,936)	(54)
<b>Total For Water Sales:</b>	288,571	963,665	895,147	2,444,916	8	308,664	1,016,068	(52,402)	(5)
<b>Total Operating Revenue</b>	288,571	963,665	895,147	2,444,916	8	308,664	1,016,068	(52,402)	(5)
<b>Total For Total Operating Revenue:</b>	288,571	963,665	895,147	2,444,916	8	308,664	1,016,068	(52,402)	(5)
<b>Other Operating Revenue</b>									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	(3,391)	(30,388)	17,500	35,000	(274)	3,187	12,240	(42,629)	(348)
OTHER INTEREST/MISC REVENUE	0	0	499	1,000	(100)	0	0	0	0
<b>Total For Interest/Dividend Income:</b>	(3,391)	(30,388)	18,000	36,000	(269)	3,187	12,240	(42,629)	(348)
Customer Penalties									
CUSTOMER PENALTIES	1,019	5,009	8,180	18,000	(39)	0	0	5,009	0
<b>Total For Customer Penalties:</b>	1,019	5,009	8,180	18,000	(39)	0	0	5,009	0
Connection Fees									
WATER/ACCESS/CONNECTION FE	135,990	770,356	214,999	430,000	258	49,100	287,636	482,719	168
CUSTOMER CONNECTION FEES	9,142	34,532	17,500	35,000	97	3,885	17,811	16,720	94
BULK WATER SALES/HYDRANT R	114	1,736	7,500	15,000	(77)	2,665	3,139	(1,402)	(45)
<b>Total For Connection Fees:</b>	145,246	806,625	240,000	480,000	236	55,650	308,587	498,037	161
Misc Revenue									
MISC NON-UTILITY	0	25	0	0	0	0	0	25	0
MISCELLANEOUS REVENUE	287	287	0	0	0	0	533	(245)	(46)
HYDRANT MAINTENANCE PROGR	980	6,214	6,499	13,000	(4)	974	5,880	333	6
CONTRIBUTIONS FROM DEVELOP	0	0	32,500	65,000	(100)	0	0	0	0
WATER TOWER LEASE	23,934	141,342	141,340	286,153	0	23,061	136,194	5,147	4
<b>Total For Misc Revenue:</b>	25,202	147,869	180,340	364,153	(18)	24,036	142,609	5,260	4
<b>Total Other Revenue</b>	168,078	929,116	446,520	898,153	108	82,874	463,437	465,678	100
<b>Total For Total Other Revenue:</b>	168,078	929,116	446,520	898,153	108	82,874	463,437	465,678	100
<b>Total Revenue</b>	456,649	1,892,781	1,341,668	3,343,069	41	391,538	1,479,505	413,276	28



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	2022 JUNE	2022 YTD	2022 YTD BUDGET	2022 ANNUAL BUDGET	2022 YTD Bud Var%	2021 JUNE	2021 YTD	YTD VARIANCE	2021 v. 2022 Actual Var%
<b>Water Expenses</b>									
Production Expense									
MTCE OF STRUCTURES	5,882	45,761	37,500	75,000	22	6,611	134,690	(88,929)	(66)
<b>Total For Production Expense:</b>	5,882	45,761	37,500	75,000	22	6,611	134,690	(88,929)	(66)
Pumping Expense									
SUPERVISION	4,951	30,056	33,000	66,000	(9)	5,411	28,774	1,281	4
ELECTRIC & GAS UTILITIES	28,529	130,857	135,000	270,000	(3)	32,253	135,384	(4,526)	(3)
SAMPLING	1,542	7,320	7,500	15,000	(2)	887	5,915	1,404	24
CHEMICAL FEED	5,301	13,766	18,000	36,000	(24)	5,777	15,324	(1,558)	(10)
MTCE OF ELECTRIC PUMPING EQ	0	46	0	0	0	0	36	9	24
MTCE OF WELLS	(1,504)	90,776	79,999	160,000	13	9,237	71,338	19,437	27
SCADA - PUMPING	259	4,798	7,999	16,000	(40)	1,540	3,090	1,708	55
<b>Total For Pumping Expense:</b>	39,079	277,621	281,499	563,000	(1)	55,108	259,864	17,756	7
Distribution Expense									
MTCE OF WATER MAINS	6,039	30,288	60,000	120,000	(50)	8,393	40,405	(10,116)	(25)
LOCATE WATER LINES	1,270	4,441	8,500	17,000	(48)	1,420	8,012	(3,570)	(45)
MTCE OF WATER SERVICES	249	326	0	0	0	0	0	326	0
WATER METER SERVICE	9,952	47,203	27,499	55,000	72	10,617	23,815	23,387	98
BACKFLOW DEVICE INSPECTION	1,876	6,804	6,600	15,000	3	843	4,234	2,569	61
MTCE OF CUSTOMERS SERVICE	2,319	13,693	15,250	30,500	(10)	2,297	13,623	70	1
WATER MAPPING	514	2,045	6,250	12,500	(67)	3,600	6,506	(4,460)	(69)
MTCE OF WATER HYDRANTS - PU	4,047	7,224	9,000	18,000	(20)	4,194	6,592	632	10
MTCE OF WATER HYDRANTS - PR	686	988	2,500	5,000	(60)	32	32	956	2,988
WATER CLOTHING/PPE	306	5,315	3,499	7,000	52	1,089	9,578	(4,263)	(45)
WAGES WATER	600	3,058	4,750	9,500	(36)	581	3,221	(163)	(5)
TRANSPORTATION EXPENSE	1,390	7,171	7,500	15,000	(4)	1,157	5,007	2,164	43
WATER PERMIT	0	18,370	18,600	18,600	(1)	0	14,875	3,494	23
<b>Total For Distribution Expense:</b>	29,254	146,933	169,950	323,100	(14)	34,228	135,906	11,026	8
Depreciation & Amortization									
DEPRECIATION	91,788	553,746	566,070	1,199,123	(2)	95,319	576,354	(22,608)	(4)
<b>Total For Depreciation &amp; Amortization:</b>	91,788	553,746	566,070	1,199,123	(2)	95,319	576,354	(22,608)	(4)
Interest Expense									
INTEREST EXPENSE - BONDS	3,833	24,204	24,204	46,371	0	821	7,266	16,938	233
INTEREST EXPENSE - DEFEASED	0	0	0	0	0	0	(345)	345	100
AMORTIZATION OF DEBT DISCOU	(554)	(3,325)	(3,325)	(6,651)	0	0	0	(3,325)	0

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2022

Water		2022	2022	2022	2022	2022 YTD	2021	2021	YTD	2021 v. 2022
		JUNE	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JUNE	YTD	VARIANCE	Actual Var%
	<b>Total For Interest Expense:</b>	3,279	20,879	20,879	39,720	0	821	6,920	13,958	202
Other Operating Expense										
	DAM MAINTENANCE EXPENSE	53	964	874	1,750	10	0	(667)	1,631	245
	OPEB EXPENSE	0	0	0	0	0	(44,525)	(44,525)	44,525	100
	OTHER INTEREST EXPENSE	94	655	0	0	0	0	0	655	0
	INTEREST EXPENSE - METER DEP	4	26	49	100	(46)	2	13	13	108
	<b>Total For Other Operating Expense:</b>	152	1,645	924	1,850	78	(44,523)	(45,179)	46,825	104
Customer Accounts Expense										
	METER READING EXPENSE	207	1,194	1,249	2,500	(4)	232	1,123	70	6
	MISC CUSTOMER ACCOUNTS EXP	6,067	36,584	35,599	71,200	3	5,778	34,134	2,449	7
	BAD DEBT EXPENSE & RECOVER	0	0	250	500	(100)	0	0	0	0
	<b>Total For Customer Accounts Expense:</b>	6,275	37,778	37,099	74,200	2	6,010	35,257	2,520	7
Administrative Expense										
	SALARIES OFFICE & COMMISSION	20,075	113,193	117,499	235,000	(4)	20,270	116,512	(3,318)	(3)
	SALARIES COVID-19	0	0	0	0	0	0	1,791	(1,791)	(100)
	TEMPORARY STAFFING	0	0	499	1,000	(100)	0	0	0	0
	OFFICE SUPPLIES	1,461	7,166	11,850	23,700	(40)	1,046	13,506	(6,340)	(47)
	ELECTRIC & WATER CONSUMPTI	637	2,981	4,000	8,000	(25)	553	3,015	(33)	(1)
	BANK FEES	32	245	349	700	(30)	62	307	(62)	(20)
	LEGAL FEES	681	4,063	4,000	8,000	2	501	2,749	1,313	48
	AUDITING FEES	375	2,254	2,254	4,510	0	375	2,250	4	0
	INSURANCE	4,982	16,071	13,500	27,000	19	2,130	12,780	3,290	26
	UTILITY SHARE - DEFERRED COM	1,583	13,835	13,999	28,000	(1)	1,365	9,661	4,173	43
	UTILITY SHARE - MEDICAL/DENT	17,153	124,325	121,090	217,000	3	12,769	103,745	20,580	20
	UTILITY SHARE - PERA	4,386	26,093	25,500	51,000	2	4,060	23,891	2,202	9
	UTILITY SHARE - FICA	4,213	24,984	24,499	49,000	2	3,904	23,023	1,961	9
	EMPLOYEE SICK PAY	2,068	12,531	15,000	30,000	(16)	1,626	10,022	2,508	25
	EMPLOYEE HOLIDAY PAY	0	6,851	10,181	28,000	(33)	0	9,415	(2,563)	(27)
	EMPLOYEE VACATION & PTO PA	2,895	23,677	23,000	41,000	3	5,023	22,371	1,305	6
	UPMIC DISTRIBUTION	2,344	4,544	5,500	11,000	(17)	2,992	4,864	(319)	(7)
	WELLHEAD PROTECTION	0	4,724	20,000	20,000	(76)	0	0	4,724	0
	CONSULTING FEES	4,823	16,924	10,000	20,000	69	9,344	19,299	(2,374)	(12)
	TELEPHONE	727	4,178	3,400	6,800	23	692	3,201	977	31
	ADVERTISING	415	1,803	2,500	5,000	(28)	179	2,164	(360)	(17)
	DUES & SUBSCRIPTIONS - FEES	5,757	40,189	36,000	73,615	12	28,150	70,992	(30,803)	(43)

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2022

Water		2022	2022	2022	2022	2022 YTD	2021	2021	YTD	2021 v. 2022
		JUNE	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JUNE	YTD	VARIANCE	Actual Var%
	SCHOOLS & MEETINGS	1,071	19,961	27,512	55,025	(27)	732	12,617	7,344	58
	MTCE OF GENERAL PLANT & OFFI	152	914	949	1,900	(4)	149	894	19	2
	<b>Total For Administrative Expense:</b>	75,840	471,517	493,090	945,251	(4)	95,929	469,077	2,439	1
General Expense										
	CIP REBATES - RESIDENTIAL	149	434	2,250	4,500	(81)	774	1,669	(1,235)	(74)
	CIP REBATES - COMMERCIAL	0	0	250	500	(100)	0	0	0	0
	CIP - MARKETING	84	613	250	500	145	121	121	491	402
	CIP - LABOR	375	2,284	2,350	4,700	(3)	403	2,247	37	2
	ENVIRONMENTAL COMPLIANCE	46	1,284	1,099	2,200	17	53	673	610	91
	MISC GENERAL EXPENSE	0	0	124	250	(100)	0	809	(809)	(100)
	<b>Total For General Expense:</b>	655	4,616	6,325	12,650	(27)	1,352	5,522	(905)	(16)
	<b>Total Expenses(before Operating Transfers)</b>	252,206	1,560,499	1,613,339	3,233,895	(3)	250,858	1,578,415	(17,915)	(1)
Operating Transfer										
Utilities & Labor Donated										
	WATER & LABOR DONATED TO CI	0	0	750	1,500	(100)	0	95	(95)	(100)
	Total Operating Transfer									
	<b>Total For Total Operating Transfer:</b>	0	0	750	1,500	(100)	0	95	(95)	(100)
	<b>Net Income Profit(Loss)</b>	204,443	332,282	(272,420)	107,673	222	140,680	(99,005)	431,287	436

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 5.2
<b>SUBJECT:</b> 2022 Second Quarter Delinquent Items	
<b>ACTION REQUESTED:</b> Approve the 2022 second quarter delinquent items submitted.	

**BACKGROUND:**

Second quarter delinquent items are presented for your review. We have previously reported on four different categories of delinquents as follows:

- Assessments are delays in collecting the money owed and is assessed to the property taxes in the fall. *Please note this number will only be presented in the 4<sup>th</sup> quarter.*
- Collections amounts are those we send to the collection agency to try and collect after we have exhausted all our internal collection efforts. We receive 70% of amounts collected after the agency receives their split.
- Revenue Recapture (RR) is the program through the state where funds are collected from individuals' tax refunds and remitted to us, with the balance (if any) remitted to the individual. It presents an opportunity to collect funds rather than splitting with a collection agency or having to write them off completely. There is a six-year limit for keeping items on RR and if uncollected at this time, amounts are removed and written off.
- Write Offs are amounts removed from the books with no further collection efforts being extended.

**DISCUSSION:**

I have for review recap comparisons with last year, identifying the categories and amounts for each quarter, and the running totals. Regarding the second quarter totals:

- The amounts listed for assessments culminate in the fourth quarter and include items previously submitted to other collection services, and if not collected, are removed and assessed. The assessment amount for 2022 is \$0.00 as there has been no activity yet for this year.
- The amounts submitted **only** to Collection Agencies for 2022 is \$0. (Please note that amounts submitted to Revenue Recapture were also submitted to Collection Agencies.)

- The amounts submitted to Revenue Recapture were more than the prior year. The Q2 2022 RR amount is \$7,547.92. We have collected a total of \$3,348.77 from RR in Q2 2022.
- Write Offs for Q2 2022 of \$2,402.70 which is more than the prior year. The biggest impact to the Write Offs is due to the removal of items from the RR program due to a six-year limit mandated by the state. We have had to remove, and write off, a total of \$2,368.54 from RR in Q2 2022. However, that still leaves us \$980.23 ahead with the \$3,348.77 we have collected this quarter through RR.

The attached report listing shows those dollars submitted to both the Collection Agency and RR. The second quarter totals are \$7,547.92. To break these totals down by provider, it is \$5,857.13 for Electric, \$565.32 for Franchise Fees, \$449.79 for Sewer, \$348.08 for Trash, \$244.85 for Water and \$82.75 for Storm Water.

The amount for second quarter Write Offs is \$2,402.70 which includes: small balances of \$34.16 and amounts removed from RR meeting the six-year limit with the state program of \$2,368.54.

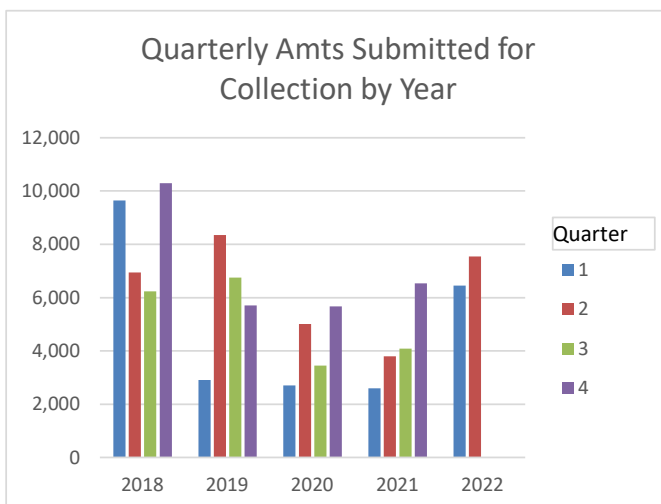
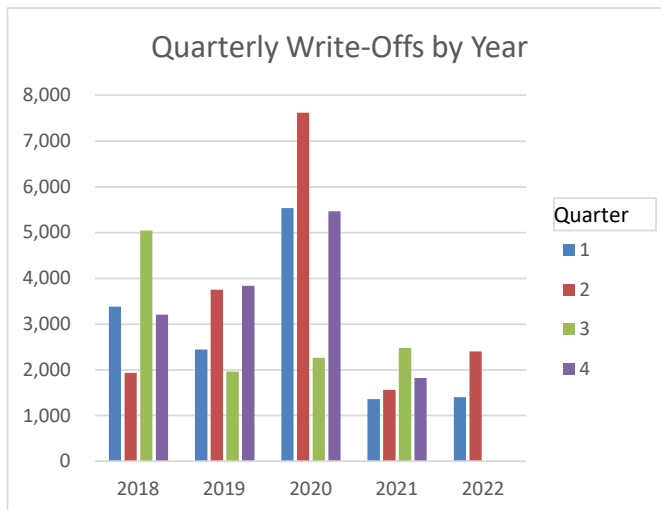
Our allowance for doubtful accounts (a reserve for bad debt/write offs) is \$25,605 or .06% uncollectible accounts per revenue dollar. According to the American Public Power Association's most recent published standard ratios (2020) the industry standard is between .22% and .98%. Interestingly, the Northern/Central Plains average is .22%. Our totals for the year are below the national average, at .018%.

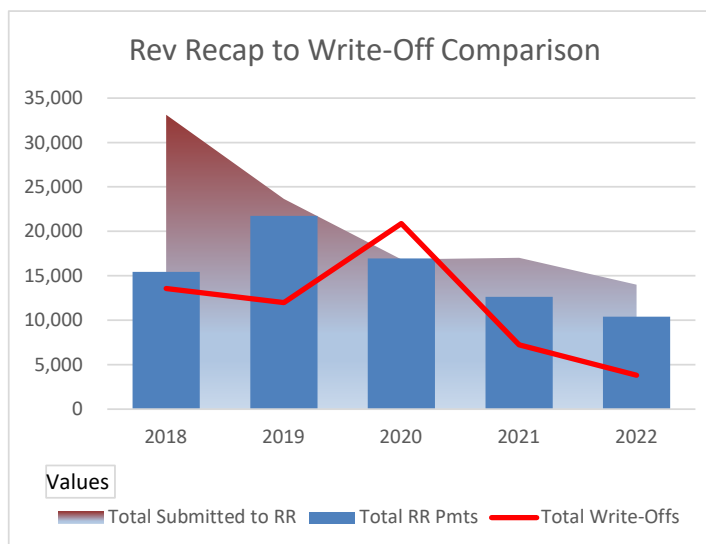
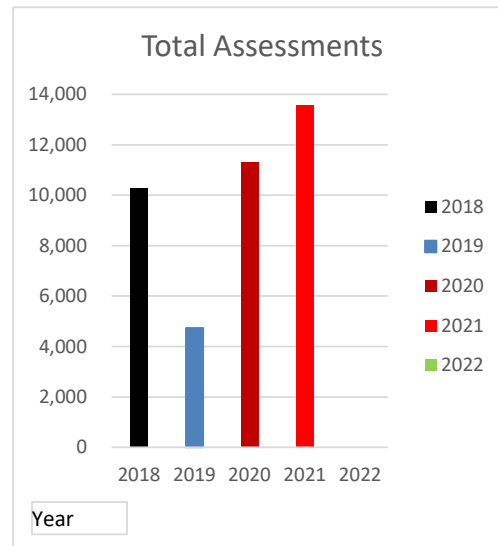
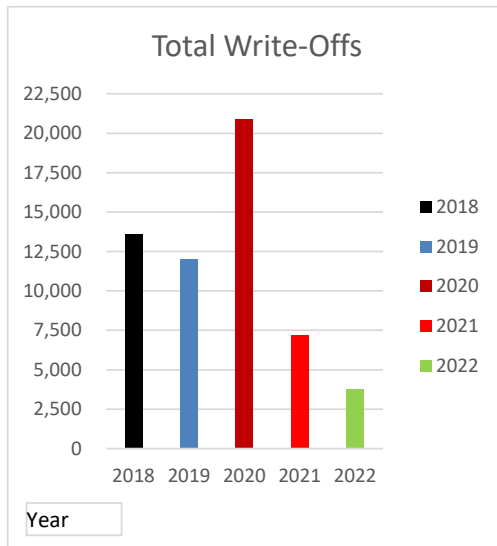
#### **ATTACHMENTS:**

- 2022 Second Quarter Delinquent Items Comparison
- 2022 Second Quarter Delinquent Items Submitted

## Delinquent Items Comparisons

Year	Quarter	Assessments	Collection Agency	Revenue Recapture	Rev Recap/Coll Agen	Write-Offs	Rev Recap Pmts
2018	1	-	-	9,644.99	9,644.99	3,383.61	9,374.71
2018	2	-	-	6,945.51	6,945.51	1,933.72	3,293.10
2018	3	-	-	6,233.11	6,233.11	5,047.62	1,496.85
2018	4	10,301.48	-	10,292.97	10,292.97	3,206.46	1,258.91
2019	1	-	-	2,911.46	2,911.46	2,444.35	10,447.26
2019	2	-	85.77	8,267.42	8,353.19	3,755.56	8,258.66
2019	3	-	-	6,750.81	6,750.81	1,962.21	1,855.27
2019	4	4,743.53	-	5,708.23	5,708.23	3,833.53	1,172.73
2020	1	-	-	2,707.86	2,707.86	5,537.23	8,315.08
2020	2	-	-	5,016.46	5,016.46	7,621.65	5,203.80
2020	3	-	-	3,447.14	3,447.14	2,262.18	2,022.43
2020	4	11,324.36	-	5,668.90	5,668.90	5,464.99	1,424.25
2021	1	-	-	2,600.71	2,600.71	1,362.30	5,875.40
2021	2	-	-	3,802.55	3,802.55	1,559.69	1,841.70
2021	3	-	-	4,085.99	4,085.99	2,482.70	2,132.85
2021	4	13,572.01	-	6,532.49	6,532.49	1,819.22	2,784.22
2022	1	-	-	6,446.46	6,446.46	1,405.27	6,749.22
2022	2	-	-	7,547.92	7,547.92	2,402.70	3,648.77





<u>Agency</u>	<u>Serv Addr</u>	<u>Provider</u>	<u>Total AR</u>
B	1001 SCHOOL ST APT 203	1ERUE	\$ 180.94
B	1001 SCHOOL ST APT 203	6CTYF	\$ 12.06
B	1860 MEADOWVALE RD APT 5	1ERUE	\$ 539.74
B	1860 MEADOWVALE RD APT 5	6CTYF	\$ 19.50
B	19174 LANDER ST	1ERUE	\$ 357.81
B	19174 LANDER ST	4CTYT	\$ 67.53
B	19174 LANDER ST	6CTYF	\$ 25.37
B	19174 LANDER ST	7CTYS	\$ 11.82
B	12305 RIDGEWOOD DR	1ERUE	\$ 201.93
B	12305 RIDGEWOOD DR	4CTYT	\$ 25.92
B	12305 RIDGEWOOD DR	6CTYF	\$ 17.28
B	12305 RIDGEWOOD DR	7CTYS	\$ 8.05
B	300 JACKSON AVE APT 311	1ERUE	\$ 153.83
B	300 JACKSON AVE APT 311	6CTYF	\$ 16.91
B	12869 RANCH RD	1ERUE	\$ 234.94
B	12869 RANCH RD	4CTYT	\$ 71.04
B	12869 RANCH RD	6CTYF	\$ 30.95
B	12869 RANCH RD	7CTYS	\$ 14.39
B	1105 LIONS PARK DR NW APT 325	1ERUE	\$ 115.61
B	1105 LIONS PARK DR NW APT 325	6CTYF	\$ 24.11
B	1227 SCHOOL ST NW APT 105	1ERUE	\$ 86.26
B	1227 SCHOOL ST NW APT 105	6CTYF	\$ 11.88
B	18415 XERXES ST NW	1ERUE	\$ 40.59
B	18415 XERXES ST NW	2ERUW	\$ 12.89
B	18415 XERXES ST NW	3CTYS	\$ 21.20
B	18415 XERXES ST NW	6CTYF	\$ 3.96
B	18415 XERXES ST NW	7CTYS	\$ 2.74
B	379 BALDWIN AVE NW APT 203	1ERUE	\$ 191.12
B	379 BALDWIN AVE NW APT 203	6CTYF	\$ 14.83
B	725 6TH ST APT 105	1ERUE	\$ 90.17
B	725 6TH ST APT 105	6CTYF	\$ 23.75
B	1105 LIONS PARK DR NW APT 208	1ERUE	\$ 81.46
B	1105 LIONS PARK DR NW APT 208	6CTYF	\$ 11.88
B	18600 GARY ST APT 27	1ERUE	\$ 169.15
B	18600 GARY ST APT 27	6CTYF	\$ 32.75
B	631 AUBURN PL NW APT 306	1ERUE	\$ 231.35
B	631 AUBURN PL NW APT 306	6CTYF	\$ 26.09
B	10180 PARRISH AVE NE TRAILER H	1ERUE	\$ 378.67
B	355 EVANS AVE NW APT 101	1ERUE	\$ 91.00
B	355 EVANS AVE NW APT 101	6CTYF	\$ 17.28
B	18057 VANCE CIR NW	1ERUE	\$ 39.38
B	18057 VANCE CIR NW	6CTYF	\$ 7.74
B	227 MORTON AVE NW	1ERUE	\$ 526.49
B	227 MORTON AVE NW	2ERUW	\$ 126.11
B	227 MORTON AVE NW	3CTYS	\$ 130.73
B	227 MORTON AVE NW	4CTYT	\$ 116.65
B	227 MORTON AVE NW	6CTYF	\$ 45.16
B	227 MORTON AVE NW	7CTYS	\$ 30.80
B	1105 LIONS PARK DR NW APT 322	1ERUE	\$ 124.95
B	1105 LIONS PARK DR NW APT 322	6CTYF	\$ 24.11
B	10653 172ND AVE NW 109	1ERUE	\$ 114.29
B	10653 172ND AVE NW 109	6CTYF	\$ 20.51
B	1105 LIONS PARK DR NW APT 316	1ERUE	\$ 2.15
B	1105 LIONS PARK DR NW APT 316	6CTYF	\$ 23.76
B	11102 191ST AVE NW	1ERUE	\$ 647.71
B	11102 191ST AVE NW	2ERUW	\$ 105.85
B	11102 191ST AVE NW	3CTYS	\$ 297.86
B	11102 191ST AVE NW	4CTYT	\$ 66.94
B	11102 191ST AVE NW	6CTYF	\$ 21.60
B	11102 191ST AVE NW	7CTYS	\$ 14.95
B	1227 SCHOOL ST NW APT 308	1ERUE	\$ 544.76
B	1227 SCHOOL ST NW APT 308	6CTYF	\$ 30.60
B	1001 SCHOOL ST NW APT 112	1ERUE	\$ 209.23
B	1001 SCHOOL ST NW APT 112	6CTYF	\$ 21.40
B	379 BALDWIN AVE APT G0	1ERUE	\$ 94.89
B	379 BALDWIN AVE APT G0	6CTYF	\$ 16.03
B	1105 LIONS PARK DR NW APT 318	1ERUE	\$ 230.72
B	1105 LIONS PARK DR NW APT 318	6CTYF	\$ 34.74
B	1105 LIONS PARK DR NW APT 116	1ERUE	\$ 69.94
B	1105 LIONS PARK DR NW APT 116	6CTYF	\$ 10.97
B	17250 TWIN LAKES RD 302	1ERUE	\$ 108.05
B	17250 TWIN LAKES RD 302	6CTYF	\$ 20.10
			<u>\$7,547.92</u>



<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 5.3
<b>SUBJECT:</b> 2023 Annual Business Plan: Travel & Training; Dues, Subscriptions, and Fees Budget	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

The 2023 budgeting process has begun. Per the 2022 Governance Agenda the budgeting process schedule is as follows:

August Meeting:	Travel & Training Dues & Subscriptions - Fees
September Meeting:	20 Year Capital Projections Capital Projections Conservation Improvement Program
October Meeting:	Projected Purchased Power Costs Projected Sales Revenues Projected Expenses
November Meeting:	Completed Budget with Rate Analysis
December Meeting:	Adopt Budget with Rate changes (if any)

**FINANCIAL IMPACT:**

The Travel & Training budget has a 13% increase over the prior year. The increase is mainly due to additional leadership training, additional American Public Power Association (APPA) training, additional training for the new General Manager, and some additional training for the new attorney. Some of the proposed key items are as follows:

- Additional leadership training in all departments that was identified as a need in our Organizational Effectiveness Survey: \$20,000 (distributed among all departments) as well as strategic planning and management training: \$20,000.
- Minnesota Municipal Utilities Association Stepping into Leadership (replacing 1<sup>st</sup> Line Supervision): \$14,110.
- Additional APPA training: \$7,000.
- Participation at the APPA rodeo for one team: \$5,000.

- Additional American Water Works Association and Minnesota Rural Water Association training for new General Manager: \$4,300.
- APPA Legal & Regulatory Conference for new attorney: \$3,350.
- Commercial Driving School for new inventory assistant: \$3,000.
- The Utility Equipment Expo in Kentucky: \$3,000.

The Dues & Subscriptions - Fees budget has a 2% increase over the prior year. During the next couple of months there will be additional amounts identified for Advanced Metering Infrastructure and a customer service chat feature on our website. The customer service survey has been added to the budget for 2023 for \$6,000 and will be in the second year of data collection. All other increases are immaterial in nature.

**ATTACHMENTS:**

- Proposed 2023 Travel & Training Budget
- Proposed 2023 Dues & Subscriptions - Fees Budget

**ELK RIVER MUNICIPAL UTILITIES  
TRAVEL & TRAINING BUDGET FOR 2023**

	# Attending	Budget 2023	Budget 2022	Budget 2021	Comments
<b>Electric</b>					
MMUA Overhead Hot Line School	2 staff	2,140	2,140	2,110	
MMUA Underground School	2 staff	2,140	2,140	2,110	
MMUA Transformer School	2 staff	2,370	2,370	2,110	
MMUA Substation Workshop	2 staff	2,140	2,140	2,110	
1st Line Supervision	1 staff	-	-	1,790	
MMUA Stepping Into Leadership	2 staff	5,080	2,200	-	
Advanced Staking Workshop	1 staff	1,900	1,900	1,900	
Apprenticeship	3 staff	1,875	3,125	1,875	
MMUA Meter School	2 staff	1,960	1,960	1,940	
MMUA Locator Workshop	2 staff	720	720	720	
Regional Workshop	8 staff	920	920	920	
Competent Person training	2 staff	950	950	950	
APPA Linemen Rodeo team	3 staff	5,000	4,500	5,000	1 team - Kansas City, KS
Cross Training School/Diesel Workshop	2 staff	1,960	1,960	1,910	
PCB Training	1 staff	1,233	1,233	1,233	
Member Information Conf (NISC)	1 staff	2,363	2,363	2,135	Inventory attending
MMUA T&O Conference	2 staff	460	460	230	Inventory Foreperson and Assistant attending partial
Tree Trimming/Chainsaw Workshop	4 staff	2,060	2,060	2,060	
Everyday Leadership Training		6,957	6,957	7,273	Identified need in Survey
Commercial Driving School	1 staff	3,000	-	-	
Additional Training		2,000	2,000	2,000	New Inventory Assistant
	12%	47,228	42,098	40,376	
<b>Water</b>					
Water Certification Continuing Education	4 staff	2,668	2,668	2,000	
Wastewater Certification Continuing Education	4 staff	2,000	2,000	1,500	
Unlicensed Electrician Continuing Education	1 staff	60	60	-	
MMUA Electrical Skills	2 Staff	-	-	-	2024
Public Works Certificate Program	1 staff	2,350	-	-	
Backflow Tester Certification Class	2 staff	-	2,400	3,600	
Professional Operator and Development	1 staff	750	750	750	
1st Line Supervision	1 staff	-	-	1,790	
MMUA Stepping Into Leadership	1 staff	1,870	2,200	-	18 month program
Everyday Leadership Training		1,739	1,739	1,364	Identified need in Survey
Additional Training		2,500	2,500	2,500	
	-3%	13,937	14,317	13,504	
<b>Technical Services</b>					
MMUA Locator Workshop		-	-	-	
MMUA Diesel Workshop	1 staff	-	850	850	
MMUA Generation School	2 staff	2,000	-	-	
UMMA Meter Workshop	1 staff	700	700	700	
CAD Workshops/GPS		-	-	-	
ESRI User Conference	1 staff	2,000	-	-	
Substation School	2 staff	2,000	890	890	
Power Quality training	2 staff	1,000	1,000	1,000	
Infrared Camera training	2 staff	2,500	2,000	1,000	
UMMA winter mtg	1 staff	800	435	400	
UMMA summer mtg	1 staff	800	475	400	
MMUA Stepping Into Leadership	1 staff	3,580	-	-	
1st Line Supervision	1 staff	-	-	1,790	
Everyday Leadership Training		2,174	2,174	1,818	Identified need in Survey
Additional Training		1,500	1,500	1,000	
	90%	19,054	10,024	9,848	
<b>Administration</b>					
AWWA	2 staff	3,400	1,700	1,700	Water Certification Continuing Education
MRWA	2 staff	1,000	500	500	Water Certification Continuing Education
Wastewater Certification Continuing Education	1 staff	500	500	500	
AWWA National Conference	2 staff	4,200	2,100	2,100	
Engineering MP/PSYCON	2 staff	1,000	3,500	1,750	
UMMA Meter Workshop	1 staff	435	435	700	
UMMA winter mtg	1 staff	475	475	400	
MMUA Annual Summer Meeting	3 staff/ 5 comm	7,406	7,406	7,406	
MMUA Legislative Round-up	2 staff/1 comm	1,305	1,305	1,305	
APPA Legislative Round-up	2 staff/1 comm	6,475	6,475	6,475	
MMUA T&O Conference	5 staff	3,325	3,325	2,400	
Advanced Training	1 staff	1,900	1,900	1,900	
Engineering seminar	1 staff	2,000	2,000	2,000	
Clerk's Conference	1 staff	-	800	800	
MN Municipal Clerks Institute	1 staff	1,000	1,000	800	Complete 2023
Project Management Certification Training	1 staff	700	-	-	
MMUA Leadership Academy	1 staff	4,310	4,310	4,310	
MMUA Stepping Into Leadership	1 staff	3,580	-	-	12 month program
APPA E&O Conference	3 staff	6,185	6,185	6,185	
APPA National Conference	1 staff/0 comm	3,050	3,050	3,050	
1st Line Supervision	2 staff	-	-	3,580	
Member Information Conf (NISC)	2 staff	4,726	4,726	4,270	
APPA Training (Mgmt, CS, Fin, Eng, CIP, etc)	1 staff	3,500	2,500	2,500	
APPA Training (Mgmt, CS, Fin, Eng, CIP, etc)	1 staff	3,500	-	-	
Human Resources Training/Conference	1 staff	-	-	2,000	Moved to Office
JTS Spring and Fall Meeting	1 staff	420	-	-	
Kentucky Equipment Show	2 staff	3,000	-	-	odd year (fly out mon fly back thur)
CPA CPE	1 staff	1,500	1,500	1,500	
Management Training		20,000	20,000	-	Includes Strategic Planning
Everyday Leadership Training		4,348	4,348	5,000	
APPA Legal & Regulatory Conference	1 staff	3,350	-	-	New Attorney
Additional Training		3,000	3,000	1,000	
	20%	99,590	83,040	64,131	
<b>Office</b>					
Member Information Conf (NISC)	2 staff	4,726	4,726	4,270	
Customer Service		3,000	3,000	3,000	Identified need in Survey
Communications Training	1 staff	1,000	1,000	600	
Clerk's Conference	1 staff	800	800	-	Communications
APPA Customer Connections Conference	1 staff	3,500	-	-	Communications
Chamber Leadership Program	1 staff	475	475	400	
Financial/Accounting (APA, NISC & Misc)		1,650	1,650	1,650	APA Continuing Ed, Misc PR, Excel, Accounting Misc
Everyday Leadership Training		4,783	4,783	4,545	Identified need in Survey
MMUA Stepping Into Leadership	11 staff	-	-	-	
MRA Employment Law Update	1 staff	250	250	-	
SHRM Conference	1 staff	3,000	3,000	-	HR Training
APPA Cybersecurity Summit	1 staff	1,500	1,500	1,500	IT Training
IT S&COP Online Education	1 staff	500	500	500	IT Training
NISC/Misc IT Training	1 staff	1,000	1,000	1,000	IT Training
Additional Training		1,000	1,000	1,000	
	15%	27,184	23,684	18,465	
<b>Safety Training</b>					
Safe Driver Training	7 staff	2,100	2,100	2,100	
Additional Training		1,000	1,000	1,000	
Hearing Test		700	700	700	
Labor		102,253	99,275	95,000	
	3%	106,053	103,075	98,800	
<b>Education</b>					
		3,000	3,000	3,000	
		3,000	3,000	3,000	
<b>Total</b>		<b>316,046</b>	<b>279,238</b>	<b>248,124</b>	
<b>Total Change</b>		<b>13%</b>	<b>13%</b>		

**ELK RIVER MUNICIPAL UTILITIES  
DUES & SUBSCRIPTIONS - FEES BUDGET FOR 2023**

Description	Budget 2023	Budget 2022	Actual 2021	
MMUA Membership Dues	33,839	33,839	32,413	
MMTG Dues	6,550	6,550	6,549	
APPA Dues	17,630	17,630	17,629	
APPA DEED Program Dues	3,600	3,600	3,526	
Customer Service Survey	6,000	-	-	
MMUA Monthly Safety Meetings	30,500	30,500	30,237	
Rotary	300	300	-	
Drug and Alcohol Random Testing	1,500	1,500	894	
Bond Administrative & Management Fees	5,400	5,400	8,222	US Bank, City (Bond Disclosure Fees), Moody's
Quarterly MN Dept of Health Water Connection Fee	55,500	54,500	52,902	
MRWA Annual Fee	300	300	300	
AWWA Annual Fee Dues	2,120	2,120	2,065	
MPCA Permit Fee - WTP	350	350	-	coded to 730.7399
MPCA Permit Fee - Engines	360	360	354	
Homeland Security (Hazardous Chemical Fee)	700	700	700	
SUSA Membership	125	125	125	
Elk River Chamber Membership	620	620	590	
Economic Development Association	350	350	-	mn deed, eda of mn
GASB Subscription	287	287	-	
ESRI Small Govt Enterprise agreement	27,300	27,000	26,969	
mPower Maintenance	-	6,000	6,000	
AMI		-	-	
Adobe Creative Cloud software	1,720	800	791	includes stock image subscription
Adobe Pro software	1,200	800	978	Additional for CS Dept
SIEM Solution	2,380	2,380	-	New 2022 - Billed from city
Customer Service Chat Feature		-	-	
Munici-pals Membership	25	25	-	
Survey Monkey	390	390	384	
AWWA Partnership Safe Water Treatment/Distribution	100	100	-	
accessiBe	490	490	-	subscription added for new website
HR professional membership(s)	1,400	1,400	1,344	SHRM and MRA
Miscellaneous	6,023	5,565	3,189	Detail below
Bond Underwriter's Discount	-	-	104,988	2021 Bonding Expense
Bond Service Professional Fee	-	-	36,713	2021 Bonding for Field Services Building
<b>Total</b>	<b>207,059</b>	<b>203,981</b>	<b>337,862</b>	
			-	
<b>Budget Change</b>	<b>2%</b>	<b>-32%</b>		
<i>Budget Change without Bonding Expenses</i>	<i>2%</i>	<i>7%</i>		

Miscellaneous	6,023	5,565	3,189	Total
APA - Northstar Chapter Membership Fee	50	50	50	
Supervisors Legal Update Renewal	530	530	504	
Class A Electrical License	130	130	128	
Journey worker A Electrician License Fee	43	43	-	
Master A Electrician License Fee	73	-	73	
Unlicensed Electrician Fee	24	19	24	
CPA License Renewal	102	102	102	
MN Society of CPA Membership	680	630	630	2 memberships
Zoom	170	170	162	
MCFOA Membership	92	90	92	2 memberships
AWWA Membership Renewal	324	316	160	4 memberships
MPCA Wastewater Certification Renewal	92	92	-	4 renewals
Engineer License Renewal	-	125	-	Even year renewal
IEEE Membership Renewal	241	241	-	
Notary Renewal Fee	-	-	-	renews 1/2024 and 12/2027 - 5 years
APA Membership Renewal	270	260	262	
Misc Bonds/Permits	1,000	1,000	445	
Water Operator License	92	92	101	4 renewals
ISC2 Certification (IT)	125	125	125	
RP3 Application Fee	-	1,200	-	Every 3 years
BPMS Software	-	-	-	
Sprinkler Inspection	350	350	-	
CPP Certification Renew	-	-	150	Every 5 years (renewed in 2021)
Backflow Tester Certification Recert	-	-	-	1st in 2024
Go Daddy	150	-	141	
IT ProTV	240	-	40	
Amazon Business Prime Membership	200	-	-	
Marco Meraki Licenses	1,045	-	-	
State Registration Backflow Prevention	400	-	-	

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Kerzman – Engineering Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 5.4
<b>SUBJECT:</b> Field Services Facility Expansion Project Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

Since the special commission meeting, RJM Construction has met with city building officials to finalize requirements for a Temporary Certificate of Occupancy for the inventory space, the electrician has made good progress through the building, and the majority of the drywall is installed upstairs. The painter has finished up the office space and is moving into the larger open office areas.

The concrete subcontractor was on site after the July 29 meeting and has installed the loading dock pad and stairs. Removal of the non-conforming stairs in the front of the building is complete, and RJM advised that the contractor has contractual rights to repair their non-conforming work. RJM and the contractor are having discussions on how to split the stair into smaller pours to have a better chance of success.

Critical work over the next two weeks includes sealing of the south portion of the building which is scheduled to begin during the week of August 8, loading dock ramp installation during the week of August 15, and finalizing the fire system and alarms with city inspections.

RJM has a hearing for the initial steel contractor default on August 5. If there is a judgement staff will give a verbal update at the meeting.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Executive Administrative Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 5.5
<b>SUBJECT:</b> Summary of General Manager Performance Evaluation	
<b>ACTION REQUESTED:</b> Chair Dietz to provide a summary of the General Manager’s performance evaluation	

**BACKGROUND:**

On June 14, 2022, a closed meeting of the utilities commission was held to evaluate the performance of General Manager Theresa Slominski. State statute requires that the Commission shall then summarize its conclusions from the evaluation.

**DISCUSSION:**

Summary from Chair Dietz:

*Commissioners present: John Dietz, Matt Westgaard, Paul Bell, Al Nadeau, Mary Stewart*

*The Commission conducted an annual performance review of Theresa Slominski. The Commission and all the managers answered a series of questions rating Theresa in several categories.*

*She met the expectations in every category and in many cases exceeded those expectations. The Commission was very pleased with Theresa's work, giving her high marks in all categories.*

*The Commission was especially grateful for Theresa's willingness to step into the General Manager role until a permanent replacement could be found.*

*It was noted that Theresa has been the perfect person to fill the job between former General Manager Troy Adams and new GM Mark Hanson. She has kept ERMU on a steady course.*

*John Dietz  
Commission Chair*

<b>TO:</b> ERMU Commission	<b>FROM:</b> Theresa Slominski – General Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 5.6
<b>SUBJECT:</b> County Road 13 Reconstruction Project Update	
<b>ACTION REQUESTED:</b> Authorize payment amount to Sherburne County of \$198,431.56 for water main pipe relocation and insulating work for the CSAH 13 project.	

**BACKGROUND:**

At the November 9, 2021, commission meeting the Commission approved an “amount not to exceed \$261,882” for work that needed to be done to lower and insulate water main pipes that weren’t identified early in the CSAH 13 project (the November 9, 2021, memo is attached for reference). We have provided some updates since that meeting that the work was completed, and that we were having discussions on the final costs for ERMU to pay for the project. We have not come to an agreement and would like Commission authorization a different payment maximum amount.

**DISCUSSION:**

The County provided a change order of \$212,985.56 for insulating and lowering our water main to complete the CSAH 13 project. Included in the change order are costs for street salvaging and replacement that we believe we should not have to pay for. We have had multiple discussions on arriving at a more reasonable amount, considering amounts included in the original quotes, amounts that should be excluded due to work not having to be done, some prior negotiations of sharing certain costs, estimations versus actuals, etc. We were not able to come to an agreement. The County has taken the position that since the commission approved an amount of \$261,882, we should not take exception to the lower cost amount of \$212,985.56.

ERMU believes that we should be responsible for the costs of our water main and have no objection to paying for those true costs. However, we have specifically identified 181 feet where road work was re-done because the proper lowering and insulating of water main was not done before the road was placed over the top of it (*after specific discussion regarding these proper depths in weekly progress meetings which was documented in 9/29/2021 meeting minutes*). We have stated we will not pay for that re-work. We have identified these 181 feet as 157 feet of lowered water main and 24 feet of insulated water main, and the associated linear foot (lf) costs for that work total \$14,554.00. The street repair for 157 feet of lowering was done at \$82.00/lf and the 24 feet of insulating was done at \$70.00/lf for a total of \$14,554.00.

We have subtracted \$14,556.00 from the \$212,985.56 change order amount for a total of \$198,431.56 we are willing to pay. (A recent email chain, and the weekly progress meeting minutes from 9/29/2021 are attached).

It should be noted there are other change orders related to CSAH 13 with no dispute, and it is only this change order of \$212,985.56 that is in dispute. Staff is recommending to the Commission to authorize an amount of \$198,431.56 for water main pipe relocation and insulating work for the CSAH 13 project.

**FINANCIAL IMPACT:**

The revised amount to the change order of \$198,431.56.

**ATTACHMENTS:**

- November 9, 2021, Commission Memo
- CSAH 13 email discussion
- CSAH 13 Weekly Meeting Minutes 09292021



<b>TO:</b> ERMU Commission	<b>FROM:</b> Dave Ninow – Water Superintendent
<b>MEETING DATE:</b> November 9, 2021	<b>AGENDA ITEM NUMBER:</b> 5.7
<b>SUBJECT:</b> County Road 13 Reconstruction Project Update	
<b>ACTION REQUESTED:</b> Authorize payment to Sherburne County for a change order not to exceed agreed upon amount for water main pipe relocation and insulating work for the CSAH 13 project.	

**BACKGROUND:**

ERMU typically relocates its utility facilities at ERMU's cost to accommodate county and state road projects. After work began on the County Road 13 (CSAH 13) project, the County's contractor discovered that the existing water main pipe conflicted with installation of new a storm sewer pipe. This discovery raised concerns about the depth of the existing water main pipes under the new road, and further investigation revealed that approximately 1,587 feet of water main pipe needed to be lowered and/or insulated.

Because the need to relocate the water main was not identified in the planning stages of the CSAH 13 project and needed to be undertaken immediately to prevent delay in completion of the project, ERMU did not have sufficient time to complete the public bidding process and relocate the water main on its own. It was determined that the only legal way to get the relocation done and keep the CSAH 13 project on schedule was to have the relocation done by the County's contractor through a change order and have ERMU reimburse the County for the cost of the change order. ERMU staff has been working with a consultant and legal counsel to determine the appropriate amount of that reimbursement, but it will not exceed \$261,882.

**DISCUSSION:**

Staff will provide a verbal update at the commission meeting.

**FINANCIAL IMPACT:**

The agreed upon amount is to pay no more than \$261,882.

## Slominski, Theresa

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**From:** Slominski, Theresa  
**Sent:** Monday, July 25, 2022 11:09 AM  
**To:** David Roedel; 'bob.meurer@bolton-menk.com'; Ninow, David; Geiser, Tom; 'jsargent@newlookcontracting.net'; 'jmittchell@newlookcontracting.net'; 'tmicholski@newlookcontracting.net'; 'jason.buboltz@bolton-menk.com'; Brak Braken  
**Cc:** Lee Elfering; Sandhoefner, Ryan  
**Subject:** RE: CSAH 13  
**Attachments:** CSAH 13 SP 071-613-012 Weekly Meeting Minutes 09292021.pdf

Dave,

Thanks for the reply. My apologies on getting back to you. The holiday and vacations got in the way. We did some additional digging into details of our own.

I can understand your willingness to focus on what we were willing to pay with the original quotes and taking the position we should just pay the full final invoice amount. We all agree that ERMU should pay for the costs of the watermain. However, our position is that there was work that had to be redone that should have been avoided, and we are unwilling to pay for those additional costs. Since the comparison of the quotes and the actual work done seems to be an obstacle to overcome, we are focusing on some easily identifiable facts.

In the Weekly Progress Meeting Minutes from 9/29/2021, item 5.h.iii, it states: "Relocation needed if existing lines are less than 5 feet deep - Insulate from 5 to 7 feet deep" (meeting minutes attached.) After that date the road was graded and graveled in several areas where insulating and/or lowering of the watermain was necessary, resulting in more street salvaging and replacing costs. An area of particular concern is the extra street costs on the south end of the project between Line Avenue and the gas crossings where the watermain was lowered for 157 feet and insulated another 24 feet. At the south end of that section the watermain was approximately 3 feet deep where the previous offset completed by New Look was connected back into the original watermain. Therefore, the watermain work included redoing a portion of a watermain offset that was already done by New Look and was continuous from that offset to the gas main. The total cost of the street salvaging and replacing in that area was \$14,554.00. The street repair for 157 feet of lowering was done at \$82.00/lf and the 24 feet of insulating was done at \$70.00/lf for a total of \$14,554.00.

We are unwilling to pay for this rework cost of \$14,554.00. The total invoice of \$212,985.56, less \$14,554.00 is \$198,431.56, and that is the maximum amount we will pay. I can certainly take this back to our commission to officially approve at our next commission meeting August 9.

Thank you,  
Theresa

**Theresa Slominski** | General Manager  
Elk River Municipal Utilities | ERMUMN.com  
w 763.441.2020 | d 763.635.1325 | f 763.441.8099  
13069 Orono Parkway | PO Box 430 | Elk River, MN 55330-0430

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**From:** David Roedel <David.Roedel@co.sherburne.mn.us>  
**Sent:** Friday, July 1, 2022 5:40 PM  
**To:** Slominski, Theresa <tslominski@ermumn.com>; 'bob.meurer@bolton-menk.com' <bob.meurer@bolton-menk.com>; Ninow, David <dninow@ermumn.com>; Geiser, Tom <tgeiser@ermumn.com>; 'jsargent@newlookcontracting.net' <jsargent@newlookcontracting.net>; 'jmittchell@newlookcontracting.net'

<jmitchell@newlookcontracting.net>; 'tmicholski@newlookcontracting.net' <tmicholski@newlookcontracting.net>;  
'jason.buboltz@bolton-menk.com' <jason.buboltz@bolton-menk.com>; Brak Braken  
<Brak.Braken@co.sherburne.mn.us>  
**Cc:** Lee Elfering <lelfering@elferingeng.com>; Sandhoefner, Ryan <rsandhoefner@elkrivernm.gov>  
**Subject:** Re: CSAH 13

No problem Theresa.

I simply wanted to get the response out.

Take your time reviewing and we can talk later.

Have a great weekend as well.

Sent via the Samsung Galaxy S20 FE 5G, an AT&T 5G smartphone  
Get [Outlook for Android](#)

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**From:** Slominski, Theresa <[tslominski@ermumn.com](mailto:tslominski@ermumn.com)>  
**Sent:** Friday, July 1, 2022 3:28:51 PM  
**To:** David Roedel <[David.Roedel@co.sherburne.mn.us](mailto:David.Roedel@co.sherburne.mn.us)>; 'bob.meurer@bolton-menk.com' <[bob.meurer@bolton-menk.com](mailto:bob.meurer@bolton-menk.com)>; Ninow, David <[dninow@ermumn.com](mailto:dninow@ermumn.com)>; Geiser, Tom <[tgeiser@ermumn.com](mailto:tgeiser@ermumn.com)>;  
'jsargent@newlookcontracting.net' <[jsargent@newlookcontracting.net](mailto:jsargent@newlookcontracting.net)>; 'jmitchell@newlookcontracting.net'  
<[jmitchell@newlookcontracting.net](mailto:jmitchell@newlookcontracting.net)>; 'tmicholski@newlookcontracting.net' <[tmicholski@newlookcontracting.net](mailto:tmicholski@newlookcontracting.net)>;  
'jason.buboltz@bolton-menk.com' <[jason.buboltz@bolton-menk.com](mailto:jason.buboltz@bolton-menk.com)>; Brak Braken  
<[Brak.Braken@co.sherburne.mn.us](mailto:Brak.Braken@co.sherburne.mn.us)>  
**Cc:** Lee Elfering <[lelfering@elferingeng.com](mailto:lelfering@elferingeng.com)>; Sandhoefner, Ryan <[rsandhoefner@elkrivernm.gov](mailto:rsandhoefner@elkrivernm.gov)>  
**Subject:** RE: CSAH 13

Good afternoon Dave,

With the holiday weekend and people out of the office, I will review your response and get back to you next week.

Have a safe and happy 4<sup>th</sup> of July,  
Theresa

**Theresa Slominski** | General Manager  
Elk River Municipal Utilities | ERMUMN.com  
w 763.441.2020 | d 763.635.1325 | f 763.441.8099  
13069 Orono Parkway | PO Box 430 | Elk River, MN 55330-0430

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**From:** David Roedel <[David.Roedel@co.sherburne.mn.us](mailto:David.Roedel@co.sherburne.mn.us)>  
**Sent:** Friday, July 1, 2022 11:59 AM  
**To:** Slominski, Theresa <[tslominski@ermumn.com](mailto:tslominski@ermumn.com)>; 'bob.meurer@bolton-menk.com' <[bob.meurer@bolton-menk.com](mailto:bob.meurer@bolton-menk.com)>; Ninow, David <[dninow@ermumn.com](mailto:dninow@ermumn.com)>; Geiser, Tom <[tgeiser@ermumn.com](mailto:tgeiser@ermumn.com)>;  
'jsargent@newlookcontracting.net' <[jsargent@newlookcontracting.net](mailto:jsargent@newlookcontracting.net)>; 'jmitchell@newlookcontracting.net'  
<[jmitchell@newlookcontracting.net](mailto:jmitchell@newlookcontracting.net)>; 'tmicholski@newlookcontracting.net' <[tmicholski@newlookcontracting.net](mailto:tmicholski@newlookcontracting.net)>;  
'jason.buboltz@bolton-menk.com' <[jason.buboltz@bolton-menk.com](mailto:jason.buboltz@bolton-menk.com)>; Brak Braken  
<[Brak.Braken@co.sherburne.mn.us](mailto:Brak.Braken@co.sherburne.mn.us)>  
**Cc:** Lee Elfering <[lelfering@elferingeng.com](mailto:lelfering@elferingeng.com)>; Sandhoefner, Ryan <[rsandhoefner@elkrivernm.gov](mailto:rsandhoefner@elkrivernm.gov)>  
**Subject:** RE: CSAH 13

Good morning Theresa.

Thanks for the reply. My apologies for the delay on getting back to you. We needed to dig into the all the details more. There were vacations and COVID that got in the way as well.

In review of the two quotes, as you identified, they are not the same and there are discrepancies between them. The Brenteson quote does not include several items of work that were necessary to be performed and also did not include unit pricing for some items listed in the quote to allow for proper comparison. The original quotes from both contractors are estimates that were used to approximate what work may be necessary related to the watermain based on incongruent assumptions and not the actual work performed, as it should be. The quotes were nothing more than approximations should not be used as a basis for payment. My comment during our meeting was whether these were apples to apples and if so, there is validity to look at the two and to do some comparison of sorts. The installed quantities were reviewed and approved by ERMU staff or their consultant and there was concurrence by all parties to the work performed as it related to the watermain.

However, what is of importance in looking at the Brenteson quote is that this is a proposal that identified ERMU's willingness to participate in that amount. That number was \$220,000. Additionally ERMU Board approved \$261,000 for the work. What was omitted from the Brenteson quote, were approved items by all parties as part of actual construction of the watermain which were needed to be performed. The items omitted in the Brenteson work included mobilization and superintendent, proof rolling, leak detection, exploratory excavation and removal of a valve box and fittings. This total is \$20,483.07. Being that the Brenteson quote is the basis of what you were willing to participate in by having Brenteson perform the work, the total expected participation would have been \$240,483.07 with the approved additional work not provided in the Brenteson estimate. As noted here and below is all items specifically related to watermain are 100% ERMU.

I have provided a cost calculation sheet that utilizes the Brenteson quote for a visual on an analysis that includes the Brenteson unit pricing when provided and actual installed quantities. Where there was no Unit price provided by Brenteson, I utilized the unit price provided by NL. The Brenteson quote excluded items related to insulation, so NL quantities and unit pricing were used. Also, included is a cost calculation at the bottom of the sheet that includes a sharing of the discrepancy.

Based on the idea that the total change order for the watermain work (\$212k) is less than the original Brenteson quote plus omitted items (\$240k), we feel that the amount of \$212,985.56 is reasonable for ERMU to pay. We all know this work was necessary as a result of watermain conflicts that were not identified during design and not further explored during the early stages of construction.

In review of Lee's values, conceptually he did a comparison of the total quotes. The analysis is suggesting a proposed cost share that included watermain items that would be 100% ERMU responsibility and not shared. In the sheet attached, I utilized the Brenteson unit pricing for Watermain items if provided, so a calculation and comparison of discrepancies between Brenteson and NL unit pricing does not apply. The NL provided unit prices were used by Lee if a Brenteson Unit price was not provided in his latest analysis. The only item in question remaining is street restoration and as per Lee's calculations, the difference is split. When adding items that were omitted from the Brenteson quote, the calculations would indicate that the ERMU cost would be greater than the \$212,985.56 when separating 100% ERMU watermain items so it is reasonable for ERMU to pay the full amount. Simply wanted to touch back on Lee's analysis and it being higher as well.

I would be happy to sit down with you and go over the details with you.  
Let me know about the meeting and dates that may work for you.

Thank you.



**David A. Roedel, P.E.**

Assistant Public Works Director / Deputy County Engineer

Work: (763) 765-3352

[www.co.sherburne.mn.us](http://www.co.sherburne.mn.us)

[www.facebook.com/SherburneCountyMN](https://www.facebook.com/SherburneCountyMN)

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**From:** Slominski, Theresa <[tslominski@ermumn.com](mailto:tslominski@ermumn.com)>

**Sent:** Friday, June 3, 2022 4:30 PM

**To:** 'bob.meurer@bolton-menk.com' <[bob.meurer@bolton-menk.com](mailto:bob.meurer@bolton-menk.com)>; Ninow, David <[dninow@ermumn.com](mailto:dninow@ermumn.com)>; Geiser, Tom <[tgeiser@ermumn.com](mailto:tgeiser@ermumn.com)>; 'jsargent@newlookcontracting.net' <[jsargent@newlookcontracting.net](mailto:jsargent@newlookcontracting.net)>; 'jmitchell@newlookcontracting.net' <[jmitchell@newlookcontracting.net](mailto:jmitchell@newlookcontracting.net)>; 'tmicholski@newlookcontracting.net' <[tmicholski@newlookcontracting.net](mailto:tmicholski@newlookcontracting.net)>; 'jason.buboltz@bolton-menk.com' <[jason.buboltz@bolton-menk.com](mailto:jason.buboltz@bolton-menk.com)>; Brak Braken <[Brak.Braken@co.sherburne.mn.us](mailto:Brak.Braken@co.sherburne.mn.us)>; David Roedel <[David.Roedel@co.sherburne.mn.us](mailto:David.Roedel@co.sherburne.mn.us)>

**Cc:** Lee Elfering <[lelfering@elferingeng.com](mailto:lelfering@elferingeng.com)>; Sandhoefner, Ryan <[rsandhoefner@elkrivernm.gov](mailto:rsandhoefner@elkrivernm.gov)>

**Subject:** CSAH 13

Good afternoon,

In the interest of trying to resolve the watermain extra work change order we directed Lee to compare the quotes received from New Look and Brenteson as was discussed at our last meeting. I have attached the memo we received from him which describes his review. In short, he felt that there were some discrepancies in the two quotes and provided an estimated adjustment for consideration. In looking over the information I can support an increase in ERMU's participation by the amount he outlined for a total contribution of \$189,286.13. That results in \$23,699.44 of the request from New Look unpaid. Based on our negotiations with New Look prior to approving them to complete the work we do not feel that payment of this remaining portion is the responsibility of ERMU. When you have all had a chance to review this information we are happy to have a more detailed discussion at another meeting to expedite closure of this change order if needed.

Thank you,  
Theresa

**Theresa Slominski** | General Manager

Elk River Municipal Utilities | [ERMUMN.com](http://ERMUMN.com)

**w** 763.441.2020 | **d** 763.635.1325 | **f** 763.441.8099

13069 Orono Parkway | PO Box 430 | Elk River, MN 55330-0430

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# Weekly Progress Meeting Agenda

SP#: SP 071-613-012		Date: 9/29/2021
Highway Description: CSAH 13		
Project Description: CSAH 13 from Line Ave. to Tyler St.		
Owner: Sherburne Co. (David Roedel)		
Project Manager: Bob Meurer		Lead Inspector: Jason Buboltz

**Attendees:** See attendance sheet

## 1. Review Previous Meeting Notes

- a. Any edits, additions or corrections?
  - i. 3. a. iii. All but one lift of bituminous required by October 31

## 2. Outstanding Issues

- a. Reclaimed aggregate gradation concerns – passing tests received
- b. Fix damaged area on Trott Brook boulevard
- c. Existing light pole bases – one to pull near water treatment facility driveway – Jason (NL) to check
- d. New Look mentioned concern for DCP testing for granular – anticipate being too clean
  - i. Nukes needed for granular, not DCP; DCP only for Class 5
- e. Looking at modifying drainage near the water treatment facility – **pending**
- f. 15 inch CMP for use at driveway at STA 126 – 62 LF Total
- g. Plan to pave gravel driveways – details to come
- h. Salvage structures at 185<sup>th</sup> damaged – New Look to repair – Done

## 3. Contractor's Schedule

- a. Two-Week Schedule – attached
- b. Delays
  - i. Controlling item: Potential for material delays for 12" and 15" storm sewer pipe
  - ii. Non-controlling items: None
- c. Contract time
- d. New Look to provide long range schedule to interim completion date of October 31 to today

## 4. New Issues / Concerns; Other Items

- a. Watermain conflict & relocation – work is completed; payment to be discussed at the agency level
- b. Updated surface sent
- c. Schultz asked about using S524 curb head on the machine for outer ring of roundabout and knocking head off to meet R424 profile – this is acceptable as long as curb head heights are uniform

## 5. Utilities

- a. ISD 728 – Arvig (Comm.): Trott Brook & 187<sup>th</sup> heading south ~500 LF

- i. For the time being, Arvig is laying new line in ditch
  - ii. SW quadrant of Tyler St. guy wire in conflict
- b. CenturyLink/Lumen (Comm.): Telcom is still working in various locations
  - i. Drops are dead, one needs potholing – crossing remains in service; concerned about watermain
  - ii. Lower 200 pair ~150 LF for subgrade trail elevation
    - Existing line is at subgrade of proposed trail
  - iii. Temp service in place and existing run should be dead southwest of Line Ave.
  - iv. Ped in northwest quadrant of 187<sup>th</sup> – may be dead already, confirm with Lumen
  - v. New Look is having trouble getting locates completed in the field
- c. Charter (Comm.): Open trench & move box by driveway
  - i. Few runs on east end of Tyler yet
  - ii. 3 locates for MP
  - iii. Connecting wires for new boxes
  - iv. Follow up on whether or not crossings are dead
  - v. Confirm new plant activation schedule
  - vi. Ped in curb line at Tyler St. – verify ownership and if proposed or dead
- d. Zayo (Fiber): Done
- e. CenterPoint Energy (Gas): Done
  - i. CTP relocated seemingly from existing grade, not proposed grade
  - ii. Maura (CTP) said it's OK to have gas line in sand section
- f. Northern Natural Gas (Gas): – maintain minimum cover – watchdog required within 25 ft
- g. ERMU (Electric): Rough grade so they can relocate line – can disconnect for days, but not weeks
  - i. ERMU can remove pole same time as digging in new service
  - ii. ERMU to revisit final depth for roadway crossings (concern with storm sewer depth)
    - Check & verify all crossings are relocated & dead
    - Reshoot NW corner at Trott Brook on Friday to lower line – NL to ramp over and notify for relocate when ready
    - Lines running East-West are too high, verify in field
  - iii. Transformer is in the way of storm sewer – coordinating with NL for Monday or Tuesday
    - New Look to notify ERMU ahead of time for SS install
  - iv. Line crossing Twin Lakes north of Tyler
    - Cuts of 2.5-3 ft – ERMU says line “should be deep” – need to pothole
  - v. Power pole in curb line at NW quadrant of Tyler St – addressing via email chain
- h. ERMU (Wmain & San): Done – Will need access to treatment plant for chemical delivery ~every two weeks
  - i. Conflict ~ 30 LF south of storm sewer structure 5036 – relocation completed
  - ii. Potholing later this week for remaining crossings
  - iii. Relocation needed if existing lines are less than 5 feet deep
    - Insulate from 5 feet to 7 feet deep

## 6. Staking

- a. Submit weekly priority requests for week of 10/4
  - i. Stake storm sewer on Friday (10/1) for work next week
  - ii. Possible need for more curb – NL to verify

## 7. Maintenance of Traffic



- a. Lane Closure Requests
- b. Modification to traffic control
- c. Maintenance of traffic control
  - i. Maintain street signing at all times
  - ii. Submit daily traffic control inspection logs – deposit in mailbox at field trailer

## 8. Materials

- a. Certification / test report submittals
- b. Up-coming testing and materials submittals
  - i. Submit materials certifications prior to work
    - ADA Certification
    - Detectable warning fields
    - Wire, electrical fittings
    - Pavement marking
    - Signing
- c. Nonconforming Materials
- d. Pay close attention to concrete testing for audit purposes

## 9. Environmental

- a. NPDES Permit
- b. Weekly SWPPP inspections / work orders
- c. Erosion Control
  - i. EC Supervisor: Paul Strang
  - ii. Weekly Inspection List
  - iii. Roadway sweeping
  - iv. Finishing and restoring pond at Line Ave high priority
    - Need to wait for curb cure as of today (9/29)

## 10. Contract Change Orders (Contract Modifications)

- a. Status of contractor information for pending contract modifications
  - i. 1. Additional Traffic Control Detour Signing – pending edits
- b. Status of pending contract modifications
- c. New change orders to consider

## 11. Progress Estimates

- a. Estimate status
  - i. Next Estimate: September 17
    - Paying all but ~1 ft of storm sewer structures
- b. Finals process

## 12. Safety

- a. Work site safety
  - i. Construction vehicles need amber light & backup alarm
  - ii. Provide access for emergency vehicles at all times
- b. Work zone safety
- c. Accidents / Emergency incidents

## 13. Public Relations

- a. Property Owners / Businesses
  - i. Mailboxes – Central location at Trout Brook intersection
  - ii. Emmanuel Christian Center – Sundays & Wednesdays
  - iii. Resident access on Twin Lakes
  - iv. Trees @ N. side of Tyler & east side of project
  - v. Driveway at STA 126+/- - new surface sent
  - vi. Vision Transportation Bus Service
    - Vision will use a van to enter at Trott Brook heading north, picking up students and continuing northward out of construction zone
    - Twice per morning and twice per evening
  - vii. Randy's Environmental Services
  - viii. Homeowner "Larry" just north of 185<sup>th</sup> had questions regarding driveway material – see 2.j.
- b. Local officials
- c. Public

#### 14. EEO / Prevailing Wage Issues

- a. Prompt payment
  - i. Missing
  - ii. Underpayment of wages
- b. Wage claims
- c. Prevailing Wage Tracking Spreadsheet – similar enough to what Sherburne Co. uses; may proceed with use

#### 15. DBE concerns

#### 16. Next Meeting: Regularly scheduled for 9:00 a.m. each Wednesday.

- a. Participation will be in-person, but a teleconference line can be set up if requested

#### 17. Action Items / Assignments

- a. Contractor
  - i. Submit ADA Certificate
  - ii. Submit Material Certifications
  - iii. Submit daily traffic control inspection logs
  - iv. Long range schedule for October 31 interim completion
- b. Project Staff
  - i. Check in with estimate voucher information w/Sherburne County

#### 18. General Discussion

***Meeting minutes will be distributed to the prime contractor and other attendees, as requested. Hard copies can be made available, as requested.***

<b>TO:</b> ERMU Commission	<b>FROM:</b> Theresa Slominski – General Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1a
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- We are happy to welcome Mark Hanson, who joined our team on July 18 as Deputy General Manager and will be assuming full duties when I retire at the end of the year. He has met with multiple departments, city directors, Minnesota Municipal Power Association, Connexus' CEO and Engineering VP, and City Council. He is eager to learn and fitting in very well!
- Our HR staff has been in contact with our insurance broker and is anticipating having our renewal quotes in October. The preliminary estimates are very reasonable increases of 2-5%.
- Peter Beck will be retiring at the end of the year, and he has recommended that we move forward with Jared Shepherd from Campbell Knutson, the same attorney that the City of Elk River will be using. Peter and Jared will be attending our commission meeting in September to provide an introduction and a contract to approve. Peter will then work with Jared through the end of the year to transfer files and information for a smooth transition in 2023.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1c
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Bi-annual bond payments due August 1 and totaling \$873,103.13 have been paid. Part of the bond payments due were for those from 2016 and 2018 on our Minnesota Municipal Power Agency buy-in. These bonds mature in 2036 and 2048, respectively. Payment was also made on 2021 electric and 2021 water bonds for the new field services building, maturing in 2051 and 2041, respectively.
- We received our MN Department of Revenue Sales and Use Tax Refund totaling \$20,565.01. This was the full amount that we requested on May 17.
- Staff is compiling 2023 budget information.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Sara Youngs – Customer Service Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1d
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Office walk-in traffic for July consisted of 75 customers, averaging 19 customers per week over the 4-week period.
- ERMU disconnects for July-as of August 3-consisted of:
  - Cycle 2 – disconnected in June
  - Cycle 3 – 12 disconnects
  - Cycle 4 – 12 disconnects
  - Cycle 1 – 23 disconnects
- One apartment building is still disconnected from June.
- The customer service manager and a customer service representative met with Zendesk to demo their website chat feature for potential implementation on ERMU's site.
- The customer service manager visited Austin Utilities on August 8 to meet with their customer service manager to gain additional knowledge on chat features, text features, online applications, and the position in general.
- Backflow prevention testing program update:
  - 143 of the 199 testable residential devices have been assessed, a 71.8% completion percentage.
  - Our contractor who is assisting with this program, HydroCorp, has sent letters to the 56 remaining residents.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tom Sagstetter – Conservation & Key Accounts Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1e
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- In the last 30 days, the level two charger located downtown had 36 sessions and provided customers with 297 kWh of green energy. The level two charger located in the parking lot in front of the ERMU main office has been repaired, had 4 sessions, and provided customers with 67 kWh. The DC fast charger at the Coborn's fuel station needs a modem upgrade to allow for connection to the network. ERMU staff is exploring DC fast charging options for the replacement of the ChargePoint charger at Coborn's but will be purchasing the modem to extend service through March of 2023.
- Staff is soliciting bids from electric vehicle (EV) charger vendors for two EV chargers. The DC fast charger at Coborn's fuel station will no longer be supported by ChargePoint starting in April of 2023 and will have to be replaced or removed. The second cost estimate is for a level two charger that would be located at the new field services building in the customer parking lot.
- Currently there are 17 active residential solar photovoltaic projects under review or construction in the ERMU service territory. Staff continues to work with customers pursuing a solar installation at varying stages in their projects.
- Staff continues to discuss future options for the energy generation facility at the Elk River landfill. All contracts end as of October 31, 2022.
- Staff prepared and filed the annual Conservation Improvement Program (CIP) filing that includes the actual energy savings and spending for the 2021 program year. The results for 2021 are well below the energy savings and spending requirements. The required spending was \$547,350 and actual was \$426,381 (a \$120,969 difference). The energy savings requirement was 4,855,289 kWh and ERMU had 2,253,972 kWh (a 2,601,317 kWh difference). There was not a lot of activity for commercial rebates because of the pandemic and supply chain issues. Many commercial customers could not get energy-efficient equipment or were not spending capital dollars on facilities during the

uncertain times. As for the spending shortfall this was a result of decreased demand for rebates and the lack of load management programs. Currently ERMU is not marketing any load management or time-of-use programs except the EV Charger program. ERMU will be budgeting and planning for increased activity in the load management and time-of-use rates programs as the implementation of Advanced Metering Infrastructure (AMI) gets closer so that both residential and commercial customers continue to receive high quality efficiency programs. ERMU will have to meet the savings requirement at least once between 2023 and 2025 to avoid the possibility of the MN Department of Commerce imposing requirements for spending and savings on conservation programs.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Executive Administrative Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1f
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Inserts for the August billings include a redesign of the Clean Energy Choice for Residential flyer and a flyer titled “Who Owns What?” which explains the maintenance and repair responsibilities for residential utilities infrastructure. This new publication was produced by communications staff with the guidance of electric and water superintendents. The commercial utilities counterpart to this insert is in production.
- Social media posts for the month include: a reminder to come see ERMU at the Sherburne County Fair parade, photos of Mr. Hanson’s first day as ERMU’s deputy general manager, easy energy saving tips for summer, links to the billing insert topics on ERMU’s website, ERMU’s participation in Night to Unite events, and a notice for the August commission meeting.
- This month’s featured social media post [shows ERMU’s involvement in community events](#). Communications staff did a great job capturing staff participating in both the Sherburne County Fair parade as well as the Safety Camp coordinated by the City and ISD 728. Not only is it important for ERMU to have a presence in the community but as you can see everyone who participated had a great time!
- Per recommendation from the commissioner self-evaluation survey to stay up to date on utilities topics, this month staff is presenting the executive summary of the [2022 State of the Water Industry report](#) provided by the American Water Works Association. The report captures feedback from 3,778 North American water professionals surveyed between October and December 2021. Key topics in this edition include challenges facing the industry, federal funding of water systems through the American Rescue Plan Act, establishing rates, and maintaining workforce.
- Finally, there are a couple items staff would like to bring to the Commission’s attention. You may have noticed on the agenda that the August commission meeting will actually be considered a special meeting as it needs to be held in the Utilities’ conference room



due to the Primary Election. Any change in the time or location of a regular meeting causes it to become a special meeting. Also, prior to the August commission meeting there will be an open meeting of the Wage & Benefit Committee where staff will present recommendations to the Committee. We ask that commissioners who are not on the Committee wait to enter the room until the proceedings have concluded to avoid a quorum.

**ATTACHMENTS:**

- Bill Insert – Clean Energy Choice Residential
- Bill Insert – Residential Utility Equipment: Who Owns What?



## Powering Your Home with **Renewable Energy**

Clean Energy Choice provides residential customers an affordable and convenient way to receive their electricity from environmentally friendly, renewable sources. No contracts. No equipment. You can become a sustainability leader in your community for a small increase in your electric bill.



### EASY SIGN UP

Three simple options to enroll:  
Call ERMU at 763.441.2020  
Visit [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river)  
Mail in the form on the back



### FIXED COST

For an additional monthly cost, a percentage of your electricity can be sourced from renewable resources.  
\$3=100%, \$2=75%, \$1=50%



### NO CONTRACTS

The subscription appears as a surcharge on your monthly electric bill. There is no minimum term commitment for Clean Energy Choice.

Three options to enroll in the Clean Energy Choice program

**CALL** ERMU at 763.441.2020

**VISIT** [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river)

**MAIL** Fill out the form on the back and mail it in

# FAQS AND APPLICATION

## Frequently Asked Questions

### What is renewable energy?

Renewable energy is generated from facilities powered by wind, solar, bioenergy, water, and more.



**CLEAN ENERGY  
CHOICE**

### Where does the renewable energy from Clean Energy Choice come from?

The renewable energy for the Clean Energy Choice program is supplied by Minnesota Municipal Power Agency's renewable resources. MMPA's renewable resources include: wind, solar, and biomass.

For more information please visit <http://www.mmpa.org/sustainable-energy/overview/>

### How much does Clean Energy Choice cost?

Clean Energy Choice is an affordable way for residential electric customers to support renewable energy. For an additional \$3 a month, 100% of your electricity can be sourced from renewable resources. Alternatively, for \$2 a month, 75% of your electricity can be sourced from renewable resources, or for \$1 a month, 50% of your electricity can be sourced from renewable resources.

### Does renewable energy flow directly to my home or rental unit?

No. The renewable energy that's generated enters into the "electric grid," so it's difficult to pinpoint exactly where the specific electricity supplying your home or rental unit originates. However, Renewable Energy Certificates (RECs) provided as part of the Clean Energy Choice program guarantee that your renewable purchases are certified renewable energy in Minnesota.

### What are Renewable Energy Certificates (RECs)?

Every kilowatt-hour of renewable energy generated by MMPA is assigned a unique REC number to ensure that each unit of renewable energy is accurately tracked. The State of Minnesota also uses RECs to track renewable energy use. The Clean Energy Choice program utilizes these RECs to ensure that you are helping to support sustainable energy systems for the future.

### Am I committed to a contract term?

No. The subscription appears as a surcharge on your monthly electric bill. There is no minimum term commitment for Clean Energy Choice. You can choose to unsubscribe at any time.

For more information call ERMU at **763.441.2020** or visit [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river)

## SIGN UP TODAY

Enroll online at [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river) or send in the form below.

Please select one of the following:

**50% \$1/month**

**75% \$2/month**

**100% \$3/month**

Name

Utility Account #

Address

City

State

Zip Code

Phone

Email

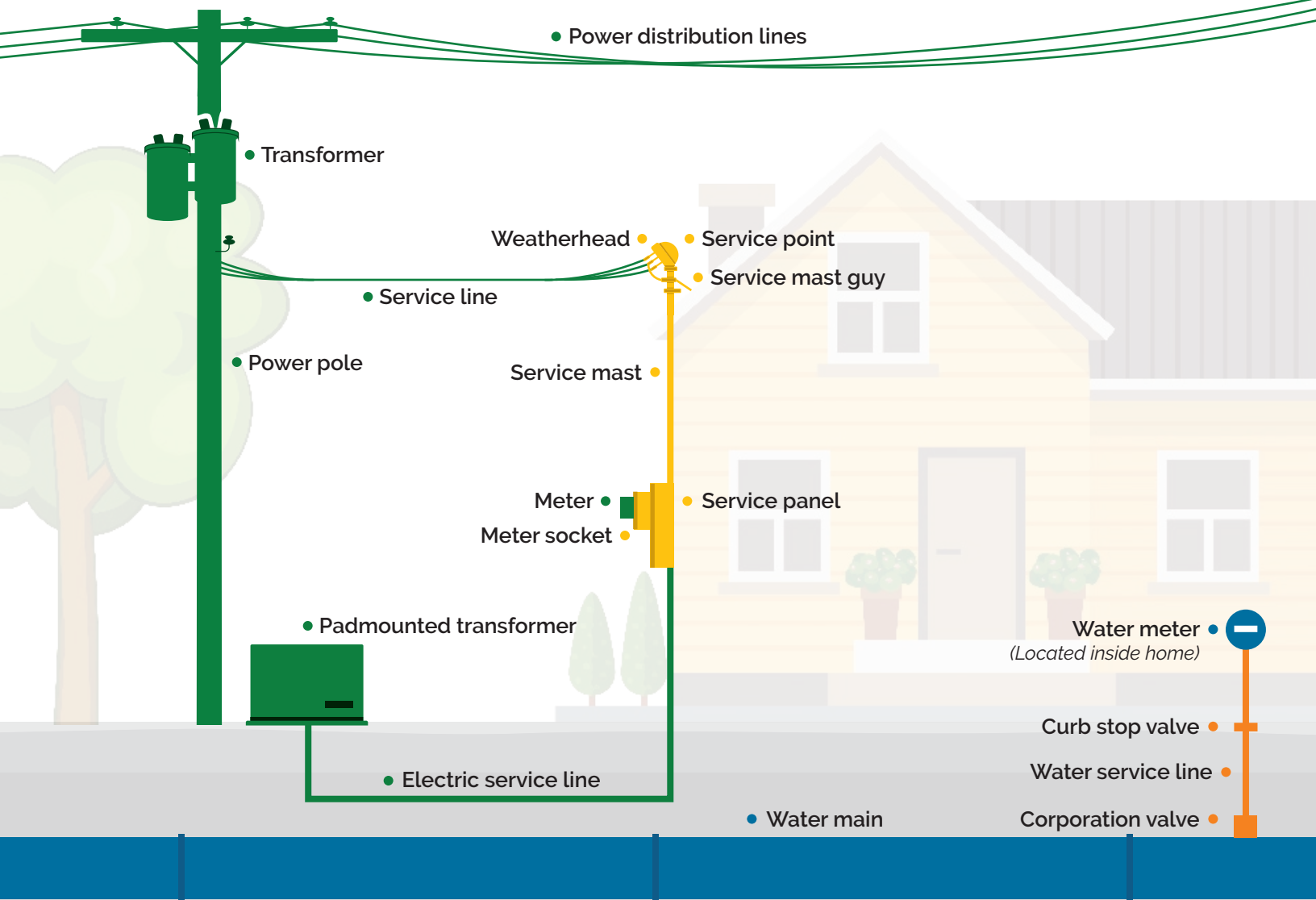
**Enroll by returning this form to:** Elk River Municipal Utilities, 13069 Orono Parkway, PO Box 430, Elk River, MN 55330

By subscribing to Clean Energy Choice you are acknowledging that an incremental charge will appear on your monthly electric bill.

## Utility-Owned Equipment VS Customer-Owned Equipment

The illustration below helps explain equipment ownership and responsibility regarding maintenance and repairs. The utility is responsible for utility-owned electric equipment (green) and water equipment (blue), while customers are responsible for customer-owned electric equipment (yellow) and water equipment (orange). Customer-owned equipment should be repaired by a licensed tradesperson.

- ELECTRICAL  
UTILITY OWNED
- ELECTRICAL  
CUSTOMER OWNED
- WATER  
UTILITY OWNED
- WATER  
CUSTOMER OWNED



*This illustration depicts residential service for overhead electric, underground electric, and water utilities. Please be aware of the type of service you receive in your home. Customers should contact us with specific questions.*

<b>TO:</b> ERMU Commission	<b>FROM:</b> Thomas Geiser – Operations Director
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1g
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Staff has been attending meetings with Sherburne County to plan for the County Road 44 project.
- Working on 2023 Budget items along with the 2023 Fee Schedule.
- Attended a pre-construction meeting for the Viking Boulevard/County Road 13 reconstruction project. We moved our overhead line ahead of time.
- We are still having issues with the incorrectly assembled fuse pads received from a vendor. We are working with Irby Utilities to fix the issues.
- Meeting with the City and Helix Solutions to get the paperwork completed for pole attachment agreements. Helix is rerouting the City's fiber network due to the Highway 169 Redefine project.
- Meeting with vendors to look at different switchgear options, our current switchgear has gone up in price by almost half over the last 18 months. We may make the switch from oil filled to open air switchgears if the price is comparable.
- Attended the MMPA Annual Meeting along with others from ERMU staff on July 26.
- Attended the quarterly City meeting on July 19. It is always good to hear what's going on through all departments.
- Working on the 2023 Travel and Training Schedule.
- Attending weekly Highway 169 meetings. There are very small adjustments on the electric side of things.
- ERMU had two bucket trucks and the electric vehicle participate in the three block parties organized by the City for Night to Unite.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Sumstad – Electric Superintendent
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1h
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Installed 26 new residential services, which involves the connection of a secondary line once the customer requests service.
- Crews spent a day at the fairgrounds repairing lights, hanging a new light, and moving a pole in preparation for the fair that was held in mid-July.
- Lander Street underground wire replacement continued during the month of July. The new wire will cut down on cable fault outages which we have experienced the last few years in this area.
- Added a new three phase service for an autobody shop north of our North substation. This included installing new overhead wire across Highway 169, requiring a shutdown of the highway. Elk River Police Department assisted with the traffic control.
- Joe Schmidt from Minnesota Municipal Utilities Association was here on July 28 and held pole top/bucket/self-rescue training.
- A contractor dug into our three phase primary line off of Jarvis Street on the east side of Elk River causing an outage to about 600 customers for an hour on July 5.
- A delivery truck backed into and knocked over a secondary pole at a business on Highway 10. It didn't cause an outage, but the pole needed to be replaced.
- A streetlight was struck by a delivery truck at the Holiday Station store in Otsego. The pole and light were replaced.
- There were a few heatwave-related outages involving transformers and fuses.
- Crews finished up both overhead rebuild jobs we had, one on Viking Boulevard and the other on Highway 10 in front of the old Saxon Auto site.
- Staff participated in the Sherburne County Parade driving a bucket truck, the electric vehicle, and another pickup.
- Crews continue to work in maintenance items including removing old poles and repairing or replacing underground cabinets and pedestals.



<b>TO:</b> ERMU Commission	<b>FROM:</b> Mike Tietz –Technical Services Superintendent
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1i
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- In July, the locators processed 572 locate tickets. These consisted of 3 emergency tickets, 465 normal tickets, 75 updated tickets, 19 cancellations, 6 meets, 3 non-excavation, and 1 boundary survey. This resulted in a 12% decrease in tickets from the previous month and a 5.1% increase from the prior July.
- Electrical technicians completed 229 service order tasks, updated the power bill, addressed customer meter issues and off-peak concerns. They also completed the inspection and reprogramming of the solar production meters within our system.
- On July 20, staff ran generators #1 & #2 without incident. Engines #3 & #4 were turned over but not ran. The replacement exhaust bellow for Engine #4 was received but did not fit. I am working with the manufacturer to get this corrected.
- Mapping department has been working on GIS updates, GPSing splices and assets.
- The substation apparatus technician has been preparing plans for upcoming equipment replacement projects that we have budgeted for this year. Also, infrared scans of substation and line equipment has found several loose connections as well as a faulty capacitor which were able to be corrected before they started causing problems. The substation recloser controls have been updated to the most recent firmware versions.
- In July, the Advanced Metering Infrastructure (AMI) team selected a vendor and with the help of our consultants, we are drafting a Notice of Intent to Award Contract letter that outlines the conditions of acceptance. Our next step will be to negotiate the terms of the contract and develop an RFP for Endpoint (meters) Installation Services. I am anticipating this part of the process to take approximately 2-3 months to complete. The installation of the AMI system within the initial deployment area should begin towards the end of 4<sup>th</sup> quarter of 2022.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Dave Ninow – Water Superintendent
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1j
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

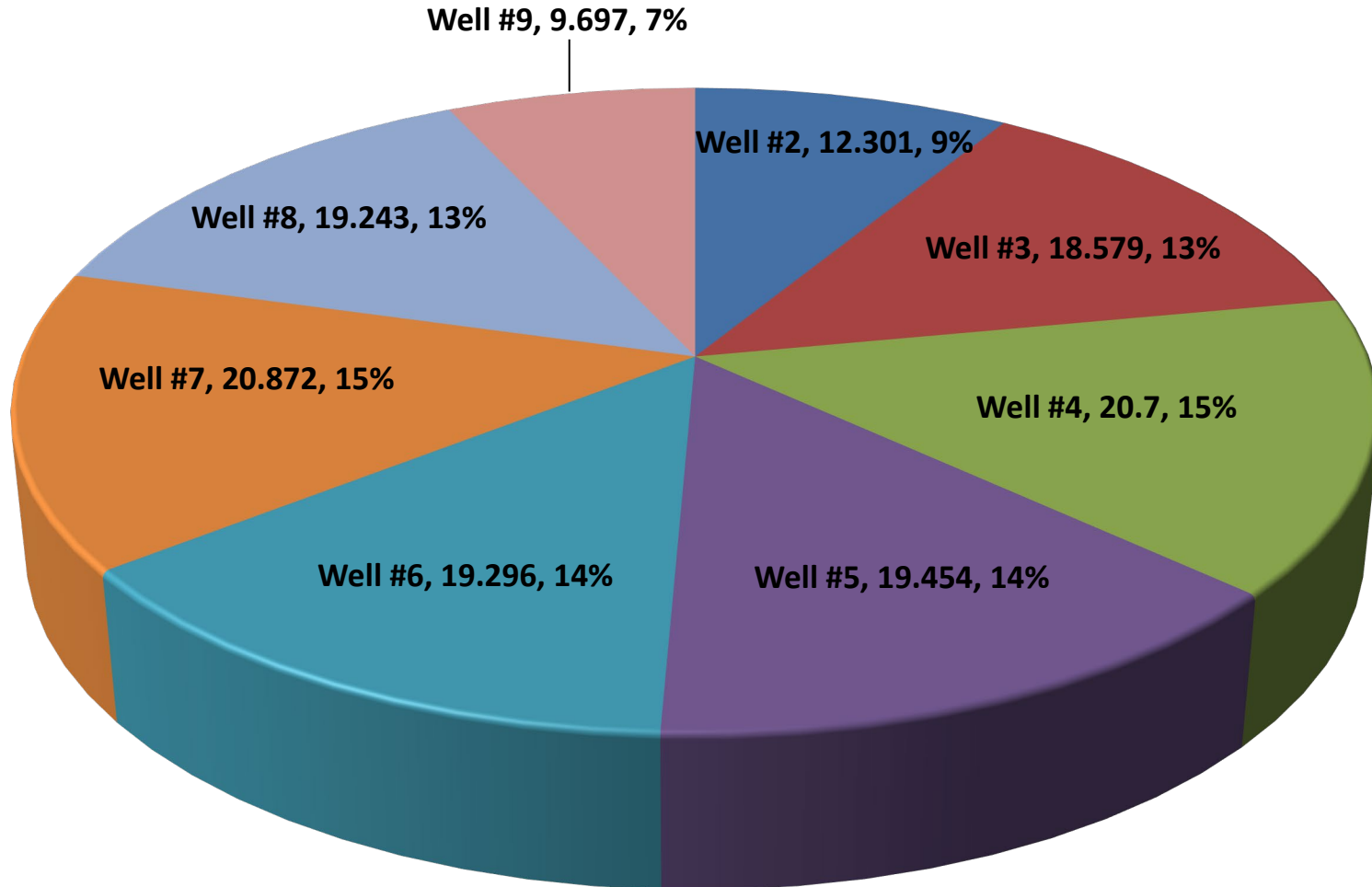
- Delivered eight new water meters, sealed the meter, installed an encoder receiver transmitter, and took curb stop ties.
- Completed 15 BACTI/Total Chlorine Residual Samples
  - All confirmed negative for Coliform Bacteria.
  - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 21 routine fluoride samples
  - All samples met MDH standards
  - Submitted MDH Fluoride Report
- Submitted Discharge Monitoring Report (DMR) for the Water Treatment Plants to the Minnesota Pollution Control Agency (MPCA).
- Submitted DMR for the Diesel Generation Plant to the MPCA.
- A new well pump and motor have been installed for well #9 to replace the motor that had failed there. A photo from the installation process is attached.
- All 30 of the required lead and copper samples have now been collected and submitted to the MDH for testing.
- With the help of IT staff, a vulnerability scan was conducted on the water system supervisory control and data acquisition (SCADA) network to assess the security of the system against cyber attacks. There were a few items identified in the scan that can be improved, otherwise the findings were that the network is secure.
- Water department staff performed temporary water main shutdowns so that water services for the former KFC and Salvation Army buildings could be properly disconnected before demolition.

**ATTACHMENTS:**

- July 2022 Pumping by Well
- Photo – Well #9 Pump and Motor Installation



## July 2022 Monthly Pumping By Well



Values Are Displayed in Millions of Gallons (Well #, Gallons Pumped, Percentage of Pumping)

## **Photo— Well #9 Pump and Motor Installation**



**Flushing of the chlorinated water used to disinfect the well prior to putting it back into service**

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Kerzman – Engineering Manager
<b>MEETING DATE:</b> August 9, 2022	<b>AGENDA ITEM NUMBER:</b> 6.1k
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Staff is exploring a third trial for a cloud-based phone system. Neither systems that had been tested performed as well as hoped, and the third vendor offers the features we are interested in.
- Parker has been working on the details for IT and communications equipment for the new field services building. Our security vendor is having lead time issues but has alternate and temporary products to get us a functioning system on schedule.
- I am reaching out to engineering firms to begin specifications for replacement of the Otsego substation transformer. Lead times are currently around three years, and with the age of the existing transformer staff is looking to get an order placed in the near future.
- We are starting to plan out communications and network needs for the preferred Advanced Metering Infrastructure vendor in conjunction with long term fiber buildout plans.

<p>Tuesday, January 11:</p> <ul style="list-style-type: none"> <li>• Annual Review of Committee Charters</li> </ul>	<p>Tuesday, February 8:</p> <ul style="list-style-type: none"> <li>• Review Strategic Plan and 2021 Annual Business Plan Results</li> </ul>
<p>Tuesday, March 8:</p> <ul style="list-style-type: none"> <li>• Oath of Office</li> <li>• Election of Officers</li> <li>• Annual Commissioner Orientation and Review Governance Responsibilities and Role</li> </ul>	<p>Tuesday, April 12:</p> <ul style="list-style-type: none"> <li>• Audit of 2021 Financial Report</li> <li>• Financial Reserves Allocations</li> <li>• Review 2021 Performance Metrics</li> </ul>
<p>Tuesday, May 10:</p> <ul style="list-style-type: none"> <li>• Annual General Manager Performance Evaluation and Goal Setting</li> </ul>	<p>Tuesday, June 14:</p> <ul style="list-style-type: none"> <li>• </li> </ul>
<p>Tuesday, July 12:</p> <ul style="list-style-type: none"> <li>• Annual Commission Performance Evaluation</li> <li>• Review and Update Strategic Plan</li> </ul>	<p>Tuesday, August 9:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2023 Travel, Training, Dues, Subscriptions, and Fees Budget</li> </ul>
<p>Tuesday, September 13:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2023 Capital Projects Budget</li> </ul>	<p>Tuesday, October 11:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2023 Expenses Budget</li> </ul>
<p>Tuesday, November 8:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan - Review Proposed 2023 Rates and Other Revenue</li> <li>• Adopt 2023 Fee Schedule</li> <li>• 2023 Stakeholder Communication Plan</li> </ul>	<p>Tuesday, December 13:</p> <ul style="list-style-type: none"> <li>• Adopt 2023 Official Depository and Delegate Authority for Electronic Funds Transfers</li> <li>• Designate Official 2023 Newspaper</li> <li>• Approve 2023 Regular Meeting Schedule</li> <li>• Adopt 2023 Governance Agenda</li> <li>• Adopt 2023 Annual Business Plan</li> </ul>