

## **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 – Kathy Greenberg, 8 years; Matt Schwartz, 12 years

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

- 2.1 Check Register – July 2023
- 2.2 Regular Meeting Minutes – July 11, 2023
- 2.3 2023 Second Quarter Utilities Performance Metrics Score Card Statistics

### **3.0 OPEN FORUM** (Non-agenda items for discussion. No action. Presenters must adhere to a time limit of 3 minutes.)

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

- 4.1 Commission Policy Review – G.2 – Commission Purpose
- 4.2 Electronic Signature Policy

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

- 5.1 Financial Report – June 2023
- 5.2 2023 Second Quarter Delinquent Items
- 5.3 2024 Annual Business Plan: Travel and Training; Dues, Subscriptions, and Fees Budget
- 5.4 Field Services Facility Open House Update

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

- 6.1 Staff Updates
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
  - a. Regular Commission Meeting – September 12, 2023
  - b. Quorum – MMUA Summer Conference – August 21-23, 2023
  - c. Quorum – ERMU Field Services Facility Open House – August 24, 2023
  - d. 2023 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> Mark Hanson – General Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 1.4
<b>SUBJECT:</b> Recognition of Employee Longevity	
<b>ACTION REQUESTED:</b> Recognize Kathy Greenberg for 8 years of service, Matt Schwartz for 12 years of service, and award corresponding Longevity Bonus paychecks.	

**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:**

Accounts Payable/Payroll Specialist Kathy Greenberg has earned the 8-year longevity pay benefit and Lead Lineworker Matt Schwartz has earned the 12-year longevity pay benefit. We recognize their contributions to the success of ERMU through their service.

## **CHECK REGISTER**

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**July 2023**

**APPROVED BY:**

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**Paul Bell**

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**John Dietz**

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**Mary Stewart**

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**Matt Westgaard**

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**Nick Zerwas**

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# Payroll/Labor Check Register Totals

07/07/2023 To 07/07/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	107,056.63	2,587.25
20	Reg Salary	31,582.26	507.50
3	Overtime	916.47	12.25
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,501.38	56.00
24	FLSA	25.21	0.00
25	Rest Time	108.51	2.00
10	Bonus Pay	436.56	8.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commissioner Stipend	60.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	20,771.47	412.25
SICK	Sick Pay	4,984.21	110.50
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	225.18	3.00
18A	Commissioner Reimb. - Water	150.00	0.00
10-3	Bonus Pay Overtime	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	387.84	8.00
3C	Overtime-Comp Time	463.95	7.25
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-463.95	-7.25
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	542.96	12.50
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	306.32	8.00
	<b>Gross Pay Total:</b>	<u>170,670.00</u>	<u>3,727.25</u>
	<b>Total Pays:</b>	<u>170,670.00</u>	<u>3,727.25</u>

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# Payroll/Labor Check Register Totals

07/21/2023 To 07/21/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2 Reg Hourly		91,570.03	2,262.00
20 Reg Salary		34,759.03	556.50
3 Overtime		892.80	11.75
4 Double Time		868.08	8.00
5 On-Call/Stand-by		2,551.42	56.00
24 FLSA		64.74	0.00
25 Rest Time		217.02	4.00
10 Bonus Pay		463.85	8.50
105 Perf. Metr. Distr.		0.00	0.00
VAC Vacation Pay		15,908.72	325.30
SICK Sick Pay		6,843.30	152.75
HOL Holiday Pay		16,287.20	352.00
78 Retro Earnings		0.00	0.00
5-2 On-Call/Stand-by/OT		619.25	8.25
10-3 Bonus Pay Overtime		0.00	0.00
PVT Purchased Vacation Time		177.82	6.20
PTOY Personal Day - Year		0.00	0.00
3C Overtime-Comp Time		442.27	5.25
4C Double Time-Comp Time		0.00	0.00
CM3C Overtime-Comp Time Adjusted		-442.27	-5.25
CM4C Double Time-Comp Time Adjusted		0.00	0.00
COMP Comp Time Taken		207.97	4.75
106 Longevity Pay		0.00	0.00
MIL Military Pay - Calendar Year		0.00	0.00
10W Bonus Pay		0.00	0.00
<b>Gross Pay Total:</b>		<u>171,431.23</u>	<u>3,756.00</u>
<b>Total Pays:</b>		171,431.23	3,756.00

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# Accounts Payable Check Register

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07/01/2023 To 07/31/2023

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2349 7/5/23	WIRE	5631	AMERICAN EXPRESS	ACH FEES - JUNE 2023	161.12
				ACH FEES - JUNE 2023	40.28
Total for Check/Tran - 2349:					201.40
2350 7/5/23	WIRE	5655	FIRST DATA	CC FEES - JUNE 2023	1,559.87
				CC FEES - JUNE 2023	389.97
				CC FEES - JUNE 2023	455.16
				CC FEES - JUNE 2023	113.79
				CC FEES - JUNE 2023	758.69
				CC FEES - JUNE 2023	189.67
				CC FEES - JUNE 2023	58.34
				CC FEES - JUNE 2023	14.58
				CC FEES - JUNE 2023	526.58
				CC FEES - JUNE 2023	131.65
				CC FEES - JUNE 2023	2,568.99
				CC FEES - JUNE 2023	642.25
Total for Check/Tran - 2350:					7,409.54
Total for Bank Account - 1 :					(2) 7,610.94

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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
4005 7/6/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164 172	169.86
				FSA CLAIM REIMBURSEMENTS - 164 172	42.46
<b>Total for Check/Tran - 4005:</b>					212.32
4007 7/12/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	13,866.94
				PAYROLL TAXES - FEDERAL & FICA	21,096.74
				PAYROLL TAXES - FEDERAL & FICA	1,872.84
				PAYROLL TAXES - FEDERAL & FICA	3,412.66
<b>Total for Check/Tran - 4007:</b>					40,249.18
4008 7/11/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,270.67
				PERA CONTRIBUTIONS	10,696.90
				PERA EMPLOYEE CONTRIBUTION	1,551.12
				PERA CONTRIBUTIONS	1,789.74
<b>Total for Check/Tran - 4008:</b>					23,308.43
4009 7/11/23	WIRE	161	MNDCP (ELECTRONIC)	MNDCP EE MANAGER CONTRIBUTIONS	273.72
				MNDCP EMPLOYEE CONTRIBUTIONS	3,787.28
				MNDCP EMPLOYER CONTRIBUTION	1,921.17
				MNDCP EMPLOYER MGR CONTRIBUTION	461.45
				MNDCP EE ROTH CONTRIBUTIONS	883.50
				MNDCP EE ROTH MGR CONTRIBUTIONS	187.73
				MNDCP EE MANAGER CONTRIBUTIONS	38.50
				MNDCP EMPLOYEE CONTRIBUTIONS	334.99
				MNDCP EMPLOYER CONTRIBUTION	305.04
				MNDCP EMPLOYER MGR CONTRIBUTION	63.33
				MNDCP EE ROTH CONTRIBUTIONS	184.44
				MNDCP EE ROTH MGR CONTRIBUTIONS	24.83
<b>Total for Check/Tran - 4009:</b>					8,465.98
4010 7/11/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,975.86
				HCSP EMPLOYEE CONTRIBUTIONS	250.38
<b>Total for Check/Tran - 4010:</b>					2,226.24

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4011 7/11/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	987.02
				W&A MANAGER CONTRIBUTION	458.05
				WENZEL EE ROTH MGR CONTRIBUTIONS	126.54
				WENZEL EMPLOYEE CONTRIBUTIONS	1,668.10
				WENZEL MANAGER CONTRIBUTIONS	331.51
				DEF COMP ROTH CONTRIBUTIONS W&A	776.96
				W&A EMPLOYER CONTRIBUTION	205.32
				W&A MANAGER CONTRIBUTION	26.93
				WENZEL EMPLOYEE CONTRIBUTIONS	50.46
				WENZEL MANAGER CONTRIBUTIONS	26.93
				DEF COMP ROTH CONTRIBUTIONS W&A	169.20
Total for Check/Tran - 4011:					4,827.02
4012 7/11/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4013 7/11/23	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - JUNE 2023	335.04
				UTILITY EXCHANGE REPORT - JUNE 2023	83.76
Total for Check/Tran - 4013:					418.80
4014 7/13/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,302.58
				PAYROLL TAXES - STATE	939.11
Total for Check/Tran - 4014:					7,241.69
4015 7/13/23	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,475.36
				HSA EMPLOYEE CONTRIBUTION	378.81
Total for Check/Tran - 4015:					2,854.17
4016 7/14/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	462.00
				PAYROLL TAXES - FEDERAL & FICA	321.30
Total for Check/Tran - 4016:					783.30
4017 7/17/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	131.25
4019 7/17/23	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	10,999.51
				FIRST NATIONAL BANK VISA	2,331.83

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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 - 4019:</b>					13,331.34
4020 7/19/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86
				FSA CLAIM REIMBURSEMENTS - 164	38.46
<b>Total for Check/Tran - 4020:</b>					192.32
4021 7/20/23	WIRE	1	AMERICAN PUBLIC POWER ASSOCIATI	CUSTOMER CONNECTIONS CONF - 181 184	1,480.00
				CUSTOMER CONNECTIONS CONF - 181 184	370.00
<b>Total for Check/Tran - 4021:</b>					1,850.00
4023 7/21/23	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - JULY 2023	127.20
				ADMINISTRATIVE FEE INVOICE - JULY 2023	25.30
<b>Total for Check/Tran - 4023:</b>					152.50
4024 7/20/23	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - JUNE 2023	231,358.87
				SALES AND USE TAX - JUNE 2023	-1.06
				SALES AND USE TAX - JUNE 2023	7,471.19
<b>Total for Check/Tran - 4024:</b>					238,829.00
4025 7/24/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,982.28
				HCSP EMPLOYEE CONTRIBUTIONS	268.87
<b>Total for Check/Tran - 4025:</b>					2,251.15
4026 7/24/23	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	273.72
				MNDP EMPLOYEE CONTRIBUTIONS	4,087.34
				MNDP EMPLOYER CONTRIBUTION	1,725.11
				MNDP EMPLOYER MGR CONTRIBUTION	461.49
				MNDP EE ROTH CONTRIBUTIONS	968.53
				MNDP EE ROTH MGR CONTRIBUTIONS	187.77
				MNDP EE MANAGER CONTRIBUTIONS	38.50
				MNDP EMPLOYEE CONTRIBUTIONS	334.93
				MNDP EMPLOYER CONTRIBUTION	304.10
				MNDP EMPLOYER MGR CONTRIBUTION	63.29
				MNDP EE ROTH CONTRIBUTIONS	184.41
				MNDP EE ROTH MGR CONTRIBUTIONS	24.79

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4026:					8,653.98
4027 7/24/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	697.79
				W&A MANAGER CONTRIBUTION	450.43
				WENZEL EE ROTH MGR CONTRIBUTIONS	126.54
				WENZEL EMPLOYEE CONTRIBUTIONS	1,667.86
				WENZEL MANAGER CONTRIBUTIONS	323.89
				DEF COMP ROTH CONTRIBUTIONS W&A	776.93
				W&A EMPLOYER CONTRIBUTION	185.55
				W&A MANAGER CONTRIBUTION	34.55
				WENZEL EMPLOYEE CONTRIBUTIONS	62.65
				WENZEL MANAGER CONTRIBUTIONS	34.55
				DEF COMP ROTH CONTRIBUTIONS W&A	169.23
Total for Check/Tran - 4027:					4,529.97
4028 7/24/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4029 7/21/23	WIRE	3936	WORLD VISION	World Vision Contributions	34.80
				World Vision Contributions	5.20
Total for Check/Tran - 4029:					40.00
4030 7/21/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,329.46
				PERA CONTRIBUTIONS	10,764.75
				PERA EMPLOYEE CONTRIBUTION	1,670.49
				PERA CONTRIBUTIONS	1,927.48
Total for Check/Tran - 4030:					23,692.18
4031 7/25/23	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,466.79
				HSA EMPLOYEE CONTRIBUTION	387.38
Total for Check/Tran - 4031:					2,854.17
4032 7/26/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	13,860.75
				PAYROLL TAXES - FEDERAL & FICA	20,963.74
				PAYROLL TAXES - FEDERAL & FICA	1,966.13

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PAYROLL TAXES - FEDERAL & FICA	3,660.98
				<b>Total for Check/Tran - 4032:</b>	40,451.60
4033 7/26/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS-147 164 168 172	1,443.01
				FSA CLAIM REIMBURSEMENTS-147 164 168 172	270.75
				<b>Total for Check/Tran - 4033:</b>	1,713.76
4034 7/27/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,269.96
				PAYROLL TAXES - STATE	1,011.77
				<b>Total for Check/Tran - 4034:</b>	7,281.73
18453 7/7/23	DD	4984	ANGELA HAUGE	SAFETY MEETING SNACKS	48.13
				SAFETY MEETING SNACKS	12.03
				<b>Total for Check/Tran - 18453:</b>	60.16
18454 7/7/23	DD	497	JON WADSWORTH	WEED KILLER	183.37
18502 7/20/23	DD	5131	DANIEL R PLUDE	US FLAG	34.92
				US FLAG	4.98
				<b>Total for Check/Tran - 18502:</b>	39.90
18503 7/27/23	DD	9276	RUSSELL STUHR	PCB BOOKKEEPING WKSP - 128	77.35
86021 7/7/23	CHK	11	CITY OF ELK RIVER	PARTS & LABOR FOR UNIT #32	-1.85
				PARTS & LABOR FOR UNIT #32	65.27
				LABOR FOR UNIT #48	100.00
				DOT INSPECTION - UNIT #40	100.00
				PARTS & LABOR FOR UNIT #49	-14.18
				PARTS & LABOR FOR UNIT #49	2,509.67
				PARTS & LABOR FOR UNIT #40	-94.51
				PARTS & LABOR FOR UNIT #40	1,414.60
				PARTS & LABOR FOR UNIT #36	-36.55
				PARTS & LABOR FOR UNIT #36	709.71
				PARTS & LABOR FOR UNIT #36	-1.92
				PARTS & LABOR FOR UNIT #36	37.35

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #50	100.00
				PARTS & LABOR FOR UNIT #21	-5.19
				PARTS & LABOR FOR UNIT #21	231.04
				PARTS & LABOR FOR UNIT #15	268.73
				HEARING TESTS	420.92
				HEARING TESTS	109.91
				FUEL USAGE - MAY 2023	3,406.30
				FUEL USAGE - MAY 2023	1,163.15
				<b>Total for Check/Tran - 86021:</b>	10,482.45
86022 7/7/23	CHK	2	AMERICAN WATER WORKS ASSOC	MEMBERSHIP 8/1/23 to 7/31/24 - 157	79.00
86023 7/7/23	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	21.78
				CELL PHONES & iPad BILLING	10.99
				CELL PHONES & iPad BILLING	2,532.41
				CELL PHONES & iPad BILLING	9.34
				CELL PHONES & iPad BILLING	562.72
				<b>Total for Check/Tran - 86023:</b>	3,137.24
86024 7/7/23	CHK	8079	BAYCOM, INC.	UNIT #56 HEADSET	306.39
86025 7/7/23	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	MEDICAL EE INSURANCE - AUG 2023	8,453.80
				MEDICAL ER INSURANCE - AUG 2023	50,098.98
				VISION INSURANCE - AUG 2023	337.29
				MEDICAL EE INSURANCE - AUG 2023	2,038.20
				MEDICAL ER INSURANCE - AUG 2023	12,344.67
				VISION INSURANCE - AUG 2023	105.26
				<b>Total for Check/Tran - 86025:</b>	73,378.20
86026 7/7/23	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE	152.70
				OFFICE TELEPHONE	38.18
				<b>Total for Check/Tran - 86026:</b>	190.88
86027 7/7/23	CHK	54	CORE & MAIN LP	SET-UP FEE	5,600.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SET-UP FEE	2,400.00
				WALL MOUNT BASE STATION	63,000.00
				WALL MOUNT BASE STATION	27,000.00
Total for Check/Tran - 86027:					98,000.00
86028 7/7/23	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES - MAY 2023	3,900.00
86029 7/7/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 436 - MAY 2023	3,938.89
				CYCLE 2 - ACCT 41038 - MAY 2023	108.83
				CYCLE 2 - ACCT 41038 - MAY 2023	5.73
				CYCLE 2 - INV GRP 413 - MAY 2023	50.00
				CYCLE 2 - INV GRP 413 - MAY 2023	309.39
Total for Check/Tran - 86029:					4,412.84
86030 7/7/23	CHK	661	ENTERPRISE CAR RENTAL	CIP - LIGHTING RETROFIT	210.00
86031 7/7/23	CHK	671	FASTENAL COMPANY	MISC PARTS & SUPPLIES	65.74
86032 7/7/23	CHK	404	GARAGE DOOR STORE	LIGHT CURTAINS	3,787.00
86033 7/7/23	CHK	308	HASSAN SAND & GRAVEL	PULVERIZED TOPSOIL	255.42
				Discount	-4.74
Total for Check/Tran - 86033:					250.68
86034 7/7/23	CHK	809	HAWKINS, INC.	CHLORINE CYLINDER RENTAL	110.00
				Water Chemicals	1,350.26
Total for Check/Tran - 86034:					1,460.26
86035 7/7/23	CHK	5670	HVACREDU.NET	Website Support	375.00
86036 7/7/23	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	14.67
				OFFICE SUPPLIES	276.84
				OFFICE SUPPLIES	2.10
				OFFICE SUPPLIES	69.20
Total for Check/Tran - 86036:					362.81

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86037 7/7/23	CHK	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - MAY 2023	1,088.10
86038 7/7/23	CHK	5453	LANDFORM PROFESSIONAL SERVICES,	PROFESSIONAL SERVICES - MAY 2023	356.25
86039 7/7/23	CHK	188	MARTIES FARM SERVICE INC	EROSION CONTROL	53.94
				EROSION CONTROL	142.40
				<b>Total for Check/Tran - 86039:</b>	196.34
86040 7/7/23	CHK	145	MENARDS	PARTS FOR FIBER PIPE REPAIR	7.54
				PARTS FOR POWER PLANT SUMP	16.93
				MISC PARTS & SUPPLIES	16.13
				REBATE	-18.55
				REBATE	-0.14
				<b>Total for Check/Tran - 86040:</b>	21.91
86041 7/7/23	CHK	145	MENARDS	CIP - LIGHTING COUPONS	536.00
86042 7/7/23	CHK	9273	METERING & TECHNOLOGY SOLUTION	METER COUPLINGS	589.10
86043 7/7/23	CHK	2775	MICHELS CORPORATION	PULLAR PRAIRIE BORING	18,182.23
86044 7/7/23	CHK	1001	MINNESOTA MUNICIPAL POWER AGEN	Purchased Power - June 2023	2,549,788.51
				Purchased Power - June 2023	879,742.65
				<b>Total for Check/Tran - 86044:</b>	3,429,531.16
86045 7/7/23	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
				Marketing	1,440.00
				<b>Total for Check/Tran - 86045:</b>	1,540.00
86046 7/7/23	CHK	660	SCHNEIDER ELECTRIC	CIP - LIGHTING RETROFIT	3,076.00
				CIP - LIGHTING RETROFIT	1,199.00
				CIP - LIGHTING RETROFIT	1,430.00
				<b>Total for Check/Tran - 86046:</b>	5,705.00

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86047 7/7/23	CHK	9161	SHERBURNE COUNTY AREA UNITED W	EMPLOYEE CONTRIBUTIONS	101.01
				EMPLOYEE CONTRIBUTIONS	18.99
<b>Total for Check/Tran - 86047:</b>					120.00
86048 7/7/23	CHK	159	SHORT ELLIOTT HENDRICKSON INC	WATER TOWER MAINTENANCE	594.70
				METER READER INSTALL	411.66
				METER READER INSTALL	176.42
<b>Total for Check/Tran - 86048:</b>					1,182.78
86049 7/7/23	CHK	463	ST LOUIS MRO, INC	DRUG SCREENING - 190	25.00
86050 7/7/23	CHK	6107	STUART C. IRBY CO.	COVER TESTING	1,636.98
				Mtce of URD Primary	949.30
<b>Total for Check/Tran - 86050:</b>					2,586.28
86051 7/7/23	CHK	331	TRANSUNION	SKIP TRACING - MAY 2023	60.00
				SKIP TRACING - MAY 2023	15.00
<b>Total for Check/Tran - 86051:</b>					75.00
86052 7/7/23	CHK	222	UC LABORATORY	WATER SAMPLING - GENERATOR	16.17
86053 7/7/23	CHK	3739	US BANK	ADMIN FEES-WATER REV BONDS 6/23 to 5/24	500.00
86054 7/7/23	CHK	1074	WINDSTREAM	OFFICE TELEPHONE	108.48
				OFFICE TELEPHONE	34.95
				OFFICE TELEPHONE	27.12
<b>Total for Check/Tran - 86054:</b>					170.55
86056 7/13/23	CHK	9997	MERCEDES BARTELS	INACTIVE REFUND	58.48
86057 7/13/23	CHK	301	BLACKS' LINEMAN SUPPY, INC	REPAIR HOIST	160.00
86058 7/13/23	CHK	6138	BLUE EGG BAKERY	COOKIES FOR MEETINGS	8.40
				COOKIES FOR MEETINGS	2.10
<b>Total for Check/Tran - 86058:</b>					10.50
86059 7/13/23	CHK	9997	BOONES CUSTOM CABINETS & WOOD	Credit Balance Refund	141.94

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86060 7/13/23	CHK	97	BRENTESON COMPANIES, INC	TRAIL PATCH & RESTORATION	5,500.00
86061 7/13/23	CHK	8215	BROTHERS FIRE & SECURITY	SPRINKLER & RPZ INSPECTIONS	475.13
				SPRINKLER & RPZ INSPECTIONS	67.87
<b>Total for Check/Tran - 86061:</b>					543.00
86062 7/13/23	CHK	314	CAER FOOD SHELF	CUSTOMER DONATIONS	66.06
86063 7/13/23	CHK	28	CINTAS	MATS & TOWELS	234.73
				MATS & TOWELS	33.54
<b>Total for Check/Tran - 86063:</b>					268.27
86064 7/13/23	CHK	11	CITY OF ELK RIVER	PARTS & LABOR FOR UNIT #	-675.00
				TRASH BILLED - JUNE 2023	160,320.60
<b>Total for Check/Tran - 86064:</b>					159,645.60
86065 7/13/23	CHK	54	CORE & MAIN LP	METER GASKETS	27.62
				BUTT FUSION MACHINE	241.60
<b>Total for Check/Tran - 86065:</b>					269.22
86066 7/13/23	CHK	9997	KURT CRON	INACTIVE REFUND	389.80
86067 7/13/23	CHK	9997	BRIAN DONNELLY	Credit Balance Refund	175.00
86068 7/13/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 395 - MAY 2023	23,266.15
				CYCLE 3 - ACCT 37747 - MAY 2023	10.79
				CYCLE 3 - INV GRP 414 - MAY 2023	100.00
				CYCLE 3 - INV GRP 414 - MAY 2023	573.21
<b>Total for Check/Tran - 86068:</b>					23,950.15
86069 7/13/23	CHK	8247	FERGUSON WATERWORKS #2516	WELL #4 BOOSTER REPAIR	57.23
86070 7/13/23	CHK	9997	DAVID FRANK	Credit Balance Refund	400.00
86071 7/13/23	CHK	9997	TEAGAN FRANZ	INACTIVE REFUND	72.57
86072 7/13/23	CHK	9997	AARON FREEMAN	INACTIVE REFUND	214.91

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86073 7/13/23	CHK	5550	GEARED UP APPAREL	OPEN HOUSE T-SHIRTS	632.63
				OPEN HOUSE T-SHIRTS	90.37
<b>Total for Check/Tran - 86073:</b>					<b>723.00</b>
86074 7/13/23	CHK	809	HAWKINS, INC.	Water Chemicals	1,914.81
86075 7/13/23	CHK	9997	KARL JOHNSON	INACTIVE REFUND	272.17
86076 7/13/23	CHK	9997	SUE KLINKNER	INACTIVE REFUND	198.18
86077 7/13/23	CHK	9997	HEIDI KOLLES	INACTIVE REFUND	30.29
86078 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	104.67
86079 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	101.50
86080 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	105.42
86081 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	123.26
86082 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	145.43
86083 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	117.85
86084 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	79.60
86085 7/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	95.23
86086 7/13/23	CHK	417	LOCATORS & SUPPLIES INC.	SAFETY GLASSES & WIPES	176.58
				SAFETY GLASSES & WIPES	25.22
<b>Total for Check/Tran - 86086:</b>					<b>201.80</b>
86087 7/13/23	CHK	9997	KIM MALAKOWSKY	INACTIVE REFUND	43.94
86088 7/13/23	CHK	145	MENARDS	MISC PARTS & SUPPLIES	151.91
				MISC PARTS & SUPPLIES	21.70
<b>Total for Check/Tran - 86088:</b>					<b>173.61</b>
86089 7/13/23	CHK	9273	METERING & TECHNOLOGY SOLUTION	Meters	3,770.74

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				MISC PARTS & SUPPLIES	-46.40
				MISC PARTS & SUPPLIES	635.50
				<b>Total for Check/Tran - 86089:</b>	4,359.84
86090 7/13/23	CHK	330	METRO SALES, INC	COPIER MTC CONTRACT - 5/21 to 6/20/23	165.73
				COPIER MTC CONTRACT - 5/21 to 6/20/23	41.43
				<b>Total for Check/Tran - 86090:</b>	207.16
86091 7/13/23	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 6/12 to 7/11/23	116.53
				COPIER MTC CONTRACT - 6/12 to 7/11/23	29.14
				<b>Total for Check/Tran - 86091:</b>	145.67
86092 7/13/23	CHK	9997	NICOLE O'NEIL	INACTIVE REFUND	116.34
86093 7/13/23	CHK	9997	PARENT CUSTOM HOMES, LLC	INACTIVE REFUND	100.76
86094 7/13/23	CHK	9997	GREG F PIKE	INACTIVE REFUND	200.36
86095 7/13/23	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING - JUNE 2023	248.55
				TRASH & RECYCLING - JUNE 2023	40.04
				TRASH & RECYCLING - JUNE 2023	10.00
				TRASH & RECYCLING - JUNE 2023	2,588.34
				TRASH & RECYCLING - JUNE 2023	647.09
				<b>Total for Check/Tran - 86095:</b>	3,534.02
86096 7/13/23	CHK	130	RESCO	112.5	18,166.00
				150	20,030.00
				Discount	-19.10
				<b>Total for Check/Tran - 86096:</b>	38,176.90
86097 7/13/23	CHK	9997	MORGAN RESSLER	INACTIVE REFUND	21.50
86098 7/13/23	CHK	9997	SARA RUSH	INACTIVE REFUND	106.48
86099 7/13/23	CHK	9997	OKSANA SHPAKOVYCH	INACTIVE REFUND	9.10
86100 7/13/23	CHK	9997	JOSEPH SIRENO	INACTIVE REFUND	139.87

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86101 7/13/23	CHK	9997	MARJORIE STALBOERGER	INACTIVE REFUND	175.99
86102 7/13/23	CHK	9997	STONE HEARTH PROPERTIES	INACTIVE REFUND	187.09
86103 7/13/23	CHK	6107	STUART C. IRBY CO.	Tape	948.22
86104 7/13/23	CHK	9997	DUANE TEGG	INACTIVE REFUND	51.54
86105 7/13/23	CHK	9997	NICHOLAS VANHOUTAN	INACTIVE REFUND	16.29
86106 7/13/23	CHK	375	VIKING ELECTRIC	MISC PARTS & SUPPLIES	550.45
				MISC PARTS & SUPPLIES	-40.18
<b>Total for Check/Tran - 86106:</b>					510.27
86107 7/13/23	CHK	135	WATER LABORATORIES INC	WATER SAMPLES - JUNE 2023	288.00
86108 7/20/23	CHK	328	1ST AYD CORPORATION	SAFETY VESTS	-1.18
				SAFETY VESTS	255.92
				SAFETY VESTS	-0.30
				SAFETY VESTS	63.98
				HAND SOAP	-0.46
				HAND SOAP	98.80
				HAND SOAP	-0.06
				HAND SOAP	14.09
<b>Total for Check/Tran - 86108:</b>					430.79
86109 7/20/23	CHK	9997	ALI ABDULRAZAQ	Credit Balance Refund	78.49
86110 7/20/23	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 190	1.00
86111 7/20/23	CHK	214	BELL LUMBER & POLE COMPANY	POLES	25,124.00
86112 7/20/23	CHK	662	BENEFIT EXTRAS, INC	EMPLOYMENT NOTICES	17.00
				EMPLOYMENT NOTICES	41.00
<b>Total for Check/Tran - 86112:</b>					58.00
86113 7/20/23	CHK	9997	KELSIE BOLLINGBERG	Credit Balance Refund	83.47

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86114 7/20/23	CHK	9	BORDER STATES ELECTRIC SUPPLY	COLD SHRINK SPLICE	4,933.80
				FIBER OPTIC CABLE	775.96
				Reclosure	41,497.84
				Reclosure	21,608.32
				Reclosure	20,748.89
				BUMPER POST	2,658.25
				BUMPER POST	-194.05
				Mtce of URD Primary	142.68
				CRIMP	-84.89
				Mtce of URD Primary	1,162.89
				RED LOCATE WIRE	965.54
				RED LOCATE WIRE	-70.49
				CRIMP	-86.17
				Mtce of URD Primary	1,180.47
Total for Check/Tran - 86114:					95,239.04
86115 7/20/23	CHK	9997	CURTIS BOYSEN	Credit Balance Refund	86.17
86116 7/20/23	CHK	9997	JADEN BROCKEL	Credit Balance Refund	140.79
86117 7/20/23	CHK	8215	BROTHERS FIRE & SECURITY	PROFESSIONAL SERVICES	372.00
86118 7/20/23	CHK	8843	CAMPBELL KNUTSON	LEGAL SERVICES - JUNE 2023	672.00
				LEGAL SERVICES - JUNE 2023	168.00
Total for Check/Tran - 86118:					840.00
86119 7/20/23	CHK	28	CINTAS	MATS & TOWELS	234.73
				MATS & TOWELS	33.54
Total for Check/Tran - 86119:					268.27
86120 7/20/23	CHK	5592	CITY OF DAYTON	FRANCHISE FEES - 2023 QTR 2	2,489.62
86121 7/20/23	CHK	11	CITY OF ELK RIVER	REVENUE TRANSFER - JUNE 2023	156,163.54
				SEWER BILLED - JUNE 2023	224,889.27
				STORMWATER BILLED - JUNE 2023	53,088.12

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Total for Check/Tran - 86121:					434,140.93
86122 7/20/23	CHK	3498	CITY OF OTSEGO	FRANCHISE FEES - QTR 2 2023	16,914.41
86123 7/20/23	CHK	7448	CRC	CUSTOMER SERVICE FOR AFTER HOURS	2,434.29
				CUSTOMER SERVICE FOR AFTER HOURS	608.57
Total for Check/Tran - 86123:					3,042.86
86124 7/20/23	CHK	9997	MARI DAMHOF	Credit Balance Refund	250.00
86125 7/20/23	CHK	5204	DIVERSIFIED ADJUSTMENT SERVICE, I	COLLECTIONS COMMISSION - JUNE 2023	19.73
86126 7/20/23	CHK	9997	TINA DOMER	Credit Balance Refund	86.56
86127 7/20/23	CHK	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - JUNE 2023	1,120.00
				PROFESSIONAL SERVICES - JUNE 2023	3,010.00
				PROFESSIONAL SERVICES - JUNE 2023	1,820.00
Total for Check/Tran - 86127:					5,950.00
86128 7/20/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 396 - JUNE 2023	267.04
				CYCLE 4 - INV GRP 415 - JUNE 2023	150.00
				CYCLE 4 - INV GRP 415 - JUNE 2023	1,428.76
				CYCLE 1 - ACCT 183 - JUNE 2023	870.50
				CYCLE 1 - INV GRP 101 - JUNE 2023	3,501.74
				CYCLE 1 - INV GRP 101 - JUNE 2023	86.24
				CYCLE 1 - INV GRP 101 - JUNE 2023	1,419.46
				CYCLE 1 - INV GRP 101 - JUNE 2023	537.02
				CYCLE 1 - INV GRP 101 - JUNE 2023	354.86
				CYCLE 1 - INV GRP 325 - JUNE 2023	375.00
				CYCLE 1 - INV GRP 325 - JUNE 2023	15,485.84
				CYCLE 1 - INV GRP 421 - JUNE 2023	9,402.87
Total for Check/Tran - 86128:					33,879.33
86129 7/20/23	CHK	24	ELK RIVER PRINTING & VENTURE PRO	PERFORATED PAPER - YELLOW	116.66
				PERFORATED PAPER - YELLOW	29.17

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Total for Check/Tran - 86129:					145.83
86130 7/20/23	CHK	122	ELK RIVER WINLECTRIC	Mtce of OH Primary	69.80
				MISC PARTS & SUPPLIES	-1.74
				MISC PARTS & SUPPLIES	23.79
				Misc Distribution Exp	357.60
				WEATHER SERVICE PARTS	-0.42
				WEATHER SERVICE PARTS	5.68
				WEATHER SERVICE PARTS	-0.05
				WEATHER SERVICE PARTS	0.80
				TRANSFORMER BOX PAD	6,276.00
				MISC PARTS & SUPPLIES	-7.89
				Misc Distribution Exp	108.16
				Misc Distribution Exp	23.79
				MISC PARTS & SUPPLIES	-1.74
				PIPE FOR WIRE REEL RACK	-7.75
				Misc Distribution Exp	106.25
				COVER PLATES	-2.94
				COVER PLATES	40.14
Total for Check/Tran - 86130:					6,989.48
86131 7/20/23	CHK	9997	TODD EMBURY	Credit Balance Refund	31.54
86132 7/20/23	CHK	8709	FAIRVIEW HEALTH SERVICES	DRUG SCREENING - 191 192	36.00
				DRUG SCREENING - 191 192	54.00
Total for Check/Tran - 86132:					90.00
86133 7/20/23	CHK	340	FURNITURE AND THINGS	CIP - LIGHTING RETROFIT	375.00
86134 7/20/23	CHK	5550	GEARED UP APPAREL	EE RECOGNITION BALANCE - 172	16.00
				EE RECOGNITION BALANCE - 172	4.00
Total for Check/Tran - 86134:					20.00
86135 7/20/23	CHK	91	GOPHER STATE ONE-CALL	LOCATES FOR - JUNE 2023	827.21

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				LOCATES FOR - JUNE 2023	43.54
				<b>Total for Check/Tran - 86135:</b>	870.75
86136 7/20/23	CHK	9997	WILLIAM HART	Credit Balance Refund	188.96
86137 7/20/23	CHK	809	HAWKINS, INC.	Water Chemicals	368.24
86138 7/20/23	CHK	631	HEALTH PARTNERS	DENTAL EE INSURANCE - AUG 2023	947.54
				DENTAL ER INSURANCE - AUG 2023	2,577.22
				DENTAL EE INSURANCE - AUG 2023	119.19
				DENTAL ER INSURANCE - AUG 2023	622.98
				<b>Total for Check/Tran - 86138:</b>	4,266.93
86139 7/20/23	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	212.97
				HOME DEPOT	106.33
				<b>Total for Check/Tran - 86139:</b>	319.30
86140 7/20/23	CHK	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - JUNE 2023	1,123.00
86141 7/20/23	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	49.08
				OFFICE SUPPLIES	12.27
				<b>Total for Check/Tran - 86141:</b>	61.35
86142 7/20/23	CHK	653	KING SIGNS, GRAPHICS & IMAGING, LL	COMMISSIONER WALL DISPLAY	431.52
				COMMISSIONER WALL DISPLAY	107.88
				<b>Total for Check/Tran - 86142:</b>	539.40
86143 7/20/23	CHK	9997	MARK LUNIEWSKI	Credit Balance Refund	58.87
86144 7/20/23	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 7/1 to 8/1/23	308.09
				PRINTER MTC CONTRACT - 7/1 to 8/1/23	77.02
				<b>Total for Check/Tran - 86144:</b>	385.11
86145 7/20/23	CHK	8605	MARCO TECHNOLOGIES, LLC	Pendant Cap	-154.27
				Pendant Cap	-22.04
				OFFICE 365 - 5/25 to 6/24/23	818.82
				OFFICE 365 - 5/25 to 6/24/23	208.65

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				Install	4,436.36
				Misc Material	1,014.70
				Install	633.77
				Misc Material	144.95
				tokens	267.53
				tokens	66.88
				<b>Total for Check/Tran - 86145:</b>	7,415.35
86146 7/20/23	CHK	145	MENARDS	BLANK COVER	10.42
				SPRAY FOAM & HOSE	71.56
				MISC PARTS & SUPPLIES	114.18
				MISC PARTS & SUPPLIES	16.31
				MISC PARTS & SUPPLIES	110.91
				REBATE	-8.21
				REBATE	-10.88
				<b>Total for Check/Tran - 86146:</b>	304.29
86147 7/20/23	CHK	7193	MIDWAY FORD	2023 F-150 4x4 Crew Cab Unit #2	45,310.07
				2023 F-150 4x4 Crew Cab Unit #2	2,384.74
				<b>Total for Check/Tran - 86147:</b>	47,694.81
86148 7/20/23	CHK	39	MMUA	SUMMER CONF GOLF OUTING - 9 160	2.43
				SUMMER CONF GOLF OUTING - 9 160	267.57
				<b>Total for Check/Tran - 86148:</b>	270.00
86149 7/20/23	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - AUG 2023	192.00
				EXTRA LIFE INSURANCE - AUG 2023	16.00
				<b>Total for Check/Tran - 86149:</b>	208.00
86150 7/20/23	CHK	9300	NISC	AGREEMENTS INVOICE - JUNE 2023	53.85
				AGREEMENTS INVOICE - JUNE 2023	10,837.58
				AGREEMENTS INVOICE - JUNE 2023	236.95
				AGREEMENTS INVOICE - JUNE 2023	2,421.38
				AGREEMENTS INVOICE - JUNE 2023	59.24

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				MISC INVOICE - JUNE 2023	789.27
				MISC INVOICE - JUNE 2023	197.31
				PRINT SERVICES - JUNE 2023	5,582.09
				PRINT SERVICES - JUNE 2023	1,395.53
				<b>Total for Check/Tran - 86150:</b>	21,573.20
86151 7/20/23	CHK	9997	SUZANNE OLIVER	Credit Balance Refund	225.89
86152 7/20/23	CHK	358	OLSEN CHAIN & CABLE, INC.	POLY SLING	-5.15
				POLY SLING	70.46
				<b>Total for Check/Tran - 86152:</b>	65.31
86153 7/20/23	CHK	5056	PLAISTED COMPANIES, INC.	GRANITE	129.32
86154 7/20/23	CHK	3796	PRO-TEC DESIGN, INC	PROFESSIONAL SERVICES - FINALD	4,000.00
86155 7/20/23	CHK	9020	QUADIENT LEASING USA, INC	Mail Machine	396.58
				Mail Machine	99.15
				<b>Total for Check/Tran - 86155:</b>	495.73
86156 7/20/23	CHK	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	52.44
86157 7/20/23	CHK	130	RESCO	CT's	3,124.26
				Discount	-1.56
				<b>Total for Check/Tran - 86157:</b>	3,122.70
86158 7/20/23	CHK	9997	ERWIN ROJESKY	Credit Balance Refund	27.72
86159 7/20/23	CHK	9997	JORDAN ROWAN	Credit Balance Refund	71.31
86160 7/20/23	CHK	9997	ROBERT STANLEY	Credit Balance Refund	42.50
86161 7/20/23	CHK	9997	SHIRLEY STREHLER	Credit Balance Refund	97.83
86162 7/20/23	CHK	6107	STUART C. IRBY CO.	BUSHING COVER & SQUIRREL GUARD	1,341.16
				Reducer	117.00
				<b>Total for Check/Tran - 86162:</b>	1,458.16

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86163 7/20/23	CHK	4532	TRACTOR SUPPLY CREDIT PLAN	TRACTOR SUPPLY	323.59
86164 7/20/23	CHK	8948	TRYCO LEASING INC.	LEASE FOR COPIER AT PLANT	85.49
				LEASE FOR COPIER AT PLANT	21.37
<b>Total for Check/Tran - 86164:</b>					106.86
86165 7/20/23	CHK	9997	MAI VANG	Credit Balance Refund	331.53
86166 7/20/23	CHK	8381	VERIFIED CREDENTIALS, LLC	BACKGROUND SCREENING - 192	52.40
				BACKGROUND SCREENING - 191 192	78.60
<b>Total for Check/Tran - 86166:</b>					131.00
86167 7/20/23	CHK	628	VICTORY CLEANING SERVICES, LLC	MONTHLY CLEANING FOR THE PLANT-JUNE 2023	2,973.30
				MONTHLY CLEANING FOR THE PLANT-JUNE 2023	424.76
				MONTHLY CLEANING - OLD BLDG JUNE 2023	188.78
				MONTHLY CLEANING - OLD BLDG JUNE 2023	26.97
<b>Total for Check/Tran - 86167:</b>					3,613.81
86168 7/20/23	CHK	375	VIKING ELECTRIC	FUSES	-43.77
				FUSES	599.57
<b>Total for Check/Tran - 86168:</b>					555.80
86169 7/20/23	CHK	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY PANEL - FIELD SERVICES BLDG	47.70
				Alarm	1,085.89
				SECURITY PANEL - FIELD SERVICES BLDG	6.81
				Alarm	155.11
<b>Total for Check/Tran - 86169:</b>					1,295.51
86170 7/27/23	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #15	1,122.00
86171 7/27/23	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 171	206.11
86172 7/27/23	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	321.10
				NATURAL GAS & IRON REMOVAL	80.05
<b>Total for Check/Tran - 86172:</b>					401.15
86173 7/27/23	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE	153.07

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07/01/2023 To 07/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				OFFICE TELEPHONE	38.27
				<b>Total for Check/Tran - 86173:</b>	191.34
86174 7/27/23	CHK	9997	CHRISA DZIEDZIC	Credit Balance Refund	200.00
86175 7/27/23	CHK	53	GREAT RIVER ENERGY	2023 Q2 CONNECTION SERVICES	1,875.00
86176 7/27/23	CHK	9997	PATRICK HALEY	Credit Balance Refund	96.36
86177 7/27/23	CHK	9997	ANNA HERRICK	Credit Balance Refund	53.59
86178 7/27/23	CHK	9997	JEFF KOLB	Credit Balance Refund	41.47
86179 7/27/23	CHK	9997	JOHN KOWALSKI	Credit Balance Refund	5.71
86180 7/27/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	202.45
86181 7/27/23	CHK	188	MARTIES FARM SERVICE INC	GREEN STAKES - EROSION CONTROL	53.94
86182 7/27/23	CHK	145	MENARDS	SPRAY FOAM	53.66
				MISC PARTS & SUPPLIES	33.41
				PARTS FOR WELL #2	161.80
				<b>Total for Check/Tran - 86182:</b>	248.87
86183 7/27/23	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - AUG 2023	292.16
				LIFE, STD & LTD INSURANCE - AUG 2023	2,398.88
				ELEC LIFE INSURANCE - AUG 2023	143.64
				LIFE, STD & LTD INSURANCE - AUG 2023	459.79
				<b>Total for Check/Tran - 86183:</b>	3,294.47
86184 7/27/23	CHK	9997	KAREN REIL	Credit Balance Refund	97.61
86185 7/27/23	CHK	130	RESCO	Mtce of URD Primary	2,067.97
				Discount	-0.96
				<b>Total for Check/Tran - 86185:</b>	2,067.01
86186 7/27/23	CHK	3936	WORLD VISION	World Vision Contributions	44.15

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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
<b>Total for Bank Account - 5 :</b>					(196) 5,085,640.26
<b>Grand Total :</b>					(198) 5,093,251.20

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# Accounts Payable Check Register

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**PARAMETERS ENTERED:****Check Date:** 07/01/2023 To 07/31/2023**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

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# Payroll/Labor

## Check Register Totals

03/14/2023 To 03/14/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	0.00	0.00
3	Overtime	0.00	0.00
VAC	Vacation Pay	0.00	0.00
SICK	Sick Pay	0.00	0.00
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
3C	Overtime-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	0.00	0.00
106	Longevity Pay	2,025.00	0.00
	<b>Gross Pay Total:</b>	2,025.00	0.00
	<b>Total Pays:</b>	2,025.00	0.00

<u>Deductions</u>	<u>Amount</u>	
<b>Employee Taxes</b>		
MNS MN State Income Tax - Single	126.56	2,025.00
SS-E Social Security	125.55	2,025.00
MD-E Medicare	29.36	2,025.00
FDSN FED SINGLE - NO MULTI JOBS W4 2020>	445.50	2,025.00
<b>Employee Tax Total:</b>	726.97	

<u>Employer Taxes</u>	<u>Amount</u>	<u>Taxable Amt</u>
SS-R Social Security	125.55	2,025.00
MD-R Medicare	29.36	2,025.00
SUTA State Unemployment Tax	0.00	2,025.00
<b>Employer Tax Total:</b>	154.91	

<u>Taxes By Type</u>	<u>State</u>	<u>Amount</u>	<u>Taxable Amt</u>
FEDERAL INCOME		445.50	2,025.00
SOCIAL SECURITY		251.10	2,025.00
Medicare		58.72	2,025.00
STATE INCOME	MN	126.56	2,025.00
State Unemployment Tax	MN	0.00	2,025.00
<b>Tax Total:</b>		881.88	

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# Payroll/Labor Check Register Totals

03/14/2023 To 03/14/2023

Net Pay: 1,298.03

Total Deposit Amount: 0.00

Total Check Amount: 1,298.03

Total Employees: 1

Total Direct Deposits: 0

Total Checks: 1

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# Payroll/Labor Check Register Totals

06/13/2023 To 06/13/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	0.00	0.00
20	Reg Salary	0.00	0.00
3	Overtime	0.00	0.00
4	Double Time	0.00	0.00
5	On-Call/Stand-by	0.00	0.00
24	FLSA	0.00	0.00
25	Rest Time	0.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	0.00	0.00
SICK	Sick Pay	0.00	0.00
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	0.00	0.00
PTOY	Personal Day - Year	0.00	0.00
3C	Overtime-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	0.00	0.00
106	Longevity Pay	7,750.00	0.00
<b>Gross Pay Total:</b>		7,750.00	0.00
<b>Total Pays:</b>		7,750.00	0.00

<u>Deductions</u>	<u>Amount</u>	
<b>Employee Taxes</b>		
FEDS Federal Income - Single	682.00	3,100.00
FEDM Federal Income Tax - Married	341.00	1,550.00
MNS MN State Income Tax - Single	193.76	3,100.00
MNM MN State Income Tax - Married	290.64	4,650.00
SS-E Social Security	480.50	7,750.00
MD-E Medicare	112.39	7,750.00
FDMH FED MARRIED MULTIPLE JOBS W4 2020>	682.00	3,100.00
<b>Employee Tax Total:</b>	2,782.29	
<b>Employer Taxes</b>		
SS-R Social Security	480.50	7,750.00
MD-R Medicare	112.39	7,750.00
SUTA State Unemployment Tax	0.00	7,750.00
<b>Employer Tax Total:</b>	592.89	

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# Payroll/Labor Check Register Totals

06/13/2023 To 06/13/2023

<u>Taxes By Type</u>	<u>State</u>	<u>Amount</u>	<u>Taxable Amt</u>
FEDERAL INCOME		1,705.00	7,750.00
SOCIAL SECURITY		961.00	7,750.00
Medicare		224.78	7,750.00
STATE INCOME	MN	484.40	7,750.00
State Unemployment Tax	MN	0.00	7,750.00
<b>Tax Total:</b>		<u>3,375.18</u>	

Net Pay: 4,967.71

Total Deposit Amount: 0.00

Total Check Amount: 4,967.71

Total Employees: 5

Total Direct Deposits: 0

Total Checks: 5

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# Payroll/Labor Check Register Totals

07/10/2023 To 07/10/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	0.00	0.00
3	Overtime	0.00	0.00
4	Double Time	0.00	0.00
5	On-Call/Stand-by	0.00	0.00
24	FLSA	0.00	0.00
25	Rest Time	0.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	0.00	0.00
SICK	Sick Pay	0.00	0.00
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	0.00	0.00
PTOY	Personal Day - Year	0.00	0.00
106	Longevity Pay	2,100.00	0.00
	<b>Gross Pay Total:</b>	2,100.00	0.00
	<b>Total Pays:</b>	2,100.00	0.00

<u>Deductions</u>	<u>Amount</u>	
<b>Employee Taxes</b>		
FEDS Federal Income - Single	462.00	2,100.00
MNS MN State Income Tax - Single	131.25	2,100.00
SS-E Social Security	130.20	2,100.00
MD-E Medicare	30.45	2,100.00
<b>Employee Tax Total:</b>	753.90	

<u>Employer Taxes</u>	<u>Amount</u>	<u>Taxable Amt</u>
SS-R Social Security	130.20	2,100.00
MD-R Medicare	30.45	2,100.00
SUTA State Unemployment Tax	0.00	2,100.00
<b>Employer Tax Total:</b>	160.65	

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## Payroll/Labor Check Register Totals

### 07/10/2023 To 07/10/2023

<u>Taxes By Type</u>	<u>State</u>	<u>Amount</u>	<u>Taxable Amt</u>
FEDERAL INCOME		462.00	2,100.00
SOCIAL SECURITY		260.40	2,100.00
Medicare		60.90	2,100.00
STATE INCOME	MN	131.25	2,100.00
State Unemployment Tax	MN	0.00	2,100.00
	<b>Tax Total:</b>	914.55	

Net Pay: 1,346.10

Total Deposit Amount: 0.00

Total Check Amount: 1,346.10

Total Employees: 1

Total Direct Deposits: 0

Total Checks: 1

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

**July 11, 2023**

Members Present: Vice Chair Mary Stewart, Commissioners Paul Bell, Matt Westgaard, and Nick Zerwas

Members Absent: Chair John Dietz

ERMU Staff Present: Mark Hanson, General Manager  
Sara Youngs, Administrations Director  
Melissa Karpinski, Finance Manager  
Tony Mauren, Governance & Communications Manager  
Tom Geiser, Operations Director  
Mike Tietz, Technical Services Superintendent  
Dave Ninow, Water Superintendent  
Chris Kerzman, Engineering Manager  
Jenny Foss, Communications & Administrative Coordinator  
Angela Hauge, GIS/Mapping Technician

Others Present: Jared Shepherd, Attorney

**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 Acting Chair Stewart.

**1.2 Pledge of Allegiance**

The Pledge of Allegiance was recited.

**1.3 Consider the Agenda**

Acting Chair Stewart explained that she would be leading the meeting as Chair Dietz was out of town attending a family event.

There were no additions or corrections to the agenda.

**Moved by Commissioner Westgaard and seconded by Commissioner Zerwas to approve the June 13, 2023, agenda. Motion carried 4-0.**

#### **1.4 Recognition of Employee Longevity – Angela Hauge, 16 years**

Mr. Kerzman introduced Ms. Hauge to the Commission, explaining she actually began working at ERMU 18 years ago as summer help but became a staff member in 2007.

Mr. Kerzman noted that Ms. Hauge works well with all field and office staff, is very helpful, takes the lead on events, and generally does a little bit of everything. Mr. Kerzman also emphasized Ms. Hauge's attention to detail as a mapping technician.

Acting Chair Stewart shared that she had always heard positive things about Angela from colleagues.

Acting Chair Stewart presented Ms. Hauge with her Longevity Pay benefit and the Commission expressed appreciation for her service.

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

Acting Chair Stewart noted that the minutes for the June commission meeting did not list Human Resources Generalist Megan Zachman as present though she was.

Staff said they would note that correction in the minutes for the meeting.

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

##### **2.1 Check Register – June 2023**

##### **2.2 Regular Meeting Minutes – June 13, 2023**

**Motion carried 4-0.**

#### **3.0 OPEN FORUM**

No one appeared for open forum.

#### **4.0 POLICY & COMPLIANCE**

##### **4.1 Commission Policy Review – G.1g – Planning Themes**

Mr. Mauren presented his memo and opened a discussion on any potential changes or comments on Commission Policy – G.1g – Planning Themes. The Commission had no comments on the policy.

Mr. Mauren then highlighted the section of his memo which explains the relationship between all the policies in section G.1 of the Commission Policy manual.

He added the Organizational Core Values in this section call for all policies in G.1 to be reviewed regularly as the industry and community change. He continued by saying that a review of these policies is slated for the 2024-25 strategic plan to be presented in item 4.3 of the meeting.

Acting Chair Stewart expressed appreciation for the review to refresh the Commission on its responsibilities.

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

Acting Chair Stewart lead a discussion of the self-evaluation results.

During discussion of Question 2 - Commission Purpose, Commissioner Westgaard noted one of the largest projects of the last year was hiring a new general manager. He added that Mr. Hanson has been a great addition to the team.

Commissioner Westgaard went on to recommend that staff participate in the evaluation in the future by also providing feedback to the Commission.

Mr. Hanson invited the Commission to reach out to staff if there is anything needed to ensure they are able to fulfill its responsibilities, whether it be in the form of training, data, or other needs.

During discussion of Question 4 - Preparedness, Mr. Hanson raised the question of whether the Commission would have an interest in attending additional annual conferences to expand industry knowledge among the group. He noted that staff begins to prepare the travel and training budget in August.

Commissioner Zerwas shared his opinion that the opportunity to attend conferences should be expanded to more Commissioners, adding he would be willing to attend the legislative conference annually to connect with associates in Washington D.C. He added his belief that the networking and education opportunities are well worth the investment.

Commissioner Westgaard requested that staff provide a cost per attendee breakdown for the Commission to consider appropriate allocations.

Mr. Hanson said he would prepare that cost analysis. He added his estimate that total costs per participant of a conference, including registration, travel, hotel, and food, typically falls in the \$3,000-\$3,500 range.

During discussion of Question 6 - Process, Mr. Hanson asked the Commission if there was any interest in receiving training on parliamentary procedure.

Commissioner Westgaard explained that he and Chair Dietz receive that training as members of City Council.

Commissioner Zerwas, Bell, and Acting Chair Stewart expressed overall comfort with their current understanding of parliamentary procedure.

During discussion of Question 7 - One Voice, Acting Chair Stewart encouraged respondents with anything less than “agree” as a response to provide further details/examples in the written response section.

Commissioner Westgaard encouraged his peers to bring issues to the group for discussion when they have them.

Regarding Question 8 - One Direct Report there was a discussion about the purpose of the One Employee policy. Mr. Hanson informed the Commission that, while it is acceptable for them to reach out to individual staff members for information in the interest of expediency, all directions for action should be sent to the general manager for delegation. There was discussion about whether the respondent who selected “disagree” was stating their disagreement with the policy or the Commission’s adherence to it. Mr. Hanson reiterated the value of providing examples in the written response section.

During discussion of Question 15 - Environment, Acting Chair Stewart noted the vote of “neither agree nor disagree” suggested that response could be related to a need for more education for the Commission.

During discussion of open ended Question 20, Mr. Hanson encouraged the Commission to feel able to bring topics to the meetings for discussion.

Commissioner Zerwas shared his belief that the Utilities Commission operates in line with other governing bodies he has been a part of.

Commissioner Westgaard restated his preference for seeing the evaluation include staff responses in the future, valuing a 360-review format. There was agreement among the commissioners to pursue this approach.

Mr. Hanson asked the Commission if they were happy with the questions being asked or if they would like to see any changes.

Commissioner Zerwas shared his opinion that there would be more value in perhaps having half as many questions but emphasizing the need to provide written responses.

Commissioner Westgaard agreed and expanded that there may not be additional response needed when an individual agrees or strongly agrees with a question but that they should provide details for any other response.

Mr. Hanson told the Commission he would work on the changes to the questions and provide a 360-review format for next year.

Commissioner Bell requested receiving his responses sent back to him upon the completion of future surveys. Staff stated they would look into that function on the platform used for the evaluation.

#### 4.3 **Annual Strategic Plan Review**

Mr. Hanson presented his memo on the Annual Strategic Plan Review and the 2023-2025 Dashboard. He added that with significant changes both internal and external to the organization since the policies in section G.1 were created, there was a warranted review of those policies added to the dashboard.

Mr. Hanson went on to highlight the changes to the dashboard.

There was discussion about incorporating community involvement for the dashboard item focused on creating wall art for the field services building.

Commissioner Zerwas inquired as to why staff was taking steps to get ERMU out of the operation of electric vehicles (EV) chargers.

Mr. Hanson shared his belief that it is the role of government entities to establish infrastructure that the free market may not create and that once a service is supported by the free market the government entity can remove itself from that arena. He added that ERMU's focus should be on ensuring the distribution system is able to accommodate the increased usage brought on by more EVs in the service territory.

Acting Chair Stewart added that the trend discussed at the previous Minnesota Municipal Utilities Association Summer Conference was for public utilities to shift their focus to distributing power rather than managing chargers. There was discussion.

Mr. Hanson explained ERMU would continue to manage the charger in the ERMU offices parking lot to serve it's Chevy Bolt but would be releasing control of the downtown and Highway 169 chargers.

The Commission reached consensus on high level strategic themes and dashboard initiatives.

## 5.0 **BUSINESS ACTION**

### 5.1 **Financial Report – May 2023**

Ms. Karpinski presented the May 2023 Financial Report.

Acting Chair Stewart asked if the dry weather and subsequent increase in water usage has strained the systems.

Mr. Ninow responded that while the system is not over capacity all the wells are running.

Ms. Karpinski explained that a budgeted project for fault indicator replacement had exceeded its \$50,000 budget by about \$7,000 due to increased material costs. As this overage exceeds 10% of the budget, staff was informing the Commission.

There was discussion on how the future implementation of meter data management would help align the reporting of usage, expenses, and revenue. Mr. Tietz explained full functionality of the system would be reached in the next two years.

Acting Chair Stewart asked if the implementation of Advanced Metering Infrastructure would make it possible to bill earlier.

Ms. Youngs responded that it could shorten the time needed to read meters but there would still be analysis needed and the utilities is only able to bill once a month.

As part of an ongoing commission education initiative, Mr. Geiser provided background on the Maintenance of Structures – Plants budget line, explaining that all labor and materials for the plant fall under this budget.

Mr. Ninow explained that the Maintenance of Wells budget line covers employee time and materials associated with the filtration and treatment of water.

**Moved by Commissioner Westgaard and seconded by Commissioner Zerwas to receive the May 2023 Financial Report. Motion carried 4-0.**

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

Mr. Kerzman presented his memo on the field services facility expansion project.

Change Order no. 8., a combination of credits and charges that resulted in a project budget increase of \$301.36, was attached for commission authorization.

There was discussion about the memo's explanation of future tests to be conducted by the Minnesota Pollution Control Agency for low priority concerns on the site.

Mr. Kerzman went on to explain that irrigation was expected to be installed the following week with sod to be laid after.

In response to Commissioner Bell's inquiry, Mr. Kerzman explained that the car wash in the facility is operating well with one minor part needing replacement.

**Moved by Commissioner Bell and seconded by Commissioner Westgaard to authorize staff approval of Change Order no. 8. Motion carried 4-0.**

### 5.3 Otsego Transformer Bid

Mr. Kerzman presented his memo reporting on the Otsego transformer bid opening.

Mr. Kerzman shared that the manufacturer being recommended is willing to adjust the payment schedule to align with ERMU's 2023 budget. He added that legal staff confirmed there are no outstanding legal issues with the bid.

Noting that the selected bid exceeded budget, Commissioner Westgaard asked how the overage would be funded.

Mr. Hanson explained the manufacturer is adjusting the payment structure to fit ERMU's 2023 budget and the overage would be incorporated into future budgets.

Mr. Kerzman explained that payments are typically structured as 20% on order, 20% on submittal of design drawings, and various percentages upon assembly, testing, and installation. Mr. Kerzman explained that the manufacturer has agreed to receive 10% on order to meet ERMU's 2023 budget.

Mr. Hanson clarified that the motion should exclude the language regarding legal review as published in the packet since legal review had been provided, finding no issues.

**Moved by Commissioner Zerwas and seconded by Commissioner Bell to accept WEG Transformers USA LLC bid for transformer and award contract. Motion carried 4-0.**

## 6.0 BUSINESS DISCUSSION

### 6.1 Staff Updates

Mr. Hanson noted an update from his memo regarding the vacant water operator position. He shared that ERMU has moved forward with converting the water operator position to a water utility worker position. He added Mr. Ninow would elaborate on the matter.

Ms. Youngs reported that the customer service staff is still fielding calls from customers who have concerns over the garbage bin change out performed by a contractor on behalf of Republic Services. There was discussion.

Mr. Mauren asked the Commission to consider potential dates for an Employee Appreciation Lunch, stating he would follow up at a later date.

Mr. Ninow informed the Commission that, following two unsuccessful rounds of hiring for a water operator, staff has opted to promote seasonal staff to the water utility worker position. After a year of on-the-job experience this individual can then move forward with water operator certification.

Commissioner Zerwas asked if there was concern over the fact that staff had two unsuccessful rounds of hiring.

Mr. Ninow shared his belief that the candidate who declined the position was considering substantial vacation accrual at their current employer.

Mr. Hanson added his perspective that some hiring challenges for ERMU come from the fact that it is located close enough to the metro area to interest candidates while often not able to match pay within the metro area. He went on to share human resources staff's observation that there has been a shift towards employers offering high vacation accruals earlier in employment.

Mr. Westgaard added his experience that the shift is happening in private sector as well.

Mr. Hanson shared that this is not the first time vacation has affected employment efforts.

## 6.2 **City Council Update**

Commissioner Westgaard provided a City Council update covering topics including conditional use permits and bonding for sewer system repair.

## 6.3 **Future Planning**

Acting Chair Stewart announced the following:

- a. Regular Commission Meeting – August 8, 2023
- b. Quorum – Sherburne County Parade – July 22, 2023
- c. Quorum – MMPA Annual Meeting and Dinner – July 25, 2023
- d. 2023 Governance Agenda

6.5 **Other Business**

There was no other business.

7.0 **ADJOURN REGULAR MEETING**

**Moved by Commissioner Westgaard and seconded by Commissioner Bell to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 5:21 p.m. Motion carried 4-0.**

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 8, 2023	<b>AGENDA ITEM NUMBER:</b> 2.3
<b>SUBJECT:</b> 2023 Second Quarter Utilities Performance Metrics Score Card 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, 2021, and 2022, we will be tracking the progress for 2023, to be awarded in 2024. 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 employees to continually achieve. When 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 2023 year, and completion of the audit, the final score card will be evaluated and presented to the Commission for awarding the related distribution in 2024. We will be tracking the progress of the company and the related score card quarterly throughout 2023. The second quarter score card is attached, with some notes on the results.

**FINANCIAL IMPACT:**

None, until awarded the following year.

**ATTACHMENTS:**

- Performance Metrics and Incentive Compensation Policy Score Card – 2023 2nd Quarter

**Elk River Municipal Utilities**  
**G.4g1a - Performance Metrics and Incentive Compensation Policy Score Card - 2023**

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	53.51
		SAIDI	5	<90 Min			on target	3.895
		SAIFI	5	< 0.5			on target	0.073
		Line Loss	5	<5%			off target	5.7%
		Water Loss	5	<12%			off target	13.0%
Workforce Development	25	Clean Energy Choice Program Participation	5	+15 net			off target	13
		Employee Turnover	10	≤ 7.5%			on target	4.3%
		Participation in Recommended and Mandatory Trainings	10	≥ 95%			on target	95%
Financial Goals	35	Margins/Net Profit	20	≥ Budget			on target	
		Reserves	10	≥ Target			on target	
		Inventory Accuracy	5	≥ 95%			on target	99.975%
				Total Multiplier:				

Adopted December 12, 2012  
Revised October 11, 2016  
Revised December 17, 2019  
Revised December 14, 2021  
Revised December 13, 2022

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Governance & Communications Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 4.1
<b>SUBJECT:</b> Policy Review – G.2 – Commission Purpose	
<b>ACTION REQUESTED:</b> Review the policy and provide any feedback.	

**BACKGROUND/DISCUSSION:**

This month commissioners are reviewing policy G.2 – Commission Purpose to make comments, ask questions, or recommend updates. This is the first in the Governance Policies section of the manual.

With this policy the Commission commits to prioritizing its obligations to ERMU’s owners and other stakeholders in governing decisions. The Commission’s principal purpose is to ensure ERMU achieves objectives listed in section G.5 – Results Policies, while avoiding unacceptable actions and situations.

**ATTACHMENTS:**

- ERMU Policy – G.2 – Commission Purpose

Section: Governance	Category: Governance Policies
Policy Reference:  <b>G.2</b>	Policy Title:  <b>Commission Purpose</b>

### **PURPOSE:**

With this policy, the Commission commits that it will govern as a body that understands its obligations to the owners and other stakeholders of the ERMU electric and water utility enterprises.

### **POLICY:**

The Commission's principal purpose is to ensure that ERMU achieves appropriate results (See ***Results Policies***) for its owners, customers, employees, and other stakeholders at an appropriate cost, while avoiding unacceptable actions and situations.

### **POLICY HISTORY:**

Adopted      May 9, 2017

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Governance & Communications Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 4.2
<b>SUBJECT:</b> Electronic Signature Policy	
<b>ACTION REQUESTED:</b> Approve ERMU Commission Policy G.2i Electronic Signatures	

**BACKGROUND:**

As an organization, ERMU continuously works to increase efficiencies and further sustainability measures. Part of these efforts include, whenever possible, implementing paperless processes that reduce material costs and administration time. For example, ERMU’s accounting department has been utilizing paperless processing through National Information Solutions Cooperative since 2020.

Currently, the service agreements available to customers on ERMU’s website require applicants to print the form and sign it by hand in order to submit it. This has been the procedure since the forms were first made available on the website and was intended to aid in identity verification. Feedback from customers has been that this process is inconvenient and uncommon among other utilities they work with.

The State of Minnesota authorizes and encourages the use of electronic signatures by governmental agencies, including municipalities commissions, and instrumentalities of municipalities, as an efficient and cost-effective method of operation. The state also requires that government agencies determine the extent to which it will use and accept electronic signatures.

**DISCUSSION:**

Accordingly, this policy establishes the use and acceptability of electronic signatures for ERMU. Its approval will allow staff to create new agreement documents with a built-in signature function that also immediately emails a copy of the form to the appropriate department for processing and data retention.

**ATTACHMENTS:**

- ERMU Policy - G.2i - Electronic Signature

Section: Governance	Category: Governance Policies
Policy Reference:  <b>G.2i</b>	Policy Title:  <b>Electronic Signature</b>

## PURPOSE:

Elk River Municipal Utilities (“ERMU”) continuously works to increase efficiencies and further sustainability measures. ERMU’s efforts include the reduction of printing and paper use, and the increase in paperless forms of communication and approval processes. The purpose of this policy is to establish procedures to allow the use of electronic or digital signatures in place of handwritten (or “wet”) signatures pursuant to Minnesota’s Uniform Electronic Transactions Act (Minn. Stat., Ch. 325L) (“the Act”).

The State of Minnesota authorizes and encourages the use of electronic signatures by governmental agencies, including municipalities commissions, and instrumentalities of municipalities, as an efficient and cost-effective method of operations. Specifically, the State requires government agencies to determine whether and to what extent they will use and accept electronic signatures (Minn. Stat. § 325L.18). As more governmental services and forms are offered online, agencies and municipalities need the ability and authority to review, comment upon, approve, sign, and otherwise process these forms and information in a digital and paperless medium.

The Minnesota Legislature codified this encouragement with the passage of the Act. The Act provides the basis for electronic or digital signatures to be given the same legal recognition, function, and weight as handwritten signatures in all circumstances outlined in the Act. The Act applies to any electronic record or electronic signature created, generated, communicated, received, or stored after August 1, 2000.

Under the Act, “electronic signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. A record or signature may not be denied enforceability solely because it is in an electronic form (Minn. Stat. § 325L.07 (a)). Further, if a law requires a record to be in writing, an electronic record satisfies the law (Minn. Stat. § 325L.07(c)). If a law requires a signature, an electronic signature satisfies the law (Minn. Stat. § 325L.07(d)).

To recognize these efficiencies in ERMU operations, the Elk River Public Utilities Commission (“Commission”) authorizes the use of electronic and/or digital signatures as a valid signature to issue checks and other orders of public funds; and execute documents and agreements.

**POLICY:**

To the fullest extent permitted by law, ERMU may utilize electronic digital signatures as legally binding and equivalent to handwritten signatures whenever feasible, prudent, and efficient.

This policy hereby adopts the Definitions of the Act (Minn. Stat. § 325L.02). This policy does not apply to certain documents and transactions governed by the Uniform Commercial Code.

A legible and acceptable electronic signature should have the following components:

- A. The name of the signer and is applied in a manner to execute or validate the document;
- B. The typed or printed name of the signer below or adjacent to the signature when the signature uses a digitized or scanned version of the signer’s hand scribed signature or the name is in a cursive font;
- C. The signer’s corporate, managerial, or partnership title as part of or adjacent to the digital signature when the signer is signing on behalf of an organization or legal entity;
- D. When required or capable, evidence of authentication of the signer’s identity such as the text “digitally signed by” along with the software provider’s seal/watermark, date and time of execution; or, have an authentication code or key identifying the software provider; and,
- E. A font, size and color density that is clearly legible and reproducible when reviewed, copied and scanned into a black on white format.

**PROCEDURES:**

All legally binding electronic documents and agreements shall be executed in accordance with the Uniform Electronic Transactions Act (UETA) and the Minnesota Act.

- A. ERMU staff and appointed officials are authorized to accept and use electronic signatures in all situations where requirement of a signature or approval is stated or implied. This policy does not supersede situations where laws specifically require a written signature, nor the specific signature policies of other government agencies.
- B. ERMU staff and appointed officials are authorized to use electronic signatures for documents, such as ERMU service agreements, purchase orders, expense reports, checks, and other customary and routine documents that are electronically generated. Other documents may be deemed appropriate by the General Manager or Commission Attorney.

- C. ERMU staff and appointed officials may utilize third party certification methods to authenticate electronic or digital signatures with vendors, contractors, or other government departments and agencies whenever prudent or at the direction of the General Manager or Commission Attorney.
- D. ERMU staff are authorized to use the signature field in Adobe or other similar electronic signature tool as a means of signing the document electronically.
- E. Electronic signatures must apply to individuals only, and not for roles, positions, or titles.
- F. ERMU reserves the right to refuse to use or accept an electronic or digital signature that does not comply with the Act or other applicable Minnesota Statutes.
- G. ERMU will retain an electronic copy of all electronically signed documents and agreements in accordance with the State Record Retention Policy.

**RESPONSIBILITY AND AUTHORITY:**

Administrative implementation of policy as permitted by the Act, the Minnesota Electronic Authentication Act (Minn. Stat., Ch. 325K), and Minnesota Statutes §§ 47.41 and 47.42.

**POLICY HISTORY:**

Adopted      August 8, 2023

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 5.1
<b>SUBJECT:</b> Financial Report – June 2023	
<b>ACTION REQUESTED:</b> Receive the June 2023 Financial Report	

**DISCUSSION:**

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

**Electric**

June year to date (YTD) electric kWh sales are down 3% from the prior year. For further breakdown:

- Residential usage is up 1%
- Small Commercial usage is up 7%
- Large Commercial usage is down 6%

For June 2023, the Electric Department overall is ahead of prior YTD and favorable to budget YTD. Additional variance analysis can be found on the Summary Electric Statement of Revenues, Expenses and Changes in Net Position attachment.

**Water**

June YTD gallons of water sold are up 33% from the prior year. For further breakdown:

- Residential use is up 34%
- Commercial use is up 31%

For June 2023, the Water Department overall is behind prior YTD but favorable to budget YTD. Additional variance analysis can be found on the Summary Water Statement of Revenues, Expenses and Changes in Net Position attachment.

**ATTACHMENTS:**

- Balance Sheet 06.2023
- Electric Balance Sheet 06.2023
- Water Balance Sheet 06.2023
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 06.2023
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 06.2023
- Graphs Prior Year and YTD 2023
- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 06.2023
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 06.2023

- Budget vs Actual Graphs – Electric 06.2023
- Budget vs Actual Graphs – Water 06.2023

**ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
COMBINED BALANCE SHEET  
FOR PERIOD ENDING JUNE 2023**

	<u>ELECTRIC</u>	<u>WATER</u>
<b>ASSETS</b>		
CURRENT ASSETS		
CASH	11,674,061	8,753,137
ACCOUNTS RECEIVABLE	3,110,672	5,713,850
INVENTORIES	1,363,568	22,476
PREPAID ITEMS	212,345	44,610
CONSTRUCTION IN PROGRESS	1,720,828	992,419
TOTAL CURRENT ASSETS	<u>18,081,475</u>	<u>15,526,491</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	2,925,488	1,359,813
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>4,704,504</u>	<u>1,359,813</u>
FIXED ASSETS		
PRODUCTION	824,065	16,525,311
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	47,142,388	26,766,971
GENERAL	22,980,770	1,131,222
FIXED ASSETS (COST)	<u>73,252,246</u>	<u>44,423,504</u>
LESS ACCUMULATED DEPRECIATION	<u>(33,304,114)</u>	<u>(22,684,343)</u>
TOTAL FIXED ASSETS, NET	<u>39,948,132</u>	<u>21,739,161</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	5,290,120	0
LESS ACCUMULATED AMORTIZATION	<u>(3,172,491)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,663,840</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>1,187,557</u>	<u>226,587</u>
<b>TOTAL ASSETS</b>	<u><u>87,585,508</u></u>	<u><u>38,852,052</u></u>
<b>LIABILITIES AND FUND EQUITY</b>		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	5,532,877	308,444
SALARIES AND BENEFITS PAYABLE	604,342	130,110
DUE TO CITY	870,981	2,258
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	435,000	60,000
UNEARNED REVENUE	154,973	364,425
TOTAL CURRENT LIABILITIES	<u>7,598,173</u>	<u>865,237</u>
LONG TERM LIABILITIES		
OPEB LIABILITY	0	0
LFG PROJECT	0	0
DUE TO COUNTY	0	0
DUE TO CITY	0	0
BONDS PAYABLE, LESS CURRENT PORTION	29,245,193	1,625,271
PENSION LIABILITIES	3,789,381	725,038
TOTAL LONG TERM LIABILITIES	<u>33,034,574</u>	<u>2,350,309</u>
<b>TOTAL LIABILITIES</b>	<u>40,632,747</u>	<u>3,215,546</u>
DEFERRED INFLOWS OF RESOURCES	<u>54,129</u>	<u>5,121,831</u>
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	45,204,945	30,887,406
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(85,329)	(372,731)
TOTAL FUND EQUITY	<u>46,898,632</u>	<u>30,514,675</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>87,585,508</u></u>	<u><u>38,852,052</u></u>

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

	June 30, 2023	May 31, 2023	Current Month Change from Prior Month
<b>ASSETS</b>			
CURRENT ASSETS			
CASH	11,674,061	11,116,466	557,595
ACCOUNTS RECEIVABLE	3,110,672	2,580,057	530,615
INVENTORIES	1,363,568	1,468,128	(104,559)
PREPAID ITEMS	212,345	199,697	12,647
CONSTRUCTION IN PROGRESS	1,720,828	1,479,490	241,338
TOTAL CURRENT ASSETS	18,081,475	16,843,838	1,237,636
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	2,925,488	2,920,176	5,312
TOTAL RESTRICTED ASSETS	4,704,504	4,699,192	5,312
FIXED ASSETS			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	47,142,388	47,039,651	102,737
GENERAL	22,980,770	22,980,551	219
FIXED ASSETS (COST)	73,252,246	73,149,291	102,956
LESS ACCUMULATED DEPRECIATION	(33,304,114)	(33,098,570)	(205,545)
TOTAL FIXED ASSETS, NET	39,948,132	40,050,721	(102,589)
INTANGIBLE ASSETS			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	5,290,120	5,290,120	0
LESS ACCUMULATED AMORTIZATION	(3,172,491)	(3,116,813)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	23,663,840	23,719,518	(55,678)
OTHER ASSETS AND DEFERRED OUTFLOWS	1,187,557	1,187,557	0
<b>TOTAL ASSETS</b>	<b>87,585,508</b>	<b>86,500,827</b>	<b>1,084,682</b>
<b>LIABILITIES AND FUND EQUITY</b>			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	5,532,877	4,692,554	840,323
SALARIES AND BENEFITS PAYABLE	604,342	552,854	51,487
DUE TO CITY	870,981	744,941	126,040
BONDS PAYABLE-CURRENT PORTION	435,000	435,000	0
UNEARNED REVENUE	154,973	156,971	(1,998)
TOTAL CURRENT LIABILITIES	7,598,173	6,582,320	1,015,853
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	29,245,193	29,250,182	(4,989)
PENSION LIABILITIES	3,789,381	3,789,381	0
TOTAL LONG TERM LIABILITIES	33,034,574	33,039,563	(4,989)
<b>TOTAL LIABILITIES</b>	<b>40,632,747</b>	<b>39,621,883</b>	<b>1,010,865</b>
DEFERRED INFLOWS OF RESOURCES	54,129	54,129	0
FUND EQUITY			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	45,204,945	45,204,945	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(85,329)	(159,146)	73,817
TOTAL FUND EQUITY	46,898,632	46,824,815	73,817
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>87,585,508</b>	<b>86,500,827</b>	<b>1,084,682</b>

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

	June 30, 2023	May 31, 2023	Current Month Change from Prior Month
<b>ASSETS</b>			
CURRENT ASSETS			
CASH	8,753,137	8,510,454	242,683
ACCOUNTS RECEIVABLE	5,713,850	5,479,836	234,013
INVENTORIES	22,476	26,131	(3,655)
PREPAID ITEMS	44,610	45,672	(1,062)
CONSTRUCTION IN PROGRESS	992,419	958,392	34,026
TOTAL CURRENT ASSETS	15,526,491	15,020,486	506,005
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	1,359,813	1,358,485	1,328
TOTAL RESTRICTED ASSETS	1,359,813	1,358,485	1,328
FIXED ASSETS			
PRODUCTION	16,525,311	16,525,311	0
DISTRIBUTION	26,766,971	26,766,971	0
GENERAL	1,131,222	1,131,191	31
FIXED ASSETS (COST)	44,423,504	44,423,473	31
LESS ACCUMULATED DEPRECIATION	(22,684,343)	(22,586,691)	(97,653)
TOTAL FIXED ASSETS, NET	21,739,161	21,836,782	(97,621)
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	226,587	226,587	0
<b>TOTAL ASSETS</b>	<b>38,852,052</b>	<b>38,442,340</b>	<b>409,712</b>
<b>LIABILITIES AND FUND EQUITY</b>			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	308,444	278,022	30,422
SALARIES AND BENEFITS PAYABLE	130,110	125,289	4,821
DUE TO CITY	2,258	3,130	(872)
BONDS PAYABLE-CURRENT PORTION	60,000	60,000	0
UNEARNED REVENUE	364,425	174,926	189,500
TOTAL CURRENT LIABILITIES	865,237	641,367	223,871
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,625,271	1,625,825	(554)
PENSION LIABILITIES	725,038	725,038	0
TOTAL LONG TERM LIABILITIES	2,350,309	2,350,863	(554)
<b>TOTAL LIABILITIES</b>	<b>3,215,546</b>	<b>2,992,230</b>	<b>223,316</b>
DEFERRED INFLOWS OF RESOURCES	5,121,831	5,121,831	0
FUND EQUITY			
RETAINED EARNINGS	30,887,406	30,887,406	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(372,731)	(559,127)	186,395
TOTAL FUND EQUITY	30,514,675	30,328,279	186,395
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>38,852,052</b>	<b>38,442,340</b>	<b>409,712</b>

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2023

	2023 JUNE	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD Bud Var%	2023 ANNUAL BUDGET	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%	Variance Item
<b>Electric</b>											
<b>Revenue</b>											
<b>Operating Revenue</b>											
Elk River	3,886,613	18,409,096	18,952,931	(543,835)	(3)	42,041,326	3,382,371	16,688,115	1,720,980	10	
Otsego	374,625	1,697,899	1,473,031	224,868	15	3,385,657	298,244	1,446,110	251,789	17	(1)
Rural Big Lake	19,878	103,900	108,978	(5,078)	(5)	238,658	16,161	92,298	11,602	13	
Dayton	25,520	126,265	130,035	(3,770)	(3)	285,471	19,748	112,879	13,386	12	
Public St & Hwy Lighting	21,625	129,432	130,000	(568)	(0)	260,000	21,496	128,765	668	1	
Other Electric Sales	400	2,400	2,400	0	0	4,800	308,770	1,232,613	(1,230,213)	(100)	(2)
<b>Total Operating Revenue</b>	4,328,660	20,468,993	20,797,375	(328,382)	(2)	46,215,912	4,046,789	19,700,780	768,213	4	
<b>Other Operating Revenue</b>											
Interest/Dividend Income	3,068	34,055	25,000	9,055	36	50,000	(16,178)	(138,279)	172,335	125	(3)
Customer Penalties	20,399	139,618	125,000	14,618	12	250,000	30,878	115,789	23,829	21	
LFG Project	0	0	0	0	0	0	99,232	484,224	(484,224)	(100)	(4)
Connection Fees	11,425	57,841	110,000	(52,159)	(47)	220,000	21,000	87,220	(29,379)	(34)	(5)
Misc Revenue	174,938	651,891	468,115	183,776	39	936,231	106,067	521,178	130,713	25	(6)
<b>Total Other Revenue</b>	209,830	883,406	728,115	155,291	21	1,456,231	240,998	1,070,132	(186,726)	(17)	
<b>Total Revenue</b>	4,538,490	21,352,399	21,525,491	(173,092)	(1)	47,672,143	4,287,788	20,770,912	581,486	3	
<b>Expenses</b>											
Purchased Power	3,429,531	14,777,070	15,319,770	(542,700)	(4)	32,766,025	3,429,171	14,871,103	(94,033)	(1)	
Operating & Mtce Expense	18,547	189,739	166,200	23,539	14	321,000	15,102	122,091	67,648	55	(7)
Landfill Gas	0	0	0	0	0	0	58,280	340,522	(340,522)	(100)	(8)
Transmission Expense	6,560	32,979	35,000	(2,021)	(6)	70,000	5,645	33,230	(251)	(1)	
Distribution Expense	30,863	251,636	183,525	68,111	37	369,466	23,733	196,769	54,867	28	(9)
Maintenance Expense	104,051	834,602	834,750	(148)	(0)	1,540,500	137,692	765,906	68,696	9	
Depreciation & Amortization	261,223	1,582,048	1,590,174	(8,126)	(1)	3,220,836	248,804	1,497,282	84,766	6	
Interest Expense	68,225	410,547	410,547	0	0	810,832	70,862	428,324	(17,777)	(4)	
Other Operating Expense	4,227	24,994	6,993	18,001	257	74,109	3,488	17,441	7,553	43	
Customer Accounts Expense	30,091	216,921	200,750	16,171	8	401,500	30,733	180,106	36,816	20	(10)
Administrative Expense	297,018	2,005,999	2,126,650	(120,651)	(6)	4,128,585	302,445	1,886,722	119,278	6	
General Expense	40,130	196,230	291,305	(95,075)	(33)	582,609	77,568	201,011	(4,782)	(2)	(11)
<b>Total Expenses(before Operating Transfers)</b>	4,290,464	20,522,766	21,165,664		(3)	44,285,462	4,403,522	20,540,508	(17,742)	(0)	
<b>Operating Transfer</b>											
Operating Transfer/Other Funds	156,164	773,143	758,117	15,025	2	1,681,653	135,996	700,022	73,121	10	
Utilities & Labor Donated	18,046	141,819	120,000	21,819	18	240,000	7,876	112,704	29,115	26	(12)
<b>Total Operating Transfer</b>	174,209	914,962	878,117	36,844	4	1,921,653	143,872	812,726	102,236	13	
<b>Net Income Profit(Loss)</b>	73,817	(85,329)	(518,291)	432,962	84	1,465,028	(259,607)	(582,322)	496,993	85	

Item Variance of +/- \$25,000 and +/- 15%

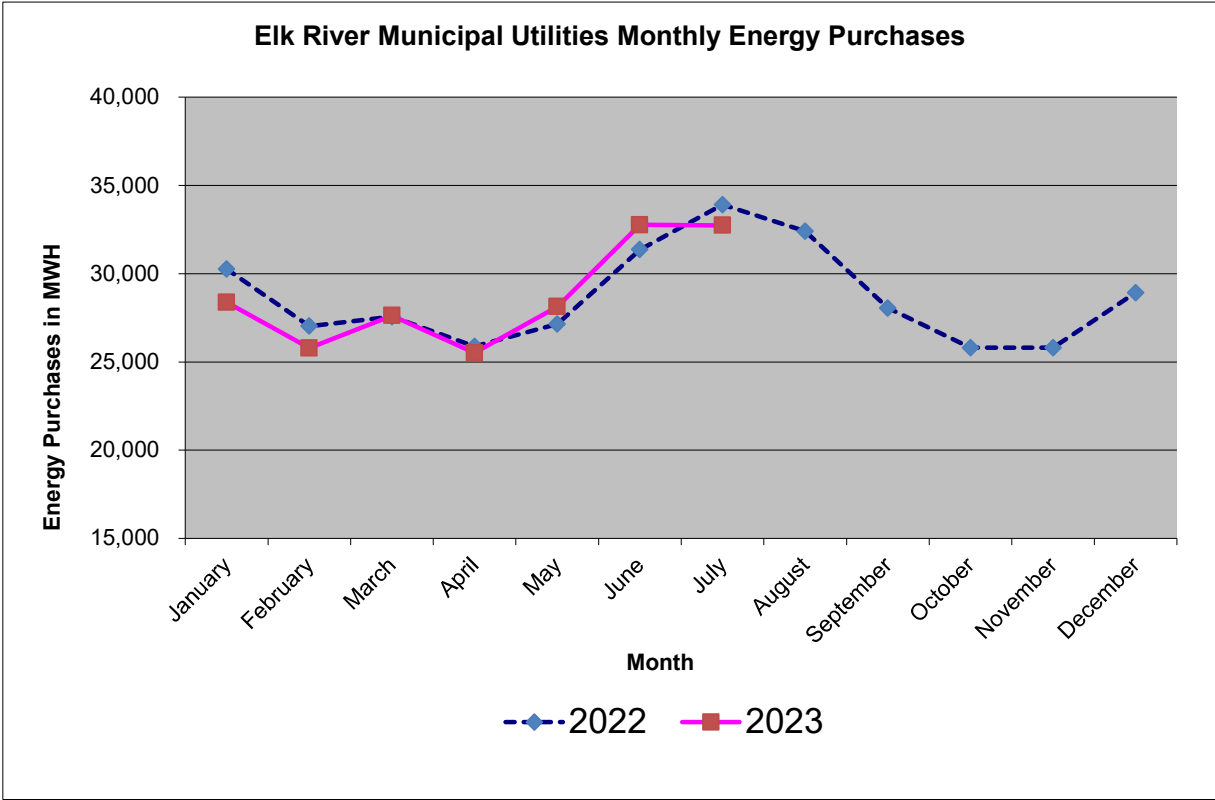
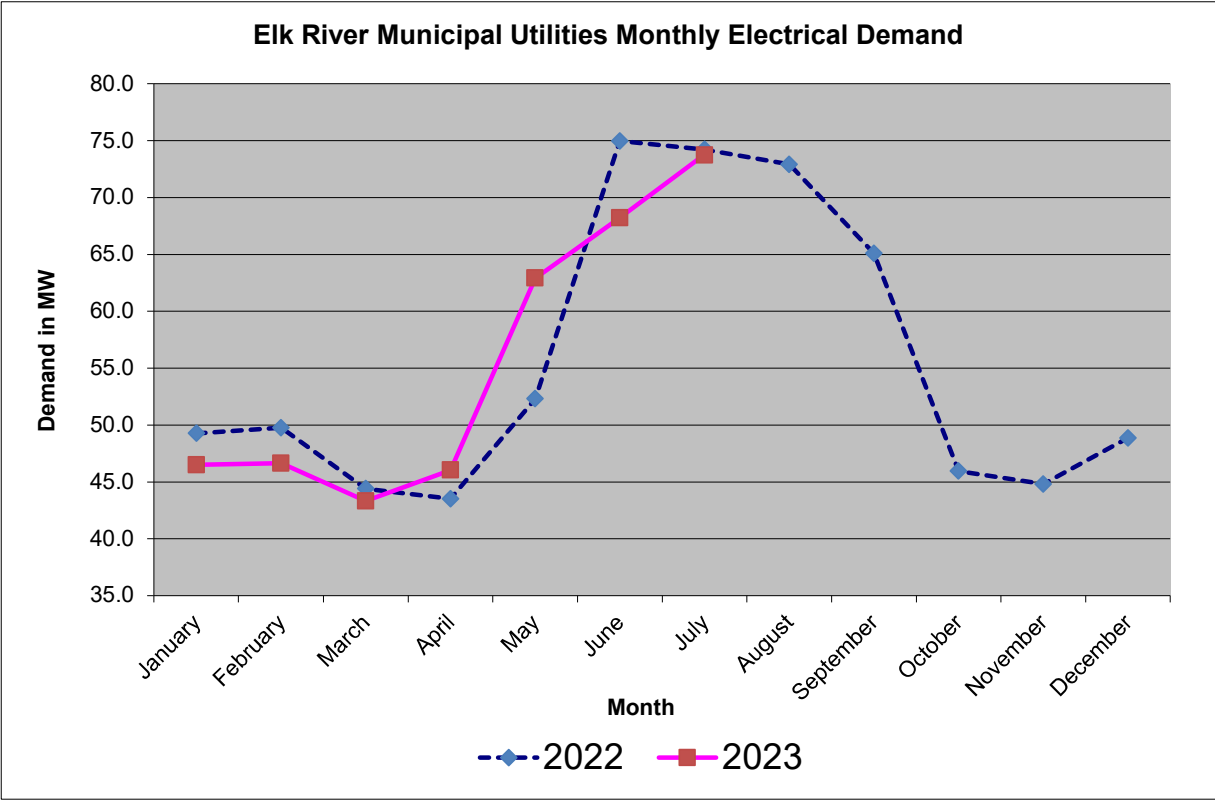
- (1) YTD Budget and PYTD variance is due to increased usage and PCA revenue in 2023.
- (2) PYTD variance due to accrual of PCA revenue in 2022 (See Rate Increase on Detailed Statement).
- (3) PYTD variance is due to the change in Fair Market Value of Investments.
- (4) PYTD variance is due to the LFG Project coming to an end in 2022.
- (5) YTD Budget variance is due to a even budget spread and PTYD variance is due to less fees in 2023.
- (6) YTD Budget variance is mainly due to contribution from customers which has an even budget spread. PTYD variance is mainly due to contribution from customers and transmission investments.
- (7) YTD Budget and PYTD variance is mainly due to increased labor for snow removal, additional supplies and increased electric and natural gas expense for new field services building in 2023.
- (8) PYTD variance is due to the LFG Project coming to an end in 2022.
- (9) YTD Budget variance is due to an even budget spread for misc distribution expense. PYTD variance is due to increased labor (inventory, tool repair, maintenance of rubber goods, electrical apparatus maintenance/repair, and grounds testing/maintenance) and uniform expense in 2023.
- (10) PYTD variance is mainly due to increased credit card fees/charges and bad debt expense due to 6 year statute of limitation.
- (11) YTD Budget variance is mainly due to less rebate dollars spent than budgeted.
- (12) PYTD variance due Furniture & Things energy audit expense of \$29K.

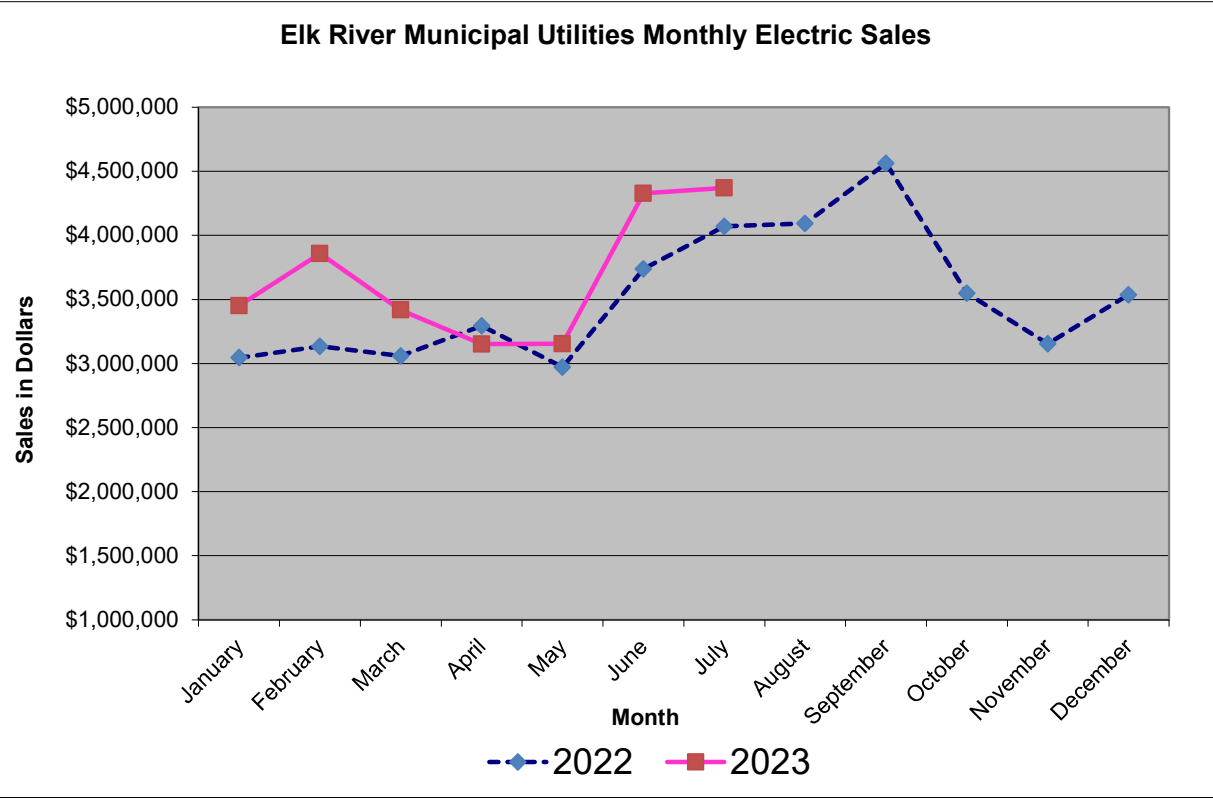
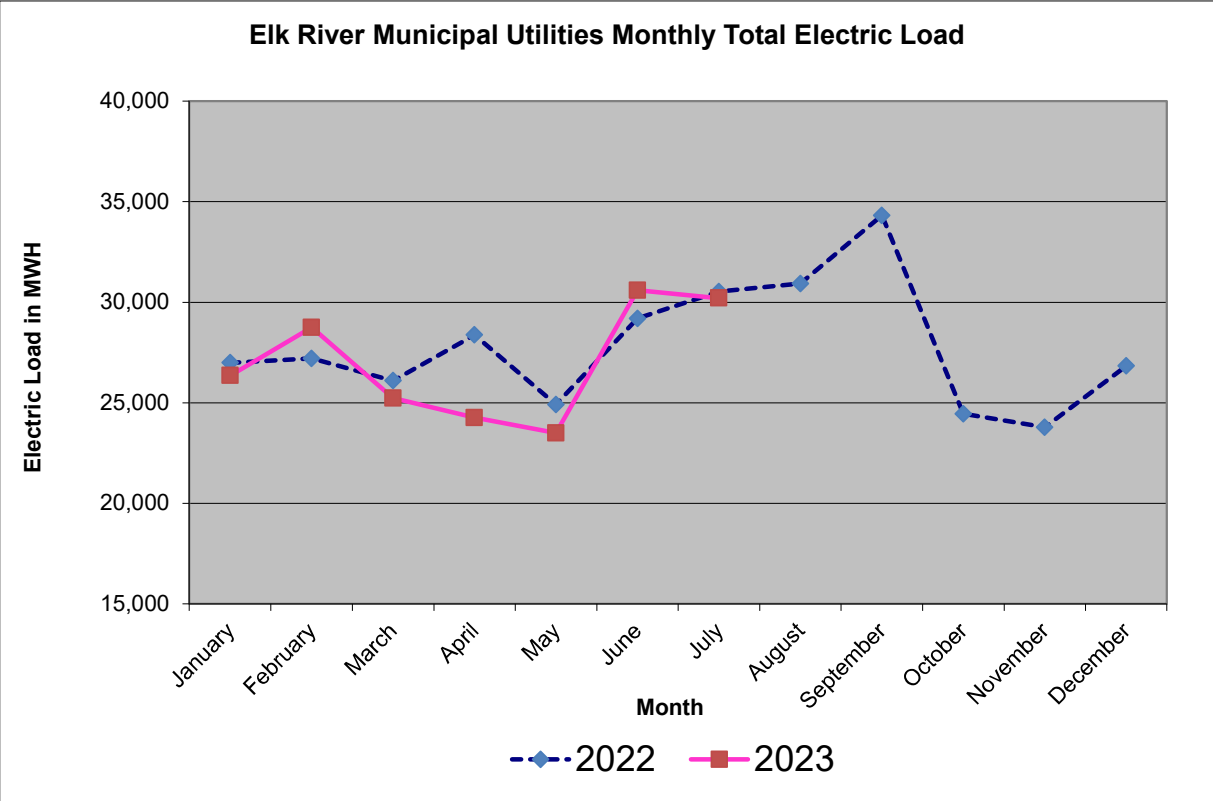
ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2023

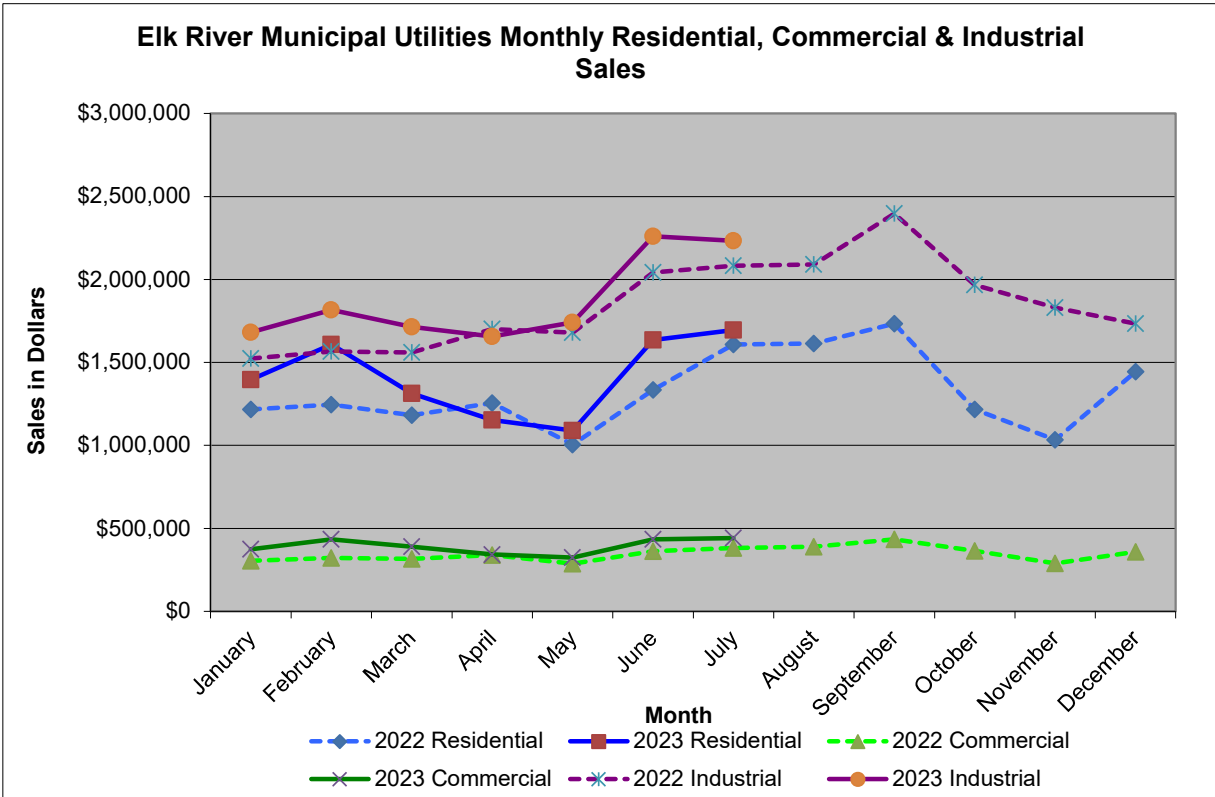
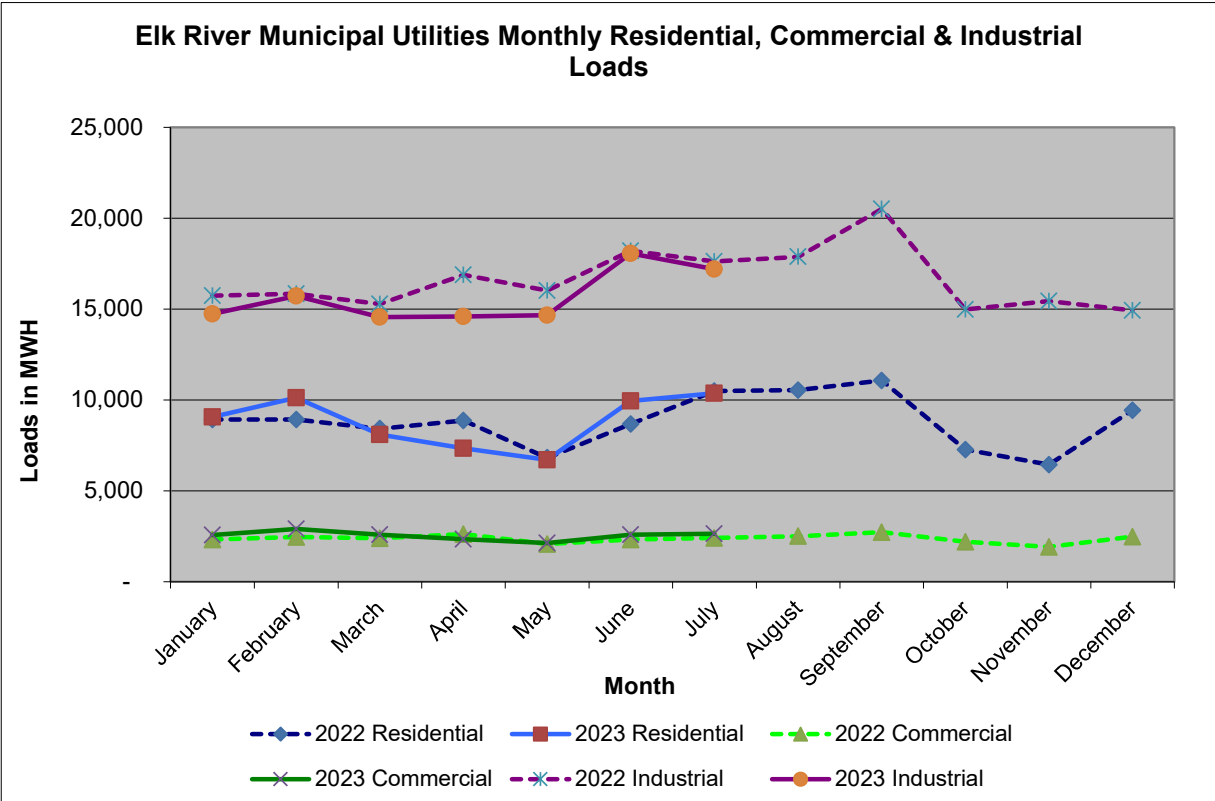
	2023 JUNE	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD Bud Var%	2023 ANNUAL BUDGET	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%	Variance Item
<b>Water</b>											
<b>Revenue</b>											
<b>Operating Revenue</b>											
Water Sales	438,631	1,162,004	836,320	325,684	39	2,503,414	288,572	963,666	198,338	21	(1)
<b>Total Operating Revenue</b>	438,631	1,162,004	836,320	325,684	39	2,503,414	288,572	963,666	198,338	21	
<b>Other Operating Revenue</b>											
Interest/Dividend Income	2,254	16,356	18,250	(1,894)	(10)	36,500	(3,391)	(30,388)	46,745	154	(2)
Customer Penalties	1,134	7,282	14,000	(6,718)	(48)	28,000	1,020	5,010	2,273	45	
Connection Fees	12,961	106,877	259,000	(152,123)	(59)	518,000	145,247	806,625	(699,748)	(87)	(3)
Misc Revenue	975	7,035	7,025	10	0	376,034	25,203	147,870	(140,835)	(95)	(4)
<b>Total Other Revenue</b>	17,324	137,551	298,275	(160,724)	(54)	958,534	168,078	929,116	(791,566)	(85)	
<b>Total Revenue</b>	455,955	1,299,554	1,134,595	164,959	15	3,461,948	456,650	1,892,782	(593,227)	(31)	
<b>Expenses</b>											
Production Expense	7,086	55,493	45,000	10,493	23	90,000	5,882	45,761	9,732	21	
Pumping Expense	53,215	287,416	301,500	(14,084)	(5)	603,000	39,079	277,622	9,794	4	
Distribution Expense	33,650	184,176	178,125	6,051	3	337,650	29,254	146,933	37,243	25	(5)
Depreciation & Amortization	97,653	585,077	584,388	689	0	1,202,937	91,788	553,747	31,330	6	
Interest Expense	3,112	18,675	18,675	0	0	36,349	3,279	20,879	(2,205)	(11)	
Other Operating Expense	105	2,413	1,033	1,380	134	2,470	153	1,646	767	47	
Customer Accounts Expense	6,711	43,434	42,185	1,249	3	84,370	6,275	37,779	5,655	15	
Administrative Expense	67,674	491,860	542,458	(50,598)	(9)	1,032,655	75,840	471,517	20,343	4	
General Expense	353	3,742	9,325	(5,583)	(60)	18,650	656	4,616	(874)	(19)	
<b>Total Expenses(before Operating Transfers)</b>	269,559	1,672,286	1,722,688	(50,403)	(3)	3,408,081	252,206	1,560,499	111,786	7	
<b>Operating Transfer</b>											
Utilities & Labor Donated	0	0	750	(750)	(100)	1,500	0	0	0	0	
Total Operating Transfer	0	0	750	(750)	(100)	1,500	0	0	0	0	
<b>Net Income Profit(Loss)</b>	186,395	(372,731)	(588,843)	216,112	37	52,367	204,444	332,282	(705,014)	(212)	

Item    Variance of +/- \$15,000 and +/- 15%

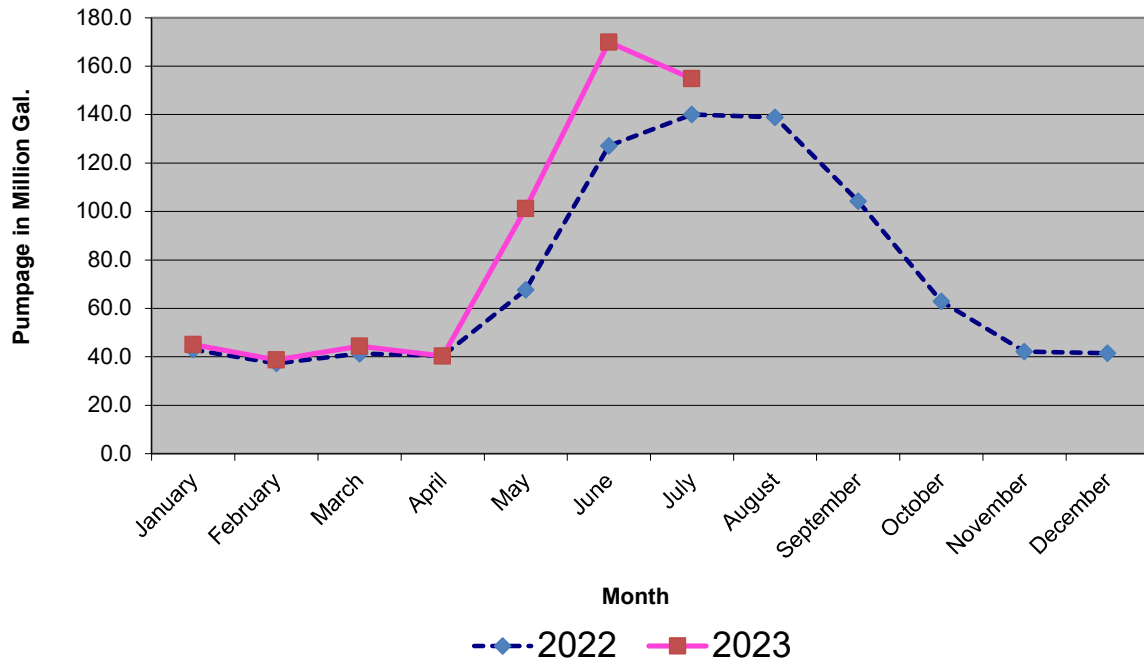
- (1)    YTD Budget variance is due to actual usage being higher than budget and PYTD variance is due to rate increase and higher usage in 2023.
- (2)    PYTD variance is due to the change in Fair Market Value of Investments.
- (3)    YTD Budget variance is due to than average connection fees.    PYTD variance is due to more Connection Fees in 2022.
- (4)    PYTD variance is due to Water Tower lease revenue being recognized annually in 2023 vs monthly in 2022 (GASB 87).
- (5)    PYTD variance is due to a 2023 water main repair and additional Cty Rd 13 expenses which are partially offset by less water meter change outs in 2023.



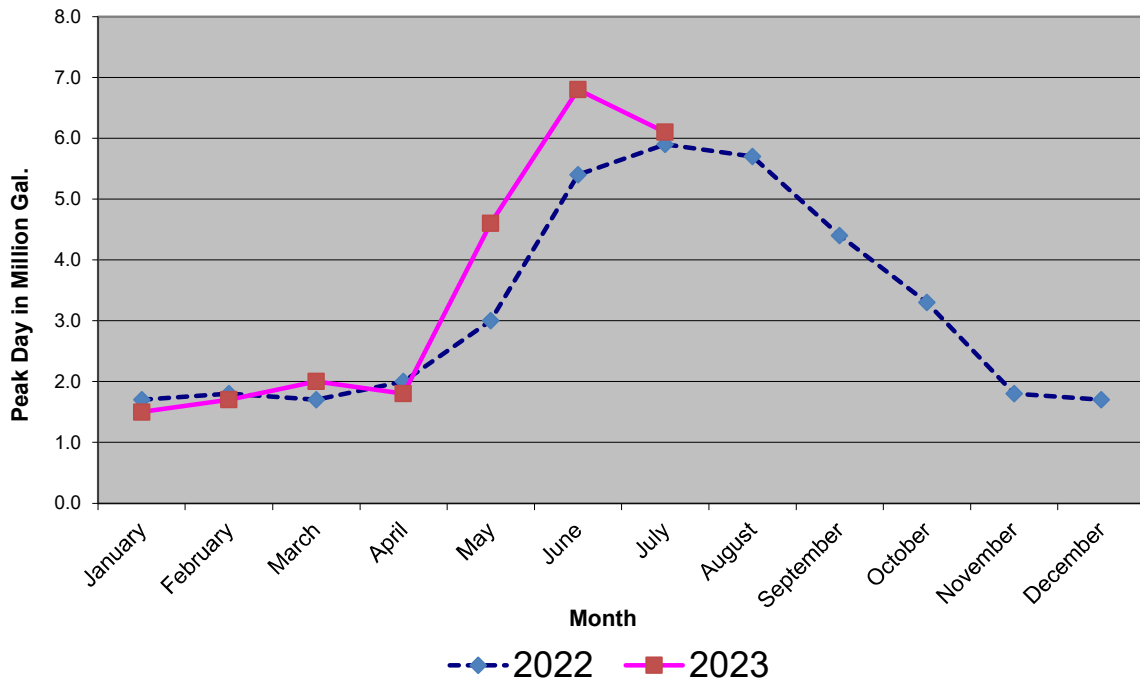


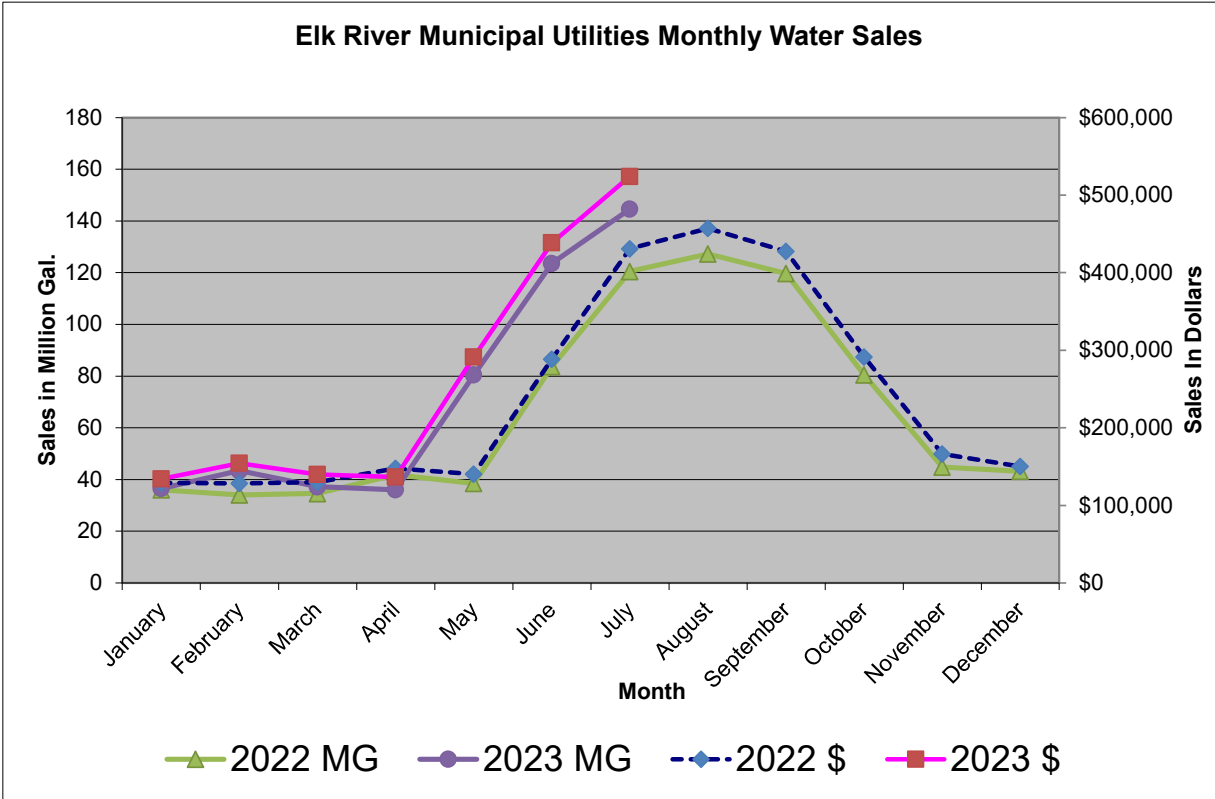


**Elk River Municipal Utilities Monthly Water Pumpage**



**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 2023

		2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric Revenue</b>										
<b>Operating Revenue</b>										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,316,872	6,415,889	6,297,543	14,039,146	2	1,181,676	6,167,526	248,362	4
	ELECT SALES - ELK RIVER NON-D	323,206	1,696,457	1,587,386	3,461,850	7	290,540	1,523,070	173,387	11
	ELECT SALES - ELK RIVER DEMA	1,867,102	8,641,945	8,971,339	20,243,229	(4)	1,910,154	8,997,518	(355,572)	(4)
	PCA SALES REVENUE - ELK RIVE	119,265	511,767	617,123	1,285,399	(17)	0	0	511,767	0
	PCA SALES REVENUE - ELK RIVE	29,591	147,110	171,981	340,814	(14)	0	0	147,110	0
	PCA SALES REVENUE - ELK RIVE	230,574	995,925	1,307,556	2,670,887	(24)	0	0	995,925	0
	<b>Total For Elk River:</b>	3,886,612	18,409,095	18,952,930	42,041,326	(3)	3,382,371	16,688,115	1,720,980	10
Otsego										
	ELECT SALES - OTSEGO RESIDEN	144,127	692,786	608,559	1,420,072	14	118,322	625,301	67,484	11
	ELECT SALES - OTSEGO NON-DEM	51,507	214,259	193,822	454,649	11	48,511	210,532	3,726	2
	ELECT SALES - OTSEGO DEMAND	143,430	643,953	515,049	1,180,452	25	131,409	610,275	33,677	6
	PCA SALES REVENUE - OTSEGO R	12,880	54,343	59,645	129,685	(9)	0	0	54,343	0
	PCA SALES REVENUE - OTSEGO N	4,893	19,074	20,830	44,260	(8)	0	0	19,074	0
	PCA SALES REVENUE - OTSEGO D	17,786	73,481	75,123	156,538	(2)	0	0	73,481	0
	<b>Total For Otsego:</b>	374,624	1,697,898	1,473,031	3,385,657	15	298,243	1,446,110	251,788	17
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	17,600	94,780	97,976	214,102	(3)	15,668	91,009	3,770	4
	ELECT SALES - BIG LAKE NON-DE	626	1,452	1,242	4,513	17	492	1,288	163	13
	PCA SALES REVENUE - BIG LAKE	1,595	7,577	9,629	19,622	(21)	0	0	7,577	0
	PCA SALES REVENUE - BIG LAKE	54	90	129	420	(30)	0	0	90	0
	<b>Total For Rural Big Lake:</b>	19,877	103,900	108,978	238,658	(5)	16,160	92,298	11,602	13
Dayton										
	ELECT SALES - DAYTON RESIDEN	19,048	98,572	100,017	221,646	(1)	16,158	94,616	3,956	4
	ELECT SALES - DAYTON NON-DE	4,396	18,550	18,216	39,638	2	3,589	18,262	287	2
	PCA SALES REVENUE - DAYTON R	1,690	7,673	9,829	20,286	(22)	0	0	7,673	0
	PCA SALES REVENUE - DAYTON	384	1,468	1,971	3,900	(26)	0	0	1,468	0
	<b>Total For Dayton:</b>	25,519	126,265	130,034	285,471	(3)	19,747	112,879	13,386	12
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,624	129,432	130,000	260,000	0	21,496	128,764	667	1
	<b>Total For Public St &amp; Hwy Lighting:</b>	21,624	129,432	130,000	260,000	0	21,496	128,764	667	1
Other Electric Sales										
	SUB-STATION CREDIT	400	2,400	2,400	4,800	0	400	2,400	0	0
	RATE INCREASE	0	0	0	0	0	308,369	1,230,212	(1,230,212)	(100)

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2023

	2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
<b>Total For Other Electric Sales:</b>	400	2,400	2,400	4,800	0	308,769	1,232,612	(1,230,212)	(100)
<b>Total Operating Revenue</b>	<u>4,328,659</u>	<u>20,468,992</u>	<u>20,797,375</u>	<u>46,215,912</u>	<u>(2)</u>	<u>4,046,789</u>	<u>19,700,780</u>	<u>768,212</u>	<u>4</u>
<b>Other Operating Revenue</b>									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	3,068	34,055	25,000	50,000	36	(16,178)	(138,279)	172,334	125
<b>Total For Interest/Dividend Income:</b>	3,068	34,055	25,000	50,000	36	(16,178)	(138,279)	172,334	125
Customer Penalties									
CUSTOMER DELINQUENT PENALT	20,399	139,618	124,999	250,000	12	30,877	115,789	23,828	21
<b>Total For Customer Penalties:</b>	20,399	139,618	124,999	250,000	12	30,877	115,789	23,828	21
LFG Project									
LFG PROJECT	0	0	0	0	0	99,232	484,224	(484,224)	(100)
<b>Total For LFG Project:</b>	0	0	0	0	0	99,232	484,224	(484,224)	(100)
Connection Fees									
DISCONNECT & RECONNECT CHA	11,425	57,841	109,999	220,000	(47)	21,000	87,220	(29,378)	(34)
<b>Total For Connection Fees:</b>	11,425	57,841	109,999	220,000	(47)	21,000	87,220	(29,378)	(34)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	0	5,114	1,000	2,000	412	880	2,840	2,274	80
STREET LIGHT	0	1,800	10,000	20,000	(82)	0	125	1,675	1,340
TRANSMISSION INVESTMENTS	64,139	322,232	324,615	649,231	(1)	66,661	281,725	40,506	14
MISC NON-UTILITY	8,393	71,944	45,000	90,000	60	29,807	74,675	(2,731)	(4)
GAIN ON DISPOSITION OF PROPER	24,600	24,600	0	0	0	0	22,750	1,850	8
CONTRIBUTIONS FROM CUSTOME	77,804	226,199	87,499	175,000	159	8,717	139,061	87,138	63
<b>Total For Misc Revenue:</b>	174,937	651,891	468,115	936,231	39	106,066	521,178	130,713	25
<b>Total Other Revenue</b>	<u>209,830</u>	<u>883,406</u>	<u>728,115</u>	<u>1,456,231</u>	<u>21</u>	<u>240,998</u>	<u>1,070,132</u>	<u>(186,726)</u>	<u>(17)</u>
<b>Total For Total Other Revenue:</b>	209,830	883,406	728,115	1,456,231	21	240,998	1,070,132	(186,726)	(17)
<b>Total Revenue</b>	<u>4,538,490</u>	<u>21,352,398</u>	<u>21,525,490</u>	<u>47,672,143</u>	<u>(1)</u>	<u>4,287,787</u>	<u>20,770,912</u>	<u>581,486</u>	<u>3</u>
<b>Expenses</b>									
Purchased Power									
PURCHASED POWER	2,549,788	10,885,207	11,170,221	24,207,981	(3)	3,429,170	14,871,102	(3,985,895)	(27)
ENERGY ADJUSTMENT CLAUSE	879,742	3,891,862	4,149,548	8,558,044	(6)	0	0	3,891,862	0
<b>Total For Purchased Power:</b>	3,429,531	14,777,070	15,319,770	32,766,025	(4)	3,429,170	14,871,102	(94,032)	(1)
Operating & Mtce Expense									

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2023

	2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
OPERATING SUPERVISION	8,790	59,965	68,500	137,000	(12)	10,381	56,387	3,577	6
DIESEL OIL FUEL	0	3,657	4,999	10,000	(27)	76	1,474	2,182	148
NATURAL GAS	321	20,794	13,500	25,000	54	222	11,772	9,022	77
ELECTRIC & WATER CONSUMPTI	4,372	33,124	19,200	34,000	73	1,724	18,334	14,789	81
PLANT SUPPLIES & OTHER EXPEN	354	20,659	6,499	13,000	218	1	3,726	16,933	454
MISC POWER GENERATION EXPE	232	3,425	4,000	8,000	(14)	294	2,503	921	37
MAINTENANCE OF STRUCTURE -	1,497	11,615	10,000	20,000	16	1,031	8,076	3,538	44
MTCE OF PLANT ENGINES/GENER	1,529	14,702	19,500	39,000	(25)	787	6,325	8,377	132
MTCE OF PLANT/LAND IMPROVE	1,450	21,795	20,000	35,000	9	582	13,490	8,305	62
<b>Total For Operating &amp; Mtce Expense:</b>	18,547	189,739	166,200	321,000	14	15,101	122,091	67,648	55
<b>Landfill Gas</b>									
LANDFILL GAS PLANT PURCHASE	0	0	0	0	0	14,775	79,277	(79,277)	(100)
LANDFILL GAS PLANT OPERATIO	0	0	0	0	0	41,518	249,112	(249,112)	(100)
LANDFILL GAS PLANT ADMINIST	0	0	0	0	0	222	1,675	(1,675)	(100)
LANDFILL GAS PLANT INSURANC	0	0	0	0	0	1,623	9,742	(9,742)	(100)
LANDFILL GAS PLANT MTCE	0	0	0	0	0	140	714	(714)	(100)
<b>Total For Landfill Gas:</b>	0	0	0	0	0	58,280	340,522	(340,522)	(100)
<b>Transmission Expense</b>									
TRANSMISSION MTCE AND EXPE	6,559	32,979	34,999	70,000	(6)	5,645	33,230	(251)	(1)
<b>Total For Transmission Expense:</b>	6,559	32,979	34,999	70,000	(6)	5,645	33,230	(251)	(1)
<b>Distribution Expense</b>									
REMOVE EXISTING SERVICE & M	0	542	525	1,050	3	0	194	347	178
SCADA EXPENSE	3,584	20,550	22,000	44,000	(7)	5,129	21,320	(769)	(4)
TRANSFORMER EXPENSE OH & U	1,242	8,659	7,500	15,000	15	950	6,193	2,465	40
MTCE OF SIGNAL SYSTEMS	540	1,706	1,000	2,000	71	469	1,416	290	21
METER EXPENSE - REMOVE & RE	0	1,002	750	1,500	34	97	372	630	169
TEMP SERVICE - INSTALL & REM	58	4,874	1,750	3,500	179	454	1,910	2,964	155
MISC DISTRIBUTION EXPENSE	25,436	214,299	150,000	300,000	43	16,631	165,361	48,937	30
INTERCONNECTION CARRYING C	0	0	0	2,416	0	0	0	0	0
<b>Total For Distribution Expense:</b>	30,862	251,636	183,525	369,466	37	23,732	196,769	54,866	28
<b>Maintenance Expense</b>									
MTCE OF STRUCTURES	9,759	32,463	22,999	46,000	41	2,178	12,496	19,967	160
MTCE OF SUBSTATIONS	596	18,756	17,500	35,000	7	5,676	18,511	244	1
MTCE OF SUBSTATION EQUIPME	5,935	28,030	38,500	77,000	(27)	1,045	26,922	1,107	4
MTCE OF OH LINES/TREE TRIM	503	167,975	177,000	225,000	(5)	1,837	109,392	58,583	54

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING JUNE 2023

Electric		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		JUNE	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JUNE	YTD	VARIANCE	Actual Var%
	MTCE OF OH LINES/STANDBY	2,287	17,231	19,999	40,000	(14)	2,269	16,883	347	2
	MTCE OF OH PRIMARY	13,641	82,110	85,000	170,000	(3)	13,839	81,619	490	1
	MTCE OF URD PRIMARY	20,752	91,607	85,000	170,000	8	16,437	96,686	(5,078)	(5)
	LOCATE ELECTRIC LINES	10,770	43,577	52,999	106,000	(18)	12,624	46,670	(3,093)	(7)
	LOCATE FIBER LINES	101	236	499	1,000	(53)	130	375	(139)	(37)
	MTCE OF LINE TRANSFORMERS	3,355	11,143	30,000	60,000	(63)	714	13,609	(2,465)	(18)
	MTCE OF STREET LIGHTING	2,756	16,691	22,500	45,000	(26)	15,045	26,237	(9,546)	(36)
	MTCE OF SECURITY LIGHTING	2,346	10,532	7,500	15,000	40	2,099	7,692	2,840	37
	MTCE OF METERS	3,883	27,440	42,499	85,000	(35)	10,053	44,055	(16,615)	(38)
	VOLTAGE COMPLAINTS	856	5,780	4,999	10,000	16	997	3,584	2,196	61
	SALARIES TRANSMISSION & DIST	2,235	14,172	15,250	30,500	(7)	2,448	13,931	240	2
	ELECTRIC MAPPING	5,976	78,028	47,500	95,000	64	8,603	53,825	24,203	45
	MTCE OF OH SECONDARY	2,966	10,938	12,499	25,000	(12)	3,321	9,368	1,569	17
	MTCE OF URD SECONDARY	5,142	24,169	30,000	60,000	(19)	14,603	33,982	(9,812)	(29)
	TRANSPORTATION EXPENSE	10,183	153,717	122,500	245,000	25	23,764	150,062	3,655	2
	<b>Total For Maintenance Expense:</b>	104,051	834,602	834,750	1,540,500	0	137,691	765,906	68,695	9
Depreciation & Amortization										
	DEPRECIATION	205,544	1,247,980	1,256,106	2,552,700	(1)	193,125	1,163,214	84,766	7
	AMORTIZATION	55,677	334,067	334,068	668,136	0	55,677	334,067	0	0
	<b>Total For Depreciation &amp; Amortization:</b>	261,222	1,582,047	1,590,174	3,220,836	(1)	248,803	1,497,281	84,766	6
Interest Expense										
	INTEREST EXPENSE - BONDS	73,213	440,478	440,478	870,695	0	75,850	459,159	(18,681)	(4)
	AMORTIZATION OF DEBT DISCOU	(4,988)	(29,931)	(29,931)	(59,863)	0	(4,988)	(30,834)	903	3
	<b>Total For Interest Expense:</b>	68,224	410,547	410,547	810,832	0	70,862	428,324	(17,777)	(4)
Other Operating Expense										
	EV CHARGING EXPENSE	251	856	3,865	7,731	(78)	594	2,735	(1,878)	(69)
	LOSS ON DISPOSITION OF PROP (C	0	0	0	15,500	0	0	0	0	0
	OTHER DONATIONS	0	108	1,500	3,000	(93)	472	463	(355)	(77)
	MUTUAL AID	0	0	0	0	0	1,876	10,632	(10,632)	(100)
	PENSION EXPENSE	0	0	0	45,000	0	0	0	0	0
	OTHER INTEREST EXPENSE	0	378	378	378	0	378	2,620	(2,242)	(86)
	INTEREST EXPENSE - METER DEP	3,975	23,650	1,249	2,500	1,792	166	989	22,661	2,289
	<b>Total For Other Operating Expense:</b>	4,226	24,993	6,993	74,109	257	3,487	17,441	7,552	43
Customer Accounts Expense										
	METER READING EXPENSE	3,390	19,855	23,500	47,000	(16)	3,992	23,819	(3,963)	(17)

ELK RIVER MUNICIPAL UTILITIES  
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	2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
DISCONNECT/RECONNECT EXPEN	2,483	10,800	10,999	22,000	(2)	2,633	10,750	50	0
MISC CUSTOMER ACCOUNTS EXP	25,337	163,606	156,250	312,500	5	23,435	142,081	21,524	15
BAD DEBT EXPENSE & RECOVER	(1,121)	22,659	10,000	20,000	127	670	3,454	19,204	556
<b>Total For Customer Accounts Expense:</b>	30,090	216,921	200,750	401,500	8	30,732	180,105	36,815	20
<b>Administrative Expense</b>									
SALARIES OFFICE & COMMISSION	65,254	403,705	475,000	950,000	(15)	69,468	388,741	14,964	4
TEMPORARY STAFFING	0	0	1,999	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	9,995	66,313	53,500	107,000	24	7,153	37,373	28,940	77
ELECTRIC & WATER CONSUMPTI	2,821	14,680	14,500	29,000	1	2,551	11,926	2,753	23
BANK FEES	130	879	1,249	2,500	(30)	130	940	(61)	(7)
LEGAL FEES	672	11,304	19,999	40,000	(43)	2,726	16,440	(5,135)	(31)
AUDITING FEES	1,623	10,699	9,259	18,520	16	1,503	9,019	1,680	19
INSURANCE	16,709	110,498	93,000	186,000	19	22,563	91,440	19,057	21
UTILITY SHARE - DEFERRED COM	8,408	79,446	61,999	124,000	28	8,328	75,370	4,076	5
UTILITY SHARE - MEDICAL/DENT	55,209	473,812	492,218	858,481	(4)	68,347	478,722	(4,910)	(1)
UTILITY SHARE - PERA	23,880	145,024	144,000	288,000	1	22,997	135,783	9,240	7
UTILITY SHARE - FICA	23,886	141,324	139,999	280,000	1	22,716	131,293	10,031	8
EMPLOYEE SICK PAY	8,999	85,998	75,000	150,000	15	8,355	77,690	8,308	11
EMPLOYEE HOLIDAY PAY	13,759	70,503	57,272	157,500	23	0	38,934	31,569	81
EMPLOYEE VACATION & PTO PA	18,868	148,947	136,000	250,000	10	17,851	131,273	17,673	13
UPMIC DISTRIBUTION	17,644	36,462	45,507	91,015	(20)	11,239	21,815	14,646	67
LONGEVITY PAY	5,580	7,503	7,504	16,369	0	1,550	1,550	5,953	384
CONSULTING FEES	0	3,415	40,000	80,000	(91)	13,082	54,198	(50,783)	(94)
TELEPHONE	3,024	18,933	20,500	41,000	(8)	3,098	17,523	1,410	8
ADVERTISING	998	7,033	7,500	15,000	(6)	1,885	7,729	(695)	(9)
DUES & SUBSCRIPTIONS - FEES	9,599	58,652	86,337	172,675	(32)	9,681	59,314	(661)	(1)
SCHOOLS & MEETINGS	8,947	104,843	140,500	259,925	(25)	6,604	95,983	8,860	9
MTCE OF GENERAL PLANT & OFFI	1,002	6,016	3,799	7,600	58	609	3,656	2,359	65
<b>Total For Administrative Expense:</b>	297,017	2,005,999	2,126,650	4,128,585	(6)	302,445	1,886,721	119,277	6
<b>General Expense</b>									
CIP REBATES - RESIDENTIAL	10,151	26,476	50,085	100,170	(47)	4,755	24,352	2,124	9
CIP REBATES - COMMERCIAL	5,705	40,004	94,791	189,583	(58)	50,443	61,126	(21,122)	(35)
CIP - ADMINISTRATION	1,885	6,467	9,850	19,700	(34)	424	2,587	3,879	150
CIP - MARKETING	2,648	20,917	15,019	30,039	39	5,209	14,243	6,674	47
CIP - LABOR	11,283	71,541	89,255	178,511	(20)	13,305	73,745	(2,203)	(3)

ELK RIVER MUNICIPAL UTILITIES  
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	2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
CIP REBATES - LOW INCOME	7,609	11,879	9,000	18,000	32	0	4,185	7,694	184
CIP - LOW INCOME LABOR	780	5,033	4,943	9,887	2	767	5,330	(296)	(6)
ENVIRONMENTAL COMPLIANCE	24	7,818	17,109	34,219	(54)	2,596	15,289	(7,471)	(49)
MISC GENERAL EXPENSE	41	6,091	1,249	2,500	387	65	150	5,940	3,934
<b>Total For General Expense:</b>	40,129	196,229	291,304	582,609	(33)	77,567	201,011	(4,781)	(2)
<b>Total Expenses(before Operating Transfers)</b>	4,290,464	20,522,765	21,165,664	44,285,462	(3)	4,403,522	20,540,508	(17,742)	0
<b>Operating Transfer</b>									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	156,163	773,142	758,117	1,681,653	2	135,995	700,021	73,121	10
<b>Total For Operating Transfer/Other Funds:</b>	156,163	773,142	758,117	1,681,653	2	135,995	700,021	73,121	10
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	18,045	141,819	120,000	240,000	18	7,876	112,704	29,115	26
<b>Total For Utilities &amp; Labor Donated:</b>	18,045	141,819	120,000	240,000	18	7,876	112,704	29,115	26
Total Operating Transfer									
<b>Total For Total Operating Transfer:</b>	174,209	914,961	878,117	1,921,653	4	143,871	812,725	102,236	13
<b>Net Income Profit(Loss)</b>	73,817	(85,328)	(518,291)	1,465,028	84	(259,606)	(582,321)	496,992	85

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	2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Water Revenue</b>									
<b>Operating Revenue</b>									
Water Sales									
WATER SALES RESIDENTIAL	285,791	727,539	503,987	1,397,043	44	175,581	599,011	128,527	21
WATER SALES COMMERCIAL	101,687	360,217	301,528	850,022	19	88,842	328,518	31,698	10
WATER SALES IRRIGATION	51,152	74,247	30,803	256,349	141	24,148	36,135	38,111	105
<b>Total For Water Sales:</b>	438,630	1,162,003	836,319	2,503,414	39	288,571	963,665	198,338	21
<b>Total Operating Revenue</b>	438,630	1,162,003	836,319	2,503,414	39	288,571	963,665	198,338	21
<b>Total For Total Operating Revenue:</b>	438,630	1,162,003	836,319	2,503,414	39	288,571	963,665	198,338	21
<b>Other Operating Revenue</b>									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	2,253	16,356	17,500	35,000	(7)	(3,391)	(30,388)	46,744	154
OTHER INTEREST/MISC REVENUE	0	0	750	1,500	(100)	0	0	0	0
<b>Total For Interest/Dividend Income:</b>	2,253	16,356	18,250	36,500	(10)	(3,391)	(30,388)	46,744	154
Customer Penalties									
CUSTOMER PENALTIES	1,134	7,282	13,999	28,000	(48)	1,019	5,009	2,272	45
<b>Total For Customer Penalties:</b>	1,134	7,282	13,999	28,000	(48)	1,019	5,009	2,272	45
Connection Fees									
WATER/ACCESS/CONNECTION FE	11,190	94,325	225,000	450,000	(58)	135,990	770,356	(676,030)	(88)
CUSTOMER CONNECTION FEES	966	5,404	19,999	40,000	(73)	9,142	34,532	(29,127)	(84)
BULK WATER SALES/HYDRANT R	805	7,146	13,999	28,000	(49)	114	1,736	5,409	311
<b>Total For Connection Fees:</b>	12,961	106,877	258,999	518,000	(59)	145,246	806,625	(699,747)	(87)
Misc Revenue									
MISC NON-UTILITY	0	20	25	50	(20)	0	25	(5)	(20)
MISCELLANEOUS REVENUE	0	258	250	500	4	287	287	(28)	(10)
HYDRANT MAINTENANCE PROGR	975	6,756	6,750	13,500	0	980	6,214	541	9
CONTRIBUTIONS FROM DEVELOP	0	0	0	65,000	0	0	0	0	0
WATER TOWER LEASE	0	0	0	296,984	0	23,934	141,342	(141,342)	(100)
<b>Total For Misc Revenue:</b>	975	7,034	7,025	376,034	0	25,202	147,869	(140,834)	(95)
<b>Total Other Revenue</b>	17,323	137,550	298,275	958,534	(54)	168,078	929,116	(791,565)	(85)
<b>Total For Total Other Revenue:</b>	17,323	137,550	298,275	958,534	(54)	168,078	929,116	(791,565)	(85)
<b>Total Revenue</b>	455,954	1,299,554	1,134,594	3,461,948	15	456,649	1,892,781	(593,227)	(31)

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	2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Water Expenses</b>									
Production Expense									
MTCE OF STRUCTURES	7,086	55,493	45,000	90,000	23	5,882	45,761	9,732	21
<b>Total For Production Expense:</b>	7,086	55,493	45,000	90,000	23	5,882	45,761	9,732	21
Pumping Expense									
SUPERVISION	4,128	31,016	34,500	69,000	(10)	4,951	30,056	960	3
ELECTRIC & GAS UTILITIES	35,261	158,513	144,000	288,000	10	28,529	130,857	27,655	21
SAMPLING	764	7,442	7,500	15,000	(1)	1,542	7,320	121	2
CHEMICAL FEED	5,782	18,628	25,000	50,000	(25)	5,301	13,766	4,861	35
MTCE OF ELECTRIC PUMPING EQ	0	0	0	0	0	0	46	(46)	(100)
MTCE OF WELLS	7,044	70,144	82,500	165,000	(15)	(1,504)	90,776	(20,632)	(23)
SCADA - PUMPING	234	1,670	7,999	16,000	(79)	259	4,798	(3,127)	(65)
<b>Total For Pumping Expense:</b>	53,214	287,415	301,500	603,000	(5)	39,079	277,621	9,794	4
Distribution Expense									
MTCE OF WATER MAINS	15,612	91,182	60,000	120,000	52	6,039	30,288	60,893	201
LOCATE WATER LINES	1,135	3,594	8,625	17,250	(58)	1,270	4,441	(847)	(19)
MTCE OF WATER SERVICES	0	184	0	0	0	249	326	(141)	(43)
WATER METER SERVICE	4,706	12,853	33,000	66,000	(61)	9,952	47,203	(34,349)	(73)
BACKFLOW DEVICE INSPECTION	1,810	9,235	8,000	16,000	15	1,876	6,804	2,430	36
MTCE OF CUSTOMERS SERVICE	2,435	14,818	15,250	30,500	(3)	2,319	13,693	1,125	8
WATER MAPPING	1,063	8,963	6,250	12,500	43	514	2,045	6,918	338
MTCE OF WATER HYDRANTS - PU	2,574	7,145	9,499	19,000	(25)	4,047	7,224	(78)	(1)
MTCE OF WATER HYDRANTS - PR	2,694	2,721	2,500	5,000	9	686	988	1,732	175
WATER CLOTHING/PPE	336	7,619	4,500	9,000	69	306	5,315	2,304	43
WAGES WATER	451	3,456	3,649	7,300	(5)	600	3,058	398	13
TRANSPORTATION EXPENSE	830	6,646	8,250	16,500	(19)	1,390	7,171	(525)	(7)
WATER PERMIT	0	15,752	18,600	18,600	(15)	0	18,370	(2,617)	(14)
<b>Total For Distribution Expense:</b>	33,650	184,175	178,125	337,650	3	29,254	146,933	37,242	25
Depreciation & Amortization									
DEPRECIATION	97,652	585,077	584,388	1,202,937	0	91,788	553,746	31,330	6
<b>Total For Depreciation &amp; Amortization:</b>	97,652	585,077	584,388	1,202,937	0	91,788	553,746	31,330	6
Interest Expense									
INTEREST EXPENSE - BONDS	3,666	22,000	22,000	43,000	0	3,833	24,204	(2,204)	(9)
AMORTIZATION OF DEBT DISCOU	(554)	(3,325)	(3,325)	(6,651)	0	(554)	(3,325)	0	0
<b>Total For Interest Expense:</b>	3,112	18,674	18,674	36,349	0	3,279	20,879	(2,204)	(11)

Other Operating Expense

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	2023 JUNE	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 JUNE	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Water</b>									
LOSS ON DISPOSITION OF PROP (C	0	0	0	500	0	0	0	0	0
DAM MAINTENANCE EXPENSE	0	1,689	874	1,750	93	53	964	724	75
OTHER INTEREST EXPENSE	0	94	95	95	0	94	655	(560)	(85)
INTEREST EXPENSE - METER DEP	104	629	62	125	898	4	26	602	2,230
<b>Total For Other Operating Expense:</b>	104	2,412	1,032	2,470	134	152	1,645	767	47
Customer Accounts Expense									
METER READING EXPENSE	167	1,022	1,249	2,500	(18)	207	1,194	(171)	(14)
MISC CUSTOMER ACCOUNTS EXP	6,543	42,411	40,810	81,620	4	6,067	36,584	5,826	16
BAD DEBT EXPENSE & RECOVER	0	0	124	250	(100)	0	0	0	0
<b>Total For Customer Accounts Expense:</b>	6,710	43,433	42,184	84,370	3	6,275	37,778	5,655	15
Administrative Expense									
SALARIES OFFICE & COMMISSION	18,577	116,042	134,250	268,500	(14)	20,075	113,193	2,848	3
TEMPORARY STAFFING	0	0	499	1,000	(100)	0	0	0	0
OFFICE SUPPLIES	1,809	14,678	12,750	25,500	15	1,461	7,166	7,512	105
ELECTRIC & WATER CONSUMPTI	705	3,670	4,000	8,000	(8)	637	2,981	688	23
BANK FEES	32	226	312	625	(28)	32	245	(19)	(8)
LEGAL FEES	168	2,290	4,500	9,000	(49)	681	4,063	(1,772)	(44)
AUDITING FEES	405	3,220	2,314	4,630	39	375	2,254	966	43
INSURANCE	3,671	31,145	18,000	36,000	73	4,982	16,071	15,073	94
UTILITY SHARE - DEFERRED COM	1,310	13,295	15,250	30,500	(13)	1,583	13,835	(540)	(4)
UTILITY SHARE - MEDICAL/DENT	14,974	120,226	129,909	215,000	(7)	17,153	124,325	(4,098)	(3)
UTILITY SHARE - PERA	4,022	27,024	27,000	54,000	0	4,386	26,093	930	4
UTILITY SHARE - FICA	4,151	26,198	25,999	52,000	1	4,213	24,984	1,213	5
EMPLOYEE SICK PAY	1,303	14,430	13,500	27,000	7	2,068	12,531	1,899	15
EMPLOYEE HOLIDAY PAY	2,527	12,131	11,200	30,800	8	0	6,851	5,279	77
EMPLOYEE VACATION & PTO PA	3,112	26,335	24,363	44,000	8	2,895	23,677	2,658	11
UPMIC DISTRIBUTION	2,652	6,284	9,034	18,069	(30)	2,344	4,544	1,739	38
WELLHEAD PROTECTION	0	6,861	10,000	10,000	(31)	0	4,724	2,137	45
LONGEVITY PAY	2,170	2,271	2,271	3,106	0	0	0	2,271	0
CONSULTING FEES	1,400	7,283	17,500	35,000	(58)	4,823	16,924	(9,641)	(57)
TELEPHONE	685	4,305	4,750	9,500	(9)	727	4,178	127	3
ADVERTISING	249	2,516	3,250	6,500	(23)	415	1,803	712	40
DUES & SUBSCRIPTIONS - FEES	1,746	36,318	39,000	78,320	(7)	5,757	40,189	(3,870)	(10)
SCHOOLS & MEETINGS	1,746	13,597	31,852	63,705	(57)	1,071	19,961	(6,364)	(32)
MTCE OF GENERAL PLANT & OFFI	250	1,504	949	1,900	58	152	914	589	65

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		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		JUNE	YTD	YTD	ANNUAL	Bud Var%	JUNE	YTD	VARIANCE	Actual Var%
				BUDGET	BUDGET					
<b>Water</b>										
	<b>Total For Administrative Expense:</b>	67,673	491,860	542,458	1,032,655	(9)	75,840	471,517	20,343	4
General Expense										
	CIP REBATES - RESIDENTIAL	144	646	5,250	10,500	(88)	149	434	212	49
	CIP REBATES - COMMERCIAL	0	0	250	500	(100)	0	0	0	0
	CIP - MARKETING	189	777	250	500	211	84	613	163	27
	CIP - LABOR	0	1,288	2,350	4,700	(45)	375	2,284	(995)	(44)
	ENVIRONMENTAL COMPLIANCE	40	1,053	1,099	2,200	(4)	46	1,284	(230)	(18)
	MISC GENERAL EXPENSE	(20)	(24)	124	250	(119)	0	0	(24)	0
	<b>Total For General Expense:</b>	353	3,742	9,325	18,650	(60)	655	4,616	(873)	(19)
	<b>Total Expenses(before Operating Transfers)</b>	269,559	1,672,285	1,722,688	3,408,081	(3)	252,206	1,560,499	111,786	7
<b>Operating Transfer</b>										
Utilities & Labor Donated										
	WATER & LABOR DONATED TO CI	0	0	750	1,500	(100)	0	0	0	0
Total Operating Transfer										
	<b>Total For Total Operating Transfer:</b>	0	0	750	1,500	(100)	0	0	0	0
<b>Net Income Profit(Loss)</b>		186,395	(372,731)	(588,843)	52,367	37	204,443	332,282	(705,013)	(212)

Beginning Fiscal Period[YYYYMM]

First period of fiscal year

GL Division

61 - Elk River Electric

Ending Fiscal Period[YYYYMM]

202306

GL Activity

All

GL Department

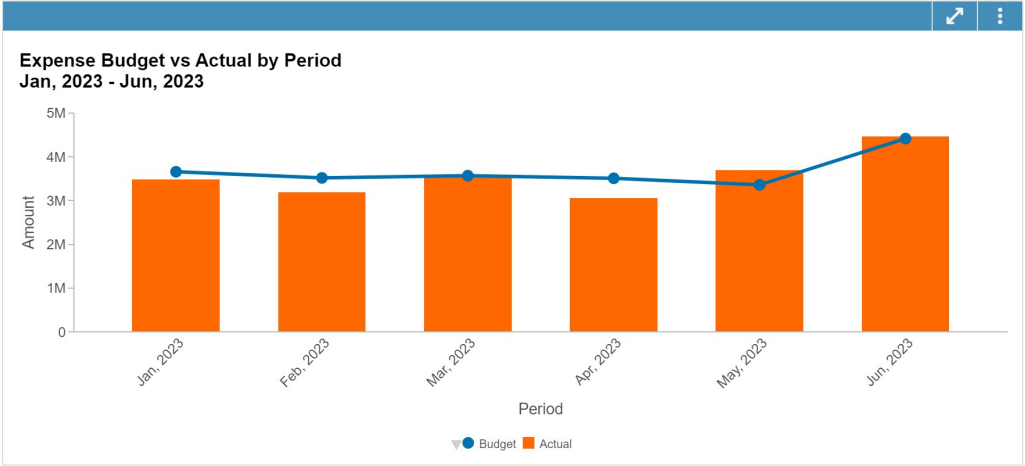
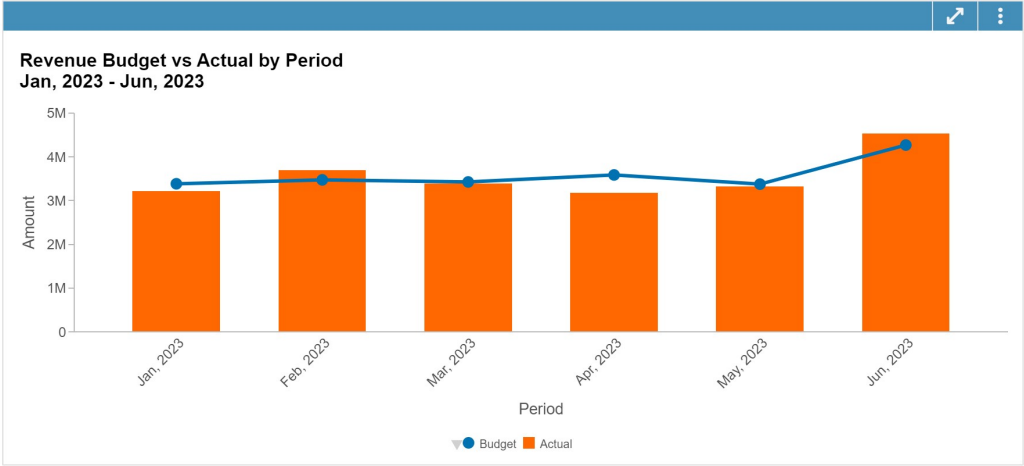
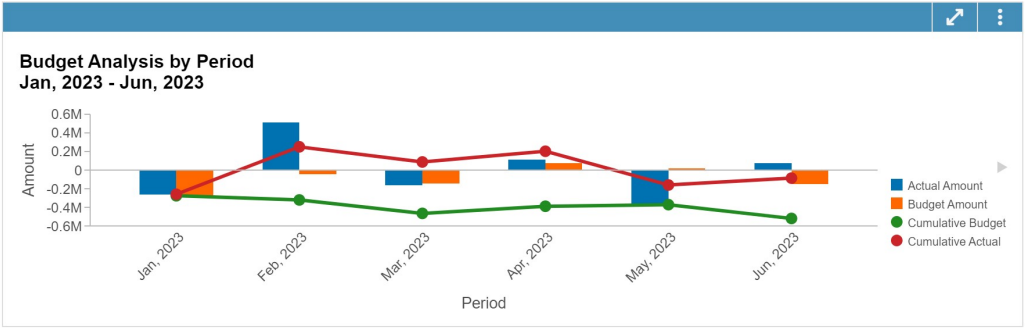
All

Period Type

Closed Period

Budget Revenue Comparison & Variance	
Jan, 2023 - Jun, 2023	
-\$173,091.92	
-.80%	
Actual	Budget
\$21,352,398.69	\$21,525,490.61

Budget Expense Comparison & Variance	
Jan, 2023 - Jun, 2023	
-\$606,054.04	
-2.75%	
Actual	Budget
\$21,437,727.62	\$22,043,781.66



Beginning Fiscal Period[YYYYMM]

First period of fiscal year

Ending Fiscal Period[YYYYMM]

202306

GL Division

62 - Elk River Water

GL Department

All

GL Activity

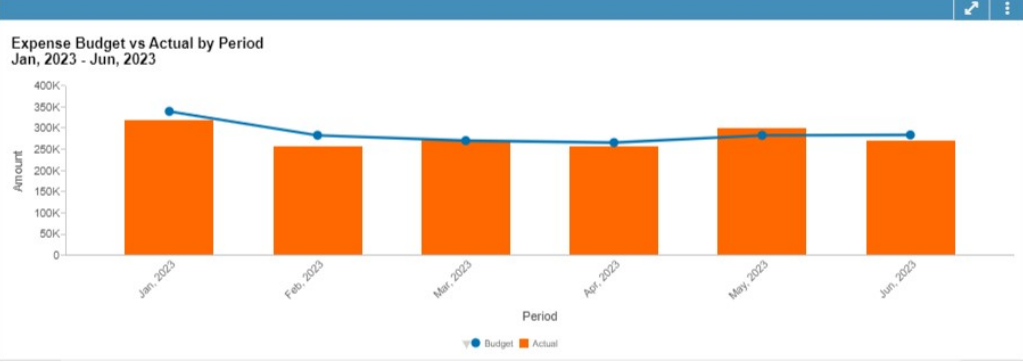
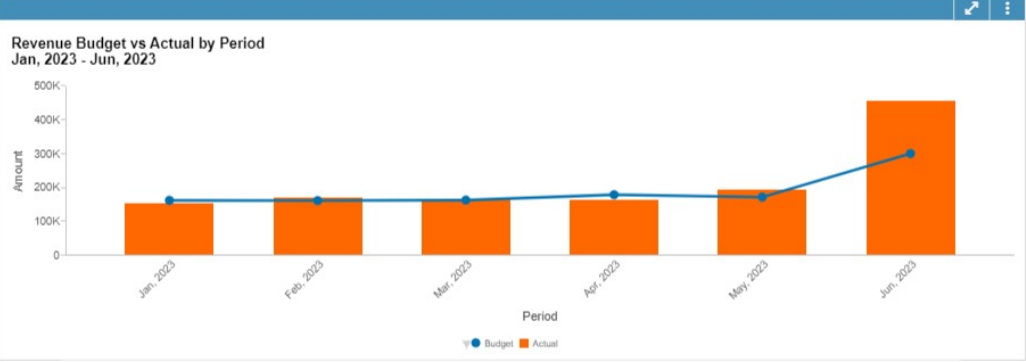
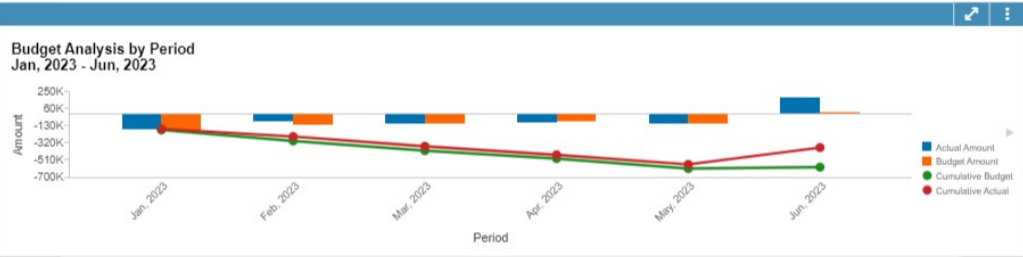
All

Period Type

All Periods

Budget Revenue Comparison & Variance		
Jan, 2023 - Jun, 2023		
\$164,959.26		
14.54%		
Actual		Budget
\$1,299,554.22		\$1,134,594.96

Budget Expense Comparison & Variance		
Jan, 2023 - Jun, 2023		
-\$51,152.74		
-2.97%		
Actual		Budget
\$1,672,285.55		\$1,723,438.29



<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 5.2
<b>SUBJECT:</b> 2023 Second Quarter Delinquent Items	
<b>ACTION REQUESTED:</b> Approve the 2023 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 are assessed to the property taxes in the fall. *Please note this number will only be presented in the fourth quarter.*
- Collections amounts are those we send to an agency to try and collect after we have exhausted all our internal 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 2023 is \$0.00 as there has been no activity yet for this year.
- The amounts submitted **only** to Collection Agencies for 2023 is \$520.00. (Please note that amounts submitted to Revenue Recapture were also submitted to Collection Agencies.)

- The amounts submitted to Revenue Recapture were less than the prior year. The Q2 2023 RR amount is \$5,379.18. We have collected a total of \$3,449.26 from RR in Q2 2023.
- Write Offs for Q2 2023 of \$22,049.08 is significantly more than the prior year. The biggest impact to the Write Offs is from the removal of old account balances due to a six-year limit mandated by the state. We have had to remove, and write off, a total of \$20,438.38 in Q2 2023.

The attached report listing shows those dollars submitted to both the Collection Agency and RR. The second quarter totals are \$5,379.18. To break these totals down by provider, it is \$4,927.18 for Electric, \$285.81 for Franchise Fees, \$25.24 for Sewer, \$103.72 for Trash, \$12.99 for Water and \$24.24 for Storm Water.

The amount for second quarter Write Offs is \$22,049.08 which includes: amounts removed due to the six-year limit with the state of \$20,438.38, bankruptcies of \$1,173.65, deceased amounts of \$334.39, and small balances of \$102.66.

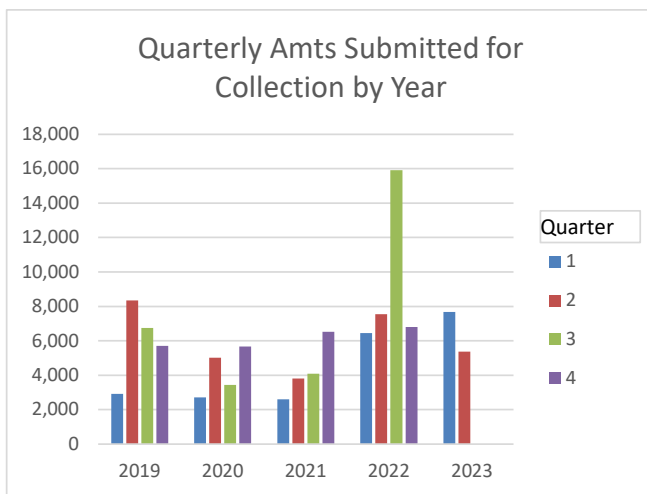
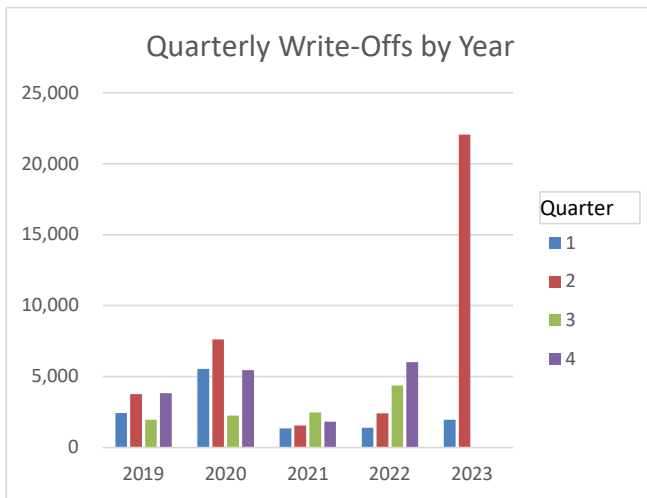
Our allowance for doubtful accounts (a reserve for bad debt/write offs) is \$25,605 or .05% uncollectible accounts per revenue dollar. According to the American Public Power Association's most recent published standard ratios (2021) the industry standard is between .15% and 1.49%. Interestingly, the Northern/Central Plains average is .15%. Our totals for the year are below the national average, at .11%.

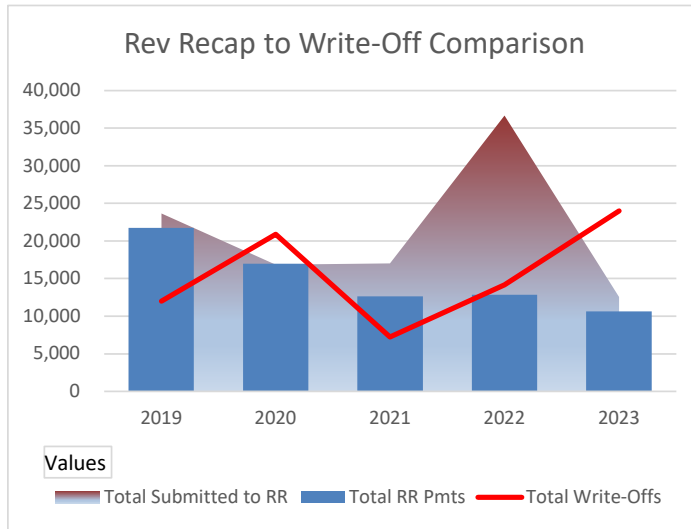
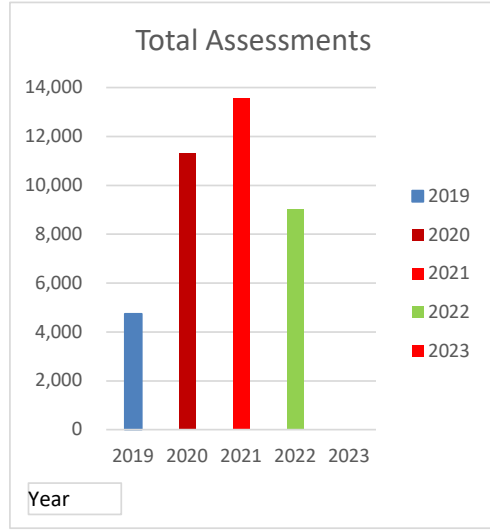
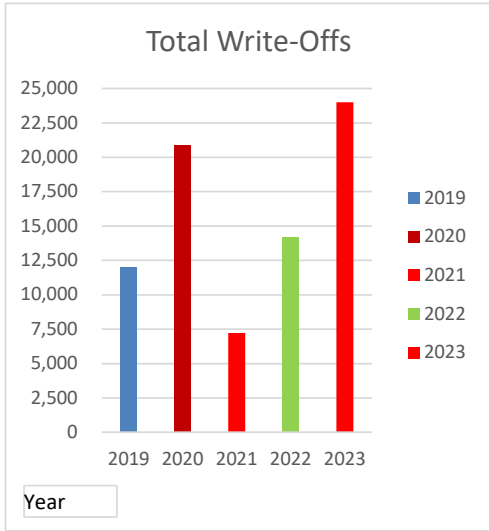
**ATTACHMENTS:**

- 2023 Second Quarter Delinquent Items Comparison
- 2023 Second Quarter Delinquent Items Submitted

### Delinquent Items Comparisons

Year	Quarter	Assessments	Collection Agency	Revenue Recapture	Rev Recap/Coll	Write-Offs	Rev Recap Pmts
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
2022	3	-	-	15,900.91	15,900.91	4,364.37	2,285.05
2022	4	9,042.25	-	6,796.66	6,796.66	6,008.66	167.94
2023	1	-	520.00	7,160.11	7,680.11	1,961.37	7,179.17
2023	2	-	-	5,379.18	5,379.18	22,049.08	3,449.26





<u>Agency</u>	<u>Serv Addr</u>	<u>Provider</u>	<u>Total AR</u>
B	75 5TH ST NW	1ERUE	\$ 79.24
B	75 5TH ST NW	2ERUW	\$ 12.99
B	75 5TH ST NW	3CTYS	\$ 25.24
B	75 5TH ST NW	6CTYF	\$ 2.86
B	75 5TH ST NW	7CTYS	\$ 4.29
B	1115 SCHOOL ST NW APT 14	1ERUE	\$ 110.33
B	1115 SCHOOL ST NW APT 14	6CTYF	\$ 17.82
B	1227 SCHOOL ST NW APT 307	1ERUE	\$ 236.46
B	1227 SCHOOL ST NW APT 307	6CTYF	\$ 27.72
B	814 PROCTOR AVE NW APT 3G	1ERUE	\$ 97.92
B	814 PROCTOR AVE NW APT 3G	6CTYF	\$ 26.27
B	1105 LIONS PARK DR NW APT 319	1ERUE	\$ 174.12
B	1105 LIONS PARK DR NW APT 319	6CTYF	\$ 23.35
B	1105 LIONS PARK DR NW APT 321	1ERUE	\$ 300.17
B	1105 LIONS PARK DR NW APT 321	6CTYF	\$ 24.29
B	10970 178TH AVE NW	1ERUE	\$ 88.52
B	10970 178TH AVE NW	6CTYF	\$ 11.12
B	1105 LIONS PARK DR NW APT 110	1ERUE	\$ 250.00
B	1105 LIONS PARK DR NW APT 110	6CTYF	\$ 10.97
B	19101 ZEBULON ST NW	1ERUE	\$ 1,655.33
B	19101 ZEBULON ST NW	4CTYT	\$ 45.94
B	19101 ZEBULON ST NW	6CTYF	\$ 15.84
B	19101 ZEBULON ST NW	7CTYS	\$ 7.76
B	17250 TWIN LAKES RD NW 106	1ERUE	\$ 67.00
B	17250 TWIN LAKES RD NW 106	6CTYF	\$ 16.01
B	13631 186TH AVE NW	1ERUE	\$ 510.55
B	13631 186TH AVE NW	4CTYT	\$ 57.78
B	13631 186TH AVE NW	6CTYF	\$ 17.28
B	13631 186TH AVE NW	7CTYS	\$ 8.47
B	1227 SCHOOL ST NW APT 110	1ERUE	\$ 224.14
B	1227 SCHOOL ST NW APT 110	6CTYF	\$ 13.43
B	18681 CLEVELAND ST NW	1ERUE	\$ 51.39
B	18681 CLEVELAND ST NW	6CTYF	\$ 7.56
B	18681 CLEVELAND ST NW	7CTYS	\$ 3.72
B	19522 HOLT ST NW APT 308	1ERUE	\$ 369.33
B	19522 HOLT ST NW APT 308	6CTYF	\$ 22.85
B	15667 88TH ST NE 319	1ERUE	\$ 57.81
B	1105 LIONS PARK DR NW APT 316	1ERUE	\$ 287.46
B	1105 LIONS PARK DR NW APT 316	6CTYF	\$ 24.99
B	10653 172ND AVE NW APT 302	1ERUE	\$ 346.73
B	10653 172ND AVE NW APT 302	6CTYF	\$ 21.78
B	365 BALDWIN AVE NW APT 103	1ERUE	\$ 20.68
B	365 BALDWIN AVE NW APT 103	6CTYF	\$ 1.67
			<hr/> \$ 5,379.18 Total

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 5.3
<b>SUBJECT:</b> 2024 Annual Business Plan: Travel & Training Budget; Dues & Subscriptions - Fees Budget	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

The 2024 budgeting process has begun. Per the 2023 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 5% increase over the prior year. The increase is mainly due to adding additional commissioner participation in American Public Power Association's (APPA) National Conference and Legislative Round-up, Advanced Metering Infrastructure (AMI) training, and an increase in labor due to the annual wage adjustment (based off an estimated 4%). These proposed additions/increases are as follows:

- Additional APPA training (As discussed at the July commission meeting): \$8,225.
- Xylem Reach Conference (AMI conference that will likely be attended for the next 4 to 5 years): \$5,300.

The Dues & Subscriptions - Fees budget has a 10% decrease over the prior year. The main reason for the decrease is due to amounts being budgeted in 2023 for bonding. If bonding

expenses were removed there would be a 4% increase over the prior year. Amounts identified for AMI have been identified and estimated. All other increases are immaterial in nature.

**ATTACHMENTS:**

- Proposed 2024 Travel & Training Budget
- Proposed 2024 Dues & Subscriptions - Fees Budget

**ELK RIVER MUNICIPAL UTILITIES  
TRAVEL & TRAINING BUDGET FOR 2024**

	# Attending	Budget 2024	Budget 2023	Budget 2022	Comments
<b>Electric</b>					
Advanced Staking Workshop	1 staff	1,900	1,900	1,900	
APPA Linemen Rodeo team	3 staff	5,500	5,000	4,500	1 team - Lafayette, Louisiana
Apprenticeship	1 staff	625	1,875	3,125	
Commercial Driving School	1 staff	3,000	3,000	-	
Competent Person Training	2 staff	1,220	950	950	
Cross Training School/Diesel Workshop	2 staff	1,960	1,960	1,960	
Member Information Conf (NISC)	1 staff	2,513	2,363	2,363	Inventory attending
MMUA Locator Workshop	2 staff	720	720	720	
MMUA Meter School	2 staff	1,830	1,960	1,960	
MMUA Overhead Hot Line School	2 staff	2,575	2,140	2,140	ST no registration
MMUA Stepping Into Leadership	1 staff	3,580	5,080	2,200	
MMUA Substation Workshop	2 staff	2,240	2,140	2,140	
MMUA T&D Conference	2 staff	460	460	460	Inventory Foreperson and Assistant attending parti
MMUA Transformer School	2 staff	2,370	2,370	2,370	
MMUA Underground School	2 staff	2,575	2,140	2,140	ST no registration
PCB Training	1 staff	1,233	1,233	1,233	
Regional Workshop	8 staff	920	920	920	
Tree Trimming/Chainsaw Workshop	4 staff	2,060	2,060	2,060	
Leadership Training		7,000	6,957	6,957	Identified need in Survey
Additional Training		3,000	2,000	2,000	Inventory Assistant
	0%	47,281	47,228	42,098	
<b>Water</b>					
Backflow Tester Certification Class	1 staff	1,200	-	2,400	
Backflow Tester Re-Certification Class	2 staff	1,050	-	-	Every 3 years
MMUA Electrical Skills	2 Staff	1,200	-	-	2024
MMUA Stepping Into Leadership	1 staff	-	1,870	2,200	18 month program
Professional Operator and Development	1 staff	750	750	750	
Public Works Certificate Program	1 staff	2,350	2,350	-	
Staking University	2 staff	2,200	-	-	
Unlicensed Electrician Continuing Education	1 staff	60	60	60	
Wastewater Certification Continuing Education	4 staff	2,000	2,000	2,000	
Water Certification Continuing Education	4 staff	2,668	2,668	2,668	
Leadership Training		1,750	1,739	1,739	Identified need in Survey
Additional Training		2,500	2,500	2,500	
	27%	17,728	13,937	14,317	
<b>Technical Services</b>					
ESRI User Conference	1 staff	2,000	2,000	-	
Infrared Camera training	1 staff	2,200	2,500	2,000	
Midwest ESRI User Group	1 staff	810	-	-	
MMUA Diesel Workshop	2 staff	-	-	850	
MMUA Generation School	2 staff	1,850	2,000	-	
MMUA Locator Workshop		-	-	-	
MMUA Stepping Into Leadership	1 staff	3,580	3,580	-	
MN Electric Meter School	1 staff	700	700	700	
Power Quality training	2 staff	1,100	1,000	1,000	
Staking University	1 staff	1,100	-	-	
Substation School	1 staff	1,000	2,000	890	
UMMA summer mtg	1 staff	800	800	475	
UMMA winter mtg	1 staff	750	800	435	
Xylem Reach Conference	2 staff	5,300	-	-	
Leadership Training		2,200	2,174	2,174	Identified need in Survey
Additional Training		2,500	1,500	1,500	
	36%	25,890	19,054	10,024	
<b>Management/Commission</b>					
Advanced Training	1 staff	1,900	1,900	1,900	
APPA Customer Connections Conference	1 staff	3,500	-	-	
APPA E&O Conference	3 staff	6,000	6,185	6,185	New Orleans, Louisiana
APPA Legal & Regulatory Conference	1 staff	-	3,350	-	
APPA Legislative Round-up	4 staff/comm	8,600	6,475	6,475	
APPA National Conference	3 staff/comm	9,150	3,050	3,050	
APPA Rodeo	2 staff	2,500	2,420	-	Lafayette, Louisiana
APPA Training (Mgmt, CS, Fin, Eng, CIP, etc)	2 staff	7,000	7,000	2,500	
AWWA	2 staff	3,400	3,400	1,700	Water Certification Continuing Education
AWWA National Conference	2 staff	4,200	4,200	2,100	
Chippewa Valley Tech - Electric Training Non-Lineman	2 staff	2,800	2,800	-	
Clerk's Conference	1 staff	800	-	800	
CPA CPE	1 staff	2,000	1,500	1,500	
Engineering MPSPYCON	2 staff	1,000	1,000	3,500	
Engineering seminar	1 staff	2,000	2,000	2,000	
JTS Spring and Fall Meeting	1 staff	500	420	-	
Kentucky Equipment Show	2 staff	-	3,000	-	odd year
Member Information Conf (NISC)	2 staff	5,100	4,726	4,726	
MMUA Annual Summer Meeting	3 staff/ 5 comm	7,900	7,406	7,406	
MMUA Emergency Preparedness	3 staff	1,365	-	-	
MMUA Leadership Academy	1 staff	-	4,310	4,310	
MMUA Legislative Round-up	2 staff/1 comm	1,400	1,305	1,305	
MMUA Stepping Into Leadership	1 staff	3,600	3,580	-	12 month program
MMUA T&D Conference	5 staff	3,325	3,325	3,325	
MN Municipal Clerks Institute	1 staff	-	1,000	1,000	Complete 2023
MRWA	2 staff	1,000	1,000	500	Water Certification Continuing Education
Project Management Certification Training	1 staff	1,400	700	-	
UMMA Meter Workshop	1 staff	435	435	435	
UMMA winter mtg	1 staff	2,000	475	475	
Wastewater Certification Continuing Education	1 staff	500	500	500	
Management Training		10,000	20,000	20,000	
Leadership Training		5,000	4,348	4,348	
Additional Training		3,000	3,000	3,000	
	-3%	101,375	104,810	83,040	
<b>Office</b>					
APPA Customer Connections Conference	1 staff	3,500	3,500	-	Communications
APPA Cybersecurity Summit	1 staff	1,500	1,500	1,500	IT
Chamber Leadership Program	1 staff	475	475	475	
Clerk's Conference	1 staff	-	800	800	Communications
IT SSCP Online Education	1 staff	500	500	500	IT
Member Information Conf (NISC)	3 staff	7,600	7,089	4,726	Added additional staff for preparation of AMI
MMUA Stepping Into Leadership		-	-	-	
MRA Employment Law Update	1 staff	250	250	250	
SHRM Conference	1 staff	3,000	3,000	3,000	HR
Customer Service		3,000	3,000	3,000	Identified need in Survey
Communications Training	1 staff	1,000	1,000	1,000	
Financial/Accounting (APA, NISC & Misc)		5,000	1,650	1,650	APA Continuing Ed, Misc PR, Excel, Accounting Misc
IT Training (NISC/Misc)	1 staff	1,000	1,000	1,000	IT
Leadership Training	11 staff	5,000	4,783	4,783	Identified need in Survey
Additional Training		1,000	1,000	1,000	
	11%	32,825	29,547	23,684	
<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		106,343	102,253	99,275	
	4%	110,143	106,053	103,075	
<b>Education</b>					
		3,000	3,000	3,000	
		3,000	3,000	3,000	
<b>Total</b>		<b>338,242</b>	<b>323,629</b>	<b>279,238</b>	
<b>Total Change</b>		<b>5%</b>	<b>16%</b>		

**ELK RIVER MUNICIPAL UTILITIES**  
**DUES & SUBSCRIPTIONS - FEES BUDGET FOR 2024**

Description	Budget 2024	Budget 2023	Actual 2022	
accessiBe	500	490		
Adobe Creative Cloud software	1,700	1,720	1,576	Includes stock image subscription
Adobe Pro software	2,300	1,200	1,235	Additional for CS Dept
Adobe Sign for Enterprise	600	-	-	New for electronic signatures
AMI	15,000	-	-	New for 2024
Annual Water Quality Report	3,500	-	2,950	
APPA DEED Program Dues	3,500	3,600	3,466	
APPA Dues	17,350	17,338	17,332	
AWWA Annual Fee Dues	2,180	2,120	2,128	
AWWA Partnership Safe Water Treatment/Distribution	100	100	-	
Bond Administrative & Management Fees	6,400	6,400	6,163	US Bank, City (Disclosure Fees), Moody's, Baker Tilly
Citizen Serve	3,800	3,800	-	
Customer Service Chat Feature	-	4,000	-	
Customer Service Survey	-	6,000	-	
Drug and Alcohol Random Testing	1,500	1,500	856	
Economic Development Association	-	350	-	MN Deed, EDA of MN
Elk River Chamber Membership	600	620	980	
ESRI Small Govt Enterprise agreement	30,000	27,300	28,067	
GASB Subscription	-	287	-	
Government Jobs	800	-	-	New job posting subscription
Homeland Security (Hazardous Chemical Fee)	700	700	700	
HR professional membership(s)	1,400	1,400	1,653	SHRM and MRA
MMTG Dues	-	6,550	6,549	Dues no longer being billed
MMUA Membership Dues	34,409	33,839	33,839	
MMUA Monthly Safety Meetings	32,000	30,500	30,697	
MPCA Permit Fee - Engines	360	360	257	
MPCA Permit Fee - WTP	350	350	-	
MRWA Annual Fee	300	300	300	
Municipi-pals Membership	-	25	-	
Quarterly MN Dept of Health Water Connection Fee	57,000	55,500	54,177	
Rotary	300	300	150	
SIEM Solution	-	2,380	-	
Survey Monkey	400	390	384	
SUSA Membership	250	125	-	
Miscellaneous	7,470	6,281	6,924	Detail below
Bond Underwriter's Discount	-	20,000	-	AMI Bonding
Bond Service Professional Fee	-	15,000	-	AMI Bonding
<b>Total</b>	<b>224,769</b>	<b>250,825</b>	<b>200,385</b>	
			209	
<b>Budget Change</b>	-10%	23%		
<i>Budget Change without Bonding Expenses</i>	4%	6%		
Miscellaneous	7,470	6,281	6,924	Total
Amazon Business Prime Membership	200	200	193	
APA - Northstar Chapter Membership Fee	50	50		
APA Membership Renewal	300	298	275	
APPA SEP Fee	-	-	-	Every 2 years - 2025
AWWA Membership Renewal	560	324	81	7 memberships
Backflow Tester Certification Recert	500	-	-	1st in 2024
BPMS Software	-	-	-	
Class A Electrical License	-	130	-	Odd year renewal
CPA License Renewal	105	102	102	
CPP Certification Renew	-	-	-	Every 5 years (renewed in 2021)
Engineer License Renewal	250	-	-	Even year renewal
Excellence in Power Entry Fee	150	-	50	
Fire Alarm Monitoring	500	-	475	
Go Daddy	70	150	60	
IEEE Membership Renewal	210	241	210	
ISC2 Certification (IT)	125	125	125	
IT ProTV	240	240	238	
Journey worker A Electrician License Fee	43	43	43	
Marco Meraki Licenses	1,045	1,045	357	
Master A Electrician License Fee	-	73	-	Odd year renewal
MCFOA Membership	92	92	49	2 memberships
Misc Bonds/Permits	1,000	1,000	579	
MN Society of CPA Membership	710	680	680	2 memberships
MPCA Wastewater Certification Renewal	92	92	92	4 renewals
Notary Renewal Fee	120	-	120	Renews 1/2024 and 12/2027 - 5 years
RP3 Application Fee	-	-	1,200	Every 3 years
Sprinkler Inspection	450	350	431	
State Registration Backflow Prevention	400	400	84	
Supervisors Legal Update Renewal	-	530	504	
Unlicensed Electrician Fee	19	24	55	
Water Operator License	69	92	23	
Zoom	170	170	162	
Digicert - mapping			268	
Excel Univ Pass			468	

<b>TO:</b> ERMU Commission	<b>FROM:</b> Jenny Foss – Communications & Administrative Coordinator
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 5.4
<b>SUBJECT:</b> Field Services Facility Open House Update	
<b>ACTION REQUESTED:</b> None	

**BACKGROUND/DISCUSSION:**

- The ERMU Open House is Thursday, August 24 from 4-8 p.m. with the theme being “Meet Your Hometown Team.”
- The open house committee has been meeting monthly to ensure all planning tasks are completed.
- Details about the event, including parking information and an event map, can be found under Featured News on our [homepage](#).
- Communication of the event will continue throughout the month of August via social media, newspaper, bill message, newsletters, SmartHub, roadside signage, and call capture (robo call).
- Visitors will be able to enter the building through either the main doors by the flagpole or through the lower level west facing garage doors.
- Staff will be wearing highlighter yellow shirts for easy visibility and will be stationed in all key areas to assist guests as needed. Additional signage will be placed around the facility to help direct guests as well.
- There will be cupcakes, water, and popcorn available for free and two food trucks with items for purchase (Mac’s Mini’s and Brain Freeze).
- There will be three games for kids to play (football toss, lollipop wheel, and Gatorade ring toss) along with four face painters from Elk River High School.
- Lineworkers will be showcasing pole top rescues and bucket truck self-rescues. A hands-on electrical equipment demonstration will be set up in the lineworkers area as well.
- Water staff will be performing a “Hydrant Hysteria” demonstration every half hour starting at 4:30. This event requires a team of two to assemble a Waterous fire hydrant in less than five minutes. There are approximately forty pieces that require strength, finesse, and speed to be able to piece together a functioning hydrant from street level.
- Additional education tables will be set up featuring electric, locating, water, and rebate information using displays and flyers. Giveaways will be located at the rebate table including EV-ER footballs, pens, and lightbulbs.
- The police department will have a Child ID table on site.

- There will be tables and chairs for guests to sit and visit with background music.
- In addition to the restrooms located in the building we will have two outdoor restrooms available (one being handicap accessible).
- In the event of inclement weather, we will move all outdoor activities inside the vehicle storage area.
- Landscaping and irrigation are projected to be completed site-wide with the exception of the very northeast corner of the grounds where natural prairie flowers will be seeded closer to fall when the temperature is cooler.

**ATTACHMENTS:**

- ERMU Open House Map



# Elk River Municipal Utilities



## WELCOME AREA

- > Welcome Table
- > Social Area
- > Music
- > Face Painters
- > Games



## FOOD TRUCKS

- > Mac's Mini's
- > Brain Freeze

Food truck items are available for purchase.



## ERMU TRUCKS

- > Bucket Truck
- > Digger Truck
- > Bore Rig
- > Mini Excavator
- > Plow



## WATER DEMO

- > Hydrant Hysteria

The water demonstration will take place every half hour starting at 4:30 P.M.



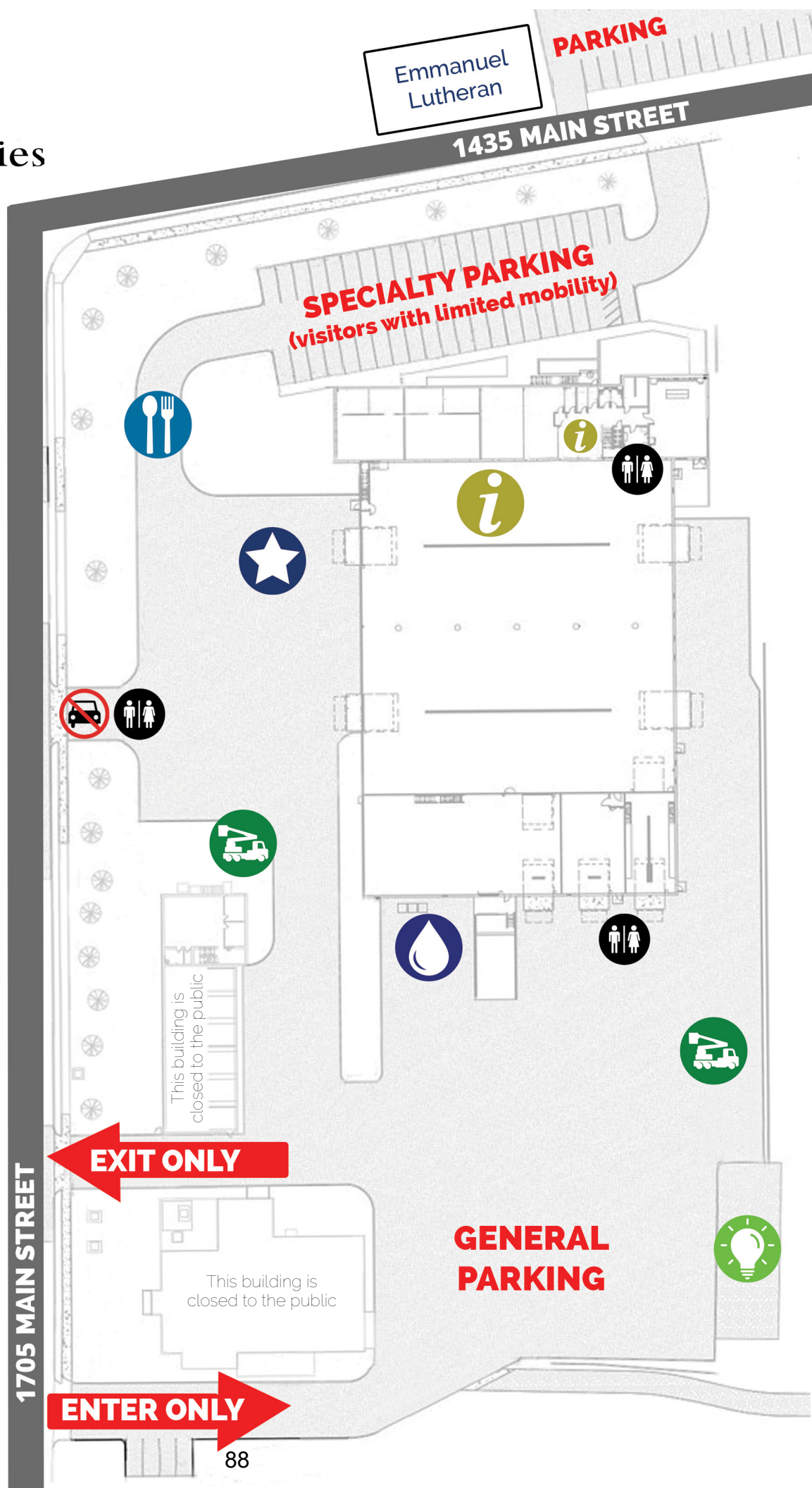
## LINEWORKERS

- > Pole Top Rescue
- > Bucket Truck Self-Rescue
- > Hands On Electric Equipment Demo



## INFORMATION

- > Upper Level Offices
- > Electric Education
- > Water Education
- > Rebates
- > Child ID with ERPD



<b>TO:</b> ERMU Commission	<b>FROM:</b> Mark Hanson – General Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1a
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- The administrations director, finance manager, and I attended American Public Power Association’s Cost of Service and Key Financial Targets webinar last Tuesday. It was an excellent session that provided both reassurance on things we’re doing right now and some ideas to consider on ways to improve our rate structure down the road once Advanced Metering Infrastructure is fully implemented. In the near term, we’ve reached out to our rate consultant, Dave Berg, to review/refresh our current cost of service study.
- Last month the electric superintendent, operations director, and I attended Minnesota Municipal Utilities Association’s (MMUA) Disaster Preparedness Conference in St. Cloud. Several issues regarding local and out-of-state mutual aid efforts were reviewed to identify ways to improve current procedures.
- Devin Ruprecht, one of our two locators, has provided notice of his resignation. His last day will be Friday, August 11. He is pursuing a great opportunity at another utility. Devin has been with us for 6+ years and has made countless contributions to the community and ERMU. We wish him well in his new adventure. The open locator position was posted Tuesday, August 1, both internally and externally.
- Effective August 1, 2023, Minnesota became the 23rd state in the nation to legalize cannabis use for people 21 and older. Subject to limits, Minnesotans can now possess, use, and grow cannabis for their own consumption. Megan Zachman, Human Resources, drafted the attached synopsis of the impacts to ERMU and met with staff to share the information and answer any questions.

## Minnesota's Legalization of Cannabis: Impacts to ERMU

Effective August 1, 2023, Minnesota became the 23rd state in the nation to legalize cannabis use for people 21 and older. Subject to limits, Minnesotans can now possess, use, and grow cannabis for their own consumption. With cannabis now a lawful consumable product, human resources communicated to all employees that ERMU prohibits the use, possession, and impairment of cannabis while at work or operating employer vehicles, equipment, and machinery. Additional expectations related to positions were also discussed.

- DOT regulated. Employees required to hold a commercial driver's license (CDL), as a condition of employment, are regulated by federal law, and those regulations are supervised by the Federal Department of Transportation (DOT). Federal law preempts state law related to cannabinoid use; the DOT has made its position clear, they do not authorize the use of Schedule I drugs, including marijuana, for any reason. As a result, ERMU will continue to follow its drug-testing procedures for CDL holders and may enforce prohibitions against any use of cannabinoids, regardless of state law protections.
- Safety Sensitive. Those who have a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person (Minn. Stat. § 181.950, subd. 13.). ERMU will continue to follow its drug-testing procedures for safety sensitive employees and may enforce prohibitions against any use of cannabinoids, regardless of state law protections.
- Non-DOT / Non-Safety Sensitive Employees. Employees are able to use cannabis products while they are off duty, if they are not impaired at work. The new law prohibits an employer from refusing to hire an applicant simply because of a positive cannabis drug test (excluding positions excepted from cannabis testing prohibitions). Therefore, ERMU will remove cannabinoids from the pre-employment drug testing panel for these employees. Non-DOT / Non-Safety Sensitive employees will still be subject to a drug testing panel that includes cannabinoids for reasonable suspicion drug testing.

ERMU is working with MMUA to schedule training for supervisors about the behavioral signs and symptoms of drug and cannabis use as well as how to document observations of potential impairment so should a situation occur in the workplace, supervisors can effectively respond and document what they observed leading to the situation.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Sara Youngs – Administrations Director
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1b
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Office walk-in traffic for July consisted of 102 customers, averaging 26 customers per week over the 4-week period.
- ERMU disconnections for the month of July.
  - Cycle 3 – 16 disconnections
  - Cycle 4 – 6 disconnections and 2 business Red Tags.
  - Cycle 1 – no disconnections due to heat.
  - Cycle 2 – no disconnections due to timing – August cycle 2 has two disconnection days.
- Currently there are 13 active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- Staff has been working with Star Energy on updating our distributed energy resources specifications manual; we are beginning to see an increase in commercial solar inquiries.
- The customer service team is back to full strength with the hiring of Emily Chock who started on July 12.
- HydroCorp has been providing backflow prevention inspection notices to residential customers. Of the 260 notices sent out at the end of July, 86 have complied. Reminder notices will be sent to the remaining customers as we continue to work through the 260 total residential backflow preventers ERMU has on its water system. As part of ERMU's fee schedule, residents will be charged \$100 per month for non-compliance.
- In the last 30 days, the level two charger located downtown had 35 sessions and provided customers with 310 kWh of green energy. The level two charger located in the parking lot in front of the ERMU main office has been unreachable to provide any data back to ERMU on usage. The charger will be repaired on August 4, 2023.

- The DC fast charger at Coborns' fuel station is no longer supported by ChargePoint and has been removed from the ChargePoint cloud platform. Staff is working on communication with Coborns' to terminate the service agreement and remove the charger from the parking lot.
- Staff has been working with Campbell Knutson on updating ERMU's Informed Consent and Release of Information forms to ensure they comply with Minnesota Statutes, Chapter 13 – Government Data Practices.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> August 8, 2023	<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 \$956,278.13 have been paid. The payments due were for bonds from 2016 and 2018 for our Minnesota Municipal Power Agency (MMPA) buy-in, maturing in 2036 and 2048, respectively; and 2021 electric and water bonds for the new field services building, maturing in 2051 and 2041, respectively.
- The accounting department is continuing to test benefit enrollment in iVUE Connect Financials.
- The accounting department is testing the expense functionality within iVUE Connect Financials, formerly known as Accounting Business Solutions Financials.
- The general manager, administrations director, and I attended an American Public Power Association webinar on basic cost of service and key financial targets. This will be useful information going into the budget season and transitioning to Advanced Metering Infrastructure.
- Staff is compiling 2023 budget information.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Governance & Communications Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1d
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- In August, all residential electric customers will receive the attached electric vehicle (EV) charger rebate flyer.
- In addition to highlighting the EV charger insert, social media posts this month feature a variety of topics including ERMU’s participation in the [Sherburne County Parade](#), Safety Camp, rebates, the field services building open house, Call 811 Day on August 11, and the commission meeting.
- The safety training workgroup held its quarterly meeting on July 27 with Minnesota Municipal Utilities Association’s safety coordinator to discuss future training and equipment needs.
- Staff will be participating with the city-sponsored EV event [Elk River ElectriFUNcaton & Test Drive](#) occurring at the Furniture & Things Community Event Center on Saturday, August 5. This will be a great chance to share the EV charger rebate offered by ERMU and promote our own event, [EV-ER: Electric Vehicles in Elk River](#) occurring on September 28 at the Elk River farmers market.

**ATTACHMENTS:**

- Bill Insert – Electric Vehicle Charging Program



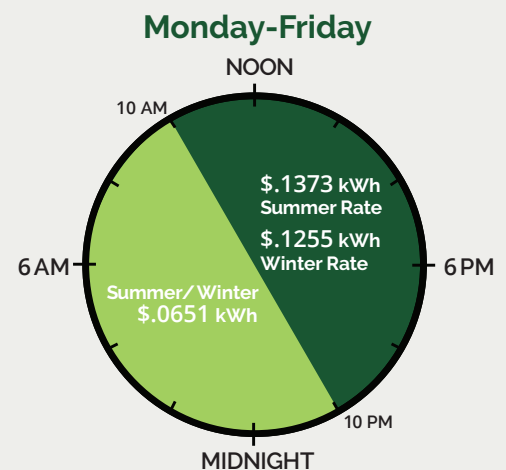
*Save money every time you plug in your car!*

Charge your electric vehicle (EV) at home with **100% renewable** energy! Elk River Municipal Utilities (ERMU) offers an EV charging program that features an affordable time-of-use (TOU) rate. To save even more, customers can also take advantage of a **\$700 rebate** towards the purchase and installation of a 240-volt EV charger. To learn more, review the application on the back or visit our website.

### What is a Time-of-Use Rate?

With the TOU rate, you have the flexibility to charge your vehicle whenever you need. The meter dedicated to your EV charger adjusts the rate based on the time of day, or day of the week you're charging. Charging on weekends and holidays receives the \$.0651 rate at all times.

Summer rates are effective June-October, and the winter rates are applied November-May. Rates are subject to the application of any power cost adjustments.



**POWER YOUR FUTURE**

# ELECTRIC VEHICLE CHARGER INSTALLATION REBATE APPLICATION



## CUSTOMER INFORMATION

Name \_\_\_\_\_ Account # \_\_\_\_\_

Address where EV charger is installed \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## ELECTRIC VEHICLE CHARGER INFORMATION

Manufacturer \_\_\_\_\_ Amps \_\_\_\_\_

Charger Make/Model \_\_\_\_\_ Electric Vehicle Make/Model \_\_\_\_\_

Participate in time-of-use program ☐ Yes ☐ No

*I certify that my EV charger has been installed at the address listed above, and that this address represents a valid utility account.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

## IMPORTANT:

- Receive up to a \$700 rebate towards the purchase and installation of a 240-volt EV charger for your home.
- Applicant must have ERMU electric service to qualify for the rebate. All rebates will be given in the form of a credit on your electric utility bill.
- Contact our office at 763.441.2020 before purchasing a charger to ensure that funds are still available.
- EV charger must be for on-road vehicles.
- Energy supplied to the EV service must be used for the sole purpose of electric vehicle charging. All other uses are prohibited.
- Customer is responsible for the installation of a 200-amp bypass meter socket and inspection performed by a state certified electrical inspector. Upon completion of inspection, ERMU meter technicians will install the meter.
- Submit the completed rebate application and a copy of the invoice or itemized receipt, indicating the brand and model purchased, to ERMU by mail or electronically on our website at [www.ERMUMN.com](http://www.ERMUMN.com).

<b>TO:</b> ERMU Commission	<b>FROM:</b> Thomas Geiser – Operations Director
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1e
<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.
- We are still having issues with the fuse pads we received which were incorrectly assembled. The problem is that there are some loose parts, and the nuts and bolts are deteriorating. We received two fuse pads that had already been returned but had to send one of them back again due to more issues. The vendor has three, we have the other nine. Irby Utilities is helping to facilitate a resolution to this issue.
- ERMU staff has been discussing the open house for the new field services building, happening on August 24.
- Staff is working through a lot of commercial services coming down the pipe.
- Working through maps for the new GIS mapping system that we plan to move forward with in the near future.
- ERMU lineworkers attended a few of the Night to Unite block parties throughout the City of Elk River on August 1.
- Staff is working on the 2024 budget.
- Attended Minnesota Municipal Power Association's Annual Meeting in Buffalo, MN on July 25.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Sumstad – Electric Superintendent
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1f
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Installed 11 new residential services, which involves the connection of a secondary line once the customer requests service.
- Along with the new 500 mcm underground wire for the Feeder 44 project to Otsego, we also installed single phase underground wire along Parrish Avenue. This allowed us to convert the houses on the west side of Parrish to underground and eliminate the road crossings over Parrish. Crews recently switched over the last customer and will start tear down soon.
- Crews are currently rebuilding a section of overhead line near Highway 10 and Upland Avenue. The bore crew also installed 500 mcm underground wire along Vernon Street from Highway 10 to Meadowvale Avenue. This allows us to reroute our feeder line away from Upland Avenue and is related to the future County Road 44 Highway reconstruction.
- Mi-Tech was here in July and tested around 250 of our wood poles. This is done annually, and this year seven were found to be defective and in need of replacement.
- The bore crew recently started underground primary replacement in the Pascal Street and 199<sup>th</sup> Avenue area of Elk River. This will replace cable which is over 40 years old, unjacketed, and susceptible to underground faults.
- Joe Schmidt from Minnesota Municipal Utilities Association was here on July 27 and conducted pole top and bucket rescue training. This is done annually and is attended by the office staff, as they also train on taking mayday calls from the field.
- Crews finished work at the Cargill Complex in early July. Work there involved installing new primary wire, rerouting existing wire and installing two new three phase transformers to the new lab and new feed mill. Work finished up with connecting the primary loop feed back together ensuring redundancy.
- Line crews along with the meter shop replaced a disconnect blade on a feeder at Station 14 substation. This heating issue was detected with the thermal imaging camera during a routine substation check.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Mike Tietz –Technical Services Superintendent
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1g
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- In July, the locators processed 596 locate tickets. These consisted of 470 normal tickets, 7 emergency tickets, 87 updated tickets, 14 cancellations, 10 meets, 5 non-excavation, 1 boundary survey, and 2 corrections. This resulted in a 9.1% decrease in tickets from the previous month and is a 4.2% increase from the prior July.
- Electrical technicians completed 334 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- In July, staff did not run the generators due to cooling water issues.
- The substation apparatus technician has been busy preparing drawings for the future East substation project. Also, infrared scans of substation and line equipment found several loose connections which were able to be corrected before they started causing issues. Substation relays have all been updated to provide engineering control to be able to remotely interrogate them.
- We received one of the two Ford Hybrid F-150s that were ordered in August of 2022. I anticipate having the truck placed into service by the middle of this August.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Dave Ninow – Water Superintendent
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1h
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

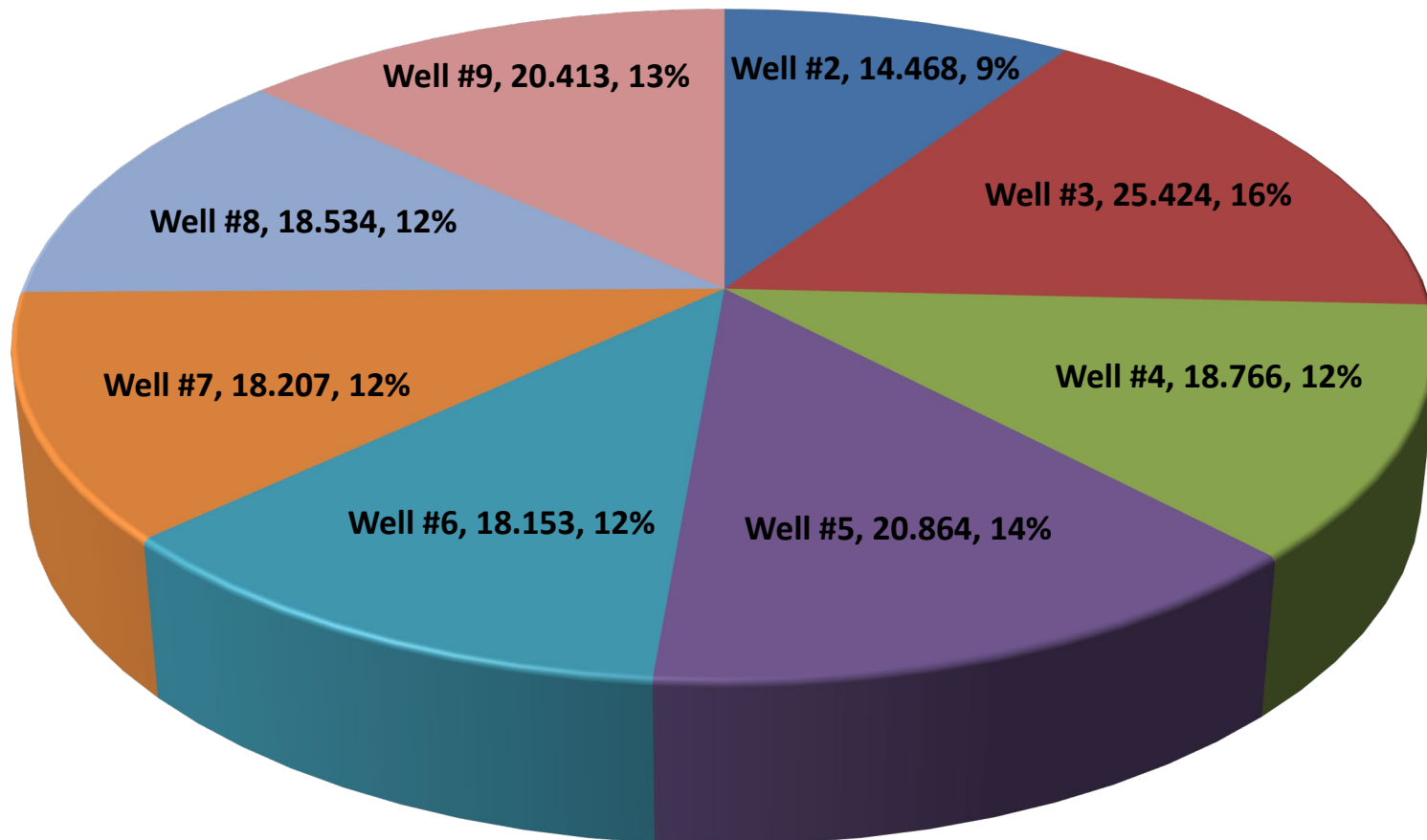
- Delivered three new water meters, sealed the meter, installed an encoder receiver transmitter, and took curb stop ties.
- Completed 15 BACTI/Total Chlorine Residual Samples
  - All confirmed negative for Coliform Bacteria.
  - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 20 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.
- On December 16, 2021, the Environmental Protection Agency (EPA) announced that the current Lead and Copper Rule Revisions will go into effect to support actions to reduce lead in drinking water. The EPA has directed states and systems to prioritize developing lead service line inventories which will need to be submitted by the compliance date October 16, 2024. The Minnesota Department of Health is currently contracting with consulting engineers to provide technical assistance for public water systems to complete their lead service line inventory. We have applied for assistance with reviewing records for inventory development.
- ERMU received approval from the Minnesota Department of Health for our Wellhead Protection Plan Amendment, finalizing the revision process. Notice was sent to local government units on July 27 and staff is beginning work on implementing the initiatives in the plan.

- The initial report from our annual leak detection survey showed 25 suspected leaks in the distribution system. The water operators have been working with a company to identify the source of the potential leaks.
- We have requested proposals for the installation of a tank mixer and to perform maintenance work needed at Freeport Street Water Tower. The cost for this work is identified in the water department capital budget.
- The water operators have also been exercising and repairing distribution system gate valves as part of the annual gate valve exercising program.

**ATTACHMENTS:**

- July 2023 Pumping by Well

## July 2023 Monthly Pumping By Well



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

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Kerzman – Engineering Manager
<b>MEETING DATE:</b> August 8, 2023	<b>AGENDA ITEM NUMBER:</b> 6.1i
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- We met with a group of local municipal IT departments to discuss current trends in the industry and toured the City of Rogers’ remodeled Emergency Operations Center. There was good discussion on other cybersecurity initiatives and projects that our neighboring cities are working on.
- We continue to work with City of Elk River IT staff to get budget numbers together for joint projects and shared equipment for next year’s budget. The largest project will be the expansion of the fiber loop.
- DGR Engineering is working with WEG to finalize contracts for the Otsego substation transformer that was awarded last month. We are expecting delivery in spring of 2026.
- We have been working with STAR Energy Services to update the process for solar interconnection applications and met with them last week for a review of our technical requirements.
- We have the final punch list walkthrough scheduled with RJM for the full site on August 7, and continue to work through concerns with pavement issues that have come up. We are expecting that the paver will complete punch list corrections during the week of August 7. We will continue discussions on long term performance with RJM, the civil engineer, and the special inspections contractor to understand the specifics of the installation.

<p>Tuesday, January 10:</p> <ul style="list-style-type: none"> <li>• Annual Review of Committee Charters</li> </ul>	<p>Tuesday, February 14:</p> <ul style="list-style-type: none"> <li>• Review Strategic Plan and 2022 Annual Business Plan Results</li> </ul>
<p>Tuesday, March 14:</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 11:</p> <ul style="list-style-type: none"> <li>• Audit of 2022 Financial Report</li> <li>• Financial Reserves Allocations</li> <li>• Review 2022 Performance Metrics</li> </ul>
<p>Tuesday, May 9:</p> <ul style="list-style-type: none"> <li>• Annual General Manager Performance Evaluation and Goal Setting</li> </ul>	<p>Tuesday, June 13:</p> <ul style="list-style-type: none"> <li>• </li> </ul>
<p>Tuesday, July 11:</p> <ul style="list-style-type: none"> <li>• Annual Commission Performance Evaluation</li> <li>• Review and Update Strategic Plan</li> </ul>	<p>Tuesday, August 8:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2024 Travel, Training, Dues, Subscriptions, and Fees Budget</li> </ul>
<p>Tuesday, September 12:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2024 Capital Projects Budget</li> </ul>	<p>Tuesday, October 10:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2024 Expenses Budget</li> </ul>
<p>Tuesday, November 14:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan - Review Proposed 2024 Rates and Other Revenue</li> <li>• Adopt 2024 Fee Schedule</li> <li>• 2024 Stakeholder Communication Plan</li> </ul>	<p>Tuesday, December 12:</p> <ul style="list-style-type: none"> <li>• Adopt 2024 Official Depository and Delegate Authority for Electronic Funds Transfers</li> <li>• Designate Official 2024 Newspaper</li> <li>• Approve 2024 Regular Meeting Schedule</li> <li>• Adopt 2024 Governance Agenda</li> <li>• Adopt 2024 Annual Business Plan</li> </ul>