



PRINCETON PUBLIC UTILITIES

Electricity — Water

907 FIRST STREET / PRINCETON, MN 55371-1559
TEL: 763-389-2252 / FAX: 763-389-2273

PRINCETON PUBLIC UTILITIES COMMISSION REGULAR MEETING AGENDA

Mille Lacs Historical Society Amdall Room
101 10th Avenue South
Princeton, MN 55371
July 26th, 2023 at 1:00 PM

*A video of the proceedings will be available the next business day at
www.PrincetonUtilities.com/public-utilities-commission.*

1. **Call to Order / Roll Call**
2. **Approval of Agenda** *(No item of business shall be considered unless it appears on the agenda for the meeting. Commission members may add items prior to adoption of the agenda.)*
3. **Public Comment** *(Individuals may address the Commission about any item not contained on the regular agenda. A maximum of three (3) minutes is allotted per person. If multiple people wish to speak on the same topic, they are to designate a spokesperson to speak on all their behalf. The Commission will take no official action on items discussed at the forum and will not speak to legal matters or issues that impact individual privacy rights. The Commission may refer to staff for a future report.)*
4. **Consent Agenda** *(Those items listed under Consent Agenda are considered to be routine by the Commission and will be acted upon by one motion. There will be no separate discussion of these items, unless a Commission Member so requests, in which event, the item will be removed from the consent agenda and placed on the Regular Agenda.)*
 - a. Public Utilities Commission Regular Meeting Minutes – June 28th, 2023
 - b. Certification of Accounts Payable
 - c. SMMPA Reports - Minutes and Key Metrics
 - d. Financial Reports – Income Statement, Balance Sheet, Trial Balance, and Cash Reserves
 - e. Operational Reports - EV Report
5. **Updates**
 - a. Electric Department update (Linden)
 - i. Cap Plan Update
 - b. Water/Power Plant Department update (Schmit)
 - c. Office Department update (Cunningham)
 - d. City of Princeton update (McPherson/Edmonds)
 - e. General Manager's update (Butcher)
6. **Regular Agenda**
 - a. Electric Rate Study Update (Butcher)
 - i. Memo 23-20: Electric Rate Study Update
 - b. Electric Cap Plan – Phase II (Butcher)
 - i. Memo 23-21: Electric Cap Plan – Phase II Update

Agenda packets, minutes, and videos for this and past Commission meetings are available online at www.PrincetonUtilities.com/public-utilities-commission.



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- ii. Project Schedules – Electric CIP
 - iii. Task Order 05 – Phase II
 - c. Special Meeting (Schwartz)
- 7. CLOSED SESSION: General Manager Review**
 - 8. Closed Meeting Recap**
 - 9. Adjournment**

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PUBLIC UTILITIES COMMISSION

REGULAR MEETING

June 28, 2023, 1:00 P.M.

Pursuant to due call and notice thereof, the Regular Meeting of the Public Utilities Commission, City of Princeton, was held at the Mille Lacs County Historical Society Depot Museum in the Amdall Room, 202 10th Avenue South, on June 28th, 2023, at 1:00 p.m.

1. CALL TO ORDER / ROLL CALL

Present: Chair Richard Schwartz and Commissioners Dan Erickson and Jack Edmonds.

Absent: None.

Also Present: Manager Keith Butcher, City Administrator Michele McPherson, Electric Superintendent Jeremy Linden, Water/Power Plant Superintendent Scott Schmit, Office Manager Christina Cunningham, Secretary/Treasurer Kathy Ohman, George Eilertson from Northland Securities and Jason Miller from Smith-Schafer & Associates.

Meeting was called to order by Chair Schwartz at 1:00 p.m.

2. APPROVAL OF THE AGENDA

Mr. Erickson made a motion to approve the agenda of the June 28th, 2023 Regular PUC Meeting. Mr. Edmonds seconded. Motion carried unanimously.

3. PUBLIC COMMENTS:

There were no Public Comments.

4. CONSENT AGENDA:

- a. Public Utilities Commission Regular Meeting Minutes – May 24th, 2023
- b. Public Utilities Commission/City Council Joint Meeting Minutes – June 1st, 2023
- c. Certification of Accounts Payable
- d. SMMPA Reports – Minutes and Key Metrics
- e. Financial Reports – Income Statement, Balance Sheet, Trial Balance, and Cash Reserves
- f. Operational Reports – EV and ACH Report
- g. Miscellaneous Reports – Memo 23-18: 2023 Holiday Schedule Update

Mr. Erickson made a motion to approve the Consent Agenda of the May 24th, 2023 Regular PUC Meeting. Mr. Edmonds seconded. Motion carried unanimously.

5. UPDATES:

- a. Electric Superintendent Jeremy Linden provided the Electric Department update.
- b. Water/Power Plant Superintendent Scott Schmit provided the Water Department update and the Power Plant update.
- c. Office Manager Christina Cunningham provided the Office Department update.
- d. City Administrator Michele McPherson provided an update on City activities.
- e. General Manager Keith Butcher provided an update on PPU activities.

6. REGULAR AGENDA:

a. **ELECTRIC REVENUE BONDS, SERIOES 2023A**

George Eilertson from Northland Securities reported on the Series 2023A bond issuance and sale. Following his report, questions were answered and discussion held. Closing of the bond will take place on July 20th, 2023. Resolution 23-08: Resolution Providing for the Issuance and Sale of \$6,670,000.00 Electric Revenue Bonds, Series 2023A was presented to the PPU Commission. Mr. Edmonds made a motion to adopt Resolution 23-08 for the Issuance and Sale of \$6,670,000.00 Electric Revenue Bonds, Series 2023A. Mr. Erickson seconded. Motion carried unanimously.

A Dissemination Agent Agreement was also presented which engages Northland Securities to prepare the annual continuing disclosure reporting for Princeton Public Utilities which is a requirement for entities that issue publicly offered debt. Mr. Edmonds made a motion to approve the Dissemination Agent Agreement with Northland Securities. Mr. Erickson seconded. Motion carried unanimously.

b. **2022 AUDIT**

Jason Miller from Smith-Schafer and Associates, Ltd. presented the 2022 audit to the PPU Commission. Following his presentation, questions were answered and discussions held. Mr. Schwartz made a motion to accept the 2022 PPU Audit as presented by Smith-Schafer and Associates, Ltd. Mr. Edmonds seconded. Motion carried unanimously. The 2022 PPU Audit is available on the PPU website.

Jason Miller from Smith-Schafer and Associates, Ltd. left the meeting.

c. **ROOF BID SELECTION**

Water/Power Plant Superintendent Scott Schmit presented *Memo 23-19: 2023 Roof Bid Selection*. Four bids were received for the roof replacement on the Power Plant with quotes ranging from \$49,066.68 to \$87,100.00. Mr. Erickson made a motion to accept the bid from Clearview Construction for a base bid of \$49,066.68 with an option for new perimeter metal if needed. Mr. Schwartz seconded. Motion carried unanimously.

d. PPUC BYLAWS AND POLICY DISCUSSION

General Manager Keith Butcher presented *Memo 23-17: Commission Bylaws and Policy Manual* which had been tabled from the May 24th, 2023 Regular Commission Meeting. Discussion followed. Mr. Edmonds made a motion to approve the PPUC Bylaws and Policy Manual with a change being made to the current date. Mr. Erickson seconded. Motion carried unanimously.

e. DISCUSSION ON EVALUATION OPTIONS FOR POTENTIALLY IMPROVING ELECTRIC SERVICE AND INCREASING COMMUNITY INVOLVEMENT IN PRINCETON'S INDUSTRIAL PARK

General Manager Keith Butcher brought up the discussion of improving electric service and increasing community involvement in Princeton's Industrial Park. Discussions followed.

7. DISCUSSION:

None.

There being no further business, Mr. Schwartz made a motion to adjourn the meeting at 2:19 p.m. Mr. Erickson seconded. Motion carried unanimously.

Richard B. Schwartz
Chair

Kathy Ohman
Secretary/Treasurer

PRINCETON PUBLIC UTILITIES**Accounts Payable Listing**

For 6/1/2023 to 6/30/2023

| | Vendor | Description | Amount |
|----|----------------------------------|---|---------------|
| 1 | American Solutions for Business | Utility Billing Paper | 526.78 |
| 2 | Aramark | Cleaning Supplies & Services | 566.12 |
| 3 | AT&T Mobility | Monthly Cell Phones & Tablets | 376.17 |
| 4 | Card Services (Coborns) | Supplies | 110.00 |
| 5 | Centerpoint Energy | Monthly Natural Gas | 1,927.16 |
| 6 | D & N Trucking, Inc. | Freight | 850.00 |
| 7 | Dakota Supply Group | Inventory | 24,912.23 |
| 8 | ECM Publishers, Inc. | Advertising | 239.26 |
| 9 | Fergusoin Waterworks | Inventory | 476.00 |
| 10 | Finken Water Solutions | Bottled Water | 70.95 |
| 11 | Gopher State One Call | Monthly Locates | 112.05 |
| 12 | Innovative Office Solutions, LLC | Supplies | 614.37 |
| 13 | Instrumental Research, Inc. | Monthly Water Testing | 82.38 |
| 14 | John Henry Fost | Inventory | 156.37 |
| 15 | KLM Engineering, Inc. | Engineer Fees | 1,500.00 |
| 16 | Kundel Direct, Inc. | Trench Box | 6,869.02 |
| 17 | Marv's True Value | Turn Buckle, Chain, Clevis | 26.73 |
| 18 | Midcontinent Communications | Monthly Internet & Telephone | 211.00 |
| 19 | MN Dept. of Commerce | Indirect & CIP Assessments | 1,297.45 |
| 20 | MN Dept. of Health | Qrtly. \$9.72 State Water Fee | 4,250.00 |
| 21 | MN Municipal Utilities Assoc. | Conference | 1,090.00 |
| 22 | NAPA Central MN | Hose Clamps | 69.95 |
| 23 | Online Information Services | Monthly Online Credit & ID Checks | 142.88 |
| 24 | Princeton One Stop, LLC | Vehicle Fuel | 231.68 |
| 25 | Princeton Rental | Solenoid | 185.59 |
| 26 | Quadient Finance USA | Postage | 900.00 |
| 27 | Rum River Contracting | Road Patch | 1,200.00 |
| 28 | Rum River Residential Suites | Commercial Rebate | 23,257.40 |
| 29 | Smith, Schafer & Associates | Accounting Services 2022 Year End | 4,100.00 |
| 30 | State of Minnesota | 2023 Decals Inspection Program | 12.00 |
| 31 | Stuart C. Irby Co. | Inventory, Connectors | 10,999.15 |
| 32 | VC3 | Server Replacement Setup | 2,057.34 |
| 33 | VC3 | Monthly IT Care Services Agreement | 2,353.33 |
| 34 | Verizon Wireless | Monthly Remote Internet & Data | 375.38 |
| 35 | Voyant Communications, LLC | Monthly Telephone | 428.67 |
| 36 | Waste Management | Monthly Trash Service | 166.12 |
| 37 | Wesco | Inventory | 18,974.27 |
| 38 | Wex Bank | Monthly Vehicle Fuel | 767.89 |
| 39 | U.S. Bank Operations Center | 2006 Bond Principal, Interest Pymt. & Fees Payoff | 327,204.15 |
| 40 | SMMPA | May Purchased Power | 430,219.01 |
| 41 | B & B Transformer, Inc. | Inventory | 85,174.65 |
| 42 | Blue Water Plumbing, Inc. | Replace Galvanized Service | 375.00 |
| 43 | Keith Butcher | Mileage Reimbursement | 195.19 |
| 44 | Cash Gas, Inc. | #2 Red B10 Diesel Fuel | 19,172.96 |
| 45 | City of Princeton | May Sewer Billing & Late Charges | 134,286.37 |
| 46 | Connexus Energy | Monthly Utilities | 3,066.49 |
| 47 | Department of Natural Resources | License to Cross Public Waters | 175.00 |
| 48 | DGR Engineering | Engineer Fees | 9,170.33 |
| 49 | Jack Edmonds | Mileage Reimbursement | 98.25 |
| 50 | Freshwaters UMC | Commercial Rebate | 2,064.30 |
| 51 | Hawkins | Water Treatment Chemicals | 6,850.11 |
| 52 | HealthPartners | July Health Insurance | 24,210.60 |

PRINCETON PUBLIC UTILITIES**Accounts Payable Listing**

For 6/1/2023 to 6/30/2023

| Vendor | Description | Amount | |
|---------------|-------------------------------------|--|-----------|
| 53 | IIA Lifting Services, Inc. | Testing of Trucks & Rubber Goods | 2,349.40 |
| 54 | McGrann Shea Carnival Straughn | Legal Fees | 962.50 |
| 55 | Metro Sales Incorporated | Maint. Contract Charge Copier | 1,092.45 |
| 56 | Mille Lacs County Sheriffs Office | 2023 ARMER System Subscriber Agreement | 650.00 |
| 57 | Mille Lacs Co. Historical Society | 7-23 to 12-23 Amdall Room Rental | 3,600.00 |
| 58 | NCPERS Group Life Insurance | June Life Insurance | 64.00 |
| 59 | Postmaster | Postage for Monthly Billing | 902.69 |
| 60 | Princeton Chamber of Commerce | Leadership Series | 500.00 |
| 61 | Princeton Auto Center | Vehicle Repair | 951.47 |
| 62 | Princeton Pantry | Commercial Rebate | 640.00 |
| 63 | Princeton Public Utilities | Supplies, Office Clothing | 420.29 |
| 64 | Princeton Public Utilities | Monthly Utilities | 3,153.32 |
| 65 | Princeton School District | Commercial Rebate | 240.00 |
| 66 | Quadient Leasing USA | Postage Meter Rental | 455.07 |
| 67 | Reliable Fire Protection | Service Fire Extinguishers | 1,407.70 |
| 68 | Salvation Army Heat Share | May Heat Share | 12.00 |
| 69 | Richard Schwartz | Mileage Reimbursement | 98.25 |
| 70 | Shred-It USA | Shredding Service | 106.23 |
| 71 | TASC | COBRA Admin. Fees | 32.08 |
| 72 | The Lincoln National Life Insurance | July Life & Disability Insurance | 754.51 |
| 73 | U.S. Bank Equipment Finance | Monthly Copier Lease Payment | 207.09 |
| 74 | VC3 | Monthly IT Care Services Agreement | 2,448.06 |
| 75 | VeriCheck | Monthly eCheck Fees | 206.50 |
| 76 | Neon Link | Monthly Online Management Fees | 470.80 |
| 77 | PERA | June PERA Contribution | 12,102.47 |
| 78 | Optum | May H S A Contributions | 4,995.36 |
| 79 | TASC | June Flex Account Contributions | 211.20 |
| 80 | MN Dept. of Revenue | April Sales & Use Tax | 27,193.00 |
| 81 | Refunds | Customer Meter Deposits | 1,984.79 |
| 82 | Refunds | Overpayment Refunds on Final Bills | 438.66 |
| 83 | Rebates | Residential Energy Star Rebates | 50.00 |

TOTAL**1,223,447.99**

SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY
Minutes of the Board of Directors' Meeting
June 14, 2023

President Reimers called the meeting to order at 9:00 a.m. at the Litchfield Eagles Club #3424 in Litchfield, Minnesota.

Mr. Geers, Litchfield Public Utilities Operations Engineer, welcomed the members to Litchfield.

Board Members Present:

President Bruce A. Reimers, New Prague; Vice President Peter T. Moulton, Saint Peter; Secretary Roger E. Warehime, Owatonna; Treasurer James R. Bakken, Preston; Mark E. Nibaur, Austin, T. Scott Jensen, Lake City; and Mark R. Kotschevar, Rochester.

Others Present:

David P. Geschwind, Executive Director & CEO; Jerry M. Mausbach, Blooming Prairie; Miles Heide, Julie Zarling, Fairmont; Mike Roth, Grand Marais; Michael B. Geers, George Baldwin, Litchfield; Glenn Anderson, Mora; Keith R. Butcher, Princeton; Charles B. Heins, Jason Halvorson; Redwood Falls; Chris Rolli, Spring Valley; Beth A. Fondell, Naomi A. Goll, Joseph A. Hoffman, Mark S. Mitchell, and Becca Schmitz of the Agency staff.

Others Present Via Conference Call:

Alex Bumgardner, Austin; and Shane Steele, Grand Marais.

#1 Agenda Approval:

Mr. Nibaur moved to approve the agenda, seconded by Mr. Moulton, passed upon a unanimous vote of the board members present.

#2 Consent Agenda:

Mr. Jensen moved to approve the consent agenda, seconded by Mr. Bakken, passed upon a unanimous vote of the board members present.

APPROVED the May 10, 2023 board meeting minutes.

APPROVED the Fairmont Transformer Replacement and Future Expansion. (Attachment A.)

APPROVED the Administrative Policy 404.3 – Juneteenth Holiday. (Attachment B.)

#3 Five-Year Forecast-Schmitz:

Ms. Schmitz presented on the five-year forecast.

The forecast and assumptions were reviewed.

Discussion.

Financial Sensitivities

- **Base Case:** Sherco 3 offered into MISO based on economics with minimum must-run level and NOx constraint in ozone season. Updated LMPs built from forecasted data from The Energy Authority and generation fuel costs based on projected pricing.
- **Sensitivity 1: Replicating 2022** - Sherco fuel limited to 2022 tons used and LMPs/natural gas prices increased 25% from base case.
- **Sensitivity 2: No NOx constraint in ozone season** - Sherco 3 at minimum must-run with economic dispatch above that level for the whole year without the ozone season limit.

#4 SMMPA Financial Metrics-Fondell:

Ms. Fondell reported on the SMMPA financial metrics.

The Agency has been tracking financial metrics since 2014. Various financial metrics were reviewed, and the results were compared to the Fitch Ratings methodology, when available.

Discussion.

#5 Financial Reserves Policy-Fondell:

Ms. Fondell reported on the Financial Reserves Policy (FRP).

Last month, Mr. Chris Lover, Public Financial Management, presented the financial reserves study results. Based on feedback and discussion during that meeting, the inflation risk factor from the study was revised to reflect a less conservative level. With that revision, the recommended general operating reserve target is \$48.6 million.

Discussion.

The recommended Capital Reserves target bandwidth remains unchanged at \$15 million to \$18 million. A separate Capital Reserves study will be completed in 2024 or 2025 to further evaluate reserve components and target levels.

SMMPA staff recommends the proposed changes and updates to the FRP as presented in the board book.

Mr. Warehime moved to approve the revised Financial Reserves Policy as presented in the board book, seconded by Mr. Kotschevar, passed upon a unanimous vote of the board members present. (Attachment C.)

#6 Sherco 3 Post-2030 Analysis-Mitchell:

Mr. Mitchell reported on the Sherco 3 post-2030 analysis.

The SMMPA Board requested re-evaluation of the Sherco 3 retirement decision. Mr. Mitchell discussed the assumptions and approach to the analysis and reviewed the results and conclusions.

Discussion.

Conclusions

- Study results are consistent with prior studies results.
- Value of Sherco depends primarily on expectations for future LMPs.
- Sherco 3 O&M costs will increase as the unit ages.
- Coal costs likely to increase as coal plants shut down and fewer mines continue operation.
- Risk of future carbon tax.
- Analysis continues to support retiring Sherco 3 in 2030.

Mr. Mitchell discussed the next steps in the resource planning process that includes refreshing the Integrated Resource Plan analysis given the significant changes in renewable and conventional generation costs, and changes in energy and natural gas prices. Additional analysis will evaluate the feasibility of adding renewable resources early to serve as an energy hedge if Sherco operations are limited during the ozone season.

After a short break, the board reconvened at 10:28 a.m.

#7 Ozone Season Hedging-Mitchell:

Mr. Mitchell reported on the ozone season hedging.

The Agency continues to work with the Minnesota Good Neighbor Coalition to try to remove Minnesota from the Environmental Protection Agency's (EPA) Federal Implementation Plan (FIP) that would limit Minnesota's NOx emissions and restrict the operation of Sherco during the ozone season (May-September). FIP can only be implemented if a State Implementation Plan (SIP) is denied by the EPA.

The Minnesota Good Neighbor Coalition has filed a motion with the Eighth Circuit Court of Appeals to stay the EPA denial of Minnesota's SIP. The Court has granted similar stay requests filed by Arkansas and Missouri and the Coalition's attorneys believe the case for a stay in Minnesota is at least as strong as the other states. If the stay is granted, the FIP would not be implemented for Minnesota for the 2023 ozone season.

The Agency is evaluating options for energy hedges and additional NOx allowance purchases in the event the FIP is implemented and Sherco 3's output is limited. Mr. Mitchell reviewed the challenges of trying to hedge cost exposure due to NOx limitations on the unit. He indicated that purchasing additional NOx allowances may be more effective than energy purchases. Decisions on how the Agency might hedge costs will need to be coordinated with Xcel Energy.

Discussion.

Next Steps

- Continue coordinated efforts to get Minnesota State Implementation Plan approved and remove Minnesota from FIP for 2023 and future years.

- If Minnesota must comply with FIP in 2023: track LMPs and allowance prices and be prepared to purchase allowances consistent with economic analysis, and coordinate with Xcel Energy on offer strategy.

Requested Board Action

Because of the uncertainty around the applicability of the FIP to Minnesota in 2023, but the potential need to take action on short notice if SMMPA is required to comply, authorize unbudgeted expenditures of up to \$1 million to purchase NOx allowances to increase the economic value of Sherco 3 within the constraints of the FIP with the requirement that the Agency report to the board on the economic analysis and details of the purchase(s).

Mr. Kotschevar moved to grant authority to SMMPA for expenditures up to \$1 million to purchase NOx allowances to increase the economic value of Sherco 3, seconded by Mr. Warehime, passed upon a unanimous vote of the board members present.

#8 EPA's Proposed CO2 Regulations-Hoffman:

Mr. Hoffman reported on the Environmental Protection Agency's (EPA) proposed CO2 regulations.

On May 11, 2023, EPA issued proposed new rules to regulate carbon dioxide from the electric generating sector.

In the proposed regulations, fossil-fuel steam turbine generators were separated into three categories: imminent-term (retire before January 1, 2032), medium-term (retire before January 1, 2040), and long-term (operate on or after January 1, 2040).

As proposed, Sherco 3 is an imminent-term facility and may continue to operate until retirement using existing routine methods of operation.

Discussion.

There are also proposed regulations that will impact certain existing and new combustion turbines.

SMMPA will continue to work with others in our industry to better understand the proposed rules and the potential impacts on the Agency's current and future generation resources.

Government Affairs/Member Services Report-Hoffman:

Mr. Hoffman summarized the government affairs/member services report detailed in the board book.

Electric Vehicle Charger Incentive Program

The proposed Electric Vehicle (EV) Charger Incentive Program would provide a \$200 incentive payment to a customer for enrolling in a member utility's EV charger rate or load control program. The incentive would apply retroactively to the beginning of 2023.

There was board consensus for SMMPA to proceed with offering the EV Charger Incentive Program to the members as discussed.

SMMPA Member Orientation

A SMMPA member orientation session will be held on July 6, 2023. A virtual option will be available. SMMPA would be happy to host a second session for those unable to attend.

Operations Report-Mitchell:

Mr. Mitchell reported:

Emergency Alert Application

The Emergency Alert application, Prepara, will be rolled out next week with information about how to register and install the application. Agency staff members Sam Mack or Todd Heins can provide help if needed. Members will initially just receive emergency alerts. Training will be provided at a later date on how to create sub-groups for members to use the application for communications among their own teams.

Sherco 3 Outage Update

Issue with the forced draft fan on start-up. Removed the fan and discovered assembly errors by the vendor. The fan was shipped to the vendor, reassembled correctly, successfully reinstalled, and tested. The unit is back online.

FES Operations Server Upgrade Cost Overrun

The Fairmont Energy Station generator operating system requires two servers. One of the servers failed and was being replaced using the FES budget for unplanned capital projects. In addition to replacing the failed server. SMMPA IT recommends replacing the other original server as well. Total project costs for two servers, six licenses, and setup costs are approximately \$60,000, which exceeds the budget by \$35,000. The servers are required to operate the generating units and the project was approved under the CEO's authority.

Market Price Update

A graph of recent natural gas and on-peak electricity prices was discussed.

Financial Report April 2023-Fondell:

Ms. Fondell summarized Agency financial results through April as provided in the board book materials.

Energy Cost Adjustment Graph Budget vs. Actual

A graph displaying the monthly 2023 Energy Cost Adjustment (ECA) budget and actual ECA data was reviewed. April's net energy costs will result in a small credit to members on the May billings to members.

President's Report:

No report.

Executive Director & CEO's Report:

Mr. Geschwind reported:

- APPA National Conference Seattle, WA June 18-21, 2023: Members attending the APPA National Conference are asked to contact Mr. Hoffman for scheduling purposes.
- MMUA Summer Conference: Ms. Krista Boston, Rochester Public Utilities, is hosting a breakout session at the 2023 MMUA Summer Conference. Members interested in serving on the “Promising Practices in Customer Service” panel should contact Ms. Boston or Mr. Kotschevar.
- Rating Agency Presentation: The Agency’s annual review with Standard & Poor’s will be conducted virtually tomorrow at 9 a.m.
- Rooftop Solar Panels: Blooming Prairie asked for input related to which members have chosen to receive RECs on rooftop solar panel installations under the standard-form distributed generation interconnection agreements. Several members reported that they have the right to receive those RECs.

Member Forum:

Mr. Heins introduced his replacement Mr. Jason Halvorson, Redwood Falls Public Utilities Line Foreman, who moves into his new role in August 2023.

Mr. Kotschevar announced his replacement, Mr. Tim McCollough, will start July 31, 2023.

Other Business:

There was no other business.

Adjourn:

A motion to adjourn the meeting was made by Mr. Nibaur, seconded by Mr. Bakken, passed upon a unanimous vote of the board members present.

The meeting was adjourned at 11:53 a.m.

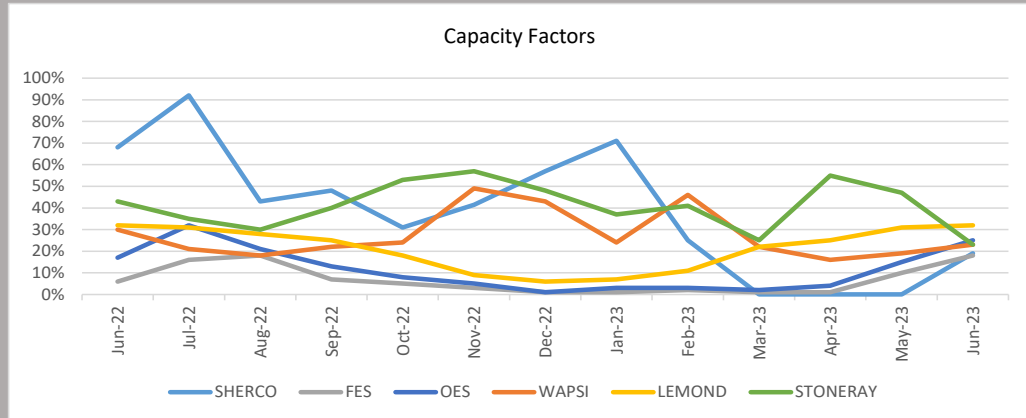
Secretary



SMMPA Key Metrics

July 2023

PLANT OPERATIONS Performance Metrics

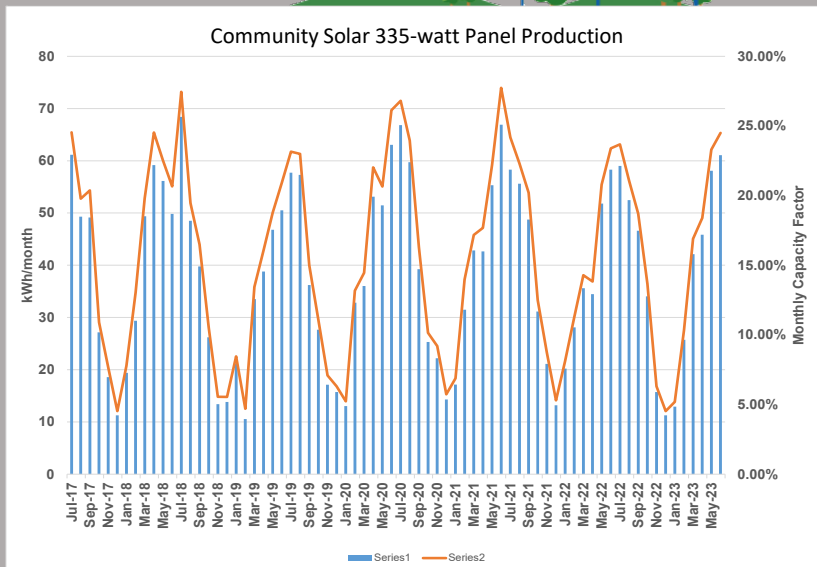


Availability Metrics

For June 2023

| | FES June | OES June | MORA LFG June |
|--------------------------------|----------|----------|---------------|
| Availability | 100% | 96% | 0% |
| Industry Average Availability | 93% | 93% | N/A |
| Forced Outage | 0% | 1% | 100% |
| Industry Average Forced Outage | 7% | 7% | N/A |

Solar Production Metrics

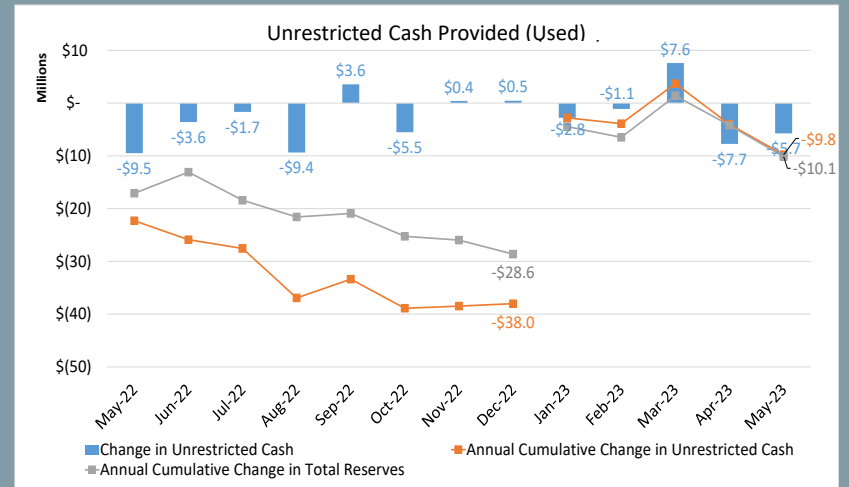
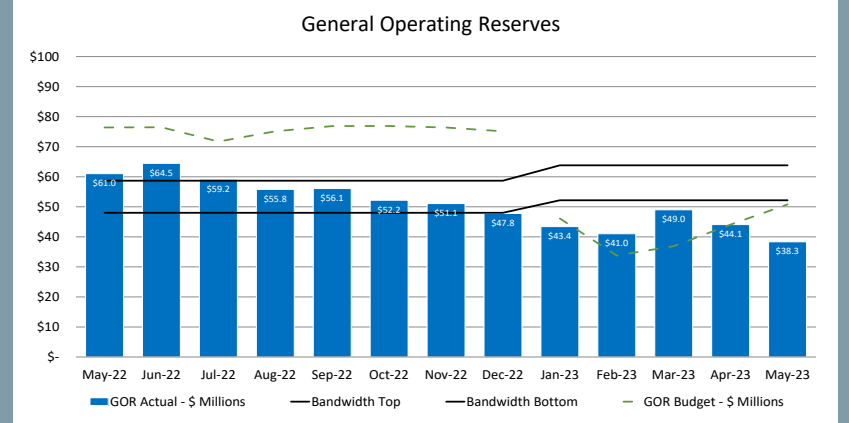
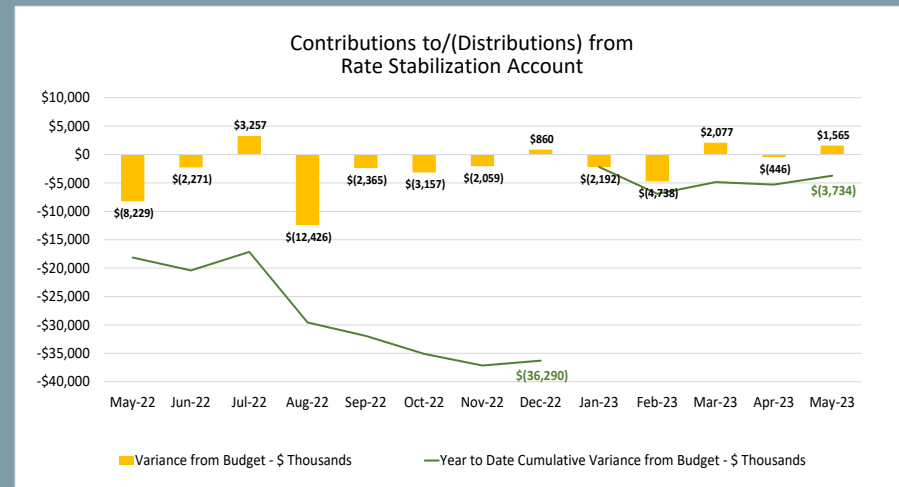
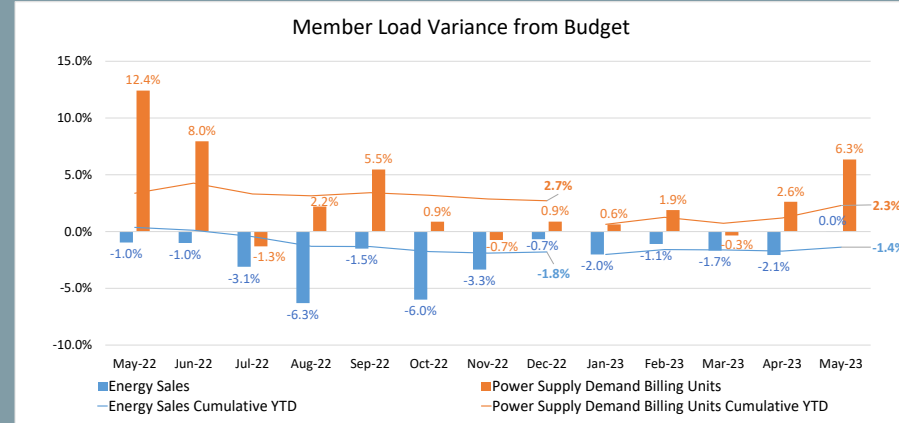


Number of working days since the last last time accident

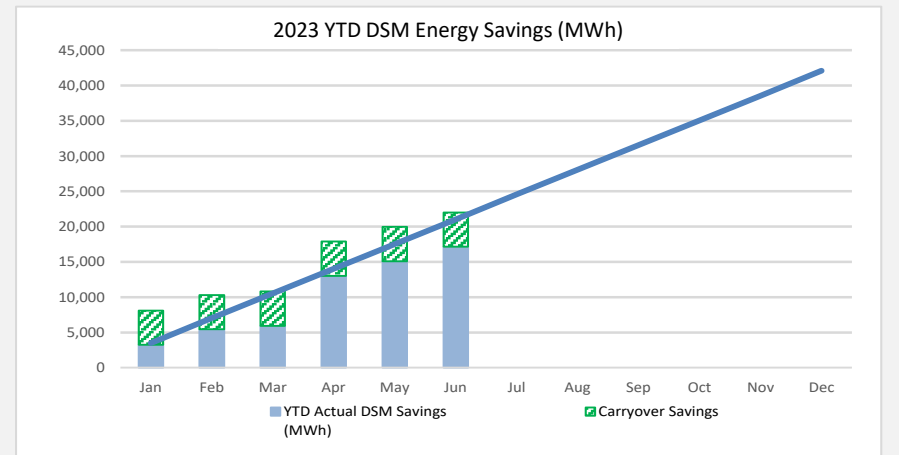


(through 6/30/23)

FINANCIAL Performance Metrics

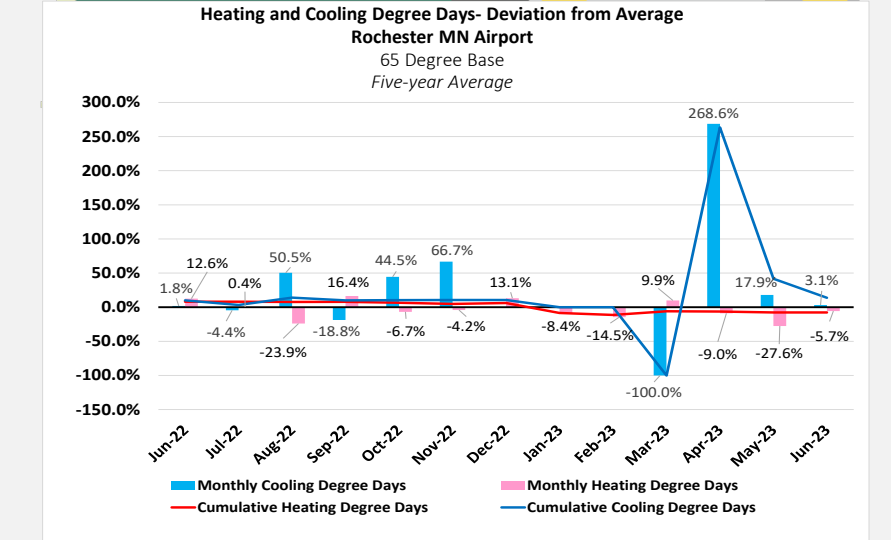


ADDITIONAL Metrics



SMMPA employees have contributed \$130,000 to United Way since 2010!

Since 2005, we've avoided 8.9 million tons of greenhouse gas emissions, which is equivalent to eliminating CO₂ emissions from 2.3 coal-fired power plants for 1 year.



**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-ELECTRIC DEPARTMENT
FOR MONTH ENDING: JUNE 30, 2023**

| | <u>Current Period</u> | <u>Year to Date</u> | <u>Last Year Current</u> | <u>Last Year YTD</u> |
|--|-----------------------|---------------------|------------------------------|----------------------|
| OPERATING REVENUE: | | | | |
| Residential Electric | 230,418.32 | 1,227,095.84 | 177,178.48 | 1,185,617.89 |
| Residential Solar Energy Credit | 0.00 | 0.00 | (25.80) | (91.28) |
| Residential ECA | (2,720.37) | 3,194.88 | 0.00 | 0.00 |
| Small General Service | 61,686.15 | 335,760.61 | 49,986.86 | 330,434.12 |
| Small Commercial Solar Energy Credit | (38.48) | (125.92) | (40.26) | (142.50) |
| Small General ECA | (771.76) | 990.52 | 0.00 | 0.00 |
| Large General Service | 130,810.27 | 689,701.54 | 147,839.12 | 850,984.52 |
| Large Commercial Solar Energy Credit | (99.48) | (336.06) | (94.30) | (333.77) |
| Large General ECA | (2,028.42) | 2,156.92 | 0.00 | 0.00 |
| Intermediate Power Service | 68,332.90 | 273,985.80 | 0.00 | 0.00 |
| Intermediate Power ECA | (1,106.41) | 981.59 | 0.00 | 0.00 |
| Large Power Service | 161,857.21 | 749,197.89 | 156,433.58 | 854,562.38 |
| Large Power ECA | (2,778.93) | 1,817.50 | 0.00 | 0.00 |
| Security Lights | 1,662.09 | 10,008.34 | 1,653.14 | 10,022.49 |
| Street Light Fees | 2,528.00 | 15,021.00 | 2,412.00 | 14,493.00 |
| Service Line Repair Fee | 1,793.00 | 10,737.00 | 1,765.00 | 10,598.00 |
| Late Charges | 4,268.50 | 27,504.48 | 5,718.42 | 32,170.15 |
| Hook-Up & NSF Charges | 3,230.00 | 6,250.00 | 1,870.00 | 5,967.48 |
| Connection Fees | 1,390.00 | 1,390.00 | 2,700.00 | 4,500.00 |
| Construction Fees | 3,631.25 | 76,793.60 | 6,086.45 | 11,862.92 |
| Rate Stabilization Revenue | 0.00 | 0.00 | 615,130.00 | 579,515.00 |
| Operating & Maintenance | 29,382.76 | 219,972.32 | 28,550.12 | 210,486.03 |
| Quick Start Diesel Payment | 14,520.00 | 87,120.00 | 14,520.00 | 87,120.00 |
| Solar Subscriptions | 0.00 | 1,325.16 | 0.00 | 1,581.36 |
| Pole Attachment Fee | 0.00 | 0.00 | 0.00 | 0.00 |
| Merchandise Sales | 0.00 | 0.00 | 0.00 | 713.72 |
| Other Operating Revenue | 17,395.45 | 51,760.08 | 7,685.21 | 169,134.85 |
| TOTAL OPERATING REVENUE: | 723,362.05 | 3,792,303.09 | 1,219,368.02 | 4,359,196.36 |
| OPERATING EXPENSES: | | | | |
| Production Plant: | | | | |
| Salaries & Supervision | 21,265.18 | 84,813.47 | 14,199.55 | 85,606.54 |
| Purchased Power | 483,045.31 | 2,499,143.04 | 432,917.95 | 2,257,847.51 |
| Natural Gas | 800.47 | 12,045.46 | 1,367.25 | 12,015.33 |
| Lube Oil & Lubricants | 0.00 | 524.55 | 0.00 | 1,780.84 |
| Chemicals | 0.00 | 1,670.50 | 0.00 | 2,026.40 |
| Equipment Repairs | 0.00 | 7,543.42 | 1,372.81 | 20,328.09 |
| Production Supplies | 163.28 | 1,800.50 | 179.74 | 1,109.35 |
| Plant Shop Supplies | 0.00 | 240.25 | 0.00 | 486.75 |
| Small Tools Expense | 0.00 | 216.81 | 0.00 | 86.17 |
| Communications Expense | 34.74 | 209.06 | 35.14 | 206.92 |
| Scada & Computer Equipment | 0.00 | 0.00 | 0.00 | 0.00 |
| Safety Equipment | 0.00 | 1,878.10 | 0.00 | 581.60 |
| Safety & Education Training | 0.00 | 527.80 | 298.73 | 912.02 |
| Outside Services | 0.00 | 6,929.00 | 0.00 | 45.00 |
| Insurance Expense | 12,007.09 | 70,746.37 | 10,016.00 | 59,424.09 |
| Transportation Fuel & Oil | 0.00 | 0.00 | 0.00 | 79.80 |
| Vehicle Repair & Maint. | 0.00 | 148.17 | 0.00 | 0.00 |
| Equip. Maint., Inspec. & Serv Agreements | 3,678.73 | 15,870.96 | 1,579.75 | 13,748.36 |
| Building & Grounds Maint. | 280.71 | 2,876.86 | 1,371.98 | 4,083.61 |
| Misc. Plant Expense | 0.00 | 0.00 | 0.00 | 207.80 |
| Total Production Plant: | 521,275.51 | 2,707,184.32 | 463,338.90 | 2,460,576.18 |

INCOME STATEMENT-ELECTRIC

| | <u>Current Period</u> | <u>Year to Date</u> | <u>Last Year Current</u> | <u>Last Year YTD</u> |
|---------------------------------------|-----------------------|---------------------|------------------------------|----------------------|
| Substation: | | | | |
| Substation | 0.00 | 0.00 | 0.00 | 0.00 |
| Chemicals | 0.00 | 0.00 | 0.00 | 0.00 |
| Equipment Repairs | 0.00 | 30,286.68 | 0.00 | 0.00 |
| Equip. Maint. & Inspections | 0.00 | 0.00 | 0.00 | 0.00 |
| Building & Grounds Maint. | 0.00 | 600.00 | 1,382.63 | 3,625.27 |
| Utilities | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Substation: | 0.00 | 30,886.68 | 1,382.63 | 3,625.27 |
| Distribution System: | | | | |
| Salaries & Supervision | 41,918.87 | 176,014.64 | 27,532.70 | 159,663.53 |
| System & Shop Supplies | 209.12 | 280.40 | 586.40 | 991.21 |
| Small Tools Expense | 43.81 | 2,686.97 | 380.00 | 1,197.72 |
| GIS Data & Maintenance Exp. | 76.46 | 535.22 | 0.00 | 2,029.48 |
| Computer Equip. & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 |
| Load Control Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Safety Equip., Testing | 2,336.07 | 4,866.98 | 2,811.78 | 4,843.11 |
| Education & Safety Training | 0.00 | 360.00 | 0.00 | 300.00 |
| Outside Services | 0.00 | 0.00 | 0.00 | 230.00 |
| OH Line Expense | 196.05 | 529.62 | 337.00 | 1,033.63 |
| UG Line Expense | 74.52 | 2,766.65 | 10,460.15 | 10,772.25 |
| St. Lights & Signal Exp. | 0.00 | 2,764.30 | 173.61 | 4,386.90 |
| Sec. Light Repair Exp. | 0.00 | 688.14 | 0.00 | 2,114.20 |
| Meter Expense | 0.00 | 104.62 | 0.00 | 561.83 |
| Customer Service Line Repair Exp. | 0.00 | 0.78 | 0.00 | 0.00 |
| Customer Owned Service Exp. | 347.67 | 356.14 | 2,168.20 | 5,453.80 |
| Transportation Fuel & Oil | 402.78 | 2,417.89 | 616.50 | 3,269.92 |
| Vehicle Repair & Maint. | 2,756.79 | 4,436.92 | 1,851.55 | 2,650.29 |
| Equipment Repair & Maint. | 347.09 | 2,238.70 | 566.18 | 969.93 |
| Storm Damage | 0.00 | 0.00 | 0.00 | 0.00 |
| Utilities | 1,667.42 | 12,250.68 | 1,124.65 | 11,735.08 |
| Building & Grounds Maint. | 0.00 | 51.90 | 576.66 | 1,779.41 |
| Line Maintenance/Trimming | 0.00 | 0.00 | 0.00 | 0.00 |
| Habitat, Right of Way Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Transformer Maintenance | 26.06 | 126.04 | 0.00 | 217.86 |
| Misc. Distribution Exp. | 0.00 | 2.18 | 87.36 | 87.36 |
| Total Distribution: | 50,402.71 | 213,478.77 | 49,272.74 | 214,287.51 |
| Customer Accts Expenses: | | | | |
| Customer Accts. Salaries | 14,150.42 | 58,169.43 | 8,872.74 | 53,363.36 |
| Meter Reading Salaries | 119.48 | 477.92 | 87.00 | 501.00 |
| Postage Expense | 1,297.94 | 6,063.54 | 665.88 | 6,387.84 |
| Collection Expense | 0.00 | 135.06 | 0.00 | 0.00 |
| Forms & Supplies | 19.30 | 2,519.09 | 140.73 | 2,838.84 |
| Communications Expense | 401.47 | 2,508.99 | 320.14 | 2,258.52 |
| Uncollectible Accts. Exp. | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Customer Acct. Expenses: | 15,988.61 | 69,874.03 | 10,086.49 | 65,349.56 |

INCOME STATEMENT-ELECTRIC

| | <u>Current Period</u> | <u>Year to Date</u> | <u>Last Year Current</u> | <u>Last Year YTD</u> |
|---|-----------------------|---------------------|--------------------------|----------------------|
| General & Administrative Expenses: | | | | |
| Salaries & Supervision | 15,580.40 | 58,355.26 | 9,838.92 | 56,359.96 |
| Newsads, Website, Subscriptions & Promos | 0.00 | 3,309.35 | 0.00 | 3,596.99 |
| Office Supplies, Computer Exp., & Sm. Equip | 1,862.67 | 15,201.40 | 1,924.63 | 13,123.43 |
| Communications Expense | 810.65 | 2,184.11 | 235.53 | 2,486.33 |
| Membership Fees & Dues | 360.00 | 5,916.00 | 0.00 | 6,018.75 |
| Maint. Contracts, Licenses, & Permits | 1,438.31 | 8,923.15 | 1,440.08 | 8,867.57 |
| State & Federal Assessments | 301.84 | 2,886.73 | 278.82 | 1,881.99 |
| Professional Fees | 3,333.10 | 14,711.60 | 4,019.50 | 16,019.25 |
| Outside Services | 7,359.81 | 17,439.19 | 6,143.95 | 35,133.44 |
| Meals, Travel, & Meetings | 2,983.69 | 8,522.17 | 3,093.14 | 5,655.90 |
| Prop. & Liab. Insurance | 2,682.92 | 16,097.48 | 2,327.00 | 13,962.00 |
| Employee Pensions & Benefits | 38,164.98 | 207,371.99 | 30,871.50 | 203,374.89 |
| Education & Safety Training | 0.00 | 4,688.59 | 0.00 | 6,105.12 |
| Heat Share Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Sales Tax Expense | 162.51 | 753.17 | 106.16 | 505.90 |
| Lighting Rebates | 26,263.67 | 61,028.66 | 309.48 | 65,008.46 |
| Conservation Improvement Exp | 995.61 | 2,390.87 | 1,683.75 | 3,424.99 |
| Christmas Lighting Expenses | 0.00 | 0.00 | 0.00 | 0.00 |
| Transportation Fuel & Oil | 0.00 | 19.21 | 0.00 | 85.43 |
| Vehicle Repair & Maint. | 0.00 | 168.30 | 0.00 | 0.00 |
| Building & Grounds Maint. | 0.00 | 2,312.50 | 833.62 | 1,610.11 |
| Service Territory Expense | 770.00 | 2,252.25 | 0.00 | 1,358.98 |
| Misc. G&A Expense | 306.37 | 841.82 | 11.42 | 1,484.82 |
| Total General & Administrative: | 103,376.53 | 435,373.80 | 63,117.50 | 446,064.31 |
| Depreciation | 56,500.00 | 339,000.00 | 58,000.00 | 348,000.00 |
| TOTAL OPERATING EXPENSES: | 747,543.36 | 3,795,797.60 | 645,198.26 | 3,537,902.83 |
| OPERATING INCOME/(LOSS) | (24,181.31) | (3,494.51) | 574,169.76 | 821,293.53 |
| NONOPERATING REVENUE (EXPENSE) | | | | |
| Interest Income | 4,390.16 | 25,175.04 | 8,633.61 | 18,134.33 |
| Change in Fair Value of Investments | (4,735.55) | (2,191.07) | (1,622.45) | (5,025.15) |
| Misc. Non Oper Income | 1,922.87 | 11,896.80 | 1,747.12 | 10,247.76 |
| Gain/(Loss) Disposal of Property | 7,670.90 | 7,670.90 | 0.00 | 0.00 |
| Gain/(Loss) Sale of Bonds | 0.00 | 0.00 | 0.00 | 0.00 |
| Interest Expense | (119.91) | (304.55) | (4.53) | (17.83) |
| Interest on Long Term Debt | (1,868.56) | (13,343.56) | (2,649.38) | (24,638.52) |
| Fines & Penalties | 0.00 | 0.00 | 0.00 | 0.00 |
| Amortization of Bond Discount | 0.00 | 0.00 | 0.00 | 0.00 |
| General Fund Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Total NonOperating Rev(Exp) | 7,259.91 | 28,903.56 | 6,104.37 | (1,299.41) |
| NET INCOME/(LOSS) | (16,921.40) | 25,409.05 | 580,274.13 | 819,994.12 |

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
June 30, 2023**

ASSETS

CURRENT ASSETS:

| | |
|--------------------------------|--------------|
| Cash | 2,401,670.98 |
| Temp Rate Stab Investments | 1,334,123.00 |
| Customer Accounts Receivable | 834,485.74 |
| Other Accounts Receivable | 61,377.41 |
| Sales Tax Receivable | 0.00 |
| Accrued Interest Receivable | 1,375.46 |
| Inventory | 1,015,124.99 |
| Prepaid Interest | 0.00 |
| Prepaid Insurance | 133,606.65 |
| Deferred Outflows of Resources | 260,813.00 |

| | |
|-----------------------------|---------------------|
| Total Current Assets | 6,042,577.23 |
|-----------------------------|---------------------|

RESTRICTED ASSETS:

| | |
|---------------------------|---------------------|
| Construction in Progress | 0.00 |
| MCMU Construction Fund | 0.00 |
| Reserve Fund | 0.00 |
| MCMU Reserve Fund | 0.00 |
| Debt Service Fund | 0.00 |
| Capital Improvements Fund | <u>1,065,951.98</u> |

| | |
|--------------------------------|---------------------|
| Total Restricted Assets | 1,065,951.98 |
|--------------------------------|---------------------|

FIXED ASSETS:

| | | |
|--------------------------------|-------------------|------------------------|
| Land & Land Improvements | 273,683.84 | |
| Buildings | 1,893,374.01 | |
| Generation Plant | 6,117,286.73 | |
| Substations | 3,838,331.61 | |
| Distribution System | 7,979,162.72 | |
| Street Lights & Signals | 378,411.18 | |
| Trucks & Vehicles | 748,032.71 | |
| Office Furniture & Equipment | 188,113.71 | |
| Tools, Shop & Garage Equipment | 109,460.92 | |
| Miscellaneous Equipment | <u>370,956.28</u> | 21,896,813.71 |
| Less: Accumulated Depreciation | | <u>(14,885,064.82)</u> |

| | |
|---------------------------|----------------------------|
| Total Fixed Assets | <u>7,011,748.89</u> |
|---------------------------|----------------------------|

| | |
|---------------------|------------------------------------|
| TOTAL ASSETS | <u><u>14,120,278.10</u></u> |
|---------------------|------------------------------------|

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
June 30, 2023**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

| | | |
|----------------------------------|------------|---------------------|
| Accounts Payable | 584,607.25 | |
| Employee Insurance Payable | (4,302.35) | |
| Employee Savings & Taxes Payable | 25,417.31 | |
| Heat Share Payable | 12.00 | |
| Sewer Payable | 143,294.87 | |
| City Franchise Fee | 21,051.00 | |
| Wind Power | 0.00 | |
| Garbage Collections Payable | 540.46 | |
| Customer Meter Deposits | 263,255.21 | |
| Sales Tax Payable | 62,378.55 | |
| Accrued Interest Payable | 0.00 | |
| Severance Payable | 68,580.00 | |
| Current Bonds Payable | 0.00 | |
| Accrued Wages Payable | 0.00 | |
| Deferred Revenue | 0.00 | |
| Deferred Solar | 5,557.61 | |
| Net Pension Liability | 826,778.00 | |
| Deferred Inflows of Resources | 145,119.00 | |
| Total Current Liabilities | | 2,142,288.91 |

NONCURRENT LIABILITIES:

| | | |
|-------------------------------------|--------------|---------------------|
| Contracts Payable | 0.00 | |
| Revenue Bonds Payable | 0.00 | |
| Less: Unamortized Bond Discount | 0.00 | 0.00 |
| Deferred Rate Stabilization | 1,334,123.10 | |
| Total NonCurrent Liabilities | | 1,334,123.10 |

TOTAL LIABILITIES 3,476,412.01

FUND EQUITY

| | | |
|----------------------------------|---------------|----------------------|
| Unappropriated Retained Earnings | 10,618,457.04 | |
| Net Income (Loss) | 25,409.05 | |
| Total Equity | | 10,643,866.09 |

TOTAL LIABILITIES & EQUITY **14,120,278.10**

Trial Balance

PRINCETON PUBLIC UTILITIES

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| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|-------------|--------------------------------|-------------------|--------------|--------------|--------------|-----------------|
| 64-0001-1071 | Asset | CONSTRUCTION IN PROGRESS | | | | | 0.00 |
| 64-0001-1073 | Asset | MCMU CONSTRUCTION FUND | | | | | 0.00 |
| 64-0001-1251 | Asset | RESERVE FUND | 78,595.62 | | 78,595.62 | (78,595.62) | 0.00 |
| 64-0001-1252 | Asset | DEBT SERVICE FUND | | | | | 0.00 |
| 64-0001-1255 | Asset | MCMU RESERVE FUND | 255,690.68 | | 255,690.68 | (255,690.68) | 0.00 |
| 64-0001-1291 | Asset | CAPITAL IMPROVEMENTS FUND | 1,060,528.77 | 5,423.21 | | 5,423.21 | 1,065,951.98 |
| 64-0001-1301 | Asset | PETTY CASH | 300.00 | | | | 300.00 |
| 64-0001-1302 | Asset | CASH ON HAND | 1,835.00 | | | | 1,835.00 |
| 64-0001-1311 | Asset | CASH ON DEPOSIT CHECKING | 2,767,429.26 | 917,979.29 | 1,285,872.57 | (367,893.28) | 2,399,535.98 |
| 64-0001-1361 | Asset | TEMP RATE STAB INVESTMENT | 1,334,123.00 | | | | 1,334,123.00 |
| 64-0001-1421 | Asset | CUSTOMER ACCOUNTS RECEIVABLE | 724,338.10 | 854,024.65 | 743,877.01 | 110,147.64 | 834,485.74 |
| 64-0001-1431 | Asset | OTHER ACCOUNTS RECEIVABLE | 41,622.34 | 63,098.18 | 43,343.11 | 19,755.07 | 61,377.41 |
| 64-0001-1432 | Asset | SALES TAX RECEIVABLE | 2,243.01 | | 2,243.01 | (2,243.01) | 0.00 |
| 64-0001-1512 | Asset | PLANT MATERIALS & SUPPLIES | 840,858.94 | 176,279.91 | 2,013.86 | 174,266.05 | 1,015,124.99 |
| 64-0001-1520 | Fixed Asset | GENERATION PLANT | 6,117,286.73 | | | | 6,117,286.73 |
| 64-0001-1525 | Fixed Asset | SUBSTATIONS | 3,838,331.61 | | | | 3,838,331.61 |
| 64-0001-1530 | Fixed Asset | DISTRIBUTION SYSTEM | 7,968,829.43 | 10,333.29 | | 10,333.29 | 7,979,162.72 |
| 64-0001-1531 | Fixed Asset | STREET LIGHTS & SIGNALS | 378,411.18 | | | | 378,411.18 |
| 64-0001-1540 | Fixed Asset | LAND & LAND IMPROVEMENTS | 273,683.84 | | | | 273,683.84 |
| 64-0001-1550 | Fixed Asset | BUILDINGS | 1,893,374.01 | | | | 1,893,374.01 |
| 64-0001-1560 | Fixed Asset | OFFICE FURNITURE & EQUIPMENT | 187,575.06 | 538.65 | | 538.65 | 188,113.71 |
| 64-0001-1571 | Fixed Asset | TRUCKS & VEHICLES | 763,479.46 | | 15,446.75 | (15,446.75) | 748,032.71 |
| 64-0001-1580 | Fixed Asset | TOOLS, SHOP & GARAGE EQUIP. | 109,460.92 | | | | 109,460.92 |
| 64-0001-1590 | Fixed Asset | MISCELLANEOUS EQUIPMENT | 370,956.28 | | | | 370,956.28 |
| 64-0001-1651 | Asset | PREPAID INTEREST | | | | | 0.00 |
| 64-0001-1652 | Asset | PREPAID INSURANCE | 151,257.23 | | 17,650.58 | (17,650.58) | 133,606.65 |
| 64-0001-1710 | Fixed Asset | ACCUMULATED DEPRECIATION | (14,844,011.57) | 15,446.75 | 56,500.00 | (41,053.25) | (14,885,064.82) |
| 64-0001-1711 | Asset | ACCRUED INTEREST RECEIVABLE | 1,375.46 | | | | 1,375.46 |
| 64-0001-1712 | Asset | DEFERRED OUTFLOWS OF RESOURCES | 260,813.00 | | | | 260,813.00 |
| 64-0001-2160 | Equity | CONTRIBUTED | | | | | 0.00 |
| 64-0001-2161 | Equity | BALANCE FROM INCOME STATEMENT | | | | | 0.00 |
| 64-0001-2162 | Equity | UNAPPROPRIATED EARNINGS (END) | (10,618,457.04) | | | | (10,618,457.04) |
| 64-0001-2211 | Liability | REVENUE BONDS PAYABLE | (465,000.00) | 465,000.00 | | 465,000.00 | 0.00 |
| 64-0001-2261 | Asset | UNAMORTIZED BOND DISCOUNT | | | | | 0.00 |
| 64-0001-2281 | Liability | SEVERANCE PAYABLE | (68,580.00) | | | | (68,580.00) |
| 64-0001-2311 | Liability | CONTRACTS PAYABLE | | | | | 0.00 |
| 64-0001-2315 | Liability | CURRENT BONDS PAYABLE | (110,000.00) | 575,000.00 | 465,000.00 | 110,000.00 | 0.00 |
| 64-0001-2321 | Liability | ACCOUNTS PAYABLE | (497,711.38) | 1,213,827.75 | 1,300,723.62 | (86,895.87) | (584,607.25) |
| 64-0001-2322 | Liability | EMPLOYEE DEDUCTIONS PAYABLE | 5,494.56 | 3,100.10 | 4,292.31 | (1,192.21) | 4,302.35 |
| 64-0001-2324 | Liability | ACCRUED WAGES & TAXES | | | | | 0.00 |
| 64-0001-2325 | Liability | EMPLOYEE HEALTH SAVINGS PAY | (4,916.64) | 5,206.56 | 7,797.66 | (2,591.10) | (7,507.74) |
| 64-0001-2340 | Liability | HEAT SHARE PAYABLE | (12.00) | 12.00 | 12.00 | | (12.00) |

Trial Balance

PRINCETON PUBLIC UTILITIES

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| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|-----------|--------------------------------|-------------------|------------|------------|--------------|----------------|
| 64-0001-2341 | Liability | SEWER COLLECTIONS PAYABLE | (135,625.12) | 136,356.70 | 144,026.45 | (7,669.75) | (143,294.87) |
| 64-0001-2343 | Liability | CITY PRINCETON FRANCHISE FEE | (14,018.00) | | 7,033.00 | (7,033.00) | (21,051.00) |
| 64-0001-2344 | Liability | GARBAGE COLLECTIONS PAYABLE | (518.46) | | 22.00 | (22.00) | (540.46) |
| 64-0001-2351 | Liability | CUSTOMER METER DEPOSITS | (260,142.02) | 4,930.90 | 8,044.09 | (3,113.19) | (263,255.21) |
| 64-0001-2361 | Liability | MN STATE SALES TAX PAYABLE | (51,238.32) | 25,113.41 | 32,009.63 | (6,896.22) | (58,134.54) |
| 64-0001-2363 | Liability | MLC LOCAL SALES TAX PAYABLE | (3,227.64) | 1,587.67 | 2,000.60 | (412.93) | (3,640.57) |
| 64-0001-2365 | Liability | SHERBURNE CTY LOCAL TAX PAY | (527.12) | 254.39 | 330.71 | (76.32) | (603.44) |
| 64-0001-2371 | Liability | ACCRUED INTEREST PAYABLE | (0.02) | 0.02 | | 0.02 | 0.00 |
| 64-0001-2421 | Liability | FEDERAL WITHHOLDING TAX | | 7,902.00 | 11,858.00 | (3,956.00) | (3,956.00) |
| 64-0001-2422 | Liability | STATE WITHHOLDING TAX | | 3,637.00 | 5,437.00 | (1,800.00) | (1,800.00) |
| 64-0001-2423 | Liability | F.I.C.A. PAYABLE | | 10,054.64 | 15,039.34 | (4,984.70) | (4,984.70) |
| 64-0001-2424 | Liability | PERA PAYABLE | | 12,102.47 | 18,105.60 | (6,003.13) | (6,003.13) |
| 64-0001-2426 | Liability | MEDICARE WITHHOLDING | | 2,351.44 | 3,517.18 | (1,165.74) | (1,165.74) |
| 64-0001-2428 | Liability | DEFERRED RATE STABILIZATION | (1,334,123.10) | | | | (1,334,123.10) |
| 64-0001-2429 | Liability | DEFERRED REVENUE | | | | | 0.00 |
| 64-0001-2430 | Liability | NET PENSION LIABILITY | (826,778.00) | | | | (826,778.00) |
| 64-0001-2431 | Liability | DEFERRED INFLOWS OF RESOURCES | (145,119.00) | | | | (145,119.00) |
| 64-0001-2432 | Liability | DEFERRED SOLAR | (5,557.61) | | | | (5,557.61) |
| 64-0403-4031 | Expense | DEPRECIATION EXPENSE | 282,500.00 | 56,500.00 | | 56,500.00 | 339,000.00 |
| 64-0419-4191 | Expense | INTEREST EXPENSE | | | | | 0.00 |
| 64-0419-4192 | Expense | INTEREST PAID ON METER DEPOSIT | 184.64 | 119.91 | | 119.91 | 304.55 |
| 64-0419-4290 | Revenue | INTEREST INCOME | (20,784.88) | | 4,390.16 | (4,390.16) | (25,175.04) |
| 64-0419-4295 | Revenue | CHANGE IN FAIR VALUE OF INVEST | (2,544.48) | 4,735.55 | | 4,735.55 | 2,191.07 |
| 64-0421-4210 | Revenue | MISC. NON OPERATING INCOME | (9,973.93) | | 1,922.87 | (1,922.87) | (11,896.80) |
| 64-0421-4211 | Revenue | GAIN/LOSS ON DISPOSAL OF ASSET | | | 7,670.90 | (7,670.90) | (7,670.90) |
| 64-0424-4264 | Revenue | GAIN OR LOSS RESALE OF BONDS | | | | | 0.00 |
| 64-0426-4263 | Expense | FINES & PENALTIES | | | | | 0.00 |
| 64-0427-4271 | Expense | INTEREST ON LONG TERM DEBT | 11,475.00 | 1,868.56 | | 1,868.56 | 13,343.56 |
| 64-0428-4281 | Expense | AMORTIZATION OF BOND DISCOUNT | | | | | 0.00 |
| 64-0440-4401 | Revenue | RESIDENTIAL SALES | (996,677.52) | 20.43 | 230,438.75 | (230,418.32) | (1,227,095.84) |
| 64-0440-4402 | Revenue | SECURITY LIGHTS | (8,346.25) | | 1,662.09 | (1,662.09) | (10,008.34) |
| 64-0440-4405 | Revenue | SERVICE LINE REPAIR FEE | (8,944.00) | | 1,793.00 | (1,793.00) | (10,737.00) |
| 64-0440-4410 | Revenue | RESIDENTIAL ECA | (5,915.25) | 2,720.43 | 0.06 | 2,720.37 | (3,194.88) |
| 64-0440-4411 | Revenue | INTERMEDIATE POWER ECA | (2,088.00) | 1,106.41 | | 1,106.41 | (981.59) |
| 64-0440-4412 | Revenue | SMALL GENERAL ECA | (1,762.28) | 771.76 | | 771.76 | (990.52) |
| 64-0440-4413 | Revenue | LARGE GENERAL ECA | (4,185.34) | 2,028.42 | | 2,028.42 | (2,156.92) |
| 64-0440-4414 | Revenue | LARGE POWER ECA | (4,596.43) | 2,778.93 | | 2,778.93 | (1,817.50) |
| 64-0440-4419 | Revenue | INTERMEDIATE POWER SERVICE | (205,652.90) | | 68,332.90 | (68,332.90) | (273,985.80) |
| 64-0440-4420 | Revenue | SMALL GENERAL SERVICE | (274,074.46) | | 61,686.15 | (61,686.15) | (335,760.61) |
| 64-0440-4422 | Revenue | LARGE GENERAL SERVICE | (558,891.27) | | 130,810.27 | (130,810.27) | (689,701.54) |
| 64-0440-4423 | Revenue | LARGE POWER SERVICE | (587,340.68) | | 161,857.21 | (161,857.21) | (749,197.89) |
| 64-0440-4425 | Revenue | RESIDENTIAL SOLAR CREDIT | | | | | 0.00 |

Trial Balance

PRINCETON PUBLIC UTILITIES

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| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|---------|--------------------------------|-------------------|------------|-----------|-------------|----------------|
| 64-0440-4426 | Revenue | SMALL GENERAL SOLAR CREDIT | 87.44 | 38.48 | | 38.48 | 125.92 |
| 64-0440-4427 | Revenue | LARGE GEN/POWER SOLAR CREDIT | 236.58 | 99.48 | | 99.48 | 336.06 |
| 64-0440-4435 | Revenue | STREET LIGHT FEES | (12,493.00) | | 2,528.00 | (2,528.00) | (15,021.00) |
| 64-0440-4493 | Revenue | RATE STABILIZATION REVENUE | | | | | 0.00 |
| 64-0450-4501 | Revenue | LATE CHARGES | (23,235.98) | 840.87 | 5,109.37 | (4,268.50) | (27,504.48) |
| 64-0450-4502 | Revenue | HOOK-UP & NSF CHECK CHARGES | (3,020.00) | | 3,230.00 | (3,230.00) | (6,250.00) |
| 64-0450-4503 | Revenue | CONNECTION FEE | | | 1,390.00 | (1,390.00) | (1,390.00) |
| 64-0450-4504 | Revenue | CONSTRUCTION FEES | (73,162.35) | | 3,631.25 | (3,631.25) | (76,793.60) |
| 64-0450-4506 | Revenue | SOLAR SUBSCRIPTIONS | (1,325.16) | | | | (1,325.16) |
| 64-0450-4550 | Revenue | OPERATING & MAINTENANCE | (190,589.56) | 19,172.96 | 48,555.72 | (29,382.76) | (219,972.32) |
| 64-0450-4561 | Revenue | QUICK START DIESEL PAYMENT | (72,600.00) | | 14,520.00 | (14,520.00) | (87,120.00) |
| 64-0450-4563 | Revenue | OTHER OPERATING REVENUE | (34,364.63) | 550.00 | 17,945.45 | (17,395.45) | (51,760.08) |
| 64-0450-4564 | Revenue | POLE ATTACHMENT FEE | | | | | 0.00 |
| 64-0450-4565 | Revenue | MERCHANDISE SALES | | | | | 0.00 |
| 64-0540-5461 | Expense | PRODUCTION PLANT SALARIES | 63,548.29 | 21,265.18 | | 21,265.18 | 84,813.47 |
| 64-0540-5472 | Expense | NATURAL GAS | 11,244.99 | 800.47 | | 800.47 | 12,045.46 |
| 64-0540-5481 | Expense | LUBE OIL & LUBRICANTS | 524.55 | | | | 524.55 |
| 64-0540-5482 | Expense | CHEMICALS | 1,670.50 | | | | 1,670.50 |
| 64-0540-5501 | Expense | PRODUCTION SUPPLIES | 1,637.22 | 163.28 | | 163.28 | 1,800.50 |
| 64-0540-5505 | Expense | PLANT SHOP SUPPLIES | 240.25 | | | | 240.25 |
| 64-0540-5510 | Expense | SAFETY EQUIPMENT | 1,878.10 | | | | 1,878.10 |
| 64-0540-5511 | Expense | COMMUNICATIONS EXPENSE | 174.32 | 34.74 | | 34.74 | 209.06 |
| 64-0540-5512 | Expense | COMPUTER, AUDIO & SCADA EQUIP | | | | | 0.00 |
| 64-0540-5513 | Expense | SMALL TOOLS EXPENSE | 216.81 | | | | 216.81 |
| 64-0540-5514 | Expense | EDUCATION & SAFETY TRAINING | 527.80 | | | | 527.80 |
| 64-0540-5515 | Expense | OUTSIDE SERVICES | 6,929.00 | | | | 6,929.00 |
| 64-0540-5516 | Expense | BOILER & MACHINERY INSURANCE | 42,434.72 | 8,746.17 | | 8,746.17 | 51,180.89 |
| 64-0540-5517 | Expense | PROP & LIAB INSURANCE | 16,304.56 | 3,260.92 | | 3,260.92 | 19,565.48 |
| 64-0540-5541 | Expense | EQUIPMENT REPAIRS | 7,543.42 | | | | 7,543.42 |
| 64-0540-5882 | Expense | TRANSPORTATION FUEL & OIL | | | | | 0.00 |
| 64-0540-5883 | Expense | VEHICLE REPAIR & EXPENSE | 148.17 | | | | 148.17 |
| 64-0550-5531 | Expense | BUILDING & GROUNDS MAINTENANCE | 2,596.15 | 280.71 | | 280.71 | 2,876.86 |
| 64-0550-5542 | Expense | EQUIP MAINT,SERV AGREE, INSPEC | 12,192.23 | 3,678.73 | | 3,678.73 | 15,870.96 |
| 64-0550-5551 | Expense | PURCHASED POWER | 2,016,097.73 | 483,045.31 | | 483,045.31 | 2,499,143.04 |
| 64-0550-5571 | Expense | MISCELLANEOUS PLANT EXPENSE | | | | | 0.00 |
| 64-0560-5531 | Expense | BUILDING & GROUNDS MAINTENANCE | 600.00 | | | | 600.00 |
| 64-0560-5541 | Expense | EQUIPMENT REPAIRS | 30,286.68 | | | | 30,286.68 |
| 64-0560-5542 | Expense | EQUIP MAINT,SERV AGREE, INSPEC | | | | | 0.00 |
| 64-0560-5888 | Expense | UTILITIES | | | | | 0.00 |
| 64-0580-5801 | Expense | DISTRIBUTION SALARIES | 134,095.77 | 41,918.87 | | 41,918.87 | 176,014.64 |
| 64-0580-5811 | Expense | SYSTEM & SHOP SUPPLIES | 71.28 | 209.12 | | 209.12 | 280.40 |
| 64-0580-5812 | Expense | SAFETY EQUIP,RUBBER GOODS,TEST | 2,530.91 | 2,336.07 | | 2,336.07 | 4,866.98 |

Trial Balance

PRINCETON PUBLIC UTILITIES

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| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|---------|--------------------------------|-------------------|-----------|--------|------------|----------------|
| 64-0580-5813 | Expense | SMALL TOOLS EXPENSE | 2,643.16 | 43.81 | | 43.81 | 2,686.97 |
| 64-0580-5814 | Expense | EDUCATION & SAFETY TRAINING | 360.00 | | | | 360.00 |
| 64-0580-5815 | Expense | OUTSIDE SERVICES | | | | | 0.00 |
| 64-0580-5816 | Expense | GIS DATA & MAINTENANCE EXP. | 458.76 | 76.46 | | 76.46 | 535.22 |
| 64-0580-5817 | Expense | COMPUTER EQUIP. & MAINT. EXP. | | | | | 0.00 |
| 64-0580-5821 | Expense | LOAD CONTROL EXPENSE | | | | | 0.00 |
| 64-0580-5831 | Expense | OVERHEAD LINE EXPENSE | 333.57 | 196.05 | | 196.05 | 529.62 |
| 64-0580-5841 | Expense | UNDERGROUND LINE EXPENSE | 2,692.13 | 74.52 | | 74.52 | 2,766.65 |
| 64-0580-5851 | Expense | STREET LIGHTS & SIGNAL EXP. | 2,764.30 | | | | 2,764.30 |
| 64-0580-5852 | Expense | SEC. LIGHT REPAIR EXPENSE | 688.14 | | | | 688.14 |
| 64-0580-5862 | Expense | METER EXPENSE | 104.62 | | | | 104.62 |
| 64-0580-5870 | Expense | CUSTOMER SERVICE LINE REPAIR | 0.78 | | | | 0.78 |
| 64-0580-5871 | Expense | CUSTOMER OWNED SERVICE EXP. | 8.47 | 347.67 | | 347.67 | 356.14 |
| 64-0580-5881 | Expense | MISC. DISTRIBUTION EXPENSE | 2.18 | | | | 2.18 |
| 64-0580-5882 | Expense | TRANSPORTATION FUEL & OIL | 2,015.11 | 402.78 | | 402.78 | 2,417.89 |
| 64-0580-5883 | Expense | VEHICLE REPAIR & EXPENSE | 1,680.13 | 2,756.79 | | 2,756.79 | 4,436.92 |
| 64-0580-5886 | Expense | EQUIPMENT REPAIR & EXPENSE | 1,891.61 | 347.09 | | 347.09 | 2,238.70 |
| 64-0580-5887 | Expense | STORM DAMAGE | | | | | 0.00 |
| 64-0580-5888 | Expense | UTILITIES | 10,583.26 | 1,667.42 | | 1,667.42 | 12,250.68 |
| 64-0590-5921 | Expense | BUILDING & GROUNDS MAINTENANCE | 51.90 | | | | 51.90 |
| 64-0590-5941 | Expense | LINE MAINTENANCE TRIMMING | | | | | 0.00 |
| 64-0590-5945 | Expense | HABITAT, RIGHT OF WAY EXPENSE | | | | | 0.00 |
| 64-0590-5951 | Expense | MAINTENANCE OF TRANSFORMERS | 99.98 | 26.06 | | 26.06 | 126.04 |
| 64-0902-9021 | Expense | METER READING SALARIES | 358.44 | 119.48 | | 119.48 | 477.92 |
| 64-0903-9031 | Expense | CUSTOMER ACCOUNTS SALARIES | 44,019.01 | 14,150.42 | | 14,150.42 | 58,169.43 |
| 64-0903-9032 | Expense | POSTAGE EXPENSE | 4,765.60 | 1,297.94 | | 1,297.94 | 6,063.54 |
| 64-0903-9033 | Expense | COLLECTION EXPENSE | 135.06 | | | | 135.06 |
| 64-0903-9034 | Expense | FORMS & SUPPLIES | 859.57 | | | | 859.57 |
| 64-0903-9035 | Expense | COMMUNICATIONS EXPENSE | 2,107.52 | 401.47 | | 401.47 | 2,508.99 |
| 64-0903-9036 | Expense | MISC. SUPPLIES & STATIONERY | 1,640.22 | 19.30 | | 19.30 | 1,659.52 |
| 64-0904-9004 | Expense | UNCOLLECTIBLE ACCOUNTS | | | | | 0.00 |
| 64-0920-9201 | Expense | GENERAL & ADMIN. SALARIES | 42,774.86 | 15,580.40 | | 15,580.40 | 58,355.26 |
| 64-0921-9210 | Expense | NEWSADS & PROMOTIONS | 3,194.48 | | | | 3,194.48 |
| 64-0921-9211 | Expense | COMPUTER SUPPLIES & LABOR | 12,764.23 | 1,762.60 | | 1,762.60 | 14,526.83 |
| 64-0921-9212 | Expense | WEBSITE, BOOKS & SUBSCRIPTIONS | 114.87 | | | | 114.87 |
| 64-0921-9213 | Expense | COMMUNICATIONS EXPENSE | 1,373.46 | 810.65 | | 810.65 | 2,184.11 |
| 64-0921-9214 | Expense | MEMBERSHIP FEES & DUES | 5,556.00 | 360.00 | | 360.00 | 5,916.00 |
| 64-0921-9215 | Expense | SUPPLIES & EXPENSES | 308.50 | 100.07 | | 100.07 | 408.57 |
| 64-0921-9216 | Expense | MEALS, TRAVEL, MEETINGS | 5,538.48 | 2,983.69 | | 2,983.69 | 8,522.17 |
| 64-0921-9217 | Expense | MAINTENANCE CONTRACTS & LEASES | 7,484.84 | 1,263.31 | | 1,263.31 | 8,748.15 |
| 64-0921-9218 | Expense | LICENSES & PERMITS | | 350.00 | 175.00 | 175.00 | 175.00 |
| 64-0921-9219 | Expense | STATE & FED ASSESS./REQUIRE. | 2,584.89 | 301.84 | | 301.84 | 2,886.73 |

Trial Balance

PRINCETON PUBLIC UTILITIES

| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|---------|--------------------------------|-------------------|--------------|--------------|------------|----------------|
| 64-0921-9220 | Expense | SMALL OFFICE EQUIPMENT | 266.00 | | | | 266.00 |
| 64-0923-9231 | Expense | ATTORNEY/LEGAL EXPENSES | | 138.60 | | 138.60 | 138.60 |
| 64-0923-9232 | Expense | AUDITOR EXPENSE | 9,606.00 | 2,664.00 | | 2,664.00 | 12,270.00 |
| 64-0923-9233 | Expense | ENGINEERING & CONSULTANTS | 1,772.50 | 530.50 | | 530.50 | 2,303.00 |
| 64-0923-9234 | Expense | OUTSIDE SERVICES | 7,822.85 | 7,300.88 | 40.00 | 7,260.88 | 15,083.73 |
| 64-0923-9235 | Expense | CLEANING SERVICES | 2,256.53 | 98.93 | | 98.93 | 2,355.46 |
| 64-0923-9236 | Expense | BUILDING & GROUNDS MAINTENANCE | 2,312.50 | | | | 2,312.50 |
| 64-0924-9241 | Expense | PROPERTY & LIABILITY EXPENSE | 13,414.56 | 2,682.92 | | 2,682.92 | 16,097.48 |
| 64-0925-9251 | Expense | WORKMANS COMP. INSURANCE | 6,904.10 | 1,380.82 | | 1,380.82 | 8,284.92 |
| 64-0926-9260 | Expense | FICA INSURANCE | 17,275.81 | 5,385.64 | | 5,385.64 | 22,661.45 |
| 64-0926-9261 | Expense | PERA EXPENSE | 21,559.92 | 6,977.55 | | 6,977.55 | 28,537.47 |
| 64-0926-9262 | Expense | EMPLOYEE HOSPITALIZATION EXP. | 115,691.46 | 22,509.31 | | 22,509.31 | 138,200.77 |
| 64-0926-9263 | Expense | EMPL LIFE & DISABILITY INS. | 3,735.33 | 652.10 | | 652.10 | 4,387.43 |
| 64-0926-9264 | Expense | EDUCATION & SAFETY TRAINING | 4,688.59 | | | | 4,688.59 |
| 64-0926-9265 | Expense | MEDICARE EXPENSE | 4,040.39 | 1,259.56 | | 1,259.56 | 5,299.95 |
| 64-0926-9266 | Expense | UNEMPLOYMENT EXPENSE | | | | | 0.00 |
| 64-0926-9267 | Expense | HEAT SHARE EXPENSE | | | | | 0.00 |
| 64-0930-9302 | Expense | MISCELLANEOUS GENERAL EXPENSE | 535.45 | 306.46 | 0.09 | 306.37 | 841.82 |
| 64-0930-9303 | Expense | SERVICE TERRITORY EXPENSE | 1,482.25 | 770.00 | | 770.00 | 2,252.25 |
| 64-0930-9304 | Expense | GENERAL FUND EXPENSE | | | | | 0.00 |
| 64-0930-9306 | Expense | SALES TAX EXPENSE | 590.66 | 162.51 | | 162.51 | 753.17 |
| 64-0930-9307 | Expense | COMMERCIAL REBATES | 34,223.02 | 26,201.70 | | 26,201.70 | 60,424.72 |
| 64-0930-9308 | Expense | CONSERVATION IMPROVEMENT EXP | 1,395.26 | 995.61 | | 995.61 | 2,390.87 |
| 64-0930-9309 | Expense | RESIDENTIAL REBATES | 541.97 | 61.97 | | 61.97 | 603.94 |
| 64-0930-9311 | Expense | CHRISTIMAS LIGHTING EXPENSE | | | | | 0.00 |
| 64-0933-9034 | Expense | FORMS & SUPPLIES | | | | | 0.00 |
| 64-0933-9330 | Expense | TRANSPORTATION FUEL & LUBE | 19.21 | | | | 19.21 |
| 64-0933-9331 | Expense | TRANSPORTATION REPAIRS & MAINT | 168.30 | | | | 168.30 |
| | | | 0.00 | 5,294,171.62 | 5,294,171.62 | 0.00 | 0.00 |

Report Setup
 Sort By:
 Includes only active accounts
 Includes accounts from 64-0001-1071 to 64-0940-9402
 Printed for 6/1/2023 to 6/30/2023
 Printed for all sources.

**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-WATER DEPARTMENT
FOR MONTH ENDING: JUNE 30, 2022**

| | <u>Current Period</u> | <u>Year to Date</u> | <u>Last Year Current</u> | <u>Last Year YTD</u> |
|-----------------------------------|-----------------------|---------------------|------------------------------|----------------------|
| OPERATING REVENUE: | | | | |
| Residential Sales | 86,271.70 | 331,442.90 | 69,048.93 | 328,552.78 |
| Commercial Sales | 54,345.42 | 150,132.58 | 38,395.12 | 140,774.07 |
| Industrial Sales | 12,818.31 | 56,830.92 | 10,461.66 | 55,421.94 |
| Non Metered Sales | 1,353.35 | 2,293.10 | 861.00 | 2,850.00 |
| Service Line Repair Fee | 1,506.00 | 9,011.00 | 1,480.00 | 8,893.00 |
| Late Charges | 962.91 | 4,941.41 | 1,252.25 | 5,807.02 |
| Rent/Lease Income | 10,037.78 | 32,175.55 | 0.00 | 22,137.77 |
| Availability/Connection Fees | 6,000.00 | 8,000.00 | 4,000.00 | 20,000.00 |
| Construction Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| Trunk Facilities Fees | 0.00 | 0.00 | 0.00 | 0.00 |
| Operating Transfers | 0.00 | 0.00 | 0.00 | 0.00 |
| Merchandise Sales | 482.35 | 946.31 | 864.40 | 7,487.94 |
| Other Operating Revenue | 1,050.00 | 4,488.75 | 50.00 | 50.00 |
| TOTAL OPERATING REVENUE: | 174,827.82 | 600,262.52 | 126,413.36 | 591,974.52 |
| OPERATING EXPENSES: | | | | |
| Production Plant: | | | | |
| Salaries & Supervision | 6,642.03 | 28,510.19 | 4,113.83 | 23,162.05 |
| Power for Pumping | 3,521.40 | 15,882.50 | 3,461.62 | 15,254.68 |
| Natural Gas | 170.58 | 6,141.34 | 580.01 | 5,543.08 |
| Utilities & Generator Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Lube Oil & Lubricants | 0.00 | 0.00 | 0.00 | 0.00 |
| Chemicals | 6,850.11 | 15,197.12 | 3,200.18 | 14,238.18 |
| Water Testing | 82.38 | 1,458.85 | 372.76 | 1,947.53 |
| Communications Expense | 38.30 | 230.42 | 38.70 | 228.28 |
| Scada & Computer Equipment | 220.20 | 1,321.26 | 220.28 | 1,531.36 |
| Equipment Repairs | 0.00 | 5,866.77 | 1,111.93 | 1,749.82 |
| Equip. Maint. & Inspections | 0.00 | 0.00 | 0.00 | 0.00 |
| Building & Grounds Maint. | 17.98 | 632.67 | 116.60 | 215.23 |
| Misc. Plant Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Production Plant: | 17,542.98 | 75,241.12 | 13,215.91 | 63,870.21 |
| Distribution System: | | | | |
| Salaries & Supervision | 12,163.41 | 57,010.73 | 6,555.68 | 39,007.18 |
| System & Shop Supplies | 0.00 | 147.95 | 0.00 | 126.59 |
| Small Tools Expense | 0.00 | 1,454.81 | 0.00 | 134.78 |
| GIS Data & Maintenance Exp. | 38.23 | 229.38 | 0.00 | 819.54 |
| Computer Equip. & Maintenance | 0.00 | 0.00 | 0.00 | 0.00 |
| Safety Equipment | 394.16 | 544.16 | 146.96 | 2,756.91 |
| Education & Safety Training | 0.00 | 550.00 | 0.00 | 1,050.00 |
| Outside Services | 49.68 | 8,071.20 | 38.88 | 189.52 |
| Meter Expense | 0.00 | 96.63 | 0.00 | 244.44 |
| Customer Service Line Repair Exp. | 1,609.93 | 1,609.93 | 0.00 | 0.00 |
| Customer Owned Service Exp. | 0.00 | 0.00 | 0.00 | 12.70 |
| Dist. Repairs & Maintenance | 0.00 | 1,628.37 | 5,436.24 | 12,947.27 |
| Transportation Fuel & Oil | 217.80 | 2,014.18 | 386.18 | 2,023.49 |
| Vehicle Repair & Maint. | 0.00 | 9.41 | 17.99 | 98.95 |
| Equipment Repair & Maint. | 0.00 | 2,803.16 | 0.00 | 0.00 |
| Utilities | 1,061.21 | 4,339.39 | 807.27 | 4,591.72 |
| Building & Grounds Maint. | 0.00 | 0.00 | 0.00 | 9.41 |
| Misc. Dist. & Tower Maint. & Exp. | 0.00 | 271.31 | 431.24 | 431.24 |
| Total Distribution: | 15,534.42 | 80,780.61 | 13,820.44 | 64,443.74 |

INCOME STATEMENT-WATER

| | <u>Current Period</u> | <u>Year to Date</u> | <u>Last Year</u> <u>Current</u> | <u>Last Year YTD</u> |
|---|-----------------------|---------------------|------------------------------------|----------------------|
| Customer Accts. Expenses: | | | | |
| Customer Accts. Salaries | 9,266.16 | 31,922.21 | 4,325.50 | 25,731.86 |
| Meter Reading Salaries | 556.05 | 2,231.53 | 549.04 | 2,829.85 |
| Postage Expense | 504.75 | 2,976.64 | 126.83 | 1,176.65 |
| Collection Expense | 0.00 | 28.68 | 0.00 | 0.00 |
| Forms & Supplies | 7.50 | 807.51 | 26.80 | 529.47 |
| Communications Expense | 214.86 | 1,185.13 | 80.07 | 824.29 |
| Uncollectible Accts. Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Customer Acct. Expenses: | 10,549.32 | 39,151.70 | 5,108.24 | 31,092.12 |
| General & Administrative Expenses: | | | | |
| Salaries & Supervision | 7,663.70 | 29,640.84 | 4,814.47 | 28,141.29 |
| Newads, Website, Subscriptions & Promos | 0.00 | 359.40 | 0.00 | 588.76 |
| Office Supplies, Computer Exp., & Sm. Equip | 724.37 | 4,195.54 | 366.60 | 2,415.32 |
| Communications Expense | 201.35 | 566.64 | 44.86 | 494.41 |
| Membership Fees & Dues | 140.00 | 2,167.50 | 1,629.90 | 1,980.65 |
| Maint. Contracts, Licenses & Permits | 491.30 | 4,877.72 | 274.29 | 4,135.13 |
| State & Federal Assessments | 4,250.00 | 8,500.00 | 4,201.00 | 8,402.00 |
| Professional Fees | 1,089.90 | 4,383.90 | 294.00 | 2,353.50 |
| Outside Services | 284.39 | 2,139.45 | 361.07 | 3,277.63 |
| Meals, Travel, Meetings | 1,008.00 | 1,606.50 | 0.00 | 429.14 |
| Prop. & Liab. Insurance | 1,134.58 | 6,807.52 | 932.50 | 5,595.00 |
| Employee Pensions & Benefits | 8,345.63 | 39,855.42 | 6,400.06 | 39,566.65 |
| Education & Safety Training | 0.00 | 893.06 | 0.00 | 1,119.88 |
| Wellhead Plan Implementation | 0.00 | 2,101.75 | 0.00 | 3,206.25 |
| Sales Tax Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Building & Grounds Maint. | 0.00 | 2,100.00 | 158.79 | 265.53 |
| Misc. G&A Expense | 78.82 | 78.82 | 0.00 | 155.34 |
| Total General & Administrative: | 25,412.04 | 110,274.06 | 19,477.54 | 102,126.48 |
| Depreciation Expense | 34,500.00 | 207,000.00 | 34,000.00 | 204,000.00 |
| TOTAL OPERATING EXPENSES: | 103,538.76 | 512,447.49 | 85,622.13 | 465,532.55 |
| OPERATING INCOME /(LOSS) | 71,289.06 | 87,815.03 | 40,791.23 | 126,441.97 |
| NONOPERATING REVENUE (EXPENSE) | | | | |
| Interest Income | 0.00 | 0.00 | 0.00 | 0.00 |
| Change in Fair Value of Investments | (1,183.89) | (547.77) | (405.61) | (1,256.29) |
| Misc. Non Oper. Income | 0.00 | 0.00 | 0.00 | 2.01 |
| Gain/(Loss) Disposal of Property | 0.00 | 0.00 | 0.00 | 0.00 |
| Gain/(Loss) Sale of Bonds | 0.00 | 0.00 | 0.00 | 0.00 |
| Interest Expense | (3,850.58) | (23,103.55) | (4,979.88) | (31,519.58) |
| Fines & Penalties | 0.00 | 0.00 | 0.00 | 0.00 |
| Amortization of Bond Discount | 0.00 | 0.00 | 0.00 | 0.00 |
| General Fund Expense | 0.00 | 0.00 | 0.00 | 0.00 |
| Total NonOperating Rev/(Exp) | (5,034.47) | (23,651.32) | (5,385.49) | (32,773.86) |
| NET INCOME/(LOSS) | 66,254.59 | 64,163.71 | 35,405.74 | 93,668.11 |

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
June 30, 2023**

ASSETS

CURRENT ASSETS:

| | |
|--------------------------------|------------|
| Cash | 770,169.98 |
| Temp Rate Stab Investments | 0.00 |
| Customer Accounts Receivable | 156,391.86 |
| Other Accounts Receivable | 1,668.35 |
| Accrued Interest Receivable | 561.81 |
| Lease Receivables | 137,846.00 |
| Inventory | 55,066.52 |
| Prepaid Interest | 0.00 |
| Prepaid Insurance | 8,385.54 |
| Deferred Outflows of Resources | 86,085.00 |

| | |
|-----------------------------|---------------------|
| Total Current Assets | 1,216,175.06 |
|-----------------------------|---------------------|

RESTRICTED ASSETS:

| | |
|---------------------------|--------------|
| Construction in Progress | 0.00 |
| MCMU Construction Fund | 0.00 |
| Reserve Fund | 0.00 |
| MCMU Reserve Fund | 0.00 |
| Debt Service Fund | 196,230.40 |
| PFA Debt Service Fund | 47,980.69 |
| Capital Improvements Fund | 1,262,230.13 |

| | |
|--------------------------------|---------------------|
| Total Restricted Assets | 1,506,441.22 |
|--------------------------------|---------------------|

FIXED ASSETS:

| | |
|---------------------------------|----------------|
| Land & Land Improvements | 8,161.73 |
| Buildings | 29,764.78 |
| Towers | 1,856,019.63 |
| Wells | 558,323.83 |
| Pumps | 12,945.70 |
| Distribution System | 5,087,627.16 |
| Treatment Plant | 4,571,323.78 |
| Flouridation & Treatment System | 124,029.43 |
| Trucks & Vehicles | 74,124.47 |
| Tools, Shop & Garage Equipment | 32,439.25 |
| Office Furniture & Equipment | 37,130.12 |
| Miscellaneous Equipment | 238,032.29 |
| Less: Accumulated Depreciation | 12,629,922.17 |
| | (7,042,614.49) |

| | |
|---------------------------|---------------------|
| Total Fixed Assets | 5,587,307.68 |
|---------------------------|---------------------|

| | |
|---------------------|---------------------|
| TOTAL ASSETS | 8,309,923.96 |
|---------------------|---------------------|

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
June 30, 2023**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

| | | |
|-------------------------------|--|------------|
| Accounts Payable | | 2,684.94 |
| Accrued Interest Payable | | 4,211.09 |
| Severance Payable | | 0.00 |
| Current Bonds Payable | | 387,000.00 |
| Accrued Wages Payable | | 0.00 |
| Deferred Revenue | | 10,037.77 |
| Net Pension Liability | | 226,585.00 |
| Deferred Inflows of Resources | | 51,145.00 |
| Deferred Inflows - Leases | | 135,274.00 |

| | | |
|----------------------------------|--|-------------------|
| Total Current Liabilities | | 816,937.80 |
|----------------------------------|--|-------------------|

NONCURRENT LIABILITIES:

| | | |
|---------------------------------|-------------|------------|
| Contracts Payable | | 7,700.00 |
| Revenue Bonds Payable | 810,000.00 | |
| Less: Unamortized Bond Discount | <u>0.00</u> | 810,000.00 |

| | | |
|------------------|--|-------------|
| PFA Loan Payable | | <u>0.00</u> |
|------------------|--|-------------|

| | | |
|-------------------------------------|--|--------------------------|
| Total NonCurrent Liabilities | | <u>817,700.00</u> |
|-------------------------------------|--|--------------------------|

| | | |
|--------------------------|--|---------------------|
| TOTAL LIABILITIES | | 1,634,637.80 |
|--------------------------|--|---------------------|

FUND EQUITY

| | | |
|----------------------------------|--|----------------------------|
| Contributed | | 56,918.09 |
| Unappropriated Retained Earnings | | 6,554,204.36 |
| Net Income (Loss) | | <u>64,163.71</u> |
| Total Equity | | <u>6,675,286.16</u> |

| | | |
|---------------------------------------|--|-----------------------------------|
| TOTAL LIABILITIES & EQUITY | | <u><u>8,309,923.96</u></u> |
|---------------------------------------|--|-----------------------------------|

Trial Balance

PRINCETON PUBLIC UTILITIES

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| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|-------------|--------------------------------|-------------------|------------|------------|-------------|----------------|
| 61-0001-1071 | Asset | CONSTRUCTION IN PROGRESS | | | | | 0.00 |
| 61-0001-1073 | Asset | MCMU CONSTRUCTION FUND | | | | | 0.00 |
| 61-0001-1251 | Asset | RESERVE FUND | | | | | 0.00 |
| 61-0001-1252 | Asset | DEBT SERVICE FUND | 165,000.00 | 31,230.40 | | 31,230.40 | 196,230.40 |
| 61-0001-1253 | Asset | PFA DEBT SERVICE FUND | 43,110.55 | 4,870.18 | 0.04 | 4,870.14 | 47,980.69 |
| 61-0001-1255 | Asset | MCMU RESERVE FUND | | | | | 0.00 |
| 61-0001-1291 | Asset | CAPITAL IMPROVEMENTS FUND | 1,256,230.13 | 6,000.00 | | 6,000.00 | 1,262,230.13 |
| 61-0001-1311 | Asset | CASH ON DEPOSIT CHECKING | 764,414.27 | 125,971.44 | 120,215.73 | 5,755.71 | 770,169.98 |
| 61-0001-1421 | Asset | CUSTOMER ACCOUNTS RECEIVABLE | 90,107.96 | 161,537.15 | 95,253.25 | 66,283.90 | 156,391.86 |
| 61-0001-1431 | Asset | OTHER ACCOUNTS RECEIVABLE | 11,860.68 | 1,353.35 | 11,545.68 | (10,192.33) | 1,668.35 |
| 61-0001-1440 | Asset | LEASE RECEIVABLE - CURRENT | 39,361.00 | | | | 39,361.00 |
| 61-0001-1441 | Asset | LEASE RECEIVABLE - LONG TERM | 98,485.00 | | | | 98,485.00 |
| 61-0001-1512 | Asset | PLANT MATERIALS & SUPPLIES | 55,276.76 | | 210.24 | (210.24) | 55,066.52 |
| 61-0001-1513 | Fixed Asset | FLOUIDATION & TREATMENT SYSTEM | 124,029.43 | | | | 124,029.43 |
| 61-0001-1521 | Fixed Asset | WELLS | 558,323.83 | | | | 558,323.83 |
| 61-0001-1530 | Fixed Asset | DISTRIBUTION SYSTEM | 5,087,416.92 | 210.24 | | 210.24 | 5,087,627.16 |
| 61-0001-1540 | Fixed Asset | LAND & LAND IMPROVEMENTS | 8,161.73 | | | | 8,161.73 |
| 61-0001-1550 | Fixed Asset | BUILDINGS | 29,764.78 | | | | 29,764.78 |
| 61-0001-1555 | Fixed Asset | TREATMENT PLANT | 4,571,323.78 | | | | 4,571,323.78 |
| 61-0001-1560 | Fixed Asset | OFFICE FURNITURE & EQUIPMENT | 36,920.64 | 209.48 | | 209.48 | 37,130.12 |
| 61-0001-1562 | Fixed Asset | TOWERS | 1,856,019.63 | | | | 1,856,019.63 |
| 61-0001-1570 | Fixed Asset | PUMPS | 12,945.70 | | | | 12,945.70 |
| 61-0001-1571 | Fixed Asset | TRUCKS & VEHICLES | 74,124.47 | | | | 74,124.47 |
| 61-0001-1580 | Fixed Asset | TOOLS, SHOP & GARAGE EQUIP. | 32,439.25 | | | | 32,439.25 |
| 61-0001-1590 | Fixed Asset | MISCELLANEOUS EQUIPMENT | 230,313.27 | 7,719.02 | | 7,719.02 | 238,032.29 |
| 61-0001-1651 | Asset | PREPAID INTEREST | | | | | 0.00 |
| 61-0001-1652 | Asset | PREPAID INSURANCE | 9,783.13 | | 1,397.59 | (1,397.59) | 8,385.54 |
| 61-0001-1710 | Fixed Asset | ACCUMULATED DEPRECIATION | (7,008,114.49) | | 34,500.00 | (34,500.00) | (7,042,614.49) |
| 61-0001-1711 | Asset | ACCRUED INTEREST RECEIVABLE | 561.81 | | | | 561.81 |
| 61-0001-1712 | Asset | DEFERRED OUTFLOWS OF RESOURCES | 86,085.00 | | | | 86,085.00 |
| 61-0001-2160 | Equity | CONTRIBUTED | (56,918.09) | | | | (56,918.09) |
| 61-0001-2161 | Equity | BALANCE FROM INCOME STATEMENT | | | | | 0.00 |
| 61-0001-2162 | Equity | UNAPPROPRIATED EARNINGS (END) | (6,554,204.36) | | | | (6,554,204.36) |
| 61-0001-2211 | Liability | REVENUE BONDS PAYABLE | (810,000.00) | | | | (810,000.00) |
| 61-0001-2261 | Asset | UNAMORTIZED BOND DISCOUNT | | | | | 0.00 |
| 61-0001-2281 | Liability | SEVERANCE PAYABLE | | | | | 0.00 |
| 61-0001-2311 | Liability | CONTRACTS PAYABLE | (7,700.00) | | | | (7,700.00) |
| 61-0001-2315 | Liability | CURRENT BONDS PAYABLE | (387,000.00) | | | | (387,000.00) |
| 61-0001-2321 | Liability | ACCOUNTS PAYABLE | (6,849.16) | 38,325.99 | 34,161.77 | 4,164.22 | (2,684.94) |
| 61-0001-2324 | Liability | ACCRUED WAGES & TAXES | | | | | 0.00 |
| 61-0001-2330 | Liability | PFA LOAN PAYABLE | | | | | 0.00 |
| 61-0001-2371 | Liability | ACCRUED INTEREST PAYABLE | (360.50) | | 3,850.59 | (3,850.59) | (4,211.09) |

Trial Balance

PRINCETON PUBLIC UTILITIES

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| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|-----------|--------------------------------|-------------------|-----------|-----------|-------------|----------------|
| 61-0001-2429 | Liability | DEFERRED REVENUE | | | 10,037.77 | (10,037.77) | (10,037.77) |
| 61-0001-2430 | Liability | NET PENSION LIABILITY | (226,585.00) | | | | (226,585.00) |
| 61-0001-2431 | Liability | DEFERRED INFLOWS OF RESOURCES | (51,145.00) | | | | (51,145.00) |
| 61-0001-2500 | Liability | DEFERRED INFLOWS - LEASES | (135,274.00) | | | | (135,274.00) |
| 61-0403-4031 | Expense | DEPRECIATION EXPENSE | 172,500.00 | 34,500.00 | | 34,500.00 | 207,000.00 |
| 61-0419-4191 | Expense | INTEREST EXPENSE | 19,252.97 | 3,850.58 | | 3,850.58 | 23,103.55 |
| 61-0419-4290 | Revenue | INTEREST INCOME | | | | | 0.00 |
| 61-0419-4295 | Revenue | CHANGE IN FAIR VALUE OF INVEST | (636.12) | 1,183.89 | | 1,183.89 | 547.77 |
| 61-0421-4210 | Revenue | MISC. NON OPERATING INCOME | | | | | 0.00 |
| 61-0421-4211 | Revenue | GAIN/LOSS ON DISPOSAL OF ASSET | | | | | 0.00 |
| 61-0424-4264 | Revenue | GAIN OR LOSS RESALE OF BONDS | | | | | 0.00 |
| 61-0426-4263 | Expense | FINES & PENALTIES | | | | | 0.00 |
| 61-0428-4281 | Expense | AMORTIZATION OF BOND DISCOUNT | | | | | 0.00 |
| 61-0440-4401 | Revenue | RESIDENTIAL SALES | (245,171.20) | | 86,271.70 | (86,271.70) | (331,442.90) |
| 61-0440-4405 | Revenue | SERVICE LINE REPAIR FEE | (7,505.00) | | 1,506.00 | (1,506.00) | (9,011.00) |
| 61-0440-4421 | Revenue | COMMERCIAL SALES | (95,787.16) | | 54,345.42 | (54,345.42) | (150,132.58) |
| 61-0440-4431 | Revenue | INDUSTRIAL SALES | (44,012.61) | | 12,818.31 | (12,818.31) | (56,830.92) |
| 61-0440-4491 | Revenue | NON-METERED SALES | (939.75) | | 1,353.35 | (1,353.35) | (2,293.10) |
| 61-0450-4501 | Revenue | LATE CHARGES | (3,978.50) | 186.60 | 1,149.51 | (962.91) | (4,941.41) |
| 61-0450-4503 | Revenue | CONNECTION FEE | (2,000.00) | | 6,000.00 | (6,000.00) | (8,000.00) |
| 61-0450-4504 | Revenue | CONSTRUCTION FEES | | | | | 0.00 |
| 61-0450-4505 | Revenue | TRUNK FACILITIES FEES | | | | | 0.00 |
| 61-0450-4541 | Revenue | RENT/LEASE INCOME | (22,137.77) | | 10,037.78 | (10,037.78) | (32,175.55) |
| 61-0450-4563 | Revenue | OTHER OPERATING REVENUE | (3,438.75) | | 1,050.00 | (1,050.00) | (4,488.75) |
| 61-0450-4565 | Revenue | MERCHANDISE SALES | (463.96) | | 482.35 | (482.35) | (946.31) |
| 61-0540-5461 | Expense | PRODUCTION PLANT SALARIES | 21,868.16 | 6,642.03 | | 6,642.03 | 28,510.19 |
| 61-0540-5471 | Expense | POWER FOR PUMPING | 12,361.10 | 3,521.40 | | 3,521.40 | 15,882.50 |
| 61-0540-5472 | Expense | NATURAL GAS | 5,970.76 | 170.58 | | 170.58 | 6,141.34 |
| 61-0540-5473 | Expense | UTILITIES & GENERATOR EXPENSE | | | | | 0.00 |
| 61-0540-5481 | Expense | LUBE OIL & LUBRICANTS | | | | | 0.00 |
| 61-0540-5482 | Expense | CHEMICALS | 8,347.01 | 6,850.11 | | 6,850.11 | 15,197.12 |
| 61-0540-5483 | Expense | WATER TESTING | 1,376.47 | 82.38 | | 82.38 | 1,458.85 |
| 61-0540-5511 | Expense | COMMUNICATIONS EXPENSE | 192.12 | 38.30 | | 38.30 | 230.42 |
| 61-0540-5512 | Expense | COMPUTER, AUDIO & SCADA EQUIP | 1,101.06 | 220.20 | | 220.20 | 1,321.26 |
| 61-0540-5541 | Expense | EQUIPMENT REPAIRS | 5,866.77 | | | | 5,866.77 |
| 61-0550-5531 | Expense | BUILDING & GROUNDS MAINTENANCE | 614.69 | 17.98 | | 17.98 | 632.67 |
| 61-0550-5542 | Expense | EQUIP MAINT,SERV AGREE, INSPEC | | | | | 0.00 |
| 61-0550-5571 | Expense | MISCELLANEOUS PLANT EXPENSE | | | | | 0.00 |
| 61-0580-5801 | Expense | DISTRIBUTION SALARIES | 44,847.32 | 12,163.41 | | 12,163.41 | 57,010.73 |
| 61-0580-5811 | Expense | SYSTEM & SHOP SUPPLIES | 147.95 | | | | 147.95 |
| 61-0580-5812 | Expense | SAFETY EQUIP,RUBBER GOODS,TEST | 150.00 | 394.16 | | 394.16 | 544.16 |
| 61-0580-5813 | Expense | SMALL TOOLS EXPENSE | 1,454.81 | | | | 1,454.81 |

Trial Balance

PRINCETON PUBLIC UTILITIES

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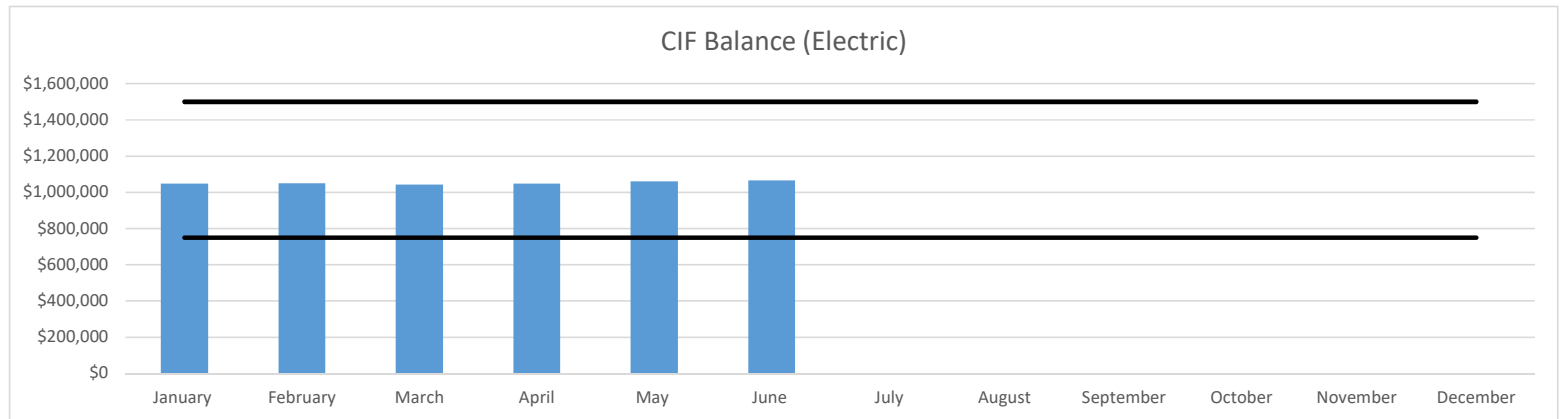
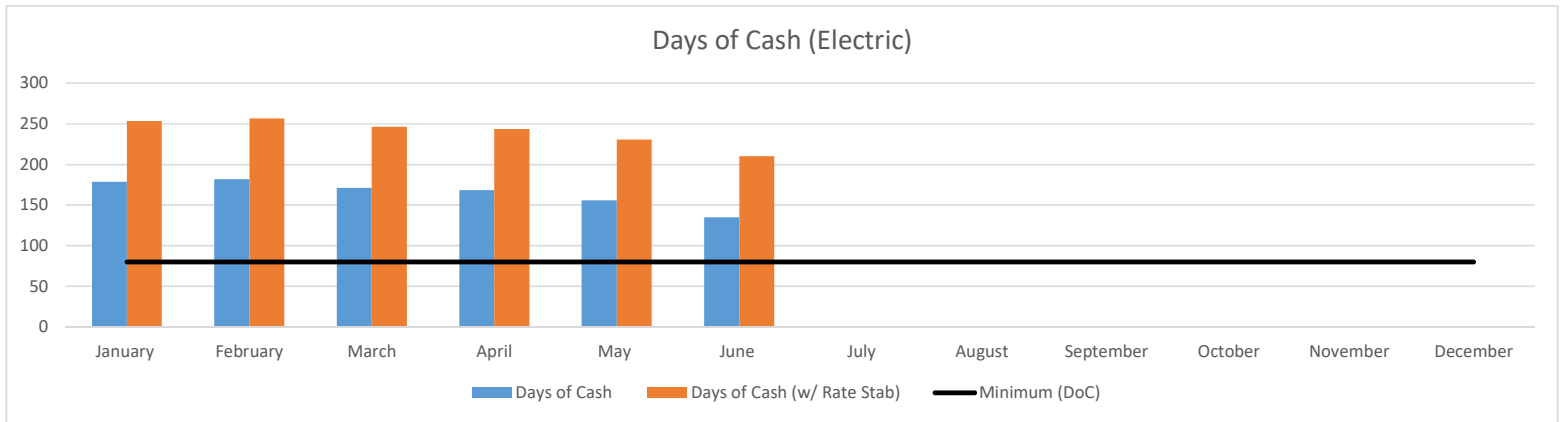
| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|--------------|---------|--------------------------------|-------------------|----------|--------|------------|----------------|
| 61-0580-5814 | Expense | EDUCATION & SAFETY TRAINING | 550.00 | | | | 550.00 |
| 61-0580-5815 | Expense | OUTSIDE SERVICES | 8,021.52 | 49.68 | | 49.68 | 8,071.20 |
| 61-0580-5816 | Expense | GIS DATA & MAINTENANCE EXP. | 191.15 | 38.23 | | 38.23 | 229.38 |
| 61-0580-5817 | Expense | COMPUTER EQUIP. & MAINT. EXP. | | | | | 0.00 |
| 61-0580-5862 | Expense | METER EXPENSE | 96.63 | | | | 96.63 |
| 61-0580-5870 | Expense | CUSTOMER SERVICE LINE REPAIR | | 1,609.93 | | 1,609.93 | 1,609.93 |
| 61-0580-5871 | Expense | CUSTOMER OWNED SERVICE EXP. | | | | | 0.00 |
| 61-0580-5872 | Expense | DIST. REPAIRS & MAINTENANCE | 1,628.37 | | | | 1,628.37 |
| 61-0580-5881 | Expense | MISC. DISTRIBUTION EXPENSE | | | | | 0.00 |
| 61-0580-5882 | Expense | TRANSPORTATION FUEL & OIL | 1,796.38 | 217.80 | | 217.80 | 2,014.18 |
| 61-0580-5883 | Expense | VEHICLE REPAIR & EXPENSE | 9.41 | | | | 9.41 |
| 61-0580-5886 | Expense | EQUIPMENT REPAIR & EXPENSE | 2,803.16 | | | | 2,803.16 |
| 61-0580-5888 | Expense | UTILITIES | 3,278.18 | 1,061.21 | | 1,061.21 | 4,339.39 |
| 61-0590-5921 | Expense | BUILDING & GROUNDS MAINTENANCE | | | | | 0.00 |
| 61-0590-5981 | Expense | WATER TOWER MAINT. | 271.31 | | | | 271.31 |
| 61-0902-9021 | Expense | METER READING SALARIES | 1,675.48 | 556.05 | | 556.05 | 2,231.53 |
| 61-0903-9031 | Expense | CUSTOMER ACCOUNTS SALARIES | 22,656.05 | 9,266.16 | | 9,266.16 | 31,922.21 |
| 61-0903-9032 | Expense | POSTAGE EXPENSE | 2,471.89 | 504.75 | | 504.75 | 2,976.64 |
| 61-0903-9033 | Expense | COLLECTION EXPENSE | 28.68 | | | | 28.68 |
| 61-0903-9034 | Expense | FORMS & SUPPLIES | 330.32 | | | | 330.32 |
| 61-0903-9035 | Expense | COMMUNICATIONS EXPENSE | 970.27 | 214.86 | | 214.86 | 1,185.13 |
| 61-0903-9036 | Expense | MISC. SUPPLIES & STATIONERY | 469.69 | 7.50 | | 7.50 | 477.19 |
| 61-0904-9004 | Expense | UNCOLLECTIBLE ACCOUNTS | | | | | 0.00 |
| 61-0920-9201 | Expense | GENERAL & ADMIN. SALARIES | 21,977.14 | 7,663.70 | | 7,663.70 | 29,640.84 |
| 61-0921-9210 | Expense | NEWSADS & PROMOTIONS | 327.52 | | | | 327.52 |
| 61-0921-9211 | Expense | COMPUTER SUPPLIES & LABOR | 3,341.87 | 685.46 | | 685.46 | 4,027.33 |
| 61-0921-9212 | Expense | WEBSITE, BOOKS & SUBSCRIPTIONS | 31.88 | | | | 31.88 |
| 61-0921-9213 | Expense | COMMUNICATIONS EXPENSE | 365.29 | 201.35 | | 201.35 | 566.64 |
| 61-0921-9214 | Expense | MEMBERSHIP FEES & DUES | 2,027.50 | 140.00 | | 140.00 | 2,167.50 |
| 61-0921-9215 | Expense | SUPPLIES & EXPENSES | 78.63 | 38.91 | | 38.91 | 117.54 |
| 61-0921-9216 | Expense | MEALS, TRAVEL, MEETINGS | 598.50 | 1,008.00 | | 1,008.00 | 1,606.50 |
| 61-0921-9217 | Expense | MAINTENANCE CONTRACTS & LEASES | 2,097.61 | 491.30 | | 491.30 | 2,588.91 |
| 61-0921-9218 | Expense | LICENSES & PERMITS | 2,288.81 | | | | 2,288.81 |
| 61-0921-9219 | Expense | STATE & FED ASSESS./REQUIRE. | 4,250.00 | 4,250.00 | | 4,250.00 | 8,500.00 |
| 61-0921-9220 | Expense | SMALL OFFICE EQUIPMENT | 50.67 | | | | 50.67 |
| 61-0923-9231 | Expense | ATTORNEY/LEGAL EXPENSES | | 53.90 | | 53.90 | 53.90 |
| 61-0923-9232 | Expense | AUDITOR EXPENSE | 3,294.00 | 1,036.00 | | 1,036.00 | 4,330.00 |
| 61-0923-9233 | Expense | ENGINEERING & CONSULTANTS | | | | | 0.00 |
| 61-0923-9234 | Expense | OUTSIDE SERVICES | 1,469.25 | 284.39 | | 284.39 | 1,753.64 |
| 61-0923-9235 | Expense | CLEANING SERVICES | 385.81 | | | | 385.81 |
| 61-0923-9236 | Expense | BUILDING & GROUNDS MAINTENANCE | 2,100.00 | | | | 2,100.00 |
| 61-0924-9241 | Expense | PROPERTY & LIABILITY EXPENSE | 5,672.94 | 1,134.58 | | 1,134.58 | 6,807.52 |

Trial Balance

PRINCETON PUBLIC UTILITIES

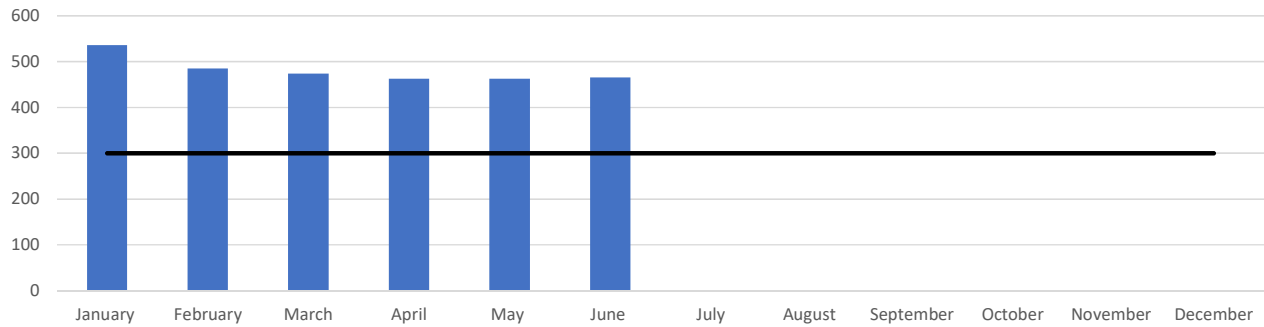
| Account | Type | Description | Beginning Balance | Debit | Credit | Net Change | Ending Balance |
|---|---------|-------------------------------|-------------------|------------|------------|------------|----------------|
| 61-0925-9251 | Expense | WORKMANS COMP. INSURANCE | 1,315.09 | 263.01 | | 263.01 | 1,578.10 |
| 61-0926-9260 | Expense | FICA INSURANCE | 6,778.36 | 2,134.03 | | 2,134.03 | 8,912.39 |
| 61-0926-9261 | Expense | PERA EXPENSE | 8,519.93 | 2,721.90 | | 2,721.90 | 11,241.83 |
| 61-0926-9262 | Expense | EMPLOYEE HOSPITALIZATION EXP. | 12,696.79 | 2,625.25 | | 2,625.25 | 15,322.04 |
| 61-0926-9263 | Expense | EMPL LIFE & DISABILITY INS. | 614.46 | 102.41 | | 102.41 | 716.87 |
| 61-0926-9264 | Expense | EDUCATION & SAFETY TRAINING | 893.06 | | | | 893.06 |
| 61-0926-9265 | Expense | MEDICARE EXPENSE | 1,585.16 | 499.03 | | 499.03 | 2,084.19 |
| 61-0926-9266 | Expense | UNEMPLOYMENT EXPENSE | | | | | 0.00 |
| 61-0930-9301 | Expense | WELLHEAD PLAN IMPLEMENTATION | 2,101.75 | | | | 2,101.75 |
| 61-0930-9302 | Expense | MISCELLANEOUS GENERAL EXPENSE | | 78.82 | | 78.82 | 78.82 |
| 61-0930-9304 | Expense | GENERAL FUND EXPENSE | | | | | 0.00 |
| 61-0930-9306 | Expense | SALES TAX EXPENSE | | | | | 0.00 |
| Report Setup Sort By: Includes only active accounts Includes accounts from 61-0001-1071 to 61-0930-9306 Printed for 6/1/2023 to 6/30/2023 Printed for all sources. | | | 0.00 | 486,187.08 | 486,187.08 | 0.00 | 0.00 |

| Month | Annual Operating Expenses (2022) | Depreciation (2022) | Electric | | | | Days of Cash | Days of Cash (w/ Rate Stab) | Minimum (DoC) | Minimum (CIF) | Maximum (CIF) |
|-----------|----------------------------------|---------------------|-------------|-------------|-------------|-----|--------------|-----------------------------|---------------|---------------|---------------|
| | | | Cash | CIF | Rate Stab | | | | | | |
| January | \$7,187,273 | \$696,000 | \$3,176,671 | \$1,048,520 | \$1,334,123 | 179 | 254 | 80 | \$750,000 | \$1,500,000 | |
| February | \$7,187,273 | \$696,000 | \$3,230,606 | \$1,049,219 | \$1,334,123 | 182 | 257 | 80 | 750,000 | 1,500,000 | |
| March | \$7,187,273 | \$696,000 | \$3,049,476 | \$1,043,170 | \$1,334,123 | 171 | 246 | 80 | 750,000 | 1,500,000 | |
| April | \$7,187,273 | \$696,000 | \$2,995,249 | \$1,048,005 | \$1,334,123 | 168 | 243 | 80 | 750,000 | 1,500,000 | |
| May | \$7,187,273 | \$696,000 | \$2,769,564 | \$1,060,529 | \$1,334,123 | 156 | 231 | 80 | 750,000 | 1,500,000 | |
| June | \$7,187,273 | \$696,000 | \$2,401,671 | \$1,065,952 | \$1,334,123 | 135 | 210 | 80 | 750,000 | 1,500,000 | |
| July | \$7,187,273 | \$696,000 | | | | 0 | 0 | 80 | 750,000 | 1,500,000 | |
| August | \$7,187,273 | \$696,000 | | | | 0 | 0 | 80 | 750,000 | 1,500,000 | |
| September | \$7,187,273 | \$696,000 | | | | 0 | 0 | 80 | 750,000 | 1,500,000 | |
| October | \$7,187,273 | \$696,000 | | | | 0 | 0 | 80 | 750,000 | 1,500,000 | |
| November | \$7,187,273 | \$696,000 | | | | 0 | 0 | 80 | 750,000 | 1,500,000 | |
| December | \$7,187,273 | \$696,000 | | | | 0 | 0 | 80 | 750,000 | 1,500,000 | |

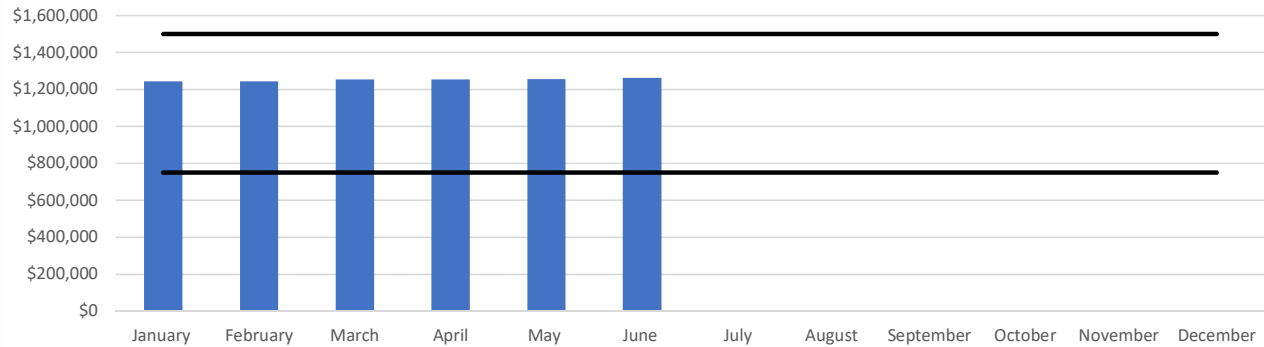


| WATER | | | | | | | |
|-------------------------------|---------------------|-----------|-------------|--------------|---------------|---------------|---------------|
| Annual Operating Costs (2022) | Depreciation (2022) | Cash | CIF | Days of Cash | Minimum (DoC) | Minimum (CIF) | Maximum (CIF) |
| \$1,011,375 | \$408,000 | \$886,085 | \$1,243,811 | 536 | 300 | \$750,000 | \$1,500,000 |
| \$1,011,375 | \$408,000 | \$801,699 | \$1,243,811 | 485 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | \$783,820 | \$1,253,560 | 474 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | \$764,612 | \$1,253,560 | 463 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | \$764,414 | \$1,256,230 | 462 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | \$770,170 | \$1,262,231 | 466 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | | | 0 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | | | 0 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | | | 0 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | | | 0 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | | | 0 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | | | 0 | 300 | 750,000 | 1,500,000 |
| \$1,011,375 | \$408,000 | | | 0 | 300 | 750,000 | 1,500,000 |

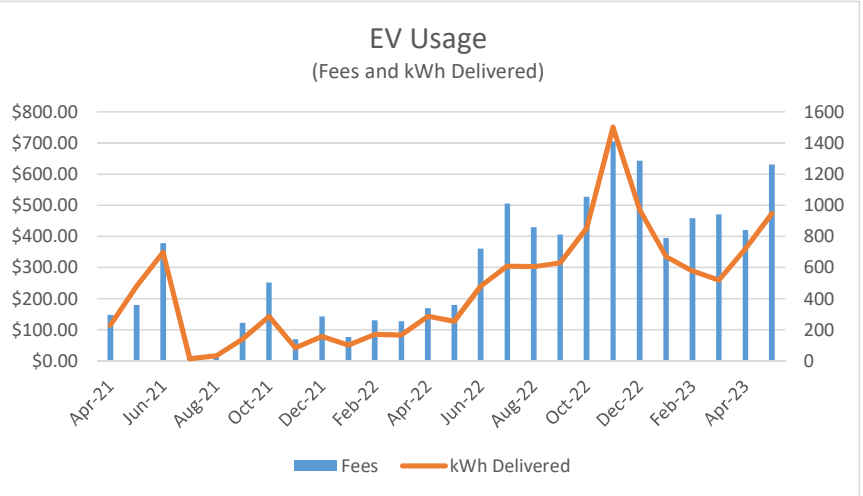
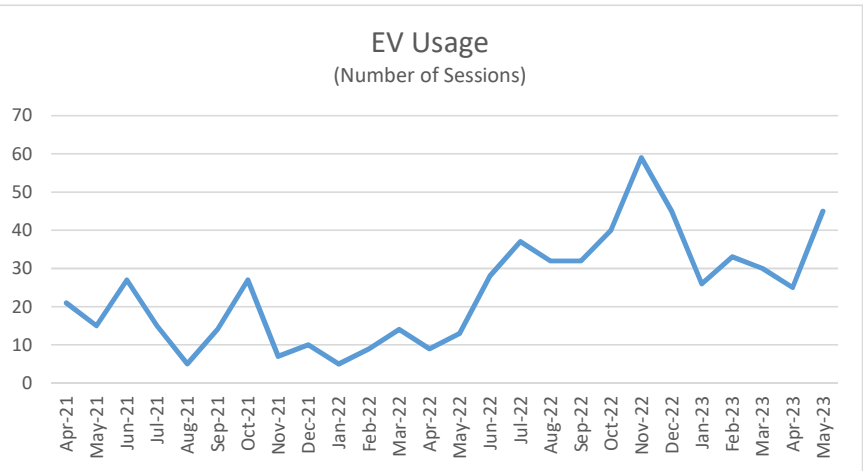
Days of Cash (Water)



CIF Balance (Water)



| EV Usage Tracking | | | |
|-------------------|----------|----------|---------------|
| | Sessions | Fees | kWh Delivered |
| Apr-21 | 21 | \$148.80 | 230 |
| May-21 | 15 | \$180.40 | 481 |
| Jun-21 | 27 | \$377.66 | 699 |
| Jul-21 | 15 | \$9.30 | 15 |
| Aug-21 | 5 | \$16.85 | 32 |
| Sep-21 | 14 | \$122.59 | 141 |
| Oct-21 | 27 | \$251.58 | 286 |
| Nov-21 | 7 | \$69.69 | 84 |
| Dec-21 | 10 | \$143.28 | 157 |
| Jan-22 | 5 | \$76.49 | 101 |
| Feb-22 | 9 | \$129.90 | 171 |
| Mar-22 | 14 | \$127.30 | 167 |
| Apr-22 | 9 | \$170.06 | 286 |
| May-22 | 13 | \$179.85 | 256 |
| Jun-22 | 28 | \$360.46 | 482 |
| Jul-22 | 37 | \$505.76 | 610 |
| Aug-22 | 32 | \$429.69 | 605 |
| Sep-22 | 32 | \$406.48 | 630 |
| Oct-22 | 40 | \$527.07 | 852 |
| Nov-22 | 59 | \$705.45 | 1502 |
| Dec-22 | 45 | \$642.63 | 976 |
| Jan-23 | 26 | \$394.62 | 669 |
| Feb-23 | 33 | \$458.20 | 578 |
| Mar-23 | 30 | \$470.00 | 520 |
| Apr-23 | 25 | \$419.86 | 720 |
| May-23 | 45 | \$630.76 | 948 |



MEMORANDUM 23-20



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: Electric Rate Study Update
DATE: July 26th, 2023

ITEM SUMMARY

A proposal to update PPU's Rate Study information

PROPOSAL

For 2022, DGR was hired to conduct a 10-year rate study as part of PPU's 10-year electric capital improvements plan (Cap Plan). Since the completion of the rate study, PPU has made significant progress on many fronts. In 2023, PPU adopted a seasonal rate structure (per the plan's findings), started construction on Phase 1 of the Cap Plan, and is finishing up a large bonding effort. With meeting these milestones, it is prudent to do an electric rate check-in to ensure that the utility is meeting all of its financial obligations. The proposed effort will focus on two main areas.

- 1) Bring the cash flow projection up-to-date with historical information, and extend it so that it covers the current fiscal year plus the next five fiscal years. Specific attention will be given to integrating actual Phase 1 financing costs; revising as necessary the anticipated capital improvements costs and timing; and including the latest available information regarding power supply costs. The intent of this activity would be to confirm or suggest modifications to the general rate adjustment plan envisioned during the recent rate study.
- 2) Based on data provided by PPU, make a high-level review of actual billing units for each of the rate classes, to confirm that the estimates developed during the rate study were accurate. In addition, confirm that the revenue that is being generated by the new rates appears to be tracking with estimates developed during the rate study.

DGR will bill for actual time spent using regular hourly rates under the DGR Master Agreement. Assuming data is readily available and in a format that doesn't require significant manipulation, DGR expects the cost of the work to be in the range of \$3,000 to \$4,000.

DISCUSSION

Staff recommends approval for updating PPU's Electric Rate Study information on a time and material basis with a budget of \$4,000.

MEMORANDUM 23-21



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: Electric Capital Plan – Phase II
DATE: July 26th, 2023

ITEM SUMMARY

PPU is looking to begin preparation and design work for Phase II of the Electric Capital Improvements Plan (Cap Plan).

BACKGROUND INFORMATION

In 2021, Princeton Public Utilities (PPU) began working with DGR to develop a long-term 10-year capital improvement plan for the electric system. The goal of the plan is to preserve reliability and power quality for our customers for years to come. The result of the plan was the creation of a three phase process to complete the voltage conversion of the system, convert large amounts of overhead lines to underground services, and replace major equipment that has reached the end of its useful life.

PROJECT UPDATE

The design and bidding process for Phase I has been completed. Preliminary construction has started with main construction beginning in the next several weeks. The Cap Plan is designed to be implemented in three phases with planning and design of the next phase to be conducted during construction of the previous phase (see the attached Project Schedule). The proposal before the Commission is to begin initial work on Phase II as detailed in the attached Task Order No. 05.

RECOMMENDATION

Staff recommends approval of Task Order No. 05 on a time and materials basis at an estimated cost of \$25,100.

PROJECT LEGEND

- = PHASE 1
- = PHASE 2
- = PHASE 3

DRAFT



D = ESTIMATED DELIVERY DATE

| DESIGN, BIDDING, & CONSTRUCTION ACTIVITIES (REMAINING) | PHASE | PORTION | 2023 | | | | | | | | | | | | 2024 | | | | | | | | | | | | 2025 | | | | | | | | | | | | 2026 | | | | | | | | | | | | 2027 | | | | | | | | | | | | 2028 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------|-------------------|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|---|---|---|---|------|---|---|---|---|---|---|---|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | J | F | M | A | M | J | J | A | S | O | N | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction - Primary/Secondary | 1 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design - Meter Cutover | 1 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Meter Cutover | 1 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction - Meter Cutover | 1 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design - Primary/Secondary | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Major Materials | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Minor Materials | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Primary/Secondary | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction - Primary/Secondary | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design - Meter Cutover | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Meter Cutover | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction - Meter Cutover | 2 | Distribution | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Power Transformer | 2 | North Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Design - Substation Construction | 2 | North Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - 15 kV Switchgear | 2 | North Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Major Materials | 2 | North Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | D | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Substation Construction | 2 | North Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction -Substation | 2 | North Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Power Transformer | 3 | Plant Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | D | | | | | | | | | | | | | | | | | | | | | | | |
| Design - Substation Construction | 3 | Plant Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Major Materials | 3 | Plant Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | D | | | | | | | | | | | | | | | | | | | | | | | |
| Bidding - Substation Construction | 3 | Plant Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction -Substation | 3 | Plant Sub | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Engineering Design | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NEPA Approval | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Permitting | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procurement - Materials | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Procurement - Contractors | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Design | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Construction | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Closeout | 3 | SCADA/ IJJA Grant | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**EXHIBIT A
TASK ORDER**

Task Order No. 05

Effective Date: July 26, 2023

**Task Order Amendment to the
DGR ENGINEERING
Master Agreement for Professional Services**

DGR Engineering (Consultant) agrees to provide to: **Princeton Public Utilities – Princeton, Minnesota** (Client), the professional services described below for the Project identified below. The professional services shall be performed in accordance with and shall be subject to the terms and conditions of the Master Agreement for Professional Services executed by and between Consultant and Client on the **18th** day of **December, 2020**.

TASK ORDER PROJECT NAME: Phase 2 Electric Distribution Improvements

TASK ORDER PROJECT DESCRIPTION: In 2021, a System Study & Capital Improvements Plan (CIP) was developed for the Municipal Electric System in Princeton. The project for which the following Scope of Services is developed is for the “Phase 2” distribution improvements work described in the CIP.

The proposed improvements are as follows:

- Convert existing 4.16 kV Feeder 9 to 12.47 kV underground, including a new underground feeder from the Power Plant.
- Convert existing 4.16 kV Feeder 24 to 12.47 kV underground, including a new underground feeder from the South Substation.
- Construct miscellaneous underground circuit ties.

DGR CONTACT PERSON: Andy Koob, P.E., Project Manager

CLIENT CONTACT PERSON: Keith Butcher, General Manager

SCOPE OF WORK: Following is a detailed scope of services that we will perform as part of this Task Order:

Hourly Portion:

Preliminary Design Phase:

1. Meet with Client staff to review the improvements to be made to the Client’s distribution system as identified in the CIP. Determine the final area of the system to be converted.

2. Conduct fieldwork to ascertain the required facilities necessary to develop the circuitry, including development of a work scope definition by all parties.
3. Prepare a preliminary layout of the new 12.47 kV underground primary electric utility, including proposed connections and switching locations for tying the new 12.47 kV underground distribution system to the existing system.
4. Prepare an updated detailed cost estimate for the project.
5. Develop a project schedule for permitting, material procurement, bidding, construction, and energization.
6. Compile the above preliminary design information into correspondence for review by the Client. Proceed to the final design, bidding, and construction phases after review of any comments from Client.

Coordination with Financial Advisors:

1. Coordination with Client's financial advisor to arrange for project financing for the proposed near-term capital improvements.

Permitting Phase:

** To be added later by Amendment upon completion of the Preliminary Design Phase

Construction Phase:

** To be added later by Amendment upon completion of the Preliminary Design Phase

Construction Staking:

** To be added later by Amendment upon completion of the Preliminary Design Phase

Final Phase:

** To be added later by Amendment upon completion of the Preliminary Design Phase

Lump Sum Portion:

Final Design Phase:

** To be added later by Amendment upon completion of the Preliminary Design Phase

Bidding Phase:

** To be added later by Amendment upon completion of the Preliminary Design Phase

FEE ARRANGEMENT: We propose the following fee arrangement for the identified work:

| Segment | Fee Amount | Fee Type |
|--------------------------------------|-------------------|-----------------|
| Preliminary Design Phase | \$ 20,100 | Hourly-Estimate |
| Permitting Phase | ** | Hourly-Estimate |
| Coordination with Financial Advisors | \$ 5,000 | Hourly-Estimate |
| Construction Phase | ** | Hourly-Estimate |
| Construction Staking | ** | Hourly-Estimate |
| Final Phase | ** | Hourly-Estimate |
| Subtotal – Hourly-Estimate Portion | \$ 25,100 | |
| Final Design Phase | ** | Lump Sum |
| Bidding Phase | ** | Lump Sum |
| Subtotal – Lump Sum Portion | ** | |
| Total | \$ 25,100 | |

** To be added later by Amendment upon completion of the Preliminary Design Phase

All “Lump Sum” work is inclusive of personnel, subsistence, travel, computer, and other costs. No billings above the lump sum figure will be made.

All “Hourly” work will be billed at the then-current Hourly Fee Schedule then in effect at the time the work is performed. A copy of the current 2023 Hourly Fee Schedule A is attached as Exhibit B. In addition to the amount relating to the personnel grade of the individuals doing the work, the only other expenses expected to be billed directly are travel-related costs (primarily mileage); subsistence costs if overnight stays are required (food and lodging); and Engineer’s consultant charges (if any).

SPECIAL TERMS AND CONDITIONS:

** To be added later by Amendment upon completion of the Preliminary Design Phase

Princeton Public Utilities
Princeton, Minnesota

(Client)

DeWild Grant Reckert and Associates Company
d/b/a DGR Engineering

(Consultant)

By: _____

By: Chad Rasmussen

Print: _____

Print: Chad Rasmussen

Title: _____
(Authorized signature and Title)

Title: Vice President
(Authorized signature and Title)

Address: 907 1st Street, P.O. Box 218

Address: 1302 South Union Street

City: Princeton, MN 55371

City: Rock Rapids, IA 51246

Date: _____

Date: 7-20-2023

EXHIBIT B

DGR ENGINEERING

JANUARY 2023

HOURLY FEE SCHEDULE A

| Personnel Grade | Engineer Hourly Rate | Technician Hourly Rate | Administrative Hourly Rate |
|------------------------|-----------------------------|-------------------------------|-----------------------------------|
| 01 | \$110 | \$65 | \$60 |
| 02 | \$120 | \$70 | \$64 |
| 03 | \$124 | \$75 | \$68 |
| 04 | \$130 | \$80 | \$72 |
| 05 | \$140 | \$86 | \$77 |
| 06 | \$154 | \$92 | \$82 |
| 07 | \$166 | \$98 | \$88 |
| 08 | \$178 | \$104 | \$94 |
| 09 | \$192 | \$110 | \$100 |
| 10 | \$206 | \$116 | \$106 |
| 11 | \$220 | \$122 | \$112 |
| 12 | \$234 | \$128 | \$130 |
| 13 | \$248 | \$135 | \$148 |
| 14 | \$255 | \$145 | \$182 |
| 15 | \$262 | \$156 | \$240 |

Reimbursable Expenses:

1. Standard vehicle mileage at the IRS standard mileage rate in effect at the time.
2. Survey/staking/heavy duty trucks at IRS standard mileage rate plus \$0.25 per mile.
3. Other travel, subsistence, lodging at actual out-of-pocket cost.
4. GPS Survey Equipment (when used) at \$31.25 per hour.
5. ATV and UTV Equipment (when applicable) at \$12.50 per hour.



Princeton Public Utilities Commission

July 26th Handouts at the Meeting

From: [Dan Erickson](#)
To: [Keith Butcher](#)
Subject: Fwd: Policy proposal
Date: Wednesday, July 26, 2023 1:37:15 PM

Sent from my iPhone

Begin forwarded message:

From: Dan Erickson <dan@ericksonasphalt.com>
Date: July 26, 2023 at 6:58:24 AM CDT
To: ericksonasphalt@me.com
Subject: Fwd: Policy proposal

Sent from my iPhone

Begin forwarded message:

From: Daniel Erickson <ericksonasphalt@icloud.com>
Date: July 25, 2023 at 8:28:26 PM CDT
To: Dan Erickson <dan@ericksonasphalt.com>
Subject: Policy proposal

****Princeton Public Utilities Commission Communication Protocol Policy****

****1. Purpose****

The purpose of this policy is to establish guidelines for communication between commissioners and the General Manager of the Princeton Public Utilities Commission to ensure transparency, prevent any undue influence, and maintain compliance with open meeting laws.

****2. General Principles****

- a. All official communications between commissioners and the General Manager must be conducted in a transparent manner and documented appropriately.
- b. Commissioners shall avoid engaging in one-on-one discussions with the General Manager that could potentially lead to any undue influence or the perception of such influence.

****3. Official Meetings****

- a. All discussions regarding utility matters shall take place during official commission meetings, which are open to the public.
- b. Commissioners shall refrain from discussing commission matters outside of these official meetings, either in person, via phone, email, or any other means, to prevent any potential violation of open meeting laws.

****4. Information Sharing****

- a. Any information relevant to commission matters shall be shared with all commissioners and the General Manager through official channels, such as email or official commission documents.
- b. Commissioners shall not request or accept individual briefings or updates from the General Manager outside of official commission meetings.

****5. Communication with General Manager****

- a. Commissioners shall not direct individual inquiries or requests for information to the General Manager outside of official commission meetings.
- b. If a commissioner needs information from the General Manager, the request shall be made during an official commission meeting. The General Manager's response shall be shared with all commissioners during the same meeting.
- c. All discussions with the General Manager regarding commission matters shall take place in the presence of all commissioners during official meetings.

****6. Reporting Violations****

Any commissioner who becomes aware of a potential violation of this policy shall promptly report it to the Commission Chairperson or bring it to the attention of the entire commission during an official meeting.

****7. Training****

All commissioners and the General Manager shall receive training on this policy and the importance of adhering to open meeting laws.

****8. Policy Review****

This policy shall be reviewed annually to ensure its effectiveness and make any necessary updates.

By implementing this Communication Protocol Policy, the Princeton Public Utilities Commission can ensure that all communication with the General Manager is conducted transparently during official meetings, avoiding any potential divide and conquer scenarios while maintaining compliance with open meeting laws.

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

*ALL BLUE, ARE KEITH 'S EMAIL THAT YOU HAVE RECEIVED EARLIER.

*ALL RED, ARE RICK'S RESPONSE TO MANGER KEITH BUTCHERS EMAIL.

It is my opinion these items should be discussed privately because of it sensitivity and possibly disruptive in nature.

Although it is the weekend, I thought that it is important that I raise several key points as it relates to actions and statements made by this Commission, historical precedence, and governance best practices in light of the Chair's comments below.

Topic #1: As a public entity, the importance of transparency in both actions taken as well as the holding of regular meetings so the public can monitor the decision making process is paramount. During the normal course of operating a public utility there may arise, from time to time, an issue that requires quick action due to certain time critical components (We ran into this a few months ago with the Cap Plan bidding process and needing to re-assign the winning bid because the original winner pulled out and the other bids would have expired before the next regular meeting). For those situations, the Commission has two options. One is to call an emergency meeting and the other is to call a special meeting. In either case, the premise for the meeting is that waiting until the next regularly scheduled meeting would cause significant harm to the utility, our ratepayers, or the community. It is for this reason that policy is written so that a Chair can, in their judgement, call a special meeting to address a specific issue without having to poll all members of a Committee. **This Paragraph DOES NOT PERTAIN!**

The Chair's authority to call a special meeting is not meant to be an absolute power where a chair can force members to attend a special meeting on any topic at any time. The authority is merely an "off ramp" to ensure business continuity in the face of an immediate and unexpected or emergency event that could have serious repercussions on the organization.

I believe this would be the Managers calling, this Special-Emergency Meeting and not the Chair, as the Manager would be in the first alert position to hear of such an EVENT! The chair as described is not first noticed per protocol. Princeton has an alert system for the heads of the different city departments to make sure they are alerted! Then the Manager should contact the chair! This Chair has never considered having absolute power, the Chair and Commission are merely following the approved policy handbook as written. Needs Corrections!

Page 12,

1. The Chair will ensure that the Commission addresses those matters which, according to Commission policy, clearly belong to the Commission to determine.

2. The Commission authorizes the Chair to use any reasonable interpretation of the provisions in these policies.

- a. The Commission empowers the Chair to call and schedule all special meetings, set all meeting agendas, and preside over all Commission meetings with all the commonly accepted power of that position (e.g., Ruling, recognizing, handling disagreements and unacceptable behaviors, etc.).**
- e. The Commission empowers the Chair to organize the work of the Commission. Specifically, the Commission empowers the Chair to schedule and coordinate the annual process for performance planning and evaluation of the General Manager!**

The proper course of action for any non-time critical topic is to place it on the agenda for the next regular meeting (hence Jack's comment below). If a majority of the Commission determines that an additional meeting is necessary, a Special (or perhaps a more descriptive phrase: "Work Study") Session may be placed on the calendar. This process allows the full Commission to decide the topic, scope, relevant research needed, date, and time for such a meeting (if any).

The manager is adding words that do not exist in the Commission policy handbook. He is stating items that don't exist, wrongly interpreting and misleading the Commission, not intentionally, I am sure. The policy states nothing about timely issues etc. Changes must be made to the policy manual.

Recommend Action #1: Since the Chair has voiced a desire for an additional meeting, I will place the topic of a Work Study session on the agenda for the July Commission meeting so that the Commission can give staff direction on next steps. **The policy Manual does not state a workshop or special meeting must be approved via an agenda item as manager Butcher describes. The Manager once again is not including the chair to help create the agenda which has apparently been formulated by the manager himself/Staff. This Commissioner/Chair has not received a phone call in recent months on agenda topics to be considered. The Policy states the Chair is to set the agenda. I as the current chair am not after that, but this is what this approved Policy handbook state's.**

Topic #2: One of the topics listed below is to "Schedule date for Annual Manager Review (page 12, Section 2, Item c)". The Commission has already established that the General Manager's review takes place at the July meeting and it is listed on the Commission's general calendar in your Orientation Packets. I also sent an email to the Commission on June 15th providing background information in anticipation of the July meeting (see attached). I also offered to follow-up with some mid-year analysis as soon as I can. Given all the activity this month around our bonding efforts, it is taking Kathy and I some extra time to properly document those financial transactions in coordination with our auditors. I hope to send a mid-year update on Wednesday.

The Chair feels with Items not being addressed per the Chairs even though has requested, 4 different times for a representative from RBC or ??? to share the Financial Concepts as an advisor with the PPU manager and Commission. The Chair has asked 3 times to Vet the Policy manual, but the manager would not put the subject on the agenda to do so. Because proper vetting was not done with this policy manual, these things keep coming up. The manager is not ready for a review, nor is the Commission ready for a meeting to review "The Manager." with these issues on going. The Manager simply is "Saying NO to the Commission/Chair." The Chair and the manager are to create the agenda for every meeting regardless of whether it is a regular meeting, a special or workshop meeting. Not recognizing the Chair for agenda items is a dereliction of the managers duties and authority. How is the Chair to be informed of meeting details if the manager does not share the current needs and actions of the PPU Commissioners meeting beforehand? OR should the Commissioner/Chair receive information pertaining to running a meeting at the same time as the Commission as a whole does. Preparedness is essential!

Since this schedule has already been established by the Commission, neither the Chair nor the General Manager has the authority to independently remove it from the agenda.

Recommend Action #2: The review of the General Manager will be on the agenda for the July meeting per Commission directive. If the Commission wants to table the review for any reason, it may do so when it approves the agenda on July 26th.

I highly recommend this date be changed for clarification of issues. These items presented need to be corrected/discussed before any Manager review can take place. This is my opinion as a Commissioner and Chair of PPU. The goal is to clarify the misunderstanding the Manager has.

Topic #3: It is important to staff that the Commission provide clear direction with measurable results so that we can meet your needs. This direction must come from the Commission as a whole so that we can **try to avoid conflicting goals and metrics.** **The manager is the voice box to ALL Commissioners and staff, NO Direction has ever been given to any staff members by any commissioners on my watch. If so, the manager should be reaching out to the Commission about such an event.**

The Open Meeting law is designed to provide the public with visibility into how their utility is operated but it also provides the organization with clear guidelines and expectations from the group so that staff aren't left trying to navigate differing opinions of various Commissioners. Having so many background communications **with implied directives (NONE) can run afoul of both the Open Meeting Law and good governance strategies. (DOES NOT PERTAIN).**

The run afoul starts with the manager not cooperating with the Chair when the Chair is trying to set an agenda with the Manager! The Manager does not give a Commissioner/Chair the respect that is due for that position nor the other Commissioners. (i.e., Michele's comment-RBC advisory interview-Vetting the policy handbook before it became a set policy etc.). All were said no to, so those items were never allowed to be placed on the agenda. Never has there been a challenge to any open meeting Law's.

Recommend Action #3: Although a Policy Manual such as ours is designed to prevent any one Commissioner from directing staff (NEVER HAPPENED EVER!) or exerting outsized or clandestine influence over the other Commissioners, NO IDEA WHAT THIS MANAGER IS TALKING ABOUT? The commissioners cannot talk to one another, how would that be possible?

there is apparently still some confusion as to the proper roles and responsibilities of individual Commissioners as well as the Open Meeting Law. **This is why this policy handbook still needs much more consideration. Open meeting law has never been challenged.** The Commission may want to have a discussion on this topic at some point. Staff will look towards the Commission on how to proceed. **Thus, the reason to call a workshop or special meeting to discuss these items.**

If the Manager were to listen to the ideas and concepts of all members of the Commission instead of quoting all historical precedence, and governance best practices, things would have a much better opportunity to move forward and move forward smoothly. Perhaps a heightened awareness of responsibility along with the same heightened awareness with respect for the Commission that oversees the body of Princeton Public Utilities!

Rick Schwartz: Add to this meeting's agenda or recommend a workshop for August 16th, 2023.

- 1. What is the Interest rate earned on cash held by PPU? (Financial Advisor)*
- 2. Communication improvements for Manager to Commission, Lack of solid communication is disrespectful to all commissioners.*
- 3. Review of Policy Handbook, Authority and Purpose, further vetting.*
- 4. Schedule date for Annual Manager Review. (Page 12, Section 2, Item c.) Should this be changed?*