



**SPECIAL MEETING NOTICE OF THE  
ELK RIVER MUNICIPAL UTILITIES COMMISSION**

**Calling a Special Meeting for:  
Monday, January 29, 2024, 8:30 a.m.  
Elk River Municipal Utilities  
13069 Orono Parkway  
Elk River, Minnesota**

I, **John Dietz, Chair**, hereby request a special meeting of the Elk River Municipal Utilities Commission on Monday, January 29, 2024, at 8:30 a.m., at Elk River Municipal Utilities, 13069 Orono Parkway, Elk River, Minnesota.

- The purpose of the meeting is to approve 2024 Pay Equity Report filing, per state requirements.

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

  
\_\_\_\_\_  
John J. Dietz, Chair

1-26-24  
\_\_\_\_\_  
Date

I HEREBY CERTIFY, that this notice has been posted and that I have served this notice upon the members of the Elk River Municipal Utilities Commission by mail at least one day prior to the above-called Elk River Municipal Utilities Commission meeting.

  
\_\_\_\_\_  
Mark Hanson, General Manager

1-26-24  
\_\_\_\_\_  
Date



**NOTICE OF PUBLIC MEETING**

**MEETING OF THE  
ELK RIVER MUNICIPAL UTILITIES COMMISSION**

**Monday, January 29, 2024, 8:30 a.m.  
Elk River City Hall  
13069 Orono Parkway  
Elk River, Minnesota**

Notice is Hereby Given that the Elk River Municipal Utilities Commission will hold a special meeting on January 29, 2024, at 8:30 a.m., at the Elk River Municipal Utilities Conference Room, 13069 Orono Parkway, Elk River, MN.

One commissioner may participate via interactive television at the following locations, which shall be open and accessible to the public during the meeting:

The Lighthouse Resort, 455 East Beach Boulevard, Suite 1608, Gulf Shores, AL, 36542

I HEREBY CERTIFY, that this notice has been posted and that I have served this notice upon the members of the Elk River Municipal Utilities Commission by mail at least one day prior to the above-called Elk River Municipal Utilities Commission meeting.

Mark Hanson, General Manager

Date

## **AGENDA**

---

### **1.0 GOVERNANCE**

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda

### **2.0 BUSINESS ACTION**

- 2.1 2024 Pay Equity Report Filing

### **3.0 ADJOURN SPECIAL METING**

<b>TO:</b> ERMU Commission	<b>FROM:</b> Mark Hanson – General Manager
<b>MEETING DATE:</b> January 29, 2024	<b>AGENDA ITEM NUMBER:</b> 2.1
<b>SUBJECT:</b> 2024 Pay Equity Report Filing	
<b>ACTION REQUESTED:</b> Approve 2024 pay equity report filing, per state requirements.	

**BACKGROUND:**

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local jurisdictions to submit a pay equity report to the State of Minnesota every three years. The basis of the reporting requirement is to ensure that male and female employees are fairly compensated for comparable work. To determine this pay equity, jobs are assigned a point value that is compared to the gender and wage of the employee(s) and a statistical analysis is performed. The filing requirement is done online (which is also where the statistical analysis is performed) and is summarized in a one-page Compliance Report, which needs to be brought to the governing body for approval. 2021 was the last time that we filed, and our 2024 report is due January 31, 2024, which reports payroll information as of December 31, 2023.

**DISCUSSION:**

There are two statistical tests used to determine compliance, an Underpayment Ratio, and a T-test. To be in compliance, an Underpayment Ratio of 80.00 or above must be met. If this ratio is too low, a low enough T-test result must be met in order to be in compliance. Our calculated Underpayment Ratio is 145.8333, and our T-test result is 0.279 (which needs to be lower than 1.684). We are in compliance with both tests. We have been monitoring compliance throughout 2021, 2022, and 2023 with the Wage and Benefits Committee. Attached are the 2024 Implementation Report, 2024 Compliance Report, and the 2024 Predicted Pay Chart we will file; as well as a copy of the Notice we are required to post. Approval from the governing body is required to submit a report, and so the report and action request is presented here for such approval.

**ATTACHMENTS:**

- 2024 Pay Equity Implementation Report
- 2024 Pay Equity Compliance Report
- 2024 Pay Equity Predicted Pay Chart
- 2024 Pay Equity Notice Posting



## Minnesota Pay Equity Management System - Elk River Municipal Utilities(24-No Submission)

[Home](#)[Utilities](#)[Go To](#)[Log Out](#)

### Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

#### Part A: Jurisdiction Identification

Jurisdiction: Elk River Municipal Utilities  
13069 Orono Parkway  
Elk River

Jurisdiction Type: UTL - Utility

Contact:	Name	Title	Phone	Email
	Mark Hanson	General Manager	763-441-2020	mhanson@ermumn.com
	Megan Zachman	HR Generalist	763-441-2020	mzachman@ermumn.com

#### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Consultant's System (specify) ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here:

(\*less than 240 characters)

Riley Dettmann & Kelsey, LLC Job Evaluation System. This is the same system as was used in the prior year.

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:

Elk River Municipal Utilities  
(prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Elk River Municipal Utilities  
(governing body) (\*less than 60 characters)

John Dietz  
(chief elected official)(\*less than 60 characters)

Commission Chair  
(title) (\*less than 60 characters)

☐ Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

#### Part C: Total Payroll

is the annual payroll  
for the calendar year just ended  
December 31.

---

Save Changes

Sign & Submit

Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.

# Compliance Report

Jurisdiction: Elk River Municipal Utilities  
13069 Orono Parkway  
PO Box 430  
Elk River, MN 55330

Report Year: 2024  
Case: 3 - 2024 Jan (Private (Jur Only))

Contact: Megan Zachman

Phone: (763) 441-2020

E-Mail: [mzachman@ermumn.com](mailto:mzachman@ermumn.com)

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	24	10	0	34
# Employees	34	13	0	47
Avg. Max Monthly Pay per employee	8591.20	6954.40		8138.46

## II. STATISTICAL ANALYSIS TEST

### A. Underpayment Ratio = 145.8333 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	10	6
b. # Below Predicted Pay	14	4
c. TOTAL	24	10
d. % Below Predicted Pay (b divided by c = d)	58.33	40.00

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 45	Value of T = 0.279
------------------------------	--------------------

a. Avg. diff. in pay from predicted pay for male jobs = 4

b. Avg. diff. in pay from predicted pay for female jobs = -23

## III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 5.00

B. Avg. # of years to max salary for female jobs = 5.00

## IV. EXCEPTIONAL SERVICE PAY TEST = 144.00 (Result is B divided by A)

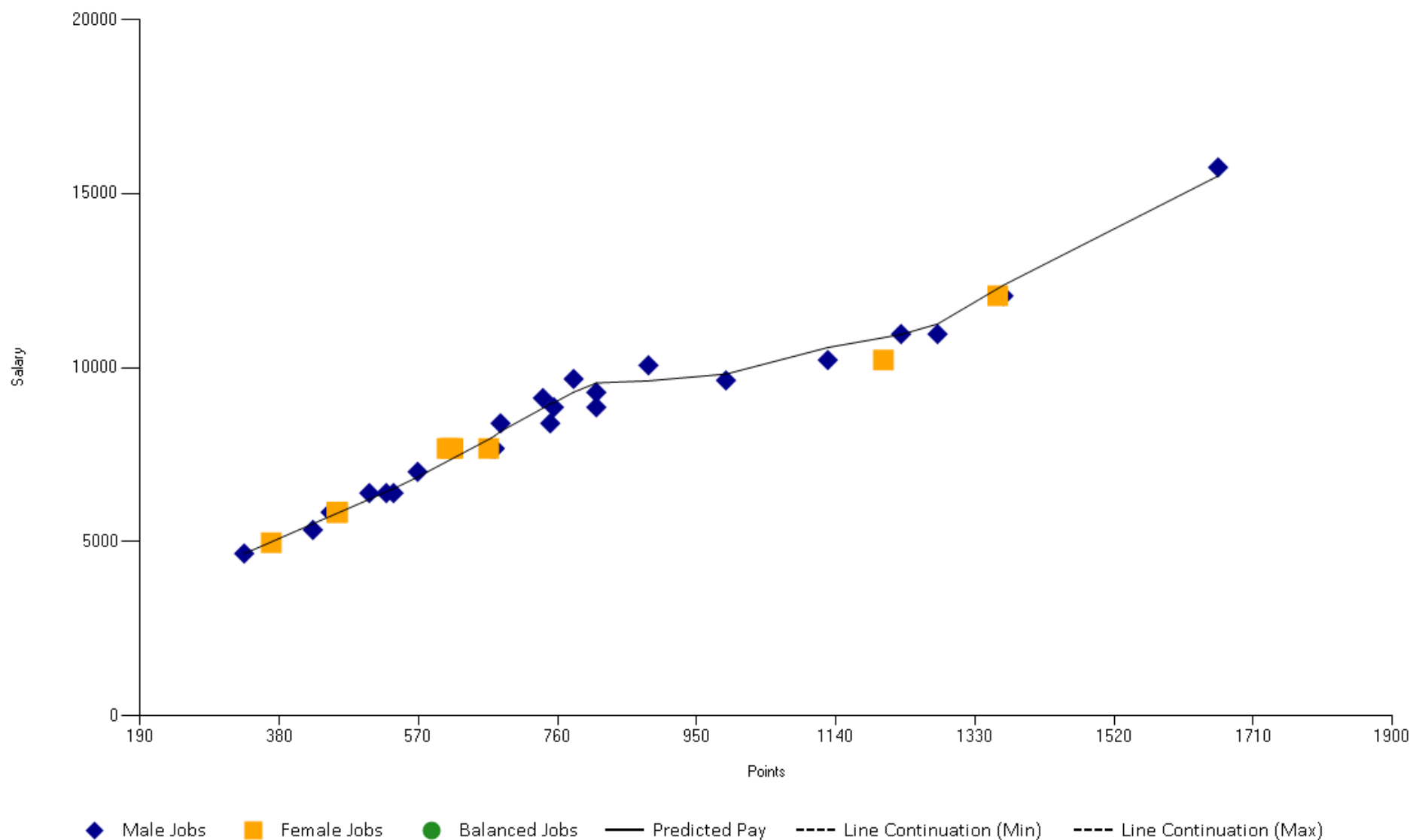
A. % of male classes receiving ESP = 20.83 \*

B. % of female classes receiving ESP = 30.00

\*(If 20% or less, test result will be 0.00)

## Predicted Pay Report for: Elk River Municipal Utilities

Case: 2024 Jan





## Predicted Pay Report for: Elk River Municipal Utilities

Case: 2024 Jan

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
40	Water Utility Worker	1	0	0	1	Male	332	4661.7700	4655.5231	6.2469
2	Customer Service Representativ	0	4	0	4	Female	369	4970.2400	4994.0728	-23.8328
42	Inventory & Procurement Asst	1	0	0	1	Male	426	5337.6400	5515.9020	-178.2620
29	Locator	2	0	0	2	Male	450	5845.4100	5735.7158	109.6942
3	Accts Payable & Payroll Specia	0	1	0	1	Female	459	5845.4100	5817.9176	27.4924
45	Billing Specialist	0	1	0	1	Female	459	5845.4100	5817.9176	27.4924
46	Credit & Collections Specialis	0	1	0	1	Female	459	5845.4100	5817.9176	27.4924
32	Communications & Admin Coordin	1	0	0	1	Male	503	6398.2400	6220.2871	177.9529
27	Bore Rig Operator	1	0	0	1	Male	526	6398.2400	6432.2193	-33.9793
5	Water Operator	3	0	0	3	Male	536	6398.2400	6524.0974	-125.8574
9	Electric Technician	1	0	0	1	Male	569	7008.2500	6860.3786	147.8714
8	Accountant	0	1	0	1	Female	609	7677.1900	7345.0650	332.1250
39	Human Resources Generalist	0	1	0	1	Female	613	7677.1900	7393.3436	283.8464
28	GIS/Mapping Technician	0	1	0	1	Female	617	7677.1900	7441.6222	235.5678
43	Water Operations Foreperson	0	1	0	1	Female	666	7677.1900	8002.0517	-324.8617
38	Lead Bore Rig Operator	1	0	0	1	Male	670	7677.1900	7986.0685	-308.8785
4	Inventory & Procurement Forepe	1	0	0	1	Male	674	7677.1900	8041.4465	-364.2565
26	Electrician/Electrical Technic	1	0	0	1	Male	674	7677.1900	8041.4465	-364.2565
47	Substation Apparatus Technicia	1	0	0	1	Male	682	8401.5800	8167.3622	234.2178
12	Lineperson	4	0	0	4	Male	740	9127.7100	8836.0351	291.6749
37	IT/OT Technician	1	0	0	1	Male	750	8401.5800	8962.6734	-561.0934
41	Governance & Comms Mgr	1	0	0	1	Male	755	8862.5600	8992.4622	-129.9022
14	Lead Lineperson	5	0	0	5	Male	782	9677.0700	9296.3764	380.6936
15	Conservation & Key Accts Mgr	1	0	0	1	Male	813	8862.5600	9559.9869	-697.4269
16	Field Crew Foreperson	1	0	0	1	Male	813	9288.8800	9559.9869	-271.1069
31	Line Crew Foreperson	1	0	0	1	Male	884	10067.0000	9621.6601	445.3399
18	Water Superintendent	1	0	0	1	Male	990	9635.4800	9815.3041	-179.8241
17	Technical Services Superintend	1	0	0	1	Male	1129	10219.5000	10578.2116	-358.7116
33	Finance Manager	0	1	0	1	Female	1205	10219.5000	10804.5458	-585.0458
19	Electric Superintendent	1	0	0	1	Male	1229	10964.6900	10950.8411	13.8489
36	Engineering Manager	1	0	0	1	Male	1279	10964.6900	11255.5892	-290.8992
44	Administrations Director	0	1	0	1	Female	1361	12061.6800	12285.7541	-224.0741

## Predicted Pay Report for: Elk River Municipal Utilities

Case: 2024 Jan

Job Nbr	Job Title	Nbr Males	Nbr Females	Non- Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
35	Operations Director	1	0	0	1	Male	1369	12061.6800	12371.1079	-309.4279
21	General Manager	1	0	0	1	Male	1662	15752.9700	15505.7268	247.2432

Job Number Count: 34

Posting date:

Jurisdiction Name: Elk River Municipal Utilities

## NOTICE: 2024 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the **Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999**. The report must be submitted to the department by January 31, 2024.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

Megan Zachman

---

13069 Orono Parkway

---

(763) 441-2020

---

(Local contact person's name, address, telephone)

For more information about the state pay equity law, you may contact the Pay Equity Office at:

[pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

Pay Equity Office  
Minnesota Management & Budget  
400 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155