



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

September 27th, 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 – August 30th, 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
 - f. McGrann Shea Carnival Straughn & Lamb Invoice
 - g. Ulteig Master Agreement Renewal (GIS)
5. **Updates**
 - a. Electric Department update (Linden)
 - 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. **Unfinished Business**
 - a. Motion to add RBC Wealth Management to the Official List of Depositories
 - i. Motion made by Commissioner Jack Edmonds at the last meeting and was not acted upon.

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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7. Regular Agenda

- a. 4M Fund / PMA (Butcher)
 - i. Resolution 23-10: Authorizing Membership in the 4M Fund
- b. Hydrant Removal and Main Abandonment at Third Street
 - i. Memo 23-27: Hydrant Removal and Main Abandonment
- c. Service Territory Annexation Feasibility Study (Butcher)
 - i. Memo 23-28: Service Territory Annexation Feasibility Study
- d. Delinquent Bills and Property Tax Assessments (Ohman)
 - i. Memo 23-29: 2023 Property Tax Assessments
- e. GIS Equipment Purchase Request (Linden/Schmit)
 - i. Memo 23-30: GIS Equipment Purchase Request
- f. Street Lighting MOU with the City of Princeton (Butcher)
 - i. Memo 23-31: Street Lighting MOU
- g. 2023 MMUA Safety Program Renewal
 - i. Memo 23-32: MMUA Safety Program Renewal

8. Possible Future Agenda Items Discussion

9. Adjournment

Future Meetings and Special Events

Oct. 1st – 7th: Public Power Week

Oct. 12th – 13th: SMMPA Annual Meeting (Keith and Jeremy)

Oct. 25th: Commission Meeting (Start of 2024 Budget Discussion)

Nov. 15th: Commission Meeting (one week earlier)

Dec. 20th: Commission Meeting (one week earlier)

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

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

August 30, 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 August 30th, 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: General Manager Keith Butcher, City Administrator Michele McPherson, Electric Superintendent Jeremy Linden, Water/Power Plant Superintendent Scott Schmit, Office Manager Christina Cunningham, and Secretary/Treasurer Kathy Ohman.

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

2. APPROVAL OF THE AGENDA

Mr. Schwartz called for additions or deletions to the agenda. Mr. Schwartz made the following changes to the agenda:

Regular Agenda:

- f. Change Agenda Item "7/15/2023 Email (Schwartz) to "Review of Commission Manual"

Remove from the Regular Agenda under f: 7/15/23 Email (Schwartz):

- i. August 16th Work Shop!.pdf (Schwartz email thread)
- ii. Chairs Response to Managers email dated 7-15-2023 (002).pdf (Schwartz document)

Mr. Erickson made a motion to approve the agenda of the August 30th, 2023 Regular PUC Meeting with changes. Mr. Schwartz seconded. Mr. Edmonds opposed. Motion carried 2-1.

3. PUBLIC COMMENTS:

There were no Public Comments.

4. CONSENT AGENDA:

- a. Public Utilities Commission Regular Meeting Minutes – July 26th, 2023
- b. Public Utilities Commission Closed Meeting Minutes – July 26th, 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 Report

Mr. Erickson made a motion to approve the Consent Agenda of the August 30th, 2023 Regular PUC Meeting. Mr. Edmonds seconded. Motion carried unanimously.

5. UPDATES:

- a. Mr. Linden provided the Electric Department update.
- b. Mr. Schmit provided the Water Department update and the Power Plant update.
- c. Ms. Cunningham provided the Office Department update.
- d. Ms. McPherson provided an update on City activities.
- e. Mr. Butcher provided an update on PPU activities.

6. REGULAR AGENDA:

a. **HEAT SHARE AGREEMENT**

Mr. Butcher presented *Memo 23-22: Heat Share Renewal*. Mr. Edmonds made a motion to approve participation in the Salvation Army Heat Share Program for the year 2024. Mr. Erickson seconded. Motion carried unanimously.

b. **CITY OF PRINCETON MOU – IT SERVICES**

Mr. Butcher presented *Memo 23-23: IT MOU*. Mr. Erickson made a motion to approve the IT Memorandum of Understanding with the City of Princeton effective September 1, 2023. Mr. Edmonds seconded. Motion carried unanimously.

c. **ELECTRIC CAP PLAN – PHASE II**

Mr. Butcher presented *Pay Estimate No. 1 – Castrejon* for work completed to date on the Electric CAP Plan – Phase 1.

Discussion.

It was the consensus of the Commission that no motion is needed since the Cap Plan has already been approved. Future Electric Cap Plan payment notices can be shared via staff updates.

d. **PPU LEGAL SERVICES**

Mr. Butcher presented an invoice received August 4th, 2023 from McGrann Shea Carnival Straughn & Lamb, Chartered, legal counsel for PPU.

There was a discussion regarding Mr. Schwartz's use of PPU's counsel without Commission approval as well as Mr. Schwartz's prior statements and conduct towards staff.

Mr. Erickson made a motion to censure Mr. Schwartz "for his actions, which have demonstrated a disregard for proper procedures, financial responsibility, and collaborative decision-making." Mr. Erickson called for a roll-call vote. Mr. Edmonds seconded.

Following a discussion, a roll-call vote was taken by saying Yea or Nay: Mr. Edmonds – Yea; Mr. Erickson – Yea; Mr. Schwartz – Nay. Motion carried 2-1.

e. PPUC COMMUNICATION PROTOCOL POLICY

Discussion.

Consensus was to keep this topic on the agenda for September.

Realizing that agenda item 6d. had not been resolved the question of payment for the invoice, Mr. Erickson made a motion to approve payment of \$4,228.75 to McGrann Shea Carnival Straughn & Lamb, Chartered, Attorney at Law with the stipulation that all billings, beginning August 30th, 2023, will need prior approval from the Commission if all Commissioners or one Commissioner wants to talk to the attorney. Mr. Edmonds seconded. Motion carried unanimously.

f. REVIEW OF COMMISSION MANUAL

Mr. Schwartz requested a review of the Commission Policy Manual.

Discussion.

Mr. Schwartz asked to table the topic.

g. VEGETATION/TREE TRIMMING POLICY

Mr. Schwartz asked about PPU's vegetation and tree trimming policy.

Discussion.

h. ANNEXATION FEASIBILITY STUDY

No update.

i. FINANCIAL PLANNING

Discussion.

Mr. Edmonds made a motion to add "RBC Wealth Management" to the Official Depository List.

j. DEPOSITORY LIST

Discussion.

During the discussion, Mr. Edmonds made a motion to vacate the Chair. Discussion followed. Mr. Schwartz stated that he will voluntarily relinquish the Chair position after the meeting. Mr. Edmonds withdrew his motion.

k. FACILITY ASSESSMENT PROPOSAL

Mr. Butcher presented *Memo 23-24: Facilities Assessment and Space Needs Proposal*.

Discussion.

It was the consensus of the PPU Commission that the facility assessment and space needs proposal be placed on hold until the Annexation Feasibility Study is complete.

I. SERVICE TERRITORY DISCUSSION

Mr. Butcher presented *Memo 23-25: Service Territory Negotiations*. Mr. Erickson made a motion to approve the proposal to begin work with Current Compass. Mr. Edmonds seconded. Motion carried unanimously.

m. LEAGUE OF MINNESOTA CITIES – 4M FUND

Mr. Butcher presented *Memo 23-26: LMC 4M Fund*. Mr. Erickson made a motion to add 4M Fund / PMA to the Official List of Depositories. Mr. Schwartz seconded. Motion carried unanimously.

7. PROPOSED FUTURE AGENDA ITEMS DISCUSSION

There were no proposed future agenda items for the September 27th, 2023 Regular PUC Commission Meeting.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 2:58 p.m. Mr. Edmonds seconded. Motion carried unanimously.

Dan Erickson
Vice-Chair

Kathy Ohman
Secretary/Treasurer

PRINCETON PUBLIC UTILITIES**Accounts Payable Listing**

For 8/1/2023 to 8/31/2023

	Vendor	Description	Amount
1	Absolute Auto Care, Inc.	Vehicle Maintenance	185.12
2	Aramark	Cleaning Supplies & Services	651.56
3	AT&T Mobility	Monthly Cell Phones & Tablets	376.07
4	Card Services (Coborns)	Supplies	106.98
5	Centerpoint Energy	Monthly Natural Gas	829.52
6	Federated Co-ops Inc.	Weed Killer	45.27
7	Finken Water Solutions	Bottled Water	53.95
8	Gopher State One Call	Monthly Locates	143.10
9	Great America Financial Services	Postage Meter Rental	289.95
10	Hawkins	Water Treatment Chemicals	2,220.92
11	Innovative Office Solutions, LLC	Supplies	105.25
12	Instrumental Research, Inc.	Monthly Water Testing	82.38
13	Kriss Premium Products, Inc.	Jacket Water Treatment	434.48
14	League of MN Cities	Balance Owing 2022 Work Comp Insurance	1,170.00
15	Marv's True Value	Shop Supplies, Shipping, Hose, Tools, Reflective Stickers	452.42
16	McGrann Shea Carnival Straughn	Legal Fees	5,191.25
17	Midcontinent Communications	Monthly Internet & Telephone	211.04
18	Online Information Services	Monthly Online Credit & ID Checks	188.59
19	Princeton Rental	Cement Mixer Rental	58.69
20	Quadient Finance USA	Postage Meter Rental	900.00
21	Ronald F. Huebsch, Optometrist	Safety Glasses	480.30
22	Summit Companies	Annual Monitoring Fee	762.00
23	USA Blue Book	Water Testing Supplies	599.54
24	Verizon Wireless	Monthly Remote Internet & Data	375.42
25	Voyant Communications, LLC	Monthly Telephone	422.31
26	Waste Management	Monthly Trash Service	172.04
27	Water Laboratories, Inc.	Water Testing	60.00
28	Wesco	Inventory	6,300.77
29	Wex Bank	Monthly Vehicle Fuel	631.46
30	WSB	Engineer Fees	1,018.50
31	MN Public Facilities Authority	2004 Bond Principal & Interest Pymt.	57,721.05
32	SMMPA	July Purchased Power	519,644.39
33	Absolute Auto Care, Inc.	Vehicle Repair	141.37
34	Amaril Uniform Company	FR Rated Clothing	467.98
35	B & T Transformers, Inc.	Inventory	79,485.12
36	Cardmember Service (Mastercard)	Background Check, Computer & Shop Supplies	132.38
37	Castrejon, Inc.	CAP Plan (Ph1)	83,102.04
38	City of Princeton	July Sewer Billing & Late Charges	137,859.51
39	Connexus Energy	Monthly Utilities	2,905.62
40	DGR Engineering	Engineer Fees	12,211.77
41	Drillworx, LLC	Pressure Hose	117.04
42	Fastenal Company	Bolts	49.31
43	Grainger	Batteries, Wire Ties, Oil Water Separator	679.58
44	HealthPartners	September Health Insurance	22,522.36
45	John Henry Foster	Inventory	305.33
46	KLM Engineering, Inc.	T-Mobile Antenna Inspection	5,300.00
47	Locators & Supplies, Inc.	Locating Paint	398.90
48	Menards	Cut-Off Wheels, Couplers, Angle Iron, Magnets	103.65
49	MN AWWA	Conference Registration	660.00
50	Moody's Investors Service	Bond Rating	23,750.00
51	NCPERS Group Life Insurance	August Life Insurance	64.00
52	Optum	H S A Participant Fee	48.75

PRINCETON PUBLIC UTILITIES**Accounts Payable Listing**

For 8/1/2023 to 8/31/2023

Vendor	Description	Amount
53 Postmaster	Postage for Monthly Billing	947.53
54 Princeton School District #477	Commercial Rebate	165.47
55 Princeton Public Utilities	Office Clothing, Conduit, Portage, Propane Tank	236.87
56 Princeton Public Utilities	Monthly Utilities	3,837.67
57 Salvation Army Heat Share	July Heat Share	12.00
58 Shred-It USA	Shredding Service	114.38
59 Summit Companies	Upgrade Cellular Monitoring	650.00
60 Taft Stettinius & Hollister, LLP	Professional Services	22,000.00
61 TASC	COBRA Admin. Fees	16.04
62 The Lincoln National Life Insurance	September Life & Disability Insurance	690.85
63 Trinity Lutheran Church	Commercial Rebate	151.25
64 U.S. Bank Equipment Finance	Monthly Copier Lease Payment	207.09
65 VC3	Monthly IT Care Services Agreement	2,799.06
66 ADP, Inc.	Payroll Processing	327.44
67 VeriCheck	Monthly eCheck Fees	230.75
68 Neon Link	Monthly Online Management Fees	489.20
69 PERA	August PERA Contribution	12,038.32
70 Optum	July & August H S A Contributions	9,584.56
71 TASC	August Flex Account Contributions	211.20
72 MN Dept. of Revenue	June Sales & Use Tax	34,540.00
73 Refunds	Customer Meter Deposits	456.37
74 Refunds	Overpayment Refunds on Final Bills	951.56
75 Rebates	Residential Energy Star Rebates	410.00

TOTAL**1,063,256.64**

SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY
Minutes of the Board of Directors' Meeting
August 9, 2023

President Reimers called the meeting to order at 9:00 a.m. at the New Prague Golf Club in New Prague, Minnesota.

President Reimers welcomed the members to New Prague.

Board Members Present:

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

Board Member Present Via Conference Call:

Secretary Roger E. Warehime, Owatonna.

Others Present:

David P. Geschwind, Executive Director & CEO; Miles Heide, Julie Zarling, Fairmont; Travis Dunn, Lake City; Damian Baum, Christian Fenstermacher, Owatonna; Keith R. Butcher, Princeton; Charles B. Heins, Jason Halvorson; Redwood Falls; Tim McCollough, Rochester; Chris Rolli, Spring Valley; Jeffery D. Amy, Wells; Beth A. Fondell, Naomi A. Goll, Joseph A. Hoffman, and Mark S. Mitchell of the Agency staff.

Others Present Via Conference Call:

Alex Bumgardner, Austin; Jerry M. Mausbach, Blooming Prairie; Mike Roth, Shane Steele, Grand Marais; Michael B. Geers, Litchfield; and Dave Olson, Ryan Deering, Owatonna.

#1 Agenda Approval:

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

#2 Consent Agenda:

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

APPROVED the July 12, 2023 board meeting minutes.

#3 Wholesale Rate Comparison-Fondell:

Ms. Fondell reported on the wholesale rate comparison, which the Agency has been tracking since 2014. She compared SMMPA's rates with a group of other wholesale electricity suppliers

in the region.

Discussion.

The SMMPA wholesale rate remains favorable compared to peer organizations.

#4 Banking Request for Proposal-Fondell:

Ms. Fondell reported on the banking Request for Proposal (RFP).

SMMPA maintains three types of bank accounts: Revenue (Operating) Account, Custody Account, and various Trust Accounts. The Funds and Accounts are defined by the senior bond resolution. Moneys to be held by the Trustee must remain with Computershare (formerly Wells Fargo), but moneys to be held by the Agency may be within accounts at various banks, as long as the banks meet criteria specified in the senior bond resolution. The Agency bylaws specify that any bank change requires board approval.

Discussion.

The Agency recommends conducting an RFP to ensure the Agency receives the best value from its banking services. The RFP would include the Revenue and Custody Accounts and could be issued in late 2023, with a decision in 2024.

There was board consensus for the Agency staff to proceed with the RFP process.

#5 Fairmont Transmission Expansion-Mitchell:

Mr. Mitchell reported on the Fairmont transmission expansion project.

At the November 2022 board meeting, Mr. Mitchell presented the transmission expansion project requirements in Fairmont to accommodate Fairmont Public Utilities' (FPU) distribution expansion plan. At the June 2023 board meeting, the board approved the Agency paying a share of the cost of a new transformer for the power plant substation, which is a part of the expansion plan.

Mr. Mitchell provided a summary of the investment FPU will be making in their system as part of their plan and reviewed the components of the transmission expansion plan the Agency is proposing. He reviewed the cost estimates totaling \$6.25 million that were included in the 2023 budget. He further reported that actual costs experienced in recent projects in the region for equipment, materials, and labor have increased due to inflation and supply chain issues. He provided a revised project cost estimate of \$9.35 million. The annual transmission revenue requirements to cover the cost of this project will be included in the ITC Midwest transmission pricing zone for cost recovery.

Timing of Projects

- Transformer lead time is three years.
- Original schedule from November 2022 was 2025 in-service date based on assumption of December 2022 transformer order.

- Transformers were ordered in June 2023.
- Revised in-service date is 2026.
- Engineering, design, surveying, line siting, and procurement activities in 2023 and 2024.
- Construction in 2024 and 2026.

Discussion.

Mr. Mitchell asked the board and members to contact him if they have any questions. The Agency will seek approval at the September board meeting to move forward with the project.

#6 Sherco 3 MISO Coordination Agreement Amendment-Mitchell:

Mr. Mitchell reported on the Sherco 3 MISO Coordination Agreement Amendment.

In January 2021, SMMPA and Xcel Energy (Xcel) entered into an agreement to offer Sherco 3 into the MISO market as a single unit and to offer the unit for economic commitment. After several months of experience, it became clear that MISO's process for economic commitment decisions did not work well for Sherco 3 due to its long startup time and high startup costs. SMMPA provided notice to Xcel to terminate the agreement effective December 1, 2023 and revert back to the traditional mode of offering the SMMPA and Xcel shares of the unit separately. Xcel acknowledged the reasons for the Agency terminating the agreement but expressed a desire to amend the agreement to preserve other benefits. The Agency and Xcel have been working on potential amendments to the agreement. Mr. Mitchell reviewed the key provisions being considered. To provide additional time to continue negotiations, the Agency plans to defer the termination until March 1, 2024.

Discussion.

Next Steps

- Complete draft revisions to agreement and provide to Xcel for review.
- Draft termination extension agreement.
- Draft amendment to coal agreement or draft letter agreement to ensure more frequent and timely coal inventory information.
- Next meeting with Xcel to discuss amendment is scheduled for August 11, 2023.

After a short break the board reconvened at 10:24 a.m.

#7 Confidential Board Report Summary-Mitchell:

Mr. Mitchell summarized the confidential board report.

Government Affairs/Member Services Report-Hoffman:

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

Electric Vehicle Chargers

Seven major automakers announced joint plans to install 30,000 electric vehicle DCFCs across

the United States. This is above the DCFCs currently being installed at dealerships.

Pollinator Habitat Program Update

Lake City and Saint Peter will be receiving their requested plants soon. The custom-designed seed packets will be available in September 2023.

SMMPA Annual Meeting

The SMMPA Annual Meeting will be held October 12-13, 2023 at the Sheraton Hotel, Bloomington, Minnesota.

Operations Report-Mitchell:

Mr. Mitchell reported:

Sherco 3 Status Report

When Sherco 3 was brought back online on July 20, 2023, the unit experienced a vibration issue on an intermediate pressure turbine bearing. The unit had to be taken offline to evaluate and address the cause of the vibration. On August 4, 2023, SMMPA staff visited Sherco 3 to view the bearing. Mr. Mitchell reviewed the corrective action taken. The unit is expected to be online August 11 or 12, 2023. Forced outage insurance provides a market price hedge for the on-peak hours and the Agency purchased 150 MW off-peak energy to cover July 29-August 11, 2023.

Quarterly Wind and Solar Update

Mr. Mitchell presented information on the performance of the Agency's wind and solar resources, including capacity factor and costs relative to market energy prices and net margins.

Market Price Update

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

Financial Report June 2023-Fondell:

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

2023 RCA Paydown

Capital reserve dollars are being used as a temporary loan certain times of the month when liquid cash is not available. It is recommended to defer the budgeted \$2.4 million RCA paydown for 2023 until February 2024 when two investments totaling \$7 million mature. The result will be two RCA paydowns in 2024 – one for 2023 and the second for 2024. A \$2 million investment matures in November 2024, which can be used for the 2024 payment.

Coal Inventory Cash Flow Impact

In July 2023, SMMPA sold a \$4 million investment with an August 16, 2023 maturity date for cash flow needs due to the high Sherco 3 coal inventory level. Cash tied up in coal inventory is almost \$11 million more than the beginning of 2023.

Human Resources Laws

SMMPA is addressing the new Human Resources-related laws that have various requirements

and effective dates. Summary information on the new laws is being provided to members, and additional resources are available if needed.

Sherco 3 Outage Insurance Claims

Any Sherco 3 outage insurance claims proceeds will be included in the ECA calculation for the month the funds are received.

SMMPA Credit Rating

Standard & Poor's is still completing their review of the Agency's credit rating..

Member Financial Metrics

SMMPA will send the financial metrics to each member in September 2023 instead of August 2023 due to two members filing audit extensions.

SMMPA Budget & Rates Workshop

The SMMPA Budget & Rates Workshop will be held September 26, 2023 from 10 a.m. – 1 p.m. at Owatonna Public Utilities.

President's Report:

Mr. Reimers reported:

- SMMPA Member Representative: The change of SMMPA representative for the City of Rochester from Mark Kotschevar to Tim McCollough is effective August 14, 2023. (Attachment A.)
- Recognition: Appreciation was expressed toward Mr. Kotschevar and Mr. Heins for their involvement and support of SMMPA throughout the years.

Executive Director & CEO's Report:

Mr. Geschwind reported:

- Retirement Recognitions: Mr. Geschwind recognized Mr. Kotschevar, Rochester Public Utilities General Manager, and Mr. Heins, Redwood Falls Public Utilities Superintendent, who both retire the end of this month. Mr. Kotschevar and Mr. Heins were both thanked for their active involvement in Agency matters over the years.

Mr. Kotschevar indicated he was grateful to be on the SMMPA Board and to be associated with the members.

Mr. Heins indicated he was grateful to be associated with the members and indicated there have been a lot of positive changes throughout the years.

- SMMPA Orientation Session: SMMPA plans to conduct another member orientation in the near future, and a schedule poll will be sent out to determine a date.

- Regulatory Activities: FERC denied a request to unwind MISO accreditation rules for other utilities, similar to their prior denial of a request to reconsider MISO's Sherco 3 accreditation.
- Federal Grant Funds: SMMPA received two proposals (Baker Tilly and Frontier Energy Services) and will select one to help identify projects and provide advice regarding pursuing federal grants.
- SMMPA Coincident Peak: The Agency recorded a coincident peak of 537 MW on July 27, 2023, compared to a previous all-time peak of 540 MW.
- SMMPA Director of Operations & COO Search: SMMPA retained Lanie Mycoff of Mycoff Fry Partners LLC to assist with the search for the Director of Operations & Chief Operating Officer position. A conference call is scheduled on August 18, 2023 to begin the process. Mr. Mark Mitchell retires the end of March 2024.

Member Forum:

Mr. Jensen announced that Mr. Travis Dunn will be named SMMPA alternate representative.

Mr. Kotschevar announced that Mr. Tim McCollough was hired as the new General Manager for Rochester Public Utilities.

Mr. Kotschevar's last day at Rochester Public Utilities is August 23, 2023.

Other Business:

There was no other business.

Adjourn:

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

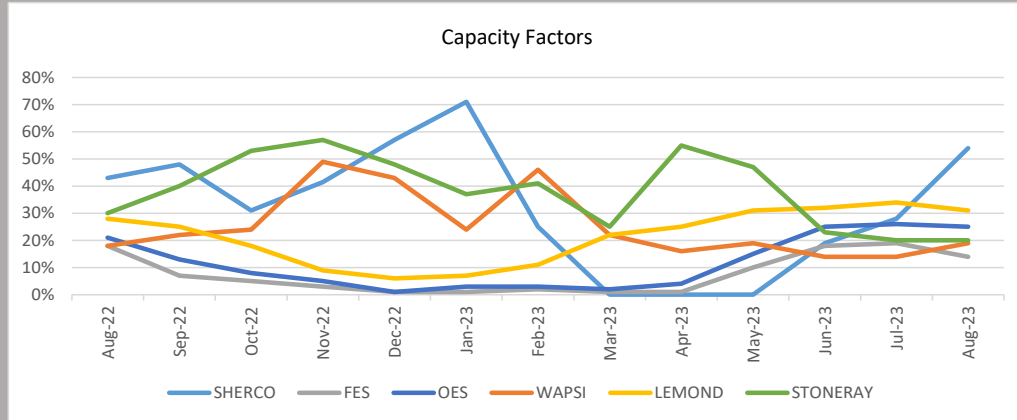
The meeting was adjourned at 11:31 a.m.

Secretary

SMPA Key Metrics

September 2023

PLANT OPERATIONS Performance Metrics

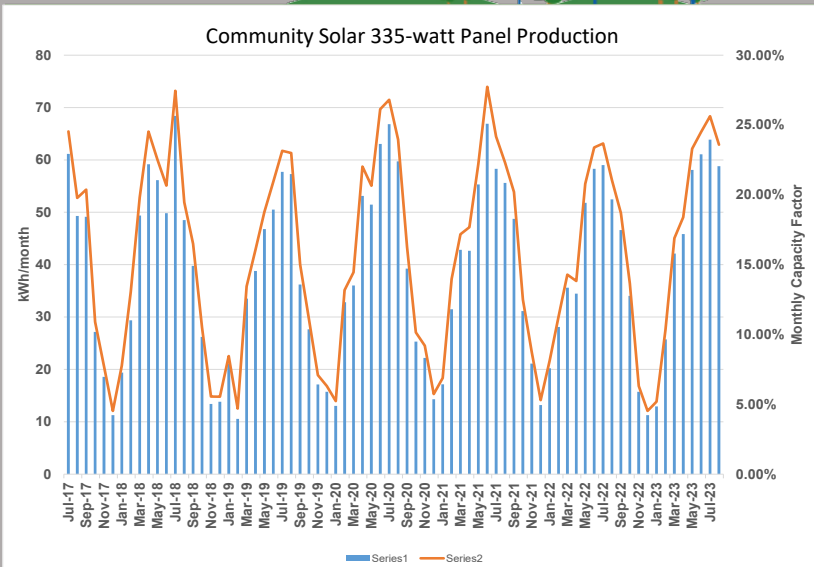


Availability Metrics

For August 2023

	FES August	OES August	MORA LFG August
Availability	84%	95%	47%
Industry Average Availability	93%	93%	N/A
Forced Outage	15%	2%	73%
Industry Average Forced Outage	7%	7%	N/A

Solar Production Metrics

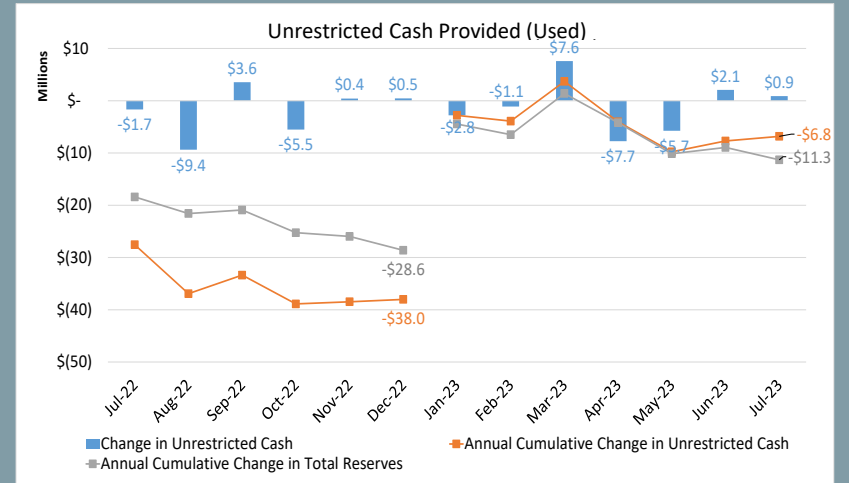
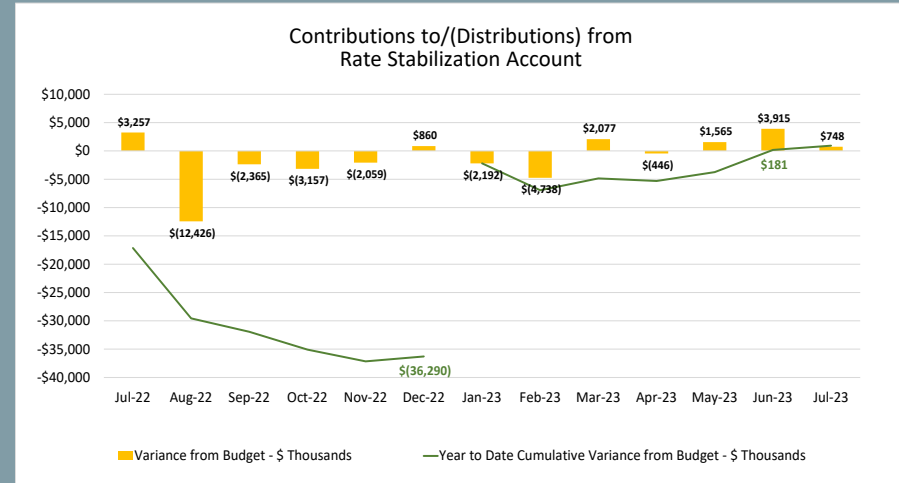
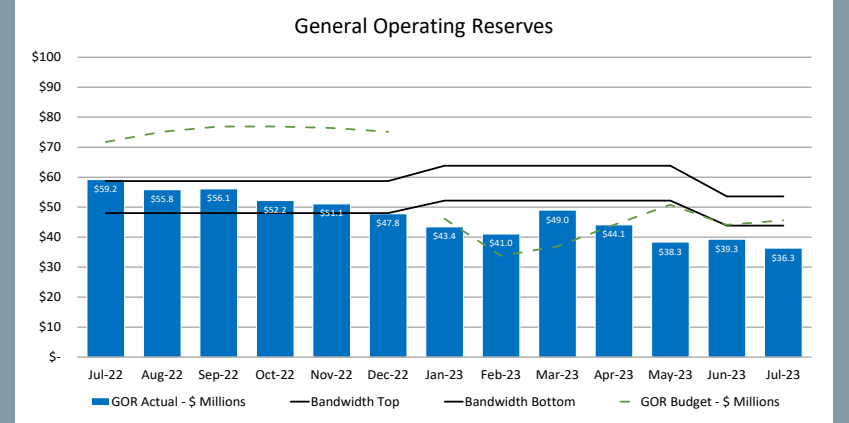
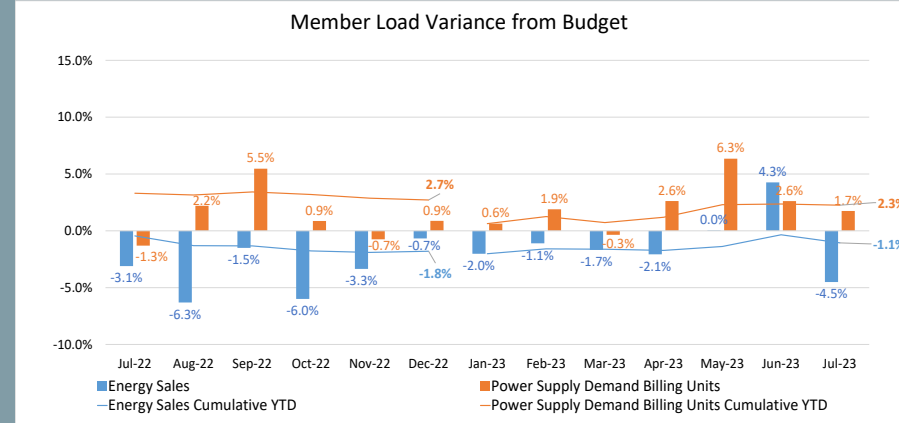


Number of working days since the last last time accident

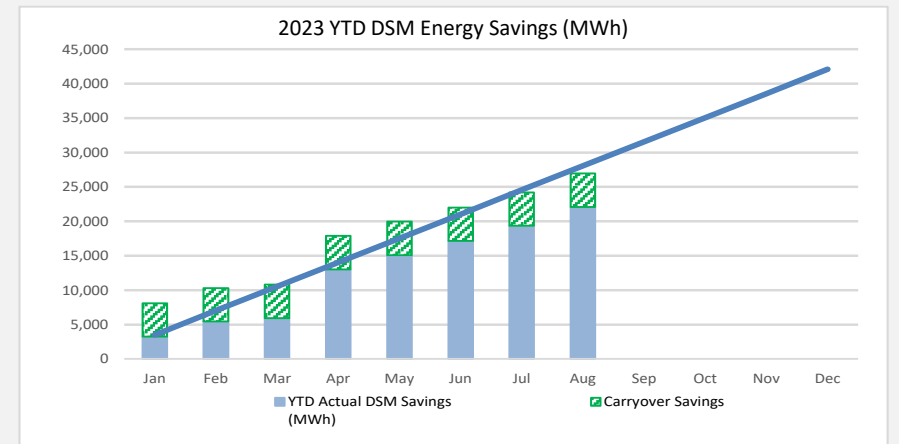
2051

(through 8/31/23)

FINANCIAL Performance Metrics



ADDITIONAL Metrics



What's 4x more efficient and saves you thousands over its lifetime?

An ENERGY STAR certified heat pump water heater!

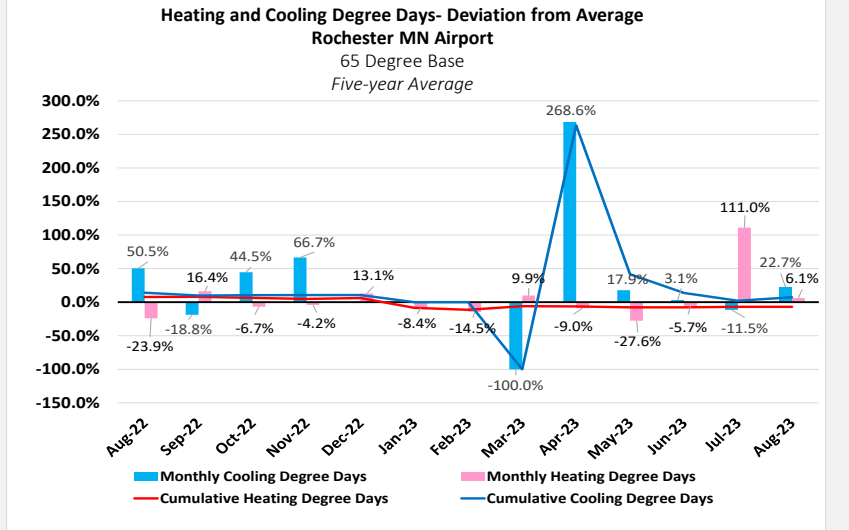
Plus, we offer rebates up to \$400!

SAVE WITH HEAT PUMP WATER HEATERS

SaveEnergyInMyCommunity.com

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**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-ELECTRIC DEPARTMENT
FOR MONTH ENDING: AUGUST 31, 2023**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
OPERATING REVENUE:				
Residential Electric	280,713.70	1,773,321.04	262,799.47	1,700,295.72
Residential Solar Energy Credit	0.00	0.00	(29.40)	(149.72)
Residential ECA	1,411.00	8,120.82	0.00	0.00
Small General Service	69,444.74	471,041.93	66,433.47	458,768.64
Small Commercial Solar Energy Credit	(42.32)	(208.69)	(45.86)	(233.67)
Small General ECA	358.00	2,267.14	0.00	0.00
Large General Service	141,626.86	967,455.62	172,716.71	1,191,893.74
Large Commercial Solar Energy Credit	(109.40)	(550.03)	(107.41)	(547.31)
Large General ECA	896.53	5,344.31	0.00	0.00
Intermediate Power Service	70,411.03	411,994.95	0.00	0.00
Intermediate Power ECA	466.32	2,668.42	0.00	0.00
Large Power Service	160,169.57	1,061,949.51	161,850.01	1,179,629.02
Large Power ECA	1,139.55	5,851.98	0.00	0.00
Security Lights	1,671.04	13,350.42	1,671.04	13,355.62
Street Light Fees	2,547.00	20,112.00	2,423.00	19,335.00
Service Line Repair Fee	1,795.00	14,329.00	1,773.00	14,143.00
Late Charges	5,339.74	40,307.68	4,879.53	43,153.99
Hook-Up & NSF Charges	1,570.00	9,120.00	1,446.78	8,384.26
Connection Fees	1,300.00	2,890.00	2,100.00	8,360.00
Construction Fees	1,750.00	78,543.60	10,932.69	24,798.07
Rate Stabilization Revenue	0.00	0.00	559,565.00	529,285.00
Operating & Maintenance	28,682.41	277,839.85	31,847.36	269,862.18
Quick Start Diesel Payment	14,520.00	116,160.00	14,520.00	116,160.00
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	3,910.58	86,171.97	618.30	203,034.58
TOTAL OPERATING REVENUE:	789,571.35	5,369,406.68	1,295,393.69	5,781,823.20
OPERATING EXPENSES:				
Production Plant:				
Salaries & Supervision	13,847.05	113,080.72	13,850.04	121,196.79
Purchased Power	504,824.26	3,523,611.69	428,486.22	3,132,503.39
Natural Gas	697.30	13,479.48	1,086.91	14,045.86
Lube Oil & Lubricants	0.00	1,483.65	0.00	1,780.84
Chemicals	0.00	2,604.98	1,498.85	4,025.25
Equipment Repairs	583.18	8,186.43	2,410.60	22,985.02
Production Supplies	197.94	2,176.87	254.38	1,588.21
Plant Shop Supplies	0.00	305.38	96.83	628.03
Small Tools Expense	548.53	765.34	21.63	107.80
Communications Expense	34.74	278.54	35.12	277.16
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	0.00	912.02
Outside Services	3.91	6,932.91	0.00	45.00
Insurance Expense	12,007.09	94,760.55	10,016.00	79,456.09
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	1,579.75	19,030.46	2,951.25	18,733.11
Building & Grounds Maint.	335.77	3,706.30	381.01	6,086.51
Misc. Plant Expense	0.00	0.00	0.00	207.80
Total Production Plant:	534,659.52	3,792,957.37	461,088.84	3,405,240.28

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	0.00	3,625.27
Utilities	0.00	0.00	0.00	0.00
Total Substation:	0.00	30,886.68	0.00	3,625.27
Distribution System:				
Salaries & Supervision	28,580.68	232,383.94	28,126.66	228,648.47
System & Shop Supplies	56.83	465.79	49.31	1,237.64
Small Tools Expense	25.64	2,851.11	373.68	1,589.00
GIS Data & Maintenance Exp.	76.46	688.14	2,074.80	4,401.64
Computer Equip. & Maintenance	61.04	61.04	0.00	0.00
Load Control Expense	0.00	0.00	0.00	0.00
Safety Equip., Testing	467.98	6,214.65	446.94	6,263.77
Education & Safety Training	0.00	360.00	0.00	300.00
Outside Services	0.00	0.00	0.00	230.00
OH Line Expense	1.46	641.02	1.46	1,121.62
UG Line Expense	1,206.03	4,129.06	89.10	14,017.28
St. Lights & Signal Exp.	1,211.54	3,982.90	2,886.31	10,098.38
Sec. Light Repair Exp.	237.36	1,173.97	672.11	3,822.47
Meter Expense	0.00	104.62	374.49	986.70
Customer Service Line Repair Exp.	131.30	167.81	0.00	0.00
Customer Owned Service Exp.	1,269.39	4,387.85	2,483.43	8,437.10
Transportation Fuel & Oil	566.05	3,336.15	0.00	3,567.82
Vehicle Repair & Maint.	166.13	4,944.10	0.00	2,650.29
Equipment Repair & Maint.	194.98	2,433.68	0.00	1,120.59
Storm Damage	0.00	0.00	0.00	0.00
Utilities	1,940.76	16,099.45	2,039.79	15,485.67
Building & Grounds Maint.	0.00	51.90	0.00	1,779.41
Line Maintenance/Trimming	0.00	0.00	1.46	1.46
Habitat, Right of Way Expense	0.00	0.00	0.00	0.00
Transformer Maintenance	37.58	927.75	726.00	1,124.23
Misc. Distribution Exp.	0.00	2.18	0.00	87.36
Total Distribution:	36,231.21	285,407.11	40,345.54	306,970.90
Customer Accts Expenses:				
Customer Accts. Salaries	10,494.87	77,037.09	9,040.20	75,490.28
Meter Reading Salaries	29.87	567.53	87.00	704.00
Postage Expense	1,347.52	8,751.34	713.07	8,567.43
Collection Expense	0.00	135.06	0.00	0.00
Forms & Supplies	323.42	3,244.14	766.51	6,005.28
Communications Expense	400.77	3,310.78	318.72	2,897.01
Uncollectible Accts. Exp.	0.00	0.00	0.00	0.00
Total Customer Acct. Expenses:	12,596.45	93,045.94	10,925.50	93,664.00

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	9,344.81	78,630.39	9,104.85	80,416.98
Newsads, Website, Subscriptions & Promos	0.00	5,028.71	533.76	4,130.75
Office Supplies, Computer Exp., & Sm. Equip	2,101.19	19,142.22	2,319.74	17,418.03
Communications Expense	260.30	2,704.79	234.82	2,956.49
Membership Fees & Dues	0.00	8,583.00	0.00	8,719.50
Maint. Contracts, Licenses, & Permits	357.86	9,430.11	173.96	9,215.49
State & Federal Assessments	0.00	2,886.73	0.00	1,881.99
Professional Fees	50,007.20	67,375.60	0.00	17,424.00
Outside Services	2,550.08	49,241.12	8,809.89	52,114.17
Meals, Travel, & Meetings	511.14	9,033.31	1,124.08	9,803.98
Prop. & Liab. Insurance	2,682.92	21,463.32	2,327.00	18,616.00
Employee Pensions & Benefits	31,435.69	272,197.07	30,823.57	270,253.52
Education & Safety Training	0.00	6,508.30	0.00	9,274.02
Heat Share Expense	0.00	0.00	0.00	0.00
Sales Tax Expense	200.56	1,069.43	261.18	1,061.50
Lighting Rebates	726.72	62,652.10	8,027.47	75,611.84
Conservation Improvement Exp	0.00	2,390.87	793.21	4,218.20
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	0.00	1,610.11
Service Territory Expense	962.50	4,658.50	0.00	1,358.98
Misc. G&A Expense	146.83	1,163.41	135.81	1,896.04
Total General & Administrative:	101,287.80	626,658.99	64,669.34	588,067.02
Depreciation	56,500.00	452,000.00	58,000.00	464,000.00
TOTAL OPERATING EXPENSES:	741,274.98	5,280,956.09	635,029.22	4,861,567.47
OPERATING INCOME/(LOSS)	48,296.37	88,450.59	660,364.47	920,255.73
NONOPERATING REVENUE (EXPENSE)				
Interest Income	7,203.90	38,040.12	1,004.94	19,549.68
Change in Fair Value of Investments	0.00	(2,191.07)	0.00	(5,025.15)
Misc. Non Oper Income	1,623.94	15,793.35	1,567.50	14,916.33
Gain/(Loss) Disposal of Property	0.00	7,670.90	0.00	0.00
Gain/(Loss) Sale of Bonds	0.00	0.00	0.00	0.00
Interest Expense	(154.31)	(556.25)	(3.20)	(25.21)
Interest on Long Term Debt	0.00	(13,343.56)	(2,649.38)	(29,937.28)
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)	8,673.53	45,413.49	(80.14)	(521.63)
NET INCOME/(LOSS)	56,969.90	133,864.08	660,284.33	919,734.10

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
August 31, 2023**

ASSETS

CURRENT ASSETS:

Cash	3,067,636.23
Temp Rate Stab Investments	1,334,123.00
Customer Accounts Receivable	923,730.18
Other Accounts Receivable	42,422.57
Sales Tax Receivable	0.00
Accrued Interest Receivable	1,375.46
Inventory	1,414,435.10
Prepaid Interest	0.00
Prepaid Insurance	98,305.49
Deferred Outflows of Resources	260,813.00

Total Current Assets	7,142,841.03
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RESTRICTED ASSETS:

Construction in Progress	5,303,749.67
MCMU Construction Fund	0.00
Reserve Fund	493,125.00
MCMU Reserve Fund	0.00
Debt Service Fund	0.00
Capital Improvements Fund	<u>1,076,292.98</u>

Total Restricted Assets	6,873,167.65
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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	8,156,338.49	
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>	22,073,989.48
Less: Accumulated Depreciation		<u>(14,998,064.82)</u>

Total Fixed Assets	<u>7,075,924.66</u>
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TOTAL ASSETS	<u><u>21,091,933.34</u></u>
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**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
August 31, 2023**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

Accounts Payable	906,677.06	
Employee Insurance Payable	(4,690.81)	
Employee Savings & Taxes Payable	(107.14)	
Heat Share Payable	10.00	
Sewer Payable	137,209.02	
City Franchise Fee	14,101.00	
Wind Power	0.00	
Garbage Collections Payable	580.46	
Customer Meter Deposits	262,407.34	
Sales Tax Payable	78,642.38	
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		2,440,863.92

NONCURRENT LIABILITIES:

Contracts Payable	0.00	
Revenue Bonds Payable	6,510,000.00	
Less: Unamortized Bond Discount	<u>(54,625.20)</u>	6,564,625.20
Deferred Rate Stabilization	<u>1,334,123.10</u>	
Total NonCurrent Liabilities		<u>7,898,748.30</u>

TOTAL LIABILITIES 10,339,612.22

FUND EQUITY

Unappropriated Retained Earnings	10,618,457.04	
Net Income (Loss)	<u>133,864.08</u>	
Total Equity		<u>10,752,321.12</u>

TOTAL LIABILITIES & EQUITY **21,091,933.34**

Trial Balance

PRINCETON PUBLIC UTILITIES

9/20/2023 2:11:54 PM

Page 1 of 5

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0001-1071	Asset	CONSTRUCTION IN PROGRESS	6,046,743.20		742,993.53	(742,993.53)	5,303,749.67
64-0001-1073	Asset	MCMU CONSTRUCTION FUND					0.00
64-0001-1251	Asset	RESERVE FUND	493,125.00				493,125.00
64-0001-1252	Asset	DEBT SERVICE FUND					0.00
64-0001-1255	Asset	MCMU RESERVE FUND					0.00
64-0001-1291	Asset	CAPITAL IMPROVEMENTS FUND	1,070,518.75	5,774.23		5,774.23	1,076,292.98
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	2,441,602.70	1,691,277.72	1,067,379.19	623,898.53	3,065,501.23
64-0001-1361	Asset	TEMP RATE STAB INVESTMENT	1,334,123.00				1,334,123.00
64-0001-1421	Asset	CUSTOMER ACCOUNTS RECEIVABLE	864,536.73	929,642.37	870,448.92	59,193.45	923,730.18
64-0001-1431	Asset	OTHER ACCOUNTS RECEIVABLE	42,047.08	44,104.61	43,729.12	375.49	42,422.57
64-0001-1432	Asset	SALES TAX RECEIVABLE					0.00
64-0001-1512	Asset	PLANT MATERIALS & SUPPLIES	1,018,127.37	472,291.41	75,983.68	396,307.73	1,414,435.10
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	7,985,969.68	170,368.81		170,368.81	8,156,338.49
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	188,113.71				188,113.71
64-0001-1571	Fixed Asset	TRUCKS & VEHICLES	748,032.71				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	115,956.07		17,650.58	(17,650.58)	98,305.49
64-0001-1710	Fixed Asset	ACCUMULATED DEPRECIATION	(14,941,564.82)		56,500.00	(56,500.00)	(14,998,064.82)
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	(6,510,000.00)				(6,510,000.00)
64-0001-2261	Asset	UNAMORTIZED BOND DISCOUNT	(54,625.20)				(54,625.20)
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					0.00
64-0001-2321	Liability	ACCOUNTS PAYABLE	(531,912.53)	1,029,520.38	1,404,284.91	(374,764.53)	(906,677.06)
64-0001-2322	Liability	EMPLOYEE DEDUCTIONS PAYABLE	4,540.91	2,935.42	2,785.52	149.90	4,690.81
64-0001-2324	Liability	ACCRUED WAGES & TAXES					0.00
64-0001-2325	Liability	EMPLOYEE HEALTH SAVINGS PAY	(4,693.26)	12,354.16	7,553.76	4,800.40	107.14
64-0001-2340	Liability	HEAT SHARE PAYABLE	(12.00)	12.00	10.00	2.00	(10.00)

Trial Balance

PRINCETON PUBLIC UTILITIES

9/20/2023 2:11:54 PM

Page 2 of 5

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0001-2341	Liability	SEWER COLLECTIONS PAYABLE	(139,195.26)	139,628.28	137,642.04	1,986.24	(137,209.02)
64-0001-2343	Liability	CITY PRINCETON FRANCHISE FEE	(7,053.00)		7,048.00	(7,048.00)	(14,101.00)
64-0001-2344	Liability	GARBAGE COLLECTIONS PAYABLE	(552.46)		28.00	(28.00)	(580.46)
64-0001-2351	Liability	CUSTOMER METER DEPOSITS	(261,632.26)	4,354.23	5,129.31	(775.08)	(262,407.34)
64-0001-2361	Liability	MN STATE SALES TAX PAYABLE	(67,595.85)	32,016.26	37,741.23	(5,724.97)	(73,320.82)
64-0001-2363	Liability	MLC LOCAL SALES TAX PAYABLE	(4,256.95)	2,001.08	2,392.97	(391.89)	(4,648.84)
64-0001-2365	Liability	SHERBURNE CTY LOCAL TAX PAY	(662.42)	330.71	341.01	(10.30)	(672.72)
64-0001-2371	Liability	ACCRUED INTEREST PAYABLE					0.00
64-0001-2421	Liability	FEDERAL WITHHOLDING TAX		7,888.73	7,888.73		0.00
64-0001-2422	Liability	STATE WITHHOLDING TAX		3,590.45	3,590.45		0.00
64-0001-2423	Liability	F.I.C.A. PAYABLE		5,003.49	5,003.49		0.00
64-0001-2424	Liability	PERA PAYABLE		23,748.56	23,748.56		0.00
64-0001-2426	Liability	MEDICARE WITHHOLDING		1,170.24	1,170.24		0.00
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	395,500.00	56,500.00		56,500.00	452,000.00
64-0419-4191	Expense	INTEREST EXPENSE					0.00
64-0419-4192	Expense	INTEREST PAID ON METER DEPOSIT	401.94	154.31		154.31	556.25
64-0419-4290	Revenue	INTEREST INCOME	(30,836.22)		7,203.90	(7,203.90)	(38,040.12)
64-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	2,191.07				2,191.07
64-0421-4210	Revenue	MISC. NON OPERATING INCOME	(14,169.41)	151.81	1,775.75	(1,623.94)	(15,793.35)
64-0421-4211	Revenue	GAIN/LOSS ON DISPOSAL OF ASSET	(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	13,343.56				13,343.56
64-0428-4281	Expense	AMORTIZATION OF BOND DISCOUNT					0.00
64-0440-4401	Revenue	RESIDENTIAL SALES	(1,492,607.34)		280,713.70	(280,713.70)	(1,773,321.04)
64-0440-4402	Revenue	SECURITY LIGHTS	(11,679.38)		1,671.04	(1,671.04)	(13,350.42)
64-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(12,534.00)		1,795.00	(1,795.00)	(14,329.00)
64-0440-4410	Revenue	RESIDENTIAL ECA	(6,709.82)		1,411.00	(1,411.00)	(8,120.82)
64-0440-4411	Revenue	INTERMEDIATE POWER ECA	(2,202.10)		466.32	(466.32)	(2,668.42)
64-0440-4412	Revenue	SMALL GENERAL ECA	(1,909.14)	1.78	359.78	(358.00)	(2,267.14)
64-0440-4413	Revenue	LARGE GENERAL ECA	(4,447.78)		896.53	(896.53)	(5,344.31)
64-0440-4414	Revenue	LARGE POWER ECA	(4,712.43)		1,139.55	(1,139.55)	(5,851.98)
64-0440-4419	Revenue	INTERMEDIATE POWER SERVICE	(341,583.92)		70,411.03	(70,411.03)	(411,994.95)
64-0440-4420	Revenue	SMALL GENERAL SERVICE	(401,597.19)	115.01	69,559.75	(69,444.74)	(471,041.93)
64-0440-4422	Revenue	LARGE GENERAL SERVICE	(825,828.76)		141,626.86	(141,626.86)	(967,455.62)
64-0440-4423	Revenue	LARGE POWER SERVICE	(901,779.94)		160,169.57	(160,169.57)	(1,061,949.51)
64-0440-4425	Revenue	RESIDENTIAL SOLAR CREDIT					0.00

Trial Balance

PRINCETON PUBLIC UTILITIES

9/20/2023 2:11:54 PM

Page 3 of 5

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0440-4426	Revenue	SMALL GENERAL SOLAR CREDIT	166.37	42.32		42.32	208.69
64-0440-4427	Revenue	LARGE GEN/POWER SOLAR CREDIT	440.63	109.40		109.40	550.03
64-0440-4435	Revenue	STREET LIGHT FEES	(17,565.00)		2,547.00	(2,547.00)	(20,112.00)
64-0440-4493	Revenue	RATE STABILIZATION REVENUE					0.00
64-0450-4501	Revenue	LATE CHARGES	(34,967.94)	238.87	5,578.61	(5,339.74)	(40,307.68)
64-0450-4502	Revenue	HOOK-UP & NSF CHECK CHARGES	(7,550.00)		1,570.00	(1,570.00)	(9,120.00)
64-0450-4503	Revenue	CONNECTION FEE	(1,590.00)		1,300.00	(1,300.00)	(2,890.00)
64-0450-4504	Revenue	CONSTRUCTION FEES	(76,793.60)		1,750.00	(1,750.00)	(78,543.60)
64-0450-4506	Revenue	SOLAR SUBSCRIPTIONS	(1,325.16)				(1,325.16)
64-0450-4550	Revenue	OPERATING & MAINTENANCE	(249,157.44)		28,682.41	(28,682.41)	(277,839.85)
64-0450-4561	Revenue	QUICK START DIESEL PAYMENT	(101,640.00)		14,520.00	(14,520.00)	(116,160.00)
64-0450-4563	Revenue	OTHER OPERATING REVENUE	(82,261.39)		3,910.58	(3,910.58)	(86,171.97)
64-0450-4564	Revenue	POLE ATTACHMENT FEE					0.00
64-0450-4565	Revenue	MERCHANDISE SALES					0.00
64-0540-5461	Expense	PRODUCTION PLANT SALARIES	99,233.67	13,847.05		13,847.05	113,080.72
64-0540-5472	Expense	NATURAL GAS	12,782.18	697.30		697.30	13,479.48
64-0540-5481	Expense	LUBE OIL & LUBRICANTS	1,483.65				1,483.65
64-0540-5482	Expense	CHEMICALS	2,604.98				2,604.98
64-0540-5501	Expense	PRODUCTION SUPPLIES	1,978.93	197.94		197.94	2,176.87
64-0540-5505	Expense	PLANT SHOP SUPPLIES	305.38				305.38
64-0540-5510	Expense	SAFETY EQUIPMENT	1,878.10				1,878.10
64-0540-5511	Expense	COMMUNICATIONS EXPENSE	243.80	34.74		34.74	278.54
64-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP					0.00
64-0540-5513	Expense	SMALL TOOLS EXPENSE	216.81	548.53		548.53	765.34
64-0540-5514	Expense	EDUCATION & SAFETY TRAINING	527.80				527.80
64-0540-5515	Expense	OUTSIDE SERVICES	6,929.00	3.91		3.91	6,932.91
64-0540-5516	Expense	BOILER & MACHINERY INSURANCE	59,927.06	8,746.17		8,746.17	68,673.23
64-0540-5517	Expense	PROP & LIAB INSURANCE	22,826.40	3,260.92		3,260.92	26,087.32
64-0540-5541	Expense	EQUIPMENT REPAIRS	7,603.25	583.18		583.18	8,186.43
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	3,370.53	335.77		335.77	3,706.30
64-0550-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	17,450.71	1,579.75		1,579.75	19,030.46
64-0550-5551	Expense	PURCHASED POWER	3,018,787.43	504,824.26		504,824.26	3,523,611.69
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	203,803.26	28,580.68		28,580.68	232,383.94
64-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	408.96	56.83		56.83	465.79
64-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	5,746.67	467.98		467.98	6,214.65

Trial Balance

PRINCETON PUBLIC UTILITIES

9/20/2023 2:11:54 PM

Page 4 of 5

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0580-5813	Expense	SMALL TOOLS EXPENSE	2,825.47	25.64		25.64	2,851.11
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.	611.68	76.46		76.46	688.14
64-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.		61.04		61.04	61.04
64-0580-5821	Expense	LOAD CONTROL EXPENSE					0.00
64-0580-5831	Expense	OVERHEAD LINE EXPENSE	639.56	1.46		1.46	641.02
64-0580-5841	Expense	UNDERGROUND LINE EXPENSE	2,923.03	1,206.03		1,206.03	4,129.06
64-0580-5851	Expense	STREET LIGHTS & SIGNAL EXP.	2,771.36	1,211.54		1,211.54	3,982.90
64-0580-5852	Expense	SEC. LIGHT REPAIR EXPENSE	936.61	237.36		237.36	1,173.97
64-0580-5862	Expense	METER EXPENSE	104.62				104.62
64-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	36.51	131.30		131.30	167.81
64-0580-5871	Expense	CUSTOMER OWNED SERVICE EXP.	3,118.46	1,269.39		1,269.39	4,387.85
64-0580-5881	Expense	MISC. DISTRIBUTION EXPENSE	2.18				2.18
64-0580-5882	Expense	TRANSPORTATION FUEL & OIL	2,770.10	566.05		566.05	3,336.15
64-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	4,777.97	166.13		166.13	4,944.10
64-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	2,238.70	194.98		194.98	2,433.68
64-0580-5887	Expense	STORM DAMAGE					0.00
64-0580-5888	Expense	UTILITIES	14,158.69	1,940.76		1,940.76	16,099.45
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	890.17	37.58		37.58	927.75
64-0902-9021	Expense	METER READING SALARIES	537.66	29.87		29.87	567.53
64-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	66,542.22	10,494.87		10,494.87	77,037.09
64-0903-9032	Expense	POSTAGE EXPENSE	7,403.82	1,347.52		1,347.52	8,751.34
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	2,910.01	400.77		400.77	3,310.78
64-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	2,061.15	323.42		323.42	2,384.57
64-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS					0.00
64-0920-9201	Expense	GENERAL & ADMIN. SALARIES	69,285.58	9,344.81		9,344.81	78,630.39
64-0921-9210	Expense	NEWSADS & PROMOTIONS	3,194.48				3,194.48
64-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	16,289.43	2,015.32		2,015.32	18,304.75
64-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	1,834.23				1,834.23
64-0921-9213	Expense	COMMUNICATIONS EXPENSE	2,444.49	260.30		260.30	2,704.79
64-0921-9214	Expense	MEMBERSHIP FEES & DUES	8,583.00				8,583.00
64-0921-9215	Expense	SUPPLIES & EXPENSES	485.60	85.87		85.87	571.47
64-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	8,522.17	561.14	50.00	511.14	9,033.31
64-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	8,897.25	357.86		357.86	9,255.11
64-0921-9218	Expense	LICENSES & PERMITS	175.00				175.00
64-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	2,886.73				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	207.90	25,044.70		25,044.70	25,252.60
64-0923-9232	Expense	AUDITOR EXPENSE	12,270.00	195.00		195.00	12,465.00
64-0923-9233	Expense	ENGINEERING & CONSULTANTS	4,890.50	25,785.00	1,017.50	24,767.50	29,658.00
64-0923-9234	Expense	OUTSIDE SERVICES	43,424.72	2,393.32		2,393.32	45,818.04
64-0923-9235	Expense	CLEANING SERVICES	3,266.32	156.76		156.76	3,423.08
64-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	2,312.50				2,312.50
64-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	18,780.40	2,682.92		2,682.92	21,463.32
64-0925-9251	Expense	WORKMANS COMP. INSURANCE	10,660.24	1,380.82		1,380.82	12,041.06
64-0926-9260	Expense	FICA INSURANCE	26,224.04	3,731.79		3,731.79	29,955.83
64-0926-9261	Expense	PERA EXPENSE	33,104.98	4,833.24		4,833.24	37,938.22
64-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	159,599.42	20,028.65		20,028.65	179,628.07
64-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	5,039.53	588.44		588.44	5,627.97
64-0926-9264	Expense	EDUCATION & SAFETY TRAINING	6,508.30				6,508.30
64-0926-9265	Expense	MEDICARE EXPENSE	6,133.17	872.75		872.75	7,005.92
64-0926-9266	Expense	UNEMPLOYMENT EXPENSE					0.00
64-0926-9267	Expense	HEAT SHARE EXPENSE					0.00
64-0930-9302	Expense	MISCELLANEOUS GENERAL EXPENSE	1,016.58	147.00	0.17	146.83	1,163.41
64-0930-9303	Expense	SERVICE TERRITORY EXPENSE	3,696.00	962.50		962.50	4,658.50
64-0930-9304	Expense	GENERAL FUND EXPENSE					0.00
64-0930-9306	Expense	SALES TAX EXPENSE	868.87	200.56		200.56	1,069.43
64-0930-9307	Expense	COMMERCIAL REBATES	61,163.72	316.72		316.72	61,480.44
64-0930-9308	Expense	CONSERVATION IMPROVEMENT EXP	2,390.87				2,390.87
64-0930-9309	Expense	RESIDENTIAL REBATES	761.66	410.00		410.00	1,171.66
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	5,321,169.29	5,321,169.29	0.00	0.00

Report Setup
 Sort By:
 Includes only active accounts
 Includes accounts from 64-0001-1071 to 64-0940-9402
 Printed for 8/1/2023 to 8/31/2023
 Printed for all sources.

**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-WATER DEPARTMENT
FOR MONTH ENDING: AUGUST 31, 2023**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
OPERATING REVENUE:				
Residential Sales	81,142.85	508,727.95	79,362.60	488,053.68
Commercial Sales	48,620.90	252,395.59	55,332.90	245,313.65
Industrial Sales	10,414.08	77,580.69	11,582.98	78,785.53
Non Metered Sales	12,285.00	16,226.35	1,183.35	5,051.85
Service Line Repair Fee	1,503.00	12,019.00	1,488.00	11,868.00
Late Charges	1,041.62	7,915.45	1,177.35	8,588.65
Rent/Lease Income	0.00	32,175.55	0.00	32,175.55
Availability/Connection Fees	4,000.00	12,000.00	16,000.00	36,000.00
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	567.96	1,978.23	0.00	10,081.14
Other Operating Revenue	875.00	6,338.75	0.00	50.00
TOTAL OPERATING REVENUE:	160,450.41	927,357.56	166,127.18	915,968.05
OPERATING EXPENSES:				
Production Plant:				
Salaries & Supervision	4,218.49	36,763.41	5,027.94	34,778.94
Power for Pumping	3,420.70	23,117.75	3,091.77	21,747.75
Natural Gas	154.20	6,357.74	109.83	5,831.82
Utilities & Generator Expense	0.00	0.00	0.00	0.00
Lube Oil & Lubricants	0.00	0.00	0.00	0.00
Chemicals	2,930.20	22,353.51	2,919.84	19,301.70
Water Testing	82.38	2,287.13	549.66	2,603.66
Communications Expense	38.30	307.02	38.68	305.64
Scada & Computer Equipment	220.22	1,761.70	220.26	1,972.04
Equipment Repairs	0.00	6,264.76	540.93	2,870.74
Equip. Maint. & Inspections	0.00	0.00	0.00	0.00
Building & Grounds Maint.	0.00	736.23	0.00	215.23
Misc. Plant Expense	0.00	0.00	0.00	0.00
Total Production Plant:	11,064.49	99,949.25	12,498.91	89,627.52
Distribution System:				
Salaries & Supervision	7,996.18	73,458.26	7,022.42	55,937.89
System & Shop Supplies	58.17	344.20	0.00	145.01
Small Tools Expense	0.00	1,544.56	31.38	166.16
GIS Data & Maintenance Exp.	38.23	305.84	395.20	1,430.38
Computer Equip. & Maintenance	0.00	0.00	0.00	16.09
Safety Equipment	844.79	1,388.95	0.00	2,906.91
Education & Safety Training	330.00	880.00	320.00	1,370.00
Outside Services	74.52	11,662.46	3,934.65	9,518.23
Meter Expense	204.07	300.70	336.52	580.96
Customer Service Line Repair Exp.	0.00	3,343.37	0.00	0.00
Customer Owned Service Exp.	0.00	0.00	0.00	12.70
Dist. Repairs & Maintenance	0.00	1,628.37	0.00	15,186.60
Transportation Fuel & Oil	281.68	2,575.11	0.00	2,171.36
Vehicle Repair & Maint.	0.00	65.38	0.00	98.95
Equipment Repair & Maint.	0.00	2,803.16	0.00	0.00
Utilities	1,412.03	7,213.16	1,545.74	7,710.29
Building & Grounds Maint.	0.00	0.00	0.00	9.41
Misc. Dist. & Tower Maint. & Exp.	154.70	8,926.01	0.00	431.24
Total Distribution:	11,394.37	116,439.53	13,585.91	97,692.18

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	6,487.04	43,841.98	4,429.41	36,554.21
Meter Reading Salaries	221.74	2,762.11	436.74	4,249.07
Postage Expense	517.31	4,015.17	135.82	1,591.81
Collection Expense	0.00	28.68	0.00	0.00
Forms & Supplies	125.78	1,089.48	146.00	1,119.54
Communications Expense	214.56	1,614.34	79.81	984.11
Uncollectible Accts. Expense	0.00	0.00	0.00	0.00
Total Customer Acct. Expenses:	7,566.43	53,351.76	5,227.78	44,498.74
General & Administrative Expenses:				
Salaries & Supervision	4,768.16	39,986.48	4,669.32	40,256.71
Newads, Website, Subscriptions & Promos	0.00	1,028.04	0.00	588.76
Office Supplies, Computer Exp., & Sm. Equip	817.13	5,728.08	441.85	3,233.33
Communications Expense	101.21	769.10	44.73	583.97
Membership Fees & Dues	0.00	2,181.50	0.00	1,988.65
Maint. Contracts, Licenses & Permits	139.18	5,074.89	33.13	4,201.39
State & Federal Assessments	0.00	8,500.00	0.00	8,402.00
Professional Fees	1,184.05	5,594.90	0.00	2,608.50
Outside Services	869.98	3,581.84	263.66	3,822.50
Meals, Travel, Meetings	330.00	1,936.50	470.14	1,475.28
Prop. & Liab. Insurance	1,134.58	9,076.68	932.50	7,460.00
Employee Pensions & Benefits	5,609.92	51,690.26	6,615.41	54,408.09
Education & Safety Training	0.00	1,600.73	0.00	1,723.48
Wellhead Plan Implementation	0.00	2,101.75	1,007.92	4,866.67
Sales Tax Expense	0.00	0.00	0.00	0.00
Building & Grounds Maint.	0.00	2,100.00	0.00	265.53
Misc. G&A Expense	13.32	139.07	0.00	174.19
Total General & Administrative:	14,967.53	141,089.82	14,478.66	136,059.05
Depreciation Expense	34,500.00	276,000.00	34,000.00	272,000.00
TOTAL OPERATING EXPENSES:	79,492.82	686,830.36	79,791.26	639,877.49
OPERATING INCOME /(LOSS)	80,957.59	240,527.20	86,335.92	276,090.56
NONOPERATING REVENUE (EXPENSE)				
Interest Income	0.00	0.00	0.00	0.00
Change in Fair Value of Investments	0.00	(547.77)	0.00	(1,256.29)
Misc. Non Oper. Income	0.00	0.00	0.00	284.78
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	(3,850.60)	(30,804.75)	(4,979.88)	(41,479.34)
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)	(3,850.60)	(31,352.52)	(4,979.88)	(42,450.85)
NET INCOME/(LOSS)	77,106.99	209,174.68	81,356.04	233,639.71

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
August 31, 2023**

ASSETS

CURRENT ASSETS:

Cash	915,417.29
Temp Rate Stab Investments	0.00
Customer Accounts Receivable	146,105.04
Other Accounts Receivable	13,125.00
Accrued Interest Receivable	561.81
Lease Receivables	137,846.00
Inventory	55,933.80
Prepaid Interest	0.00
Prepaid Insurance	5,590.36
Deferred Outflows of Resources	86,085.00

Total Current Assets 1,360,664.30

RESTRICTED ASSETS:

Construction in Progress	0.00
MCMU Construction Fund	0.00
Reserve Fund	0.00
MCMU Reserve Fund	0.00
Debt Service Fund	258,691.24
PFA Debt Service Fund	0.00
Capital Improvements Fund	1,266,230.13

Total Restricted Assets 1,524,921.37

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	(7,111,614.49)

Total Fixed Assets 5,518,307.68

TOTAL ASSETS 8,403,893.35

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
August 31, 2023**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

Accounts Payable		5,463.21
Accrued Interest Payable		11,191.24
Severance Payable		0.00
Current Bonds Payable		330,000.00
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 769,696.22

NONCURRENT LIABILITIES:

Contracts Payable		3,900.00
Revenue Bonds Payable	810,000.00	
Less: Unamortized Bond Discount	<u>0.00</u>	810,000.00

PFA Loan Payable 0.00

Total NonCurrent Liabilities 813,900.00

TOTAL LIABILITIES 1,583,596.22

FUND EQUITY

Contributed		56,918.09
Unappropriated Retained Earnings		6,554,204.36
Net Income (Loss)		<u>209,174.68</u>
Total Equity		<u>6,820,297.13</u>

TOTAL LIABILITIES & EQUITY 8,403,893.35

Trial Balance

PRINCETON PUBLIC UTILITIES

9/20/2023 2:12:53 PM

Page 1 of 4

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	227,460.82	31,230.42		31,230.42	258,691.24
61-0001-1253	Asset	PFA DEBT SERVICE FUND	52,850.87	4,870.18	57,721.05	(52,850.87)	0.00
61-0001-1255	Asset	MCMU RESERVE FUND					0.00
61-0001-1291	Asset	CAPITAL IMPROVEMENTS FUND	1,262,230.13	4,000.00		4,000.00	1,266,230.13
61-0001-1311	Asset	CASH ON DEPOSIT CHECKING	839,472.64	282,881.11	206,936.46	75,944.65	915,417.29
61-0001-1421	Asset	CUSTOMER ACCOUNTS RECEIVABLE	160,678.29	151,268.62	165,841.87	(14,573.25)	146,105.04
61-0001-1431	Asset	OTHER ACCOUNTS RECEIVABLE	1,906.10	12,285.00	1,066.10	11,218.90	13,125.00
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	55,933.80				55,933.80
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	5,087,627.16				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	37,130.12				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	238,032.29				238,032.29
61-0001-1651	Asset	PREPAID INTEREST					0.00
61-0001-1652	Asset	PREPAID INSURANCE	6,987.95		1,397.59	(1,397.59)	5,590.36
61-0001-1710	Fixed Asset	ACCUMULATED DEPRECIATION	(7,077,114.49)		34,500.00	(34,500.00)	(7,111,614.49)
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)	5,300.00	1,500.00	3,800.00	(3,900.00)
61-0001-2315	Liability	CURRENT BONDS PAYABLE	(387,000.00)	114,000.00	57,000.00	57,000.00	(330,000.00)
61-0001-2321	Liability	ACCOUNTS PAYABLE	(5,827.49)	140,414.17	140,049.89	364.28	(5,463.21)
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	(8,061.69)	1,442.10	4,571.65	(3,129.55)	(11,191.24)

Trial Balance

PRINCETON PUBLIC UTILITIES

9/20/2023 2:12:53 PM

Page 2 of 4

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0001-2429	Liability	DEFERRED REVENUE	(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	241,500.00	34,500.00		34,500.00	276,000.00
61-0419-4191	Expense	INTEREST EXPENSE	26,954.15	3,850.60		3,850.60	30,804.75
61-0419-4290	Revenue	INTEREST INCOME					0.00
61-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	547.77				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	(427,585.10)		81,142.85	(81,142.85)	(508,727.95)
61-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(10,516.00)		1,503.00	(1,503.00)	(12,019.00)
61-0440-4421	Revenue	COMMERCIAL SALES	(203,774.69)		48,620.90	(48,620.90)	(252,395.59)
61-0440-4431	Revenue	INDUSTRIAL SALES	(67,166.61)		10,414.08	(10,414.08)	(77,580.69)
61-0440-4491	Revenue	NON-METERED SALES	(3,941.35)		12,285.00	(12,285.00)	(16,226.35)
61-0450-4501	Revenue	LATE CHARGES	(6,873.83)	45.94	1,087.56	(1,041.62)	(7,915.45)
61-0450-4503	Revenue	CONNECTION FEE	(8,000.00)		4,000.00	(4,000.00)	(12,000.00)
61-0450-4504	Revenue	CONSTRUCTION FEES					0.00
61-0450-4505	Revenue	TRUNK FACILITIES FEES					0.00
61-0450-4541	Revenue	RENT/LEASE INCOME	(32,175.55)				(32,175.55)
61-0450-4563	Revenue	OTHER OPERATING REVENUE	(5,463.75)	104.00	979.00	(875.00)	(6,338.75)
61-0450-4565	Revenue	MERCHANDISE SALES	(1,410.27)		567.96	(567.96)	(1,978.23)
61-0540-5461	Expense	PRODUCTION PLANT SALARIES	32,544.92	4,218.49		4,218.49	36,763.41
61-0540-5471	Expense	POWER FOR PUMPING	19,697.05	3,420.70		3,420.70	23,117.75
61-0540-5472	Expense	NATURAL GAS	6,203.54	154.20		154.20	6,357.74
61-0540-5473	Expense	UTILITIES & GENERATOR EXPENSE					0.00
61-0540-5481	Expense	LUBE OIL & LUBRICANTS					0.00
61-0540-5482	Expense	CHEMICALS	19,423.31	2,930.20		2,930.20	22,353.51
61-0540-5483	Expense	WATER TESTING	2,204.75	82.38		82.38	2,287.13
61-0540-5511	Expense	COMMUNICATIONS EXPENSE	268.72	38.30		38.30	307.02
61-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP	1,541.48	220.22		220.22	1,761.70
61-0540-5541	Expense	EQUIPMENT REPAIRS	6,264.76				6,264.76
61-0550-5531	Expense	BUILDING & GROUNDS MAINTENANCE	736.23				736.23
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	65,462.08	7,996.18		7,996.18	73,458.26
61-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	286.03	58.17		58.17	344.20
61-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	544.16	844.79		844.79	1,388.95
61-0580-5813	Expense	SMALL TOOLS EXPENSE	1,544.56				1,544.56

Trial Balance

PRINCETON PUBLIC UTILITIES

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Page 3 of 4

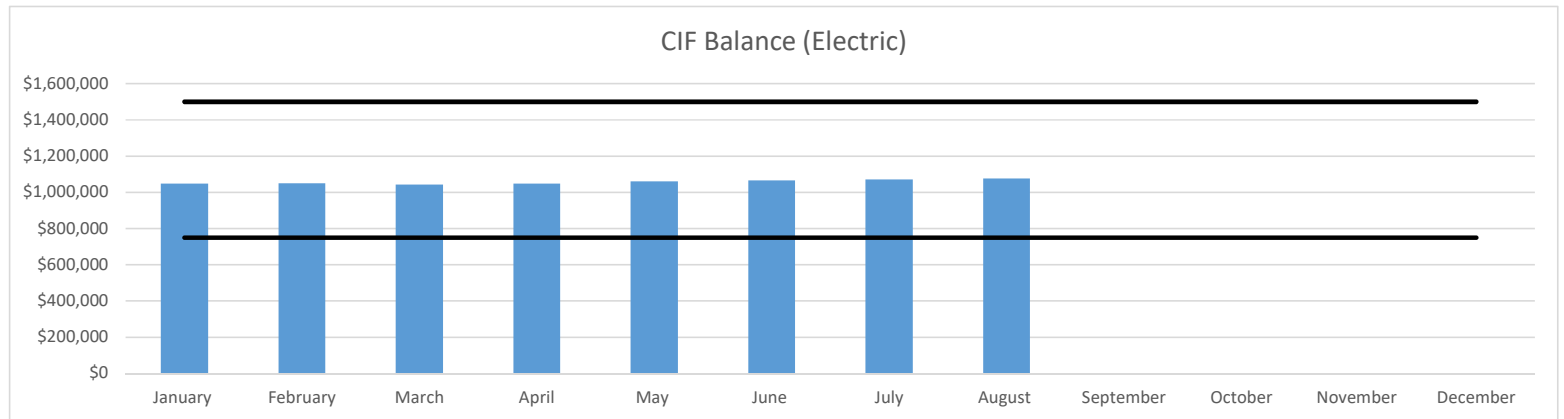
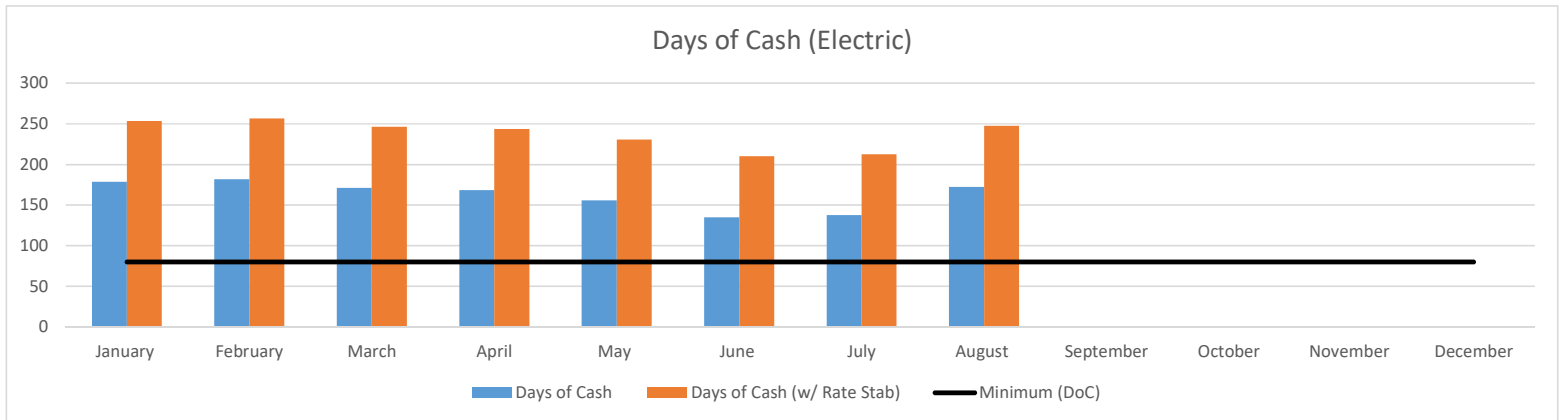
Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0580-5814	Expense	EDUCATION & SAFETY TRAINING	550.00	330.00		330.00	880.00
61-0580-5815	Expense	OUTSIDE SERVICES	11,587.94	74.52		74.52	11,662.46
61-0580-5816	Expense	GIS DATA & MAINTENANCE EXP.	267.61	38.23		38.23	305.84
61-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.					0.00
61-0580-5862	Expense	METER EXPENSE	96.63	204.07		204.07	300.70
61-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	3,343.37				3,343.37
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		154.70		154.70	154.70
61-0580-5882	Expense	TRANSPORTATION FUEL & OIL	2,293.43	281.68		281.68	2,575.11
61-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	65.38				65.38
61-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	2,803.16				2,803.16
61-0580-5888	Expense	UTILITIES	5,801.13	1,412.03		1,412.03	7,213.16
61-0590-5921	Expense	BUILDING & GROUNDS MAINTENANCE					0.00
61-0590-5981	Expense	WATER TOWER MAINT.	8,771.31				8,771.31
61-0902-9021	Expense	METER READING SALARIES	2,540.37	221.74		221.74	2,762.11
61-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	37,354.94	6,487.04		6,487.04	43,841.98
61-0903-9032	Expense	POSTAGE EXPENSE	3,497.86	517.31		517.31	4,015.17
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	1,399.78	214.56		214.56	1,614.34
61-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	633.38	125.78		125.78	759.16
61-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS					0.00
61-0920-9201	Expense	GENERAL & ADMIN. SALARIES	35,218.32	4,768.16		4,768.16	39,986.48
61-0921-9210	Expense	NEWSADS & PROMOTIONS	327.52				327.52
61-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	4,712.79	783.74		783.74	5,496.53
61-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	700.52				700.52
61-0921-9213	Expense	COMMUNICATIONS EXPENSE	667.89	101.21		101.21	769.10
61-0921-9214	Expense	MEMBERSHIP FEES & DUES	2,181.50				2,181.50
61-0921-9215	Expense	SUPPLIES & EXPENSES	147.49	33.39		33.39	180.88
61-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	1,606.50	330.00		330.00	1,936.50
61-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	2,646.90	139.18		139.18	2,786.08
61-0921-9218	Expense	LICENSES & PERMITS	2,288.81				2,288.81
61-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	8,500.00				8,500.00
61-0921-9220	Expense	SMALL OFFICE EQUIPMENT	50.67				50.67
61-0923-9231	Expense	ATTORNEY/LEGAL EXPENSES	80.85	1,184.05		1,184.05	1,264.90
61-0923-9232	Expense	AUDITOR EXPENSE	4,330.00				4,330.00
61-0923-9233	Expense	ENGINEERING & CONSULTANTS					0.00
61-0923-9234	Expense	OUTSIDE SERVICES	2,037.68	869.98		869.98	2,907.66
61-0923-9235	Expense	CLEANING SERVICES	674.18				674.18
61-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	2,100.00				2,100.00
61-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	7,942.10	1,134.58		1,134.58	9,076.68

Trial Balance

PRINCETON PUBLIC UTILITIES

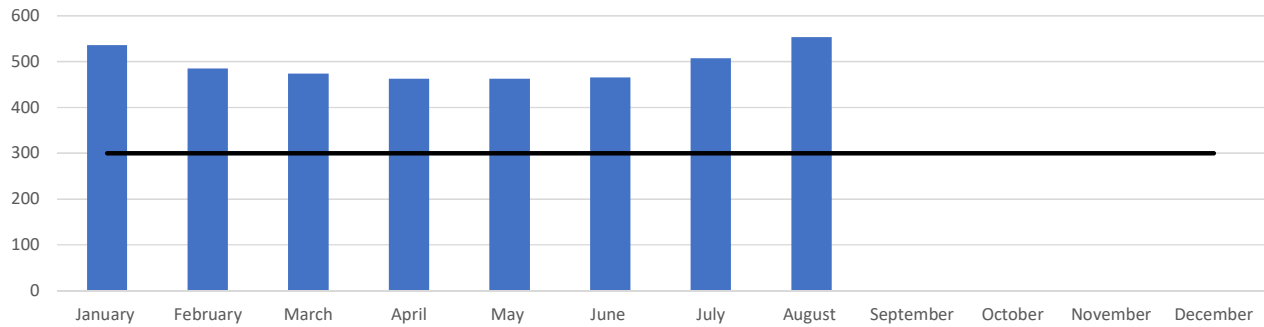
Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0925-9251	Expense	WORKMANS COMP. INSURANCE	2,016.61	263.01		263.01	2,279.62
61-0926-9260	Expense	FICA INSURANCE	10,310.81	1,271.88		1,271.88	11,582.69
61-0926-9261	Expense	PERA EXPENSE	12,987.59	1,615.92		1,615.92	14,603.51
61-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	17,534.85	2,059.25		2,059.25	19,594.10
61-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	819.28	102.41		102.41	921.69
61-0926-9264	Expense	EDUCATION & SAFETY TRAINING	1,600.73				1,600.73
61-0926-9265	Expense	MEDICARE EXPENSE	2,411.20	297.45		297.45	2,708.65
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	125.75	13.32		13.32	139.07
61-0930-9304	Expense	GENERAL FUND EXPENSE					0.00
61-0930-9306	Expense	SALES TAX EXPENSE					0.00
Report Setup							
Sort By:			0.00	831,184.96	831,184.96	0.00	0.00
Includes only active accounts							
Includes accounts from 61-0001-1071 to 61-0930-9306							
Printed for 8/1/2023 to 8/31/2023							
Printed for all sources.							

Month	Annual Operating Expenses (2022)	Depreciation (2022)	Electric					Minimum (DoC)	Minimum (CIF)	Maximum (CIF)
			Cash	CIF	Rate Stab	Days of Cash	Days of Cash (w/ 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	\$2,443,738	\$1,070,519	\$1,334,123	137	212	80	750,000	1,500,000
August	\$7,187,273	\$696,000	\$3,067,636	\$1,076,293	\$1,334,123	172	248	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

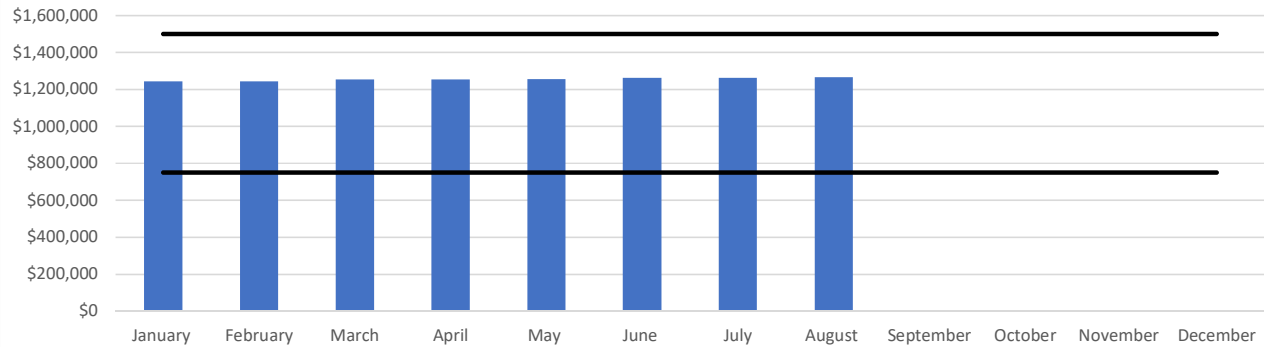


WATER							
Annual Operating Costs (2022)	Depreciation (2022)	Cash	CIF	Days of Cash	Minimum (DoC)	Minimum (CIF)	Maximum (CIF)
\$1,011,375	\$408,000	\$886,085	\$1,243,811	536	300	\$750,000	\$1,500,000
\$1,011,375	\$408,000	\$801,699	\$1,243,811	485	300	750,000	1,500,000
\$1,011,375	\$408,000	\$783,820	\$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	\$839,473	\$1,262,230	508	300	750,000	1,500,000
\$1,011,375	\$408,000	\$915,417	\$1,266,230	554	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

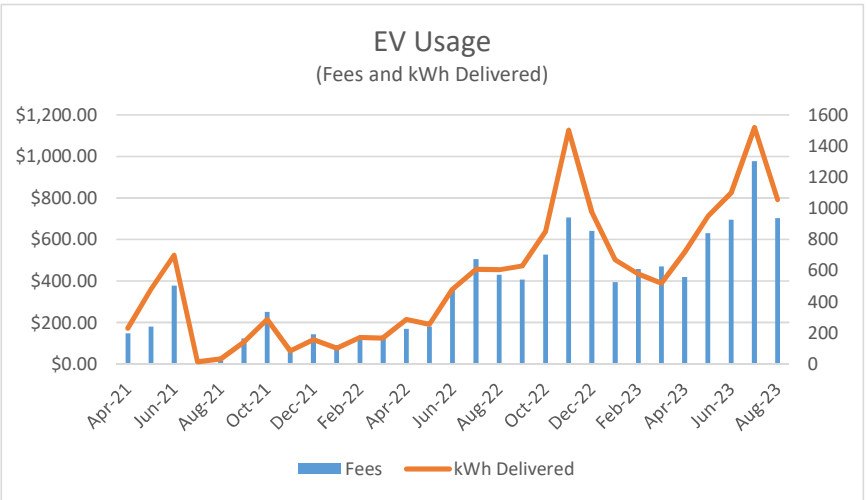
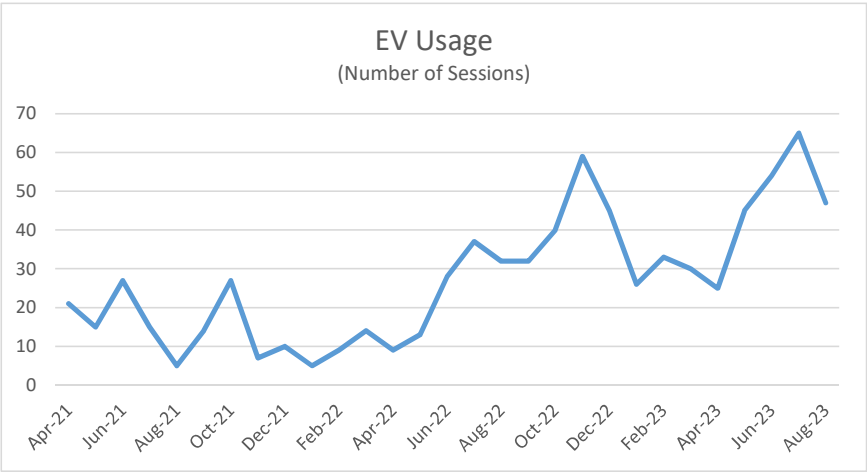
Days of Cash (Water)



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
Jun-23	54	\$694.77	1099
Jul-23	65	\$977.76	1519
Aug-23	47	\$702.59	1057



MCGRANN SHEA CARNIVAL STRAUGHN & LAMB, CHARTERED

**Attorneys at Law
800 Nicollet Mall, Suite 2600
Minneapolis, MN 55402-2041
Phone: (612) 338-2525
Federal Tax ID: 41-1654544**

Princeton Public Utilities
Keith Butcher
907 1st Street
P.O. Box 218
Princeton, MN 55371

Statement Date: September 12, 2023
Statement No.: 146259
Fees and Costs Through: August 31, 2023

Our File No.: 63052-0004
Re: General

Total Fees.....\$ 2,883.75

Statement Total: \$2,883.75

Trust Balance: \$0.00

Previous Balance Due: 4,228.75

Less Payments Received: 4,228.75

TOTAL NOW DUE: \$2,883.75

Professional Fees:

			<u>Hours:</u>	<u>Amount:</u>
08/01/2023	KML	Examine email communications; provide comments on requirements of Open Meeting Law and next steps.	0.50	190.00
08/01/2023	KMB	Review multiple correspondence from Chair Schwartz regarding July meeting regarding policy; review portion of Commission meeting; review adopted Policy Manual; prepare for telephone conference with Chair Schwartz.	2.00	770.00
08/02/2023	KMB	Prepare for, telephone conference with Chair Schwartz regarding questions related to Policy Manual.	1.25	481.25
08/03/2023	KMB	Telephone conference with Commissioner Erickson regarding draft Communication Policy.	0.25	96.25
08/14/2023	KML	Examine correspondence and request; provide comments.	0.25	95.00
08/15/2023	KMB	Draft requested revisions to Policy Manual; draft correspondence to Chair Schwartz regarding same.	1.50	577.50
08/16/2023	KMB	Prepare for, telephone conference with Chair Schwartz regarding Policy Manual and requested revisions; review and revise same; multiple correspondence regarding same.	1.50	577.50
08/17/2023	KMB	Draft correspondence to Commissioners regarding Chair Schwartz's proposed changes to Policy Manual.	0.25	96.25
			Total Hours:	7.50 2,883.75

KML	Kathleen M. Lamb	0.75 hours	\$380.00/hr	285.00
KMB	Kathleen M. Brennan	6.75 hours	\$385.00/hr	2,598.75
Total hours:		<u>7.50</u>		<u>2,883.75</u>

RESOLUTION 23-10

**RESOLUTION OF THE PUBLIC UTILITIES COMMISSION
OF THE CITY OF PRINCETON
AUTHORIZING MEMBERSHIP IN THE 4M FUND**

WHEREAS, Minnesota Statutes (the Joint Powers Act) provides that governmental units may jointly exercise any power common to the contracting parties; and

WHEREAS, the Minnesota Municipal Money Market Fund (the 4M Fund) was formed in 1987, pursuant to the Joint Powers Act and in accordance with Minnesota Investment Statutes, by the adoption of a joint powers agreement in the form of a Declaration of Trust; and

WHEREAS, the Declaration of Trust, which has been presented to this Commission, authorizes municipalities of the State of Minnesota to become Participants of the Fund and make use from time to time including the 4M Liquid Asset Fund, the 4M Plus Fund, the Term Series, the 4M Limited Term Duration Fund, the Fixed Rate Programs, and other Fund services offered by the Fund; and

WHEREAS, this Commission deems it to be in the best interest for the municipality to make use of, from time to time, the approved services provided by the 4M Fund’s service providers including the Investment Advisor (PMA Asset Management, LLC), the Administrator (PMA Financial Network, LLC) the Distributor (PMA Securities, LLC) or the Fixed Rate Program Providers, PMA Financial Network, LLC and PMA Securities, LLC and the Custodian, U.S. Bank National Association, (“Service Providers”) and/or their successors.

WHEREAS, this Commission deems it advisable for this municipality to enter into the Declaration of Trust and become a Participant of the Fund for the purpose of joint investment with other municipalities so as to enhance the investment earnings accruing to each; now, therefore BE IT RESOLVED AS FOLLOWS:

Section 1. This municipality shall become a Participant of the Fund and adopt and enter into the Declaration of Trust, a copy of which shall be filed in the minutes of this meeting. The appropriate officials are hereby authorized to execute those documents necessary to effectuate entry into the Declaration of Trust and the participation of all Fund programs.

Section 2. This municipality is authorized to invest monies from time to time and to withdraw such monies from time to time in accordance with the provisions of the Declaration of Trust. The following officers of the municipality or their successors are designated as “Authorized Officials” with authority to effectuate investments and withdrawals in accordance with the Declaration of Trust:

Print Name

Title

Signature

Print Name

Title

Signature

(Additional names may be added on a separate list. The treasurer shall advise the Fund of any changes in Authorized Officials in accordance with Fund procedures.)

Section 3. The Trustees of the Fund are designated as having official custody of those monies invested in accordance with the Declaration of Trust.

Section 4. That the municipality may open depository and other accounts, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, lockbox agreements, or other applicable or related documents with institutions participating in Fund programs including U.S. Bank National Association, or its successor, or programs of PMA Financial Network, LLC or PMA Securities, LLC for the purpose of transaction clearing and safekeeping, or the purchase of certificates of deposit (“CDs”) or other deposit products and that these institutions shall be deemed eligible depositories for the municipality. PMA Financial Network, LLC and PMA Securities, LLC and their successors are authorized to act on behalf of this municipality as its agent with respect to such accounts and agreements. Monies of this entity may be deposited in such depositories, from time to time in the discretion of the Authorized Officials, pursuant to the Fund’s Programs available through its Services Providers.

It is hereby certified that the Princeton Public Utilities Commission adopted this Resolution at a duly convened meeting of the Commission held on the 30th day of August, 2023, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Adopted this day _____ of _____ 2023

Commissioner Date_____

ATTEST:

Secretary/Treasurer Date_____

MEMORANDUM 23-27



TO: Princeton Public Utilities Commission
FROM: Scott Schmit, Water/Power Plant Superintendent
SUBJECT: Hydrant Removal and Water Main Abandonment
DATE: May 24th, 2023

ITEM SUMMARY

This is a proposal to remove a hydrant and abandon a section of water main on South Third Street.

BACKGROUND INFORMATION

The City is selling a parcel on South Third Street which is the site of an old municipal well. Although the well was capped and abandoned, a hydrant and water main section remained.



With the sale the city and the purchaser were interested in removing the hydrant and water main access to eliminate the need for a utility easement. With the abandonment of the municipal well, the utility is interested in removing an unnecessary hydrant and abandoning a dead end water main. Since this benefits both parties, city and utility staff propose splitting the cost 50/50.

The item is to also be placed on the City Council agenda for September 28th, 2023. Upon approval by both governing entities, PPU will work with West Branch to complete the work as

quickly as possible. The intent would be for the City to reimburse the Utility for 50% of the cost.

Contractor	Amount
West Branch Construction Company	\$5,250

ACTION NEEDED

Staff recommends selecting West Branch Construction Company to perform the work for \$5,250.



3527 Branch Rd
Princeton, MN 55371

PROPOSAL


DATE
9/19/2023

PRESENTED TO
Princeton Public Utilities 907 1st Street Princeton, MN 55371

PROJECT

DESCRIPTION	QTY	Unit Meas...	UNIT PRICE	TOTAL
<p>3rd Ave Hydrant Disconnection</p> <p>Remove hydrant at old well site and cap 10" watermain at next hydrant tee.</p> <p>Includes the following:</p> <ul style="list-style-type: none"> -Complete removal of the hydrant and valve box riser at the old well site. The valve is to remain in place, but remain closed to keep infiltration out of the abandoned pipe. -Remove and dispose of necessary bituminous to excavate the tee for the next hydrant on 3rd St. Cut a section of the 10" main out to allow a cap to be installed on the tee. Cap the abandoned 10" to keep infiltration out. Backfill and place class 5 on excavated area. <p>Excludes:</p> <ul style="list-style-type: none"> -Bituminous patching. -Removal/ and or installation of any items not specified above. -Dewatering. 	1	LS	5,250.00	5,250.00
Thank you for this opportunity. Please call with questions.				

Proposal Prepared by Paul Johnson
763-389-2827 Office
763-286-3913 Cell
paul@westbranchconstruction.com

Presented By 
Paul Johnson, President



3527 Branch Rd
Princeton, MN 55371

PROPOSAL


DATE
9/19/2023

PRESENTED TO
Princeton Public Utilities 907 1st Street Princeton, MN 55371

PROJECT

DESCRIPTION	QTY	Unit Meas...	UNIT PRICE	TOTAL
Quote valid for 15 days without a scheduling commitment. Does not include any allowance for winter work or work during spring load restrictions. Sales Tax			7.375%	0.00
Thank you for this opportunity. Please call with questions.				

Proposal Prepared by Paul Johnson
763-389-2827 Office
763-286-3913 Cell
paul@westbranchconstruction.com

Presented By 
Paul Johnson, President

MEMORANDUM 23-28



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: Service Territory Annexation Feasibility Study
DATE: September 27th, 2023

ITEM SUMMARY

The Commission instructed staff to look into conducting a feasibility study for annexing the South Industrial Park.

BACKGROUND

At the joint City Council / Public Utilities Commission meeting there was a discussion regarding service territory annexation. There is an interest from both parties to better understand the real impacts of such an acquisition.

The Commission responded by directing staff to pursue the hiring of DGR to conduct the review. DGR is very familiar with PPU operations given their current work on PPU's Electrical Cap Plan and Rate Study.

DGR replied that they would be willing to conduct the analysis. The analysis will be limited to developing (where appropriate) and evaluating the financial aspects of annexation. The intent is to give the Commission the ability to better understand possible impacts. The work scope is anticipated to include:

- Developing costs estimates to serve the load,
- Integrating these estimates into PPU's financial model, and
- Developing cost comparisons.

This is a very unique project dependent upon many local factors that are unclear at this time (such as data availability, local economic conditions, current and future organizational needs, and the timing). As a result, DGR proposes to conduct this work on a time and material basis. Staff will work closely with DGR to manage the work scope appropriately as information is/is not found to be available while keeping total project costs within reason.

RECOMMENDATION

To meet the Commission's goals, Staff is recommending that the Commission approve employing DGR on a time and material's basis to be managed by the General Manager. This would be handled as a separate Task Order through DGR's existing Master Agreement Contract with PPU.

MEMORANDUM 23-29



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: 2023 Property Tax Assessments
DATE: September 27th, 2023

ITEM SUMMARY

Below is a summary of the delinquent bills that will be submitted for property tax assessments due to non-payment.

BACKGROUND

As it pertains to the collection of delinquent accounts, PPU follows the policy set forth by the Commission which is as follows:

COLLECTION OF DELINQUENT ACCOUNTS

All charges for Utility Services are due in the amount billed on the 12th day of the month or the 1st business day after the 12th, as noted on the bill and become delinquent on the first working day following such due date. The Utility shall endeavor to collect delinquent accounts promptly. Where satisfactory arrangements for payment have not been made Utility services become subject to disconnection. When all administrative efforts at collecting a delinquent account have been exhausted, alternative collection methods will also be used, including collection agency, MN Revenue Recapture Program, assessment of property by the City of Princeton or legal action.

Certification for Past Due Accounts: *The City has adopted ordinance #640 by which the City, in cooperation with the Princeton Public Utility Commission, may certify past due electric, water and sewer bills to the appropriate County Auditor for collection with the subsequent year's taxes due against the parcel for which said past due billing is owed. A copy of Ordinance #640 may be obtained from City of Princeton or Princeton Public Utilities*

PPU, in cooperation with the City of Princeton, work together to address account delinquency through the use of assessments.

It is important to note that Minnesota Statutes 325E.025 states that "A utility shall not: (1) recover or attempt to recover payment for a tenant's outstanding bill or charge from a landlord, property owner or manager, or manufactured home park owner, ..., or manufactured home dealer, ..., who has not contracted for the service." In this statute a utility is defined as: where the utility is defined as "persons, corporations, or other legal entities, their lessees, trustees, and receivers, now or hereafter operating, maintaining, or controlling in this state equipment or facilities for furnishing at retail natural, manufactured, or mixed gas or electric service to or for the public or engaged in its production and retail sale.

Therefore, the assessments below do not include electricity collections for renters. It is anticipated that many of these will be charged-off at the end of the year.

2023 Property Tax Assessments					
Customer	Owner(O) / Renter(R)	Electricity	Water	Sewer	Total
1	R	\$0.00	\$95.98	\$146.09	\$242.07
2	R	\$0.00	\$47.22	\$3.22	\$50.44
3	R	\$0.00	\$84.23	\$136.05	\$220.28
4	R	\$0.00	\$91.60	\$144.44	\$236.04
5	R	\$0.00	\$77.53	\$81.95	\$159.48
6	R	\$0.00	\$64.60	\$56.24	\$120.84
7	R	\$0.00	\$41.99	\$1.61	\$43.60
8	R	\$0.00	\$57.91	\$159.62	\$217.53
9	R	\$0.00	\$81.17	\$76.13	\$157.30
10	R	\$0.00	\$36.90	\$53.22	\$90.12
TOTAL		\$0.00	\$679.13	\$858.57	\$1,537.70

RECOMMENDATION

Staff recommends approval of the above listing as the submission for collections through property tax assessments.

MEMORANDUM 23-30



TO: Princeton Public Utilities Commission
FROM: Jeremy Linden, Electric Superintendent
Scott Schmit, Water/Power Plant Superintendent
SUBJECT: 2023 GIS Equipment Purchase
DATE: September 27th, 2023

ITEM SUMMARY

PPU staff are requesting authorization to purchase GIS field equipment at a budget of \$10,000.

BACKGROUND INFORMATION

As PPU continues to move forward with the Electric Capital Improvements Plan (Cap Plan), Lead Service Line replacements, other O&M projects, and various construction activities, staff believe that now is the time to create a robust GIS system utilizing coordinates to document the placement of equipment and infrastructure. Our current GIS database is built upon a visual marker using downloaded satellite imagery that does not always line up with lat

The 2023 Budget included \$13,000 (\$3,500 – Water, \$9,500 – Electric) for GIS Data & Maintenance Expenses. It is anticipated that 100% of these funds will be used for on-site assistance from Ulteig Engineering in documenting equipment placement during our 2023 construction activities.

Rather than hiring Ulteig to do the work each year, PPU proposes to purchase our own equipment to do the work ourselves. Ulteig is willing to train our staff while they are in town completing their 2023 survey work for us. Estimated equipment costs is approximately \$10,000. Staff estimates that the investment would pay for itself in 2 years while providing staff considerable flexibility with ongoing project support. The increased accuracy provided by GIS coordinates will help prevent accidental damage and improve our ability to share information with others.

A copy of the quote is attached.

ACTION NEEDED

Staff recommends approving the purchase of GIS field tools with a budget of \$10,000.

BILL TO:

Princeton Public Utilities
Jeremy Linden
907 1st St
Princeton, MN 55371
JLinden@princetonutilities.com
[763-284-2410](tel:763-284-2410)

SHIP TO:

Princeton Public Utilities
Jeremy Linden
907 1st St
Princeton, MN 55371
JLinden@princetonutilities.com
[763-284-2410](tel:763-284-2410)

Product Details	Qty	Price	Total
R2-101-00 Trimble R2, single receiver One-year hardware / firmware warranty	1	\$ 2,100.00	\$ 2,100.00
R2-CFG-001-43 Trimble R2 Configuration Level - Centimeter mode Requires MN CORS GNSS network for real-time corrections (free)	1	\$ 10,475.00	\$ 10,475.00
DISCOUNT_GIVEN R2 cm bundle Q4 product end of life discount \$7,995 MSRP \$12,575	1	\$ -4,580.00	\$ -4,580.00
101070-00-01 Trimble Geospatial Accessory - Dual Battery Charger w/ Power Supply and Power Cord	1	\$ 665.00	\$ 665.00
43169-10 Rod - 2.0m Carbon Fiber Range Pole	1	\$ 330.00	\$ 330.00
5200-160 POLE CLAMP,BALL,11/4",CLAW	1	\$ 95.00	\$ 95.00
5200-201 ARM,DOUBLE SOCKET,1"	1	\$ 25.00	\$ 25.00
5200-23-050 X-GRIP 3 FOR 10" TABLETS	1	\$ 150.00	\$ 150.00
RAM-HOL-UN11U RAM Mount Universal X-Grip Cradle for 12 Inch Tablets	1	\$ 140.00	\$ 140.00
106170-00 Trimble R2 Accessory - Transport Case (Single Receiver)	1	\$ 550.00	\$ 550.00

Sub Total:	\$ 9,950.00
Discount:	\$ 0.00
Tax:	\$ 0.00
Shipping:	\$ 0.00
Grand Total:	\$ 9,950.00

Valid Until: Oct 13, 2023

Special Notes

Does not include Android tablet/phone for PointMan workflow.

Shipping, handling, and applicable sales tax will be added to invoice

Terms and Conditions

All invoices are in U.S. Dollars. Prices are good for 30 days.

Payment terms are net 30 days upon approved credit. We also accept VISA, MasterCard and American Express. Returns may be accepted 30 days from invoice. A restocking fee of up to 25% may be charged for any return. Special orders are not returnable.

Shipping and handling charges are prepaid and added to invoice. Shipment will be made by UPS Ground unless otherwise specified, FOB Shipping Point.

{{Signature*}}

{{Signdate*}}

{{Fullname*}}

MEMORANDUM 23-31



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: Street Lighting MOU with the City of Princeton
DATE: September 27th, 2023

ITEM SUMMARY

Staff have been working with City Staff to develop a proposal for a formal Memorandum of Understanding (MOU) regarding the provision of street lighting within Princeton Public Utility's Service Territory.

BACKGROUND

For many, many years it has been the general understanding that Princeton Public Utilities, as a service to the City, operates and maintains the vast majority of the street lighting within PPU's service territory. However this arrangement was never formalized and this has resulted in some confusion over the years. Utility Staff reached out to City Staff in an effort to clarify and document the roles and responsibilities of each party. The attached MOU will ensure that both parties are working together to effectively serve the community.

The key points of the MOU are as follows:

- This only pertains to street lighting. It does not include trails, walkways, parking lots, or decorative lighting.
- The city will be responsible for the installation cost and the determination of location and output of all City streetlights.
- After installation and verification, the utility shall operate and maintain all streetlights that meet an agreed upon standard.
- The utility will provide for the installation of streetlight attachments owned by the city as well as seasonal lighting over the holiday season.
- Both parties agree to work together to develop a Street Lighting Standard Manual to ensure that all streetlight meets an agreed upon standard which will minimize the utilities' inventory requirements.

RECOMMENDATION

Staff recommend approval of the Street Lighting MOU

**MEMORANDUM OF UNDERSTANDING
REGARDING
STREET LIGHT INSTALLATION AND MAINTENANCE
BETWEEN
PRINCETON PUBLIC UTILITIES
AND
THE CITY OF PRINCETON, MINNESOTA**

This MEMORANDUM OF UNDERSTANDING, hereinafter referred to as “MOU”, is hereby made and entered effective the ___ day of _____, 202_, by and between the City of Princeton, Minnesota, hereinafter referred to as the “City” and Princeton Public Utilities, hereinafter referred to as the “Utility”. Collectively known as “the Parties”.

1.0 Purpose

The purpose of the MOU is to address the material and labor costs associated with the installation and maintenance of streetlights located within the Utility’s electric service territory located within the jurisdictional boundaries of the City of Princeton, Minnesota.

2.0 Definitions

Streetlights are luminaries that are located along and primarily used to illuminate public roadways. Streetlights do not include lights used for security, to illuminate trails and walkways, parking lots, seasonal or ornamental lighting, or lights that are not owned and/or operated by the Parties.

3.0 Responsibility of the Parties

The City and the Utility shall work together to develop a Street Lighting Standard Manual to be shared with developers, contractors, and the public. This Manual will be the only approved streetlights that may be installed, operated, and maintained by the Parties. The manual shall, at a minimum, be reviewed every five years to ensure compliance with electrical codes, industry best practices, product availability, and material needs.

If the City installs, or allows to be installed, streetlight(s) that do not meet the Street Lighting Standard Manual without the written consent of the Utility, the Utility has no obligations to assume any liability and the City shall maintain ownership of the luminaire(s) and be responsible for all operation and maintenance costs.

4.0 Responsibility of City

The City shall be responsible for determining the location and output level of all City streetlights.

The City shall, in a timely manner, notify the Utility of street improvements, development projects, or rehabilitation projects being considered to provide adequate time for design and budgeting and will specify the number and location of streetlights to be provided.

The City, on its own, or through Development Agreements, shall be responsible for the cost to purchase and install all new streetlights.

5.0 Responsibility of the Utility

The Utility, as a contribution to the City, shall operate and maintain all streetlights in accordance with the original specification.

Streetlights shall be installed by the Utility or its agent, pursuant to the Utility's standards, as part of the Utility's process of providing electrical distribution services.

The Utility agrees to stock and maintain adequate street lighting replacement equipment and supplies.

Should any streetlight owned and operated by the Utility be damaged by a third-party, the Utility shall be responsible for repair and/or replacement as well as pursuing any and all claims against said third-party.

If a streetlight needs to be replaced, as agreed to by both parties, the Utility, as a contribution to the City, shall be responsible for all material and labor costs. The new streetlight must meet the specifications of the current Street Light Standards Manual and must take into consideration the style and look of the surrounding streetlights.

6.0 Maintenance of Attachments to Streetlights

The Utility will provide, as a contribution to the City, limited maintenance, installation, and removal of banners, flowers, hanging baskets or other attachments owned by the City.

7.0 Illuminated Seasonal Lighting

The Utility, as a contribution to the City, shall install illuminated seasonal decorations in November and provide for their removal in January.

The Utility shall store, maintain, and perform simple and general repairs on seasonal decorations. The Utility is not responsible for replacing decorations that are no longer functioning properly and cannot be repaired cost-effectively.

This MOU supersedes and replaces any and all previous streetlighting agreements.

8.0 Tracking

The Utility shall track all contributions of labor and material costs made throughout the year. The Utility shall provide the City with an annual report detailing these contributions.

9.0 Terms

This MOU is in effect until cancelled or terminated. Either party may cancel or terminate this MOU without cause by giving (30) calendar days written notice to the other party. Such notification shall state the effective date of termination or cancellation.

Any and all amendments must be made in writing and must be agreed to and executed by both Parties before becoming effective.

IN WITNESS WHEREOF, each of the Parties has caused this MOU to be executed by their duly authorized representatives:

PRINCETON PUBLIC
UTILITIES COMMISSION

CITY OF PRINCETON,
MINNESOTA

By _____
xxx,
Chair

By _____
xxx,
Mayor

By _____
Keith R. Butcher,
General Manager

By _____
Michele McPherson,
City Administrator

MEMORANDUM 23-32



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: 2023 MMUA Safety Program Renewal
DATE: September 27th, 2023

ITEM SUMMARY

The 2023-2024 Safety Management Program administered by MMUA is up for renewal.

BACKGROUND

Princeton Public Utilities has been contracting with MMUA to provide safety training, regulatory compliance, and employee support since 1996.

In the last couple of years, MMUA (both at the staff level and at the Board level) has been reviewing the program's effectiveness. Many changes have been, or are in the process of being, implemented.

Here in Princeton, we too have made some changes. The City and the Utility are now combining our training efforts and splitting the cost. This has captured significant financial benefits to Princeton's ratepayers and taxpayers.

On September 16th, PPU was notified that the contract for the next program year was changing significantly for the upcoming program year (October 1st, 2023 through September 30th, 2024). The changes include such things as:

- Changing the program end date to December 31st, 2024 so that future renewals will coincide with MMUA's new fiscal year.
- Significant new insurance requirements.
 - o Each party must maintain certain limits and provide documentation of coverage.
 - o Each party must endorse, as additional insureds, on the other policy.
- New Dispute Resolution language.
- A statement that this Agreement was developed equally by the parties.

Staff were unaware that such changes were being requested and have not had time to evaluate their impacts on the utility's costs, risk, and liability. Staff believe that it would be prudent to not approve the Safety Management Program Renewal so as to give staff time to discuss these changes with our insurance agent and MMUA.

A copy of MMUA's renewal is attached.

RECOMMENDATION

Staff recommends not approving the MMUA Safety Management Program Renewal at this time.



SERVICES AGREEMENT

Date: September 15, 2023

Contract No. 183-2024

Safety Management Services

This Services Agreement (the "Agreement") is made as of October 1, 2023, between the Minnesota Municipal Utilities Association (MMUA) and the Princeton Public Utilities, each a "Party" and collectively, the "Parties."

PART I – Scope of Services

PART II – Duration / Amendment / Renewal

PART III – Obligations

PART IV – Standard Terms and Conditions

The terms of this Agreement are hereby accepted by the Parties.

Princeton Public Utilities

Minnesota Municipal Utilities Association

By _____

By _____

Title _____

Title Chief Executive Officer

Date _____

Date _____

PO # _____

PART I – SCOPE OF SERVICES

MMUA will provide/deliver for the term of this Agreement:

1. The services of a person engaged by MMUA, in the capacity of Regional Safety Coordinator.
2. The assigned Regional Safety Coordinator will:
 - a. Plan, organize and/or conduct regular monthly safety meetings at Princeton Public Utilities.
 - b. Develop and maintain a standard safety management record keeping and reporting system at Princeton Public Utilities.
 - c. The record system will include (check those covered by this Agreement):
 - Required OSHA records
 - Required DOT records
 - Required ADA records
 - Provide written program
 - Provide annual site inspection
 - Provide interpretation and clarification of OSHA rules.
 - d. Visit Princeton Public Utilities unless circumstances lend a different location approved by Princeton Public Utilities management (collectively, the “Services”).
 - Tier service level: 2
 - Number of days per year: 12
3. The Services will be provided in the following city departments:
 - a. _____ # of employees _____
 - b. _____ # of employees _____
 - c. _____ # of employees _____
 - d. _____ # of employees _____
 - e. _____ # of employees _____

PART II – TERM/ RENEWAL/ AMENDMENT

1. TERM/RENEWAL: This Agreement shall remain in force from October 1, 2023 until December 31, 2024. Thereafter, it shall continue automatically for successive twelve-month calendar year periods unless terminated by either Party providing written notice at least sixty (60) days in advance of the end of the then-current term.
2. AMENDMENT: This Agreement may be amended or modified upon the mutual agreement of both Parties but only if in writing, signed by the Parties, dated, and appended to this Agreement.

PART III – OBLIGATIONS

1. COMPENSATION: For the Services, Princeton Public Utilities shall pay MMUA an annual fee of \$14,929.95 in the first year. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- Full 15-month payment (October 1, 2023 to December 31, 2024) (\$18,662.00), contract amount will be billed on an annual basis thereafter, consistent with the amount communicated by MMUA each September as described below.
- Annual payment (\$14,929.95)
- Quarterly payments (\$3,732.40 each)

For any term less than twelve (12) full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the Services are provided as a percentage of twelve (12).

For years after the first year, the annual fee will be adjusted to reflect the cost of the Services for the coming twelve-month period. This fee will be set by the MMUA Board of Directors and provided to Princeton Public Utilities in a written notice within 30 days of the Board's action.

2. OTHER CITY OBLIGATIONS:

- Provide workspace for Regional Safety Coordinator when on-site.
- Provide clerical support for Regional Safety Coordinator.
- Schedule participation of employees in regular safety meetings.
- Provide the required training for employees as recommended by the Regional Safety Coordinator.
- Provide to MMUA in a timely manner any information MMUA indicates is needed to perform the services hereunder. MMUA may rely on the accuracy of information provided by Princeton Public Utilities and its representatives.
- Provide annual written evaluation of services of MMUA and its Regional Safety Coordinator.

3. MMUA OBLIGATIONS:

- Employ, assign, and supervise Regional Safety Coordinator.
- Plan, organize, and/or conduct regular monthly safety meetings on-site.
- Develop and maintain a standard safety management record keeping and reporting system on-site, including required OSHA records, required DOT records, required ADA records, and maintenance of safety manuals.
- Monitor safety training/certificate/licensure requirements, and recommend needed training.
- Prepare or oversee the preparation of required state and federal reports related to OSHA, DOT, and ADA compliance.
- Document safety meetings and training provided.
- Provide a standard interpretation of laws, rules, and regulations pertaining to safety management.

PART IV – STANDARD TERMS AND CONDITIONS

1. **INDEPENDENT CONTRACTOR:** In performing the Services, MMUA is an independent contractor and shall not be considered an employee, agent, partner, joint venturer, or representative of Princeton Public Utilities for any purpose.
2. **STANDARD OF CARE:** Princeton Public Utilities acknowledges that MMUA undertakes to provide the Services to Princeton Public Utilities as a member of MMUA and, similarly to other members of MMUA, consistent with its nonprofit purpose and that in so doing, MMUA affords to Princeton Public Utilities a convenience, cost savings, and efficiency otherwise not available to Princeton Public Utilities from other service providers. Princeton Public Utilities acknowledges that MMUA will exercise its best efforts to perform the Services in accordance with current rules and practices but also acknowledges that the ultimate responsibility for an interpretation of law lies with Princeton Public Utilities and its attorney and that the application of such law and of the appropriate methods and practices also lies with Princeton Public Utilities in the exercise of its best judgment with reasonable and due regard for the safety of its employees and other third persons. MMUA assumes no responsibility under this Agreement other than to render the Services in good faith. It shall not be responsible for any action of Princeton Public Utilities, its agents, or employees.
3. **SCOPE AND SCHEDULE CHANGES:** The fees agreed to in Part III constitute MMUA's estimate of the effort and charges required to perform the Services. Any services not expressly set forth in this Agreement are excluded from the obligations of MMUA. If MMUA is delayed in performing the Services by any act of war, force majeure, or other circumstance beyond its control, then the schedule of performance shall be extended for the number of days as the occurrence delays performance, and the compensation limits under the Agreement shall be equitably adjusted, if necessary, to compensate MMUA for any additional costs due to the delay.
4. **BENEFICIARY.** The Services are solely for the benefit of Princeton Public Utilities. Nothing contained in this Agreement shall create any duties, liabilities, or obligations on the part of MMUA toward any person other than Princeton Public Utilities.
5. **FINANCING CHARGES FOR LATE PAYMENTS:** If Princeton Public Utilities fails to pay undisputed invoiced amounts within thirty (30) days after delivery of invoice, additional charges shall become due and payable at a rate of 1½ percent per month (or the maximum percentage allowed by law, whichever is lower) on the unpaid amounts. All payments shall first be credited against any accrued interest. If Princeton Public Utilities fails to pay invoiced amounts within sixty (60) days after delivery of invoice, MMUA in its sole discretion may suspend the Services without incurring any liability or waiving any right established hereunder or by law.
6. **WORK PRODUCT:** Princeton Public Utilities shall preserve and protect MMUA's proprietary and copyright interests, rights, and privileges with respect to works of general application provided by MMUA to Princeton Public Utilities. The Parties may use and duplicate materials developed by MMUA specifically for Princeton Public Utilities pursuant to this Agreement without obligation of royalty or first seeking consent.
7. **INSURANCE:** Each Party shall procure and maintain at its own expense the following minimum insurance coverages to be in force for the duration of this Agreement:

- a. General Liability. Commercial General Liability Insurance in a minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. Each Party shall endorse as additional insureds the other Party, its respective elected and appointed officials, employees, and agents, on its policy.
 - b. Automobile Liability. Business automobile liability insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$1,000,000 per occurrence.
 - c. Professional (Errors and Omissions) Liability. Professional Liability Insurance for all claims a Party may become legally obligated to pay resulting from any actual or alleged negligent act, error, or omission related to this Agreement. Each Party shall carry the following minimum limits: \$1,000,000 per occurrence; \$2,000,000 annual aggregate. If such insurance is discontinued, extended reporting period/tail coverage must be obtained by the Party to fulfill this requirement.
 - d. Workers' Compensation. Each Party shall maintain Workers' Compensation insurance for all its respective employees in accordance with the statutory requirements of the State of Minnesota and/or the state(s) in which Princeton Public Utilities is legally obligated to carry such insurance. Each Party shall also carry Employers' Liability Coverage with minimum limits as follows:
 - \$500,000 – Bodily Injury by Disease per employee
 - \$500,000 – Bodily Injury by Disease aggregate
 - \$500,000 – Bodily Injury by Accident
 - e. Additional Insurance Conditions.
 - i. Each Party shall deliver to the other Party a Certificate of Insurance as evidence that the above coverages are in full force and effect no later than the first day on which service is to commence or December 31, 2023, whichever comes later.
 - ii. The insurance requirements may be met through any combination of primary and umbrella/excess insurance. In that case, the other Party must be named as an additional insured on any umbrella/excess policy held by the other in fulfillment of this requirement.
 - iii. The policies held by each Party shall be primary insurance and non-contributory to any other valid and collectible insurance available with respect to any claim arising out of the Services.
8. MUTUAL INDEMNIFICATION: To the fullest extent permitted by law, each Party shall defend, indemnify, and hold harmless the other Party, its respective employees, officials, and agents from and against all claims, actions, damages, losses, and expenses, including reasonable attorney fees and costs, arising out of the other Party's negligence, performance, or failure to perform its obligations under this Agreement. The indemnification obligation shall apply to subcontractor(s), or anyone directly or indirectly employed or hired by a Party, or anyone for whose acts the Party may be liable. The obligations in this section shall survive the completion or termination of this Agreement.

9. DISPUTE RESOLUTION: In the event that a dispute arises between the Parties as to the interpretation or performance of this Agreement, then upon written request of either Party, representatives with settlement authority for each Party shall meet and confer in good faith to resolve the dispute. If the Parties are unable to resolve the dispute, they shall make every effort to settle the dispute through mediation or other alternative dispute resolution methods. If the Parties are unable to resolve the dispute through these methods, either Party may commence an action in Hennepin County District Court.
10. ENTIRE AGREEMENT; HEADINGS: This Agreement constitutes the entire understanding and agreement of the Parties, and any and all prior agreements, oral discussions, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect. Headings are for convenience and are not a part of this Agreement.
11. CHOICE OF LAW: The laws of the state of Minnesota shall govern the validity of this Agreement, the construction of its terms, and the interpretation of the rights and duties of the Parties.
12. ASSIGNMENT: This Agreement will inure to the benefit of the Parties hereto and shall be binding on them and their respective legal representatives, successors, and assigns. Provided, however, neither Party hereto may assign any of its rights herein to any person without the prior written consent of the other Party.
13. DRAFTING: The Parties agree that they participated equally in, and are jointly responsible for, the drafting of this Agreement. In the event of any dispute, any ambiguity in this Agreement shall not be construed against either Party.
14. COUNTERPARTS: This Agreement may be executed in counterpart copies by the Parties and each counterpart, when taken together with the other, shall be deemed one and the same executed Agreement.