

**PRINCETON PUBLIC UTILITIES COMMISSION
SPECIAL MEETING
Mille Lacs Historical Society Amdall Room
101 10th Avenue South
Princeton, MN 55371
January 27th, 2021 1:00 P.M.**

- 1. Call to Order – Roll Call**
- 2. Swearing in Commissioner Schwartz**
- 3. Welcome to Liaison Zimmer**
- 4. Election of Officers**
 - a. Chairman
 - b. Secretary Appointment
- 5. Approval of Agenda – Additions or Deletions**
- 6. Approval of Minutes**
 - a. Public Utilities Commission – Regular Meeting – December 16th, 2020
 - b. Public Utilities Commission – Work Session – January 13th, 2020
- 7. Public Comment**

(This agenda section is for the purpose of allowing customers to address the Commission. Comments are limited to 3 minutes)
- 8. Approval of Official Depositories; Resolution 21-01**
- 9. Approval of Official Newspaper – *Union-Times*; Resolution 21-02**
- 10. Certification of Accounts Payable**
- 11. Reports and Presentations**
 - a. Wellhead Protection Plan Public Information Meeting – Katie Breth, Minnesota Rural Water Association
 - b. Electric System Study Introduction – Andy Koob, DGR Engineering
 - c. SMMPA Reports
 - i. Minutes and Key Metrics
 - d. Financial Reports
 - i. Income Statement, Balance Sheet, Trial Balance, and Cash Reserve
- 12. Updates**
 - a. Electric Department updates
 - i. Generation Plant
 - ii. Distribution System
 - b. Water Department Updates
 - c. City of Princeton update
 - d. General Manager's update
 - i. Report Updates
 - ii. Administration
 - iii. IT

- iv. DSM
- v. External Events
- vi. Electric Superintendent search

13. Ongoing Business

- a. AMI
- b. EVs
- c. Electronic Payment Fees and Deposit Policy Review
 - i. Memo 21-01: Electronic Payment Fees

14. New Business

- a. Memo 21-02: 2021 Deposit Interest Rates
- b. Memo 21-03: 2021 Cogeneration and Small Power Producer Tariff Annual Update
- c. Memo 21-04: 2021 COVID Disconnection Policy
- d. Memo 21-05: 2021 MMUA Tom Bovitz Scholarship

15. Adjournment

- a. Picture of new Commission



Oath of Office for Commissioners

"I, **Richard Schwartz** do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of the office of Princeton Public Utilities Commissioner of the city of Princeton, Minnesota, to the best of my judgment and ability."

Signed _____

Date _____

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

December 16, 2020, 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 December 16, 2020, at 1:00 P.M.

Present: Chairman Greg Hanson and Commissioners Dan Erickson and Rick Schwartz.

Also Present: Manager Keith Butcher, Secretary Kathy Ohman, City Councilor Jenny Gerold, City Administrator Bob Barbian, and Union Times Reporter Tim Hennagir. Todd Olin joined the meeting later.

Meeting was called to order by Chairman Hanson at 1:00 P.M.

Mr. Schwartz moved to approve the Minutes for the November 18, 2020 Regular PUC Commission Meeting as modified. Mr. Erickson seconded. Motion carried unanimously. Mr. Schwartz moved to approve the Minutes for the November 18, 2020 Closed Meeting. Mr. Erickson seconded. Motion carried unanimously.

There was no Public Comments.

Chairman Hanson called for additions or deletions to the agenda. There were none.

Mr. Schwartz made a motion to approve the agenda of the December 16, 2020 Regular PUC Commission Meeting. Mr. Erickson seconded. Motion carried unanimously.

City Councilor Jenny Gerold started a discussion regarding the approval of accounts payable invoices prior to any invoices being paid. Several factors discussed included requesting longer payment terms from vendors, late fees incurred, automatic payments, etc. Mr. Erickson made a motion to approve the accounts payable listing for the period of November 1, 2020 through November 30, 2020. Mr. Schwartz seconded. Motion carried unanimously.

6. REPORTS:

- a. Both the November SMMPA Key Metrics worksheet and November 12th Board Meeting minutes were reviewed.
- b. The October 2020 PUC financial reports were reviewed. The days of cash on hand as of November 30, 2020 was 117 in the Electric Department and 526 in the Water Department.

Mr. Schwartz made a motion to approve the Reports section of the meeting. Mr. Erickson seconded. Motion carried unanimously.

7. UPDATES:

- a. In the Generation Plant, staff conducted test runs last week. During the test runs, it was noticed that Engine #3 has two small water leaks. A couple O-rings will be replaced to hopefully address the issue. Engine #7 is offline at this time. Containments were found in the oil chambers after the last test run. As a precaution, staff conducted a visual inspection of the catalysts and they are clean. Found in the oil was water and a high level of sodium. We will be working with Ziegler to correct this issue. There will be a SCADA system upgrade in the Generation Plant in 2021.

In the Electric Department, they have been working on the annual inventory count. The line crew is also working on tree trimming and they will be retrofitting old internal light fixtures to LED. They will also be working with Altec to replace a busted hose on the bucket truck.

- b. In the Water Department, Scott Schmit officially received his Class C Water Supply System Operator Certification. They have begun work on our Risk and Resiliency report which is a new regulatory requirement from US EPA and will be a part of our Emergency Response Plan. We have met with Minnesota Rural Water Association for assistance with the report. Visual inspections were conducted on all three water towers. There are no issues identified. They are working on a vehicle maintenance log. There is an air leak at WTP #2. It is hoped that a gasket replacement will address this issue.
- c. City Councilor Jenny Gerold reported she had sent an e-mail inviting PPU Commissioners to a joint meeting with the City of Princeton on either January 12th, 19th or January 26th at 4:30 p.m. Mr. Schwartz suggested waiting until after January 14th when the new Princeton Utility Commissioner is appointed. Each entity would provide an agenda with topics they would like to discuss. After a discussion, it was the consensus of the PPU Commission to schedule the joint meeting for January 19th at 4:30 p.m.

City Administrator Bob Barbian reported applications for the PPU Commission are open. The City of Princeton has completed their SCADA system on the Lift Stations. The AT&T Cell Tower will be live soon. There was a Developers Review Meeting for the Rum River Plat. Site plans will be going to the Planning Commission for approval and then to the City Council for approval. This site is located on the south side of 1st Street. A site plan review was done on Taco John's who will be constructing a new building near Princeton Auto in the spring. Sherburne Lakes and Sherburne Village on County Road 2 is still in the discussion stage.

- d. General Manager Keith Butcher reported the following:
 - i. Ryan Grant has submitted his resignation. His last day of employment was December 11th, 2020. The search for a new electric superintendent has been posted with MMUA and APPA and also on our website. Manager Keith Butcher and Jeremy Linden are working together to keep the Electric Department moving forward until a replacement is hired.
 - ii. The annual Federal Motor Carrier Safety Administrator driver query was conducted in November. This is an annual requirement on all staff with a CDL that is used for work.
 - iii. General Manager Keith Butcher continues to meet with the State's Bureau of Mediation Services regarding collective bargaining. No date has been set for a vote.
 - iv. At the November PPU Commission Meeting, there was a discussion regarding deposits for electric heat customers and whether it should be differentiated between renters and owners. The current breakout is that out of 98 electric heat customers, 16% are owners and 74% are renters.
 - v. Christmas decorations were installed throughout Princeton. PPU also assisted the City of Princeton with the Light Up Princeton by providing staff and a bucket truck. Christmas

decorations are stored at PPU. Every year before being installed, they are gone through and repairs are made. This year PPU spent approximately \$410.00 on miscellaneous repairs. This expense is not charged to the City of Princeton. Barbian noted that the decorations are owned by the Chamber of Commerce, not the City of Princeton.

- vi. The City of Mora contacted PPU in regards to purchasing a transformer. They were experiencing a delay in the delivery of the transformer they had ordered.
- vii. PPU participated in the City Development meeting Monday. Projects discussed were Taco Johns new location by Princeton Auto, West Rivertown Apartments and the Sherburne Village/Sherburne Lakes which currently is not in PPU service territory. Taco John's new location is not in PPU electric service territory, but PPU would be servicing water utilities.
- viii. Covid Update: 242 disconnect notices were mailed out in November. Total dollar amount past due is approximately \$73,500.00. Comparing to the same time frame in 2019, past due arrears at that time was approximately \$40,800.00 which is a 60% increase.

SHERBURNE VILLAGE & SHERBURNE LAKES INTRODUCTION

Mr. Olin from Landform presented a conceptual plan on Sherburne Village and Sherburne Lakes. Sherburne Lakes is the mobile home park in Sherburne County and Sherburne Village is a new 55+ community. The new 55+ community would require utilities to be installed. The village and mobile home park are both outside city limits and outside PPU service territory. They are working with the City of Princeton to have these properties annexed into the city limits. Mr. Olin is looking to loop the water system in the parks. Sherburne Lakes and Sherburne Village would have approximately 353 residents. He stated the developer would pay for the installation of all utilities. In exchange for this they are asking for the Water Availability Connection (WAC) fees and Trunk fees be waived. Any future expansions in the park would pay WAC and Trunk fees at that time.

8. UNFINISHED BUSINESS:

a. AMI

The AMI meter conversions has been put on hold during the Governor's most recent order due to Covid. The internal AMI workgroup did not meet in November due to this suspension. Efforts are being focused on internal actions. We have received several disconnect meters and are hoping to install these in 2021 to assist with future disconnections.

b. EV CHARGERS

ZEF will be commissioning the DC Fast Charger. The credit card reader has been initialized. The official launch and ribbon cutting will be held in January to announce the charger.

c. PROPOSED 2021 BUDGET

General Manager Keith Butcher presented Memo 20-07 the proposed 2021 Electric and Water Operating Budgets along with large projects. No rate increase is proposed for 2021. Mr. Erickson made a motion to approve the proposed 2021 Electric and Water Operating Budgets. Mr. Schwartz second. Motion carried unanimously.

d. PROPOSED 2021 FEE SCHEDULE

General Manager Keith Butcher presented Memo 20-08 the proposed 2021 Fee and Rate Schedule to the PPU Commission for approval. The co-generation fee will remain at \$100.00 instead of increasing to \$350.00. Mr. Schwartz brought up a discussion on customer meter deposits for renters and owners. There was also a discussion of looking at a customer's credit score rather than a letter

of credit from their previous utility company. With there being a fee charged to check an individual's credit score, there was a discussion on implementing an application fee. There was a discussion to schedule a work study session to discuss customer meter deposits for January 13th, 2021 at 1:00 p.m. Mr. Schwartz made a motion to approve the 2021 Princeton Public Utilities Commission Fee and Rate Schedule with the change of the co-generation application fee to \$100.00 and the condition the customer meter deposit policy be discussed at the January 13th, 2021 Work Study Session. Mr. Erickson seconded. Motion carried unanimously.

8. NEW BUSINESS:

- a. **SHERBURNE VILLAGE & SHERBURNE LAKES INTRODUCTION**
This was discussed earlier in the meeting.
- b. **SMMPA LONG TERM FORECAST**
General Manager Keith Butcher reported SMMPA has been looking at their long-term forecast and beyond Sherco retirement in 2030. SMMPA membership will be reduced once Austin and Rochester's contracts expire. They will continue to do an intentional drawdown of reserves through 2025 with reserves leveling out through 2029 to remain within their financial bandwidth. They are looking at rate decreases in 2026 and 2027 due to the maturing of the Sherco 3 bonds and a rate decrease in 2029 due to the wind contract expiration. Once Sherco 3 is retired in 2030 and the membership has reduced, they are looking at a potential rate increase in early 2030's. They still anticipate rates to be lower than 2020 rates.
- c. **MEMO 20-09: TREE TRIMMING BID SELECTION**
There are five main areas in Princeton that need to have trees cleared out. PPU staff are unable to get into these areas for tree trimming. Tree trimming in these areas went out for quotes with Carr's Tree Service presenting the lowest quote.
- d. **MEMO 20-10: ELECTRIC SYSTEM STUDY BID SELECTION**
Two bids were received for the Electric System Study from DGR and SEH. DGR did submit the lowest bid and we would like to move forward with the study with DGR.
- e. **MEMO 20-11: PROPOSED 2021 COMMISSION CALENDAR**
The proposed Commission Meeting Calendar for 2021 was presented to the PPU Commission for approval. Meetings will be held the fourth Wednesday of each month with November and December meetings moved one week forward due to holidays.
- f. **MEMO 20-12: CERTIFICATION OF CHARGE OFFS**
The 2020 Customer Charge-Offs were presented and reviewed. A total of \$2,670.08 will be charged off in 2020. (See attached).
- g. **MEMO 20-13: DISPOSAL OF FIXED ASSETS**
A list of Fixed Assets disposed of in 2020 was also presented and reviewed.
- h. **MEMO 20-14: RESIDENTIAL HOLIDAY LIGHTING CONTEST WINNERS**
The 2020 Holiday Light Contest is completed with three winners. Grand prize winner received \$100.00, first runner up received \$75.00, second runner up received \$50.00 each. Prizes for each

winner was applied as a credit to their utility bill. Winners will be announced. Judging for the contest

was done by children of PUC employees. PPU Commission want to thank all who participated in the Residential Holiday Lighting Contest.

Mr. Erickson made a motion to approve Memo 20-09 through Memo 20-14. Mr. Schwartz seconded. Motion carried unanimously.

PPU Commissioners would also like to thank Stephanie Hillesheim, Community Development Specialist along with other City of Princeton staff for all their work on the Light Up Princeton in Riverside Park.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 3:06 p.m. Mr. Schwartz seconded. Motion carried unanimously.

Gregory Hanson
Chairman

Kathy Ohman
Secretary

DRAFT

PUBLIC UTILITIES COMMISSION

WORK STUDY SESSION MEETING

January 13, 2021, 1:00 P.M.

Pursuant to due call and notice thereof, the Work Study Session 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 January 13, 2021, at 1:00 P.M.

Present: Chairman Greg Hanson and Commissioner Dan Erickson. Commissioner Rick Schwartz was present via Zoom.

Also Present: Manager Keith Butcher, Secretary Kathy Ohman, and Union Times Reporter Tim Hennagir.

Meeting was called to order by Chairman Hanson at 1:00 P.M.

Chairman Hanson called for additions or deletions to the agenda. There were none.

Mr. Schwartz made a motion to approve the agenda of the January 13, 2021 Regular PUC Commission Meeting. Mr. Erickson seconded. Motion carried unanimously.

3. DISCUSSION OF DEPOSIT POLICY:

There was a discussion on leaving the customer meter deposits set as they are but instead of requiring a letter of credit from the customers' previous utility company for the past 12 months to change the qualifier to the customers' credit score. Other utilities within the state of Minnesota are using a credit score of 720 as a base. To check credit scores, an account would need to be set up with a company to run the credit scores. There would be a cost incurred for running a customers' credit scores so there could be an application fee charged to the customer. The discussion continued on when it might be appropriate to charge an application fee, how much the application fee could be, and could an application fee be charged on every application received. There was a discussion on what to set a good credit score at as the qualifier. Some utilities with the United States have their credit score set at 600 or 650.

General Manager Keith Butcher will check with other utilities on how they are using credit scores and how they have set their minimum. He will also check vendors on what they offer and fees charged. If a policy change for the customer meter deposit is approved, the discussion was to perhaps try the change for six months to one year. If a customer is disconnected due to non-payment, they would be required to pay a customer meter deposit at the time of reconnection. The customers' credit score would not be a qualifier at that time. The discussion of the commission was to start with a 650 credit score.

4. DISCUSSION OF ELECTRONIC PAYMENT FEES:

General Manager Keith Butcher presented to the PPU Commission the electronic payment fees for the years of 2014 to year to date 2020. Along with the fees charged PPU, he presented the number of transactions processed and the total dollar amount charged each year. Manager Butcher stated when doing his research of electronic costs, he is unable to find any way that he can reduce those fees paid in 2020 which was 0.89%.

There was a discussion to encourage customers to set up on Auto Pay (ACH) through the office which would save office staff time and help. There was also a discussion on potentially charging customers a convenience fee when making electronic payments.

General Manager Keith Butcher will do more research into charging a convenience fee and what to set this fee at to possibly start implementing mid-2021.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 2:15 p.m. Mr. Schwartz seconded. Motion carried unanimously.

Gregory Hanson
Chairman

Kathy Ohman
Secretary

DRAFT

RESOLUTION 20-01

**RESOLUTION OF THE PUBLIC UTILITIES COMMISSION
OF THE CITY OF PRINCETON
DESIGNATION OF OFFICIAL DEPOSITORIES**

WHEREAS the Public Utilities Commission of the City of Princeton, Minnesota, that the following banks, authorized to do business in Minnesota, are the designated depositories for the demand deposit accounts and temporary investment of funds of Princeton Public Utilities Commission for the term commencing January 1, 2021 through December 31, 2021.

- Bremer Bank, Princeton
- First Bank and Trust, Princeton
- Spire Financial Princeton Office
- U.S. Bank
- Sherburne State Bank, Princeton
- Edward Jones, Princeton
- Northland Trust

WHEREAS the above depositories and any added during the term by the Public Utilities Commission Treasurer or General Manager, shall pay interest at such rates or rates per annum, as may be mutually agreed upon by Princeton Public Utilities Commission and the respective depository at the time such deposits and investments are made.

WHEREAS, Now therefore, be it resolved by the Princeton Public Utilities Commission that they grant approval of the designated official depositories for the year 2021.

Adopted this day _____ of _____ 2021

_____ Date _____
Commissioner

ATTEST:

_____ Date _____
Secretary/Treasurer

RESOLUTION 20-02

**RESOLUTION OF THE PUBLIC UTILITIES COMMISSION
OF THE CITY OF PRINCETON
DESIGNATION OF OFFICIAL NEWSPAPERS**

WHEREAS the Public Utilities Commission of the City of Princeton, Minnesota, that the following newspapers, authorized to do business in Minnesota, are the designated newspapers for the Princeton Public Utilities Commission for the term commencing January 1, 2021 through December 31, 2021.

Union-Times

WHEREAS, Now therefore, be it resolved by the Princeton Public Utilities Commission that they grant approval of the designated newspapers for the year 2021.

Adopted this day _____ of _____ 2021

_____ Date _____
Commissioner

ATTEST:

_____ Date _____
Secretary/Treasurer

PRINCETON PUBLIC UTILITIES

Accounts Payable Listing

For 12/1/2020 to 12/31/2020

	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
1	1000bulbs.com	Protective Face Masks, LED Bulbs, Christmas Deco. Bulbs	1,448.34
2	Aramark	Cleaning Supplies & Services	499.47
3	Cannon Technologies, Inc.	New AMI Metering	64,787.21
4	Card Services (Coborns)	Supplies	69.17
5	CW Technologies, Inc.	Monthly IT Care Services Agreement	1,704.03
6	Dakota Supply Group	Inventory	5,750.97
7	ECM Publishers, Inc.	Advertising	900.50
8	Finken Water Solutions	Bottled Water	40.50
9	Goodin Company	Wall Caps	16.76
10	Gopher State One Call	Monthly Locates	112.05
11	Instrumental Research, Inc.	Monthly Water Testing	67.00
12	Marv's True Value	Shop Supplies, Shipping, Zip Ties, Connectors, Adapters	527.64
13	Midcontinent Communications	Monthly Internet & Telephone	209.87
14	MN Dept. of Commerce	Indirect & CIP Assessments	1,583.95
15	MN Dept. of Health	Qrtly. \$9.72 State Water Fee	4,128.00
16	MN Municipal Utilities	Education	450.00
17	NAPA Central MN	Floor Dry, Hydraulic Hose	39.00
18	Nebraska Municipal Power Pool	2021 Power Manager Upgrade & Support Plan	6,471.00
19	Postmaster	12-Month 2019 Post Office Box Rental	92.00
20	Princeton One Stop, LLC	Monthly Vehicle Fuel	599.25
21	Resco	Inventory, Foam Kits	8,315.36
22	Rum River Land Surveyors	Land Survey	1,200.00
23	SMMPA	Refund Overpayment on Commercial Rebates	2,013.77
24	T & R Electric Supply Co.	Transformer Repair	1,784.81
25	Verizon Wireless	Monthly Cell Phone	707.62
26	Voyant Communications, LLC	Monthly Telephone	414.09
27	Waste Management	Monthly Trash Service	93.34
28	Wesco	Wood Ruler	15.55
29	Exline, Inc.	Rebuild Injector Pump	1,484.05
30	Princeton Public Utilities	Christmas Lighting Contest Winners	225.00
31	U.S. Bank Operations Center	2006 Bond Interest Pymt. & Admin. Fees	4,545.11
32	SMMPA	November Purchased Power	313,046.62
33	U.S. Bank Equipment Finance	Monthly Copier Lease Payment	182.00
34	Postmaster	Postage for Monthly Billing	763.58
35	Altec Industries	Repairs on Bucket Truck	371.25
36	Amaril Uniform Company	FR Rated Clothing	211.74
37	Cardmember Service (Mastercard)	Supplies, Advertising, Cederal Motor Carriers Query	728.98
38	Cash Gas, Inc.	#2 Red B10 Diesel Fuel	13,206.65
39	Centerpoint Energy	Monthly Natural Gas	2,245.54
40	City of Princeton	November Sewer Billing & Late Charges	107,341.41
41	Connexus Energy	Monthly Utilities	1,672.05
42	Grainger	Batteries, Penetrant Kit, Packing Seal	182.37
43	Locators & Supplies, Inc.	Red Locating Paint	220.48
44	Metering & Technology Solutions	Meter Seals	33.00
45	Minuteman Press	Paid Stamps	125.50
46	NCPERS Group Life Insurance	December Life Insurace	96.00
47	Princeton Rental	Chain Saw Bar, Guard & Sharpening	55.90
48	Princeton Public Utilities	Monthly Utilities	2,868.22
49	Quadient Leasing USA, Inc.	Postage Meter Rental	455.07
50	Salvation Army Heat Share	November Heat Share, PUC Matching & 2020 Contribution	269.00
51	Shimmer-N-Shine Maid Service	Office & Shop Cleaning	751.63
52	Shred-It USA	Shredding Service	171.06
53	Stinson LLP	Legal Fees	1,550.00
54	TASC	COBRA Admin. Fees	15.00
55	The Retrofit Companies, Inc.	Fluorescent Bulb Recycling	1,013.55
56	U.S. Bank Equipment Finance	Monthly Copier Lease Payment	207.09
57	Uline	Mobile Spill Containment Stations	909.68

58	Val-Matic Valve & Mfg. Corp.	Gaskets	56.59
59	Verizon Wireless	Refund Antenna Review Charges	1,500.00
60	Villa Manor	Commercial Rebate	72.41
61	Delta Dental	December Dental Insurance	1,329.50
62	PERA	December PERA Contribution	18,508.60
63	Optum	November H S A Contributions	7,708.22
64	TASC	December Flex Account Contributions	259.59
65	MN Dept. of Revenue	October Sales & Use Tax	25,063.00
66	Credit Card Company	Monthly Credit Card, eCheck Charges	1,863.65
67	Refunds	Customer Meter Deposits	4,055.54
68	Refunds	Overpayment Refunds on Final Bills	644.98
69	Rebates	Residential Energy Star Rebates	570.00
	TOTAL		620,620.86

SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY
Minutes of the Board of Directors' Meeting
December 9, 2020

President Kotschevar called the meeting to order at 9:00 a.m. via internet meeting service due to the COVID-2019 pandemic.

Board Members Present Via Conference Call:

President Mark R. Kotschevar, Rochester; Vice President Bruce A. Reimers, New Prague; Secretary Peter T. Moulton, Saint Peter; Treasurer Roger E. Warehime, Owatonna; Mark E. Nibaur, Austin; Joseph A. Hoffman, Preston; and Doug Plaehn, Spring Valley.

Others Present Via Conference Call:

David P. Geschwind, Executive Director & CEO; Alex Bumgardner, Austin; Jerry M. Mausbach, Blooming Prairie; Troy G. Nemmers, Fairmont; Mike Roth, Grand Marais; T. Scott Jensen, Lake City; Scott Hautala, North Branch; Keith R. Butcher, Princeton; Charles B. Heins, Redwood Falls; Jeremy Sutton, Rochester; Chris Rolli, Spring Valley; Jeffery D. Amy, Wells; Beth A. Fondell, Naomi A. Goll, Lisa A. King, Mark S. Mitchell, and Christopher P. Schoenherr of the Agency staff.

#1 Agenda Approval:

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

#2 Consent Agenda:

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

APPROVED the November 12, 2020 board meeting minutes.

APPROVED the Administrative Policy 203.2 – Spending Limitation – CEO.

#3 Long-Term Financial Forecast-King:

The long-term financial forecast and key assumptions packets were distributed electronically to the members prior to the board meeting.

Ms. King presented on the long-term financial forecast for 2021-2035. The forecast and key assumptions were summarized.

Discussion.

Continuing Evaluation

- Sherco 3 decommissioning costs and funding strategy.

- Fixed cost reduction opportunities.
- Future reserve targets.
- Future resource timing and cost structure – purchase vs. ownership.

#4 COVID-19 Impacts-Geschwind:

Mr. Geschwind reported on the COVID-19 pandemic impacts.

Energy Load Impacts

There have been electric load impacts from the governor's Stay Safe plan. Graphs were shown of daily energy load as a function of temperature and loads compared to a 5-year average for the same time period. An average daily high and low range within the 5-year average was also shown. Data for each member showed energy variances resulting from the Stay Safe plan.

#5 WAPA Delivery Agreement-Geschwind:

Mr. Geschwind reported on the Western Area Power Association (WAPA) delivery agreement.

A WAPA delivery agreement was developed to address responsibility for costs associated with the WAPA hydropower allocations for the three SMMPA members with those allocations (Redwood Falls, Litchfield, and Fairmont). The agreement establishes a five-year transition period for the WAPA members to pay an increasing percentage of the costs associated with their WAPA allocations (year 2021 20% of the delivery costs; 2022 40%; 2023 60%; 2024 80%; and 2025 100%).

The agreement provision establishes a minimum cost share responsibility for the WAPA members during the transition period of \$100,000 each year, assuming the actual WAPA delivery costs are at least that high. The capacity and planning reserve costs and payment of MISO costs that are assigned to load in the MISO footprint are included in the costs. SMMPA's overhead or administrative charges are not included in the delivery costs.

The term of the agreement is effective through the term of the Power Sales Contract. Either party may terminate the agreement after the initial five years of the effective date or every five years thereafter with at least 180 days' notice.

Discussion.

Mr. Reimers moved approval to finalize and execute individual agreements with the WAPA members in substantially the form presented in the board materials, with such changes thereto as the Executive Director and Chief Executive Officer deems necessary or appropriate in SMMPA's best interest, such approval to be conclusively evidenced by such officer's execution and delivery thereof, seconded by Mr. Warehime, passed upon a unanimous vote of the board members present.

#6 Electric Vehicle Car Share Grant Opportunity-Schoenherr:

Mr. Schoenherr reported on the electric vehicle car share grant opportunity.

The Minnesota Department of Transportation (MnDOT) announced a \$2 million grant program to deploy electric vehicles (EV) in Minnesota. ZEF Energy approached SMMPA to partner with them and others on a proposal to deploy an electric vehicle car share program in the SMMPA member communities. The idea would be to give more people the opportunity to experience EVs and rent the EVs by the hour. On November 25, 2020, SMMPA discussed this concept with ZEF Energy and SMMPA members expressing interest, which included Austin, North Branch, and Rochester.

Program Concept

- ZEF Energy coordinates the grant application process and supplies chargers, if additional chargers are needed.
- Third-party car share company provides the vehicles and regular maintenance, the application to rent the vehicle, manages the reservations, and other administration.
- One or two car share EVs (Chevy Bolt or Nissan Leaf) available in a high-traffic area of the member community.
- SMMPA would be the lead entity on the grant application, coordinate with member communities, purchase any additional chargers, and pay for charger maintenance.
- Member communities would secure parking spot close to already installed EV chargers, install any additional chargers, and clean vehicles 1-2 times per week.

Grant Program Participation Process

- SMMPA submitted a non-binding letter of intent to MnDOT, which was due on December 7, 2020.
- MnDOT will review the letter of intent and invite some or all entities to submit proposals.
- MnDOT will notify applicants by December 21, 2020 if approved to submit a proposal.
- Request for proposal (RFP) responses are due in early February 2021.
- Applicants may withdraw at any time.

As currently envisioned, if selected, SMMPA would pay the upfront costs to employ a grant writer and a project manager for a period of one year and then SMMPA would be reimbursed from the grant program.

Discussion.

Summary

- Will need to determine flow of funds for electricity used to charge the electric vehicles.
- Presents an interesting potential opportunity to promote electric vehicles.

This topic will be brought back to the board before submitting a proposal.

After a short break, the board reconvened at 10:15 a.m.

#7 Large Customer Renewable Purchase Option-Schoenherr:

Mr. Schoenherr reported on the large customer renewable purchase option.

In the last several months, SMMPA had discussions with Pepin Orchard in Lake City as they were seeking to be 100% renewable by 2025. Pepin Orchard would need an additional 75% renewables to complete their goal.

REC Purchases

In 2010, SMMPA discontinued its green pricing program and provided the members with the option to convert to a REC purchase plan for current and potentially future interested retail customers. Grand Marais is the only member that continued with ongoing RECs purchases on behalf of their customers. In the past, SMMPA purchased RECs in the market and used those transactions to price the RECs provided to the members (paid \$1/REC and charged \$1/REC). However, the current rate for RECs is \$1.45/REC. The RECs purchased for \$1/REC have been fully sold to the members.

After discussion, there was consensus to set the price of the RECs at \$1.45/REC for customer programs.

SMMPA is long on RECs relative to the requirements of Minnesota's renewable energy standard. SMMPA projects approximately 61,000 excess RECs per year over the next 14 years. SMMPA recommended using some of these excess RECs to meet the needs of customers like Pepin Orchard rather than purchase additional RECs on the market. Staff indicated that it would limit the RECs used for this purpose to 400,000 and revisit the issue with the board should that limit be reached.

In discussions with Pepin Orchard on December 1, 2020, Pepin Orchard requested an agreement to purchase up to 500 RECs/year for a five-year term at the \$1.45/REC price. The agreement would be between SMMPA and Lake City with a similar agreement between Lake City and the retail customer.

Mr. Jensen reported that Pepin Orchard was pleased with the renewable program offering agreement.

Financial Report October 2020-Fondell:

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

MISO Energy Market Prices

LMP prices spiked a few times during the year but year-to-date actual results are significantly lower than budget.

Property Tax Accrual

A property tax accrual balance was eliminated in October 2020 after payment of the second-half year installments, which increased the general operating reserve balance by approximately \$4 million. Since property taxes are paid for the current year, no liability is necessary at the end of each year. Starting in 2021, one-twelfth of the budgeted property tax expense will be expensed each month and the liability will be adjusted to zero at year end. SMMPA could consider reserving some of the now-available funds for the asset retirement obligation liabilities relating to the Agency-owned wind turbines and Sherco 3 environmental liability, when those assets are retired. This topic will be brought back in 2021 for further discussion.

Oracle NetSuite Accounting System

The first monthly closing of the books using the new NetSuite system was successful. We are preparing to evaluate vendor options for a payroll and HR system. Oracle NetSuite will reduce the ongoing costs by removing the payroll and HR system fees and refund the Agency for the 2020 costs already incurred.

SMMPA Audit Committee Meeting

The SMMPA Audit Committee meeting was held prior to today's board meeting. Baker Tilly provided an overview of the upcoming annual audit. The Agency's internal control processes are reviewed every five years. The internal controls review report issued in 2020 will be distributed to Audit Committee members along with SMMPA's action plan to address the recommendations.

Mr. Warehime thanked Ms. Fondell for her efforts.

Government Affairs/Member Services Report-Schoenherr:

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

The Minnesota Governor's Stay Safe plan remains in effect.

APPA Legislative Rally

Members were informed of the APPA Legislative Rally virtual meeting on March 1-2, 2021.

COVID-19 Vaccine

APPA encouraged members to identify essential workers who should receive the COVID-19 vaccine based on their job function and exposure to risks so they can perform their jobs.

Demand Side Management (DSM)

DSM savings levels, based on information currently available, are at 1.86% when compared to estimated member sales year-to-date.

Electric Vehicles Update

- **Charging Network:** Members are making progress on the charging network installations. ZEF Energy is working to resolve the DC fast charger credit card reader issues.
- **MPCA Phase 2 Grants:** The phase 2 corridors include Fairmont, Mora, Princeton, and Redwood Falls. ZEF Energy submitted a response to the request for proposal, which could result in additional chargers in these communities.

Resource Report/Marketing Update:

Sherco 3 Economic Offer Update

SMMPA and Xcel Energy still plan to change Sherco to a single asset in MISO and begin offering it in the market in economic commitment mode in March 2021. The Agency and Xcel are working to finalize the agreement that addresses the processes for offering the unit and for

settlement of revenues and expenses with the goal of reviewing the final agreement at the January board meeting and seeking action at the February board meeting.

MISO Hurricane Laura Uplift Charge

On August 27, 2020, Hurricane Laura hit Louisiana and surrounding areas causing significant transmission outages resulting in islanded load pockets. MISO implemented emergency load shedding to avoid a complete grid outage in the region due to insufficient generation online in the load pockets. Under the MISO tariff, entities whose load was shed are entitled to compensation. The MISO payments to load totaled nearly \$90 million, to be paid by allocation to all entities in MISO on a load ratio share basis. The Agency's cost share was \$490,000. The Agency, along with many other entities are disputing the charges. While MISO claims it followed the terms of its tariff and business practices, the level of compensation seems to be excessive.

Sherco 3 Coal Delivery Update

It is unlikely the Agency will be able to take delivery of the contract minimums in its coal and rail contracts before the end of the year. The rail contract contains a provision that allows tons to be carried into the following year. Although the contract with Arch Coal does not contain a similar carryover provision, Arch has agreed to allow 2020 tons to be carried into 2021.

New Litchfield Quick Start Generation Update

The new Litchfield quick start generation project is on track to be completed in the spring of 2021. The Agency is developing a term sheet to be provided to Litchfield that will be the basis for a new contract between the Agency and Litchfield based on the existing Quick Start Capacity and Energy Purchase Agreement.

Mora Unit 6 Repair and Oil Filter System Change

Repairing the damaged head and liner and replacing the oil and oil filter system on Mora Unit #6. The Agency appreciates the help that New Prague has provided to fabricate the new oil filter system. It is essential to get this unit back in service because it will need to run during a transmission outage planned for January and February 2021.

Market Price Update

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

President's Report:

Mr. Kotschevar reported:

- SMMPA Representative: The change of representative for the City of Spring Valley from Doug Plaehn to Chris Rolli is effective January 1, 2021. (Attachment A.)

Mr. Plaehn was thanked for serving on the SMMPA Board of Directors and Mr. Rolli was welcomed to the SMMPA Board.

- SMMPA Board Meetings: Members were asked to provide suggestions regarding the 2021 SMMPA Board meetings.

Executive Director & CEO's Report:

Mr. Geschwind reported:

- 2017 OES Arc-Flash Injury: Received notice of an upcoming hearing regarding the Owatonna Public Utilities motion for summary judgment.
- Standard and Poor's: Last week, Standard & Poor's conducted the annual SMMPA financial review regarding the credit rating process.
- SMMPA Wisconsin, LLC Board of Managers Meeting: The SMMPA Wisconsin, LLC Board of Managers will meet virtually on December 16, 2020 at 9:00 a.m.
- Former Grand Marais Public Utilities Commissioner: Harold (Hal) Greenwood, former Grand Marais Public Utilities Commissioner, passed away on November 19, 2020. He was an advocate for public power, a SMMPA supporter, and assisted SMMPA with legislative issues.

Member Forum:

Mr. Nibaur announced that Mr. Jack Kegel, Minnesota Municipal Utilities Association Executive Director, will retire in June 2021. MMUA will be seeking a new executive director.

Other Business:

There was no other business.

Adjourn:

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

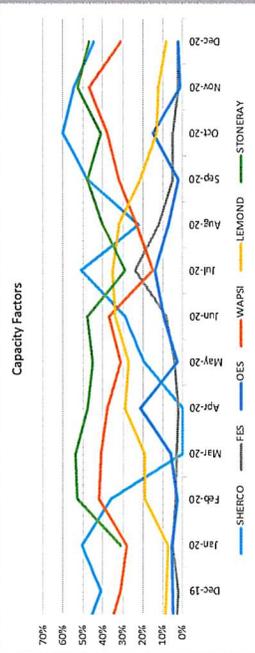
The meeting was adjourned at 11:34 a.m.

Secretary

SMMPA Key Metrics

January 2021

PLANT OPERATIONS Performance Metrics

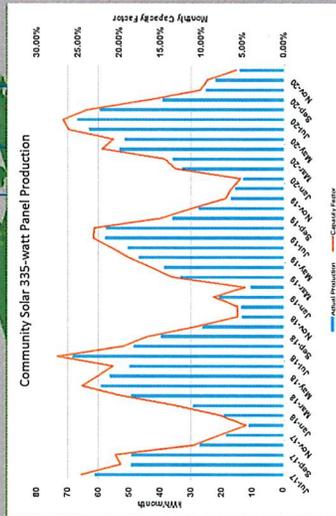


Availability Metrics

For December 2020

	FES	OES	MORA-LFG
Availability	39%	98%	90%
Industry Average Availability	93%	99%	N/A
Forced Outage	32%	0%	42%
Industry Average Forced Outage	7%	7%	N/A

Solar Production Metrics

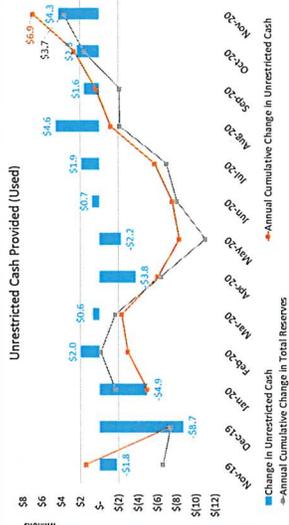
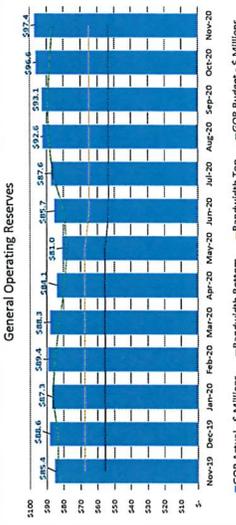
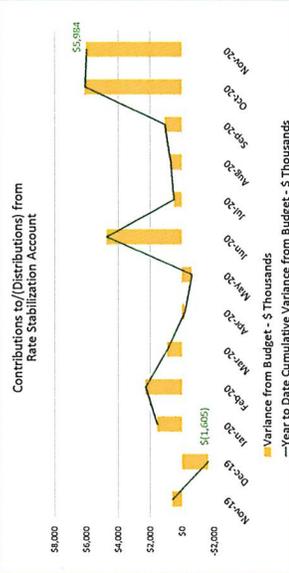
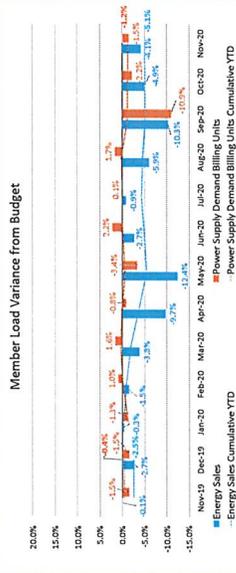


Number of working days since the last time accident

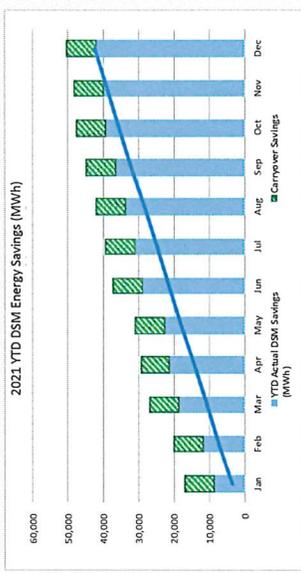
1408

(through 12/23/20)

FINANCIAL Performance Metrics

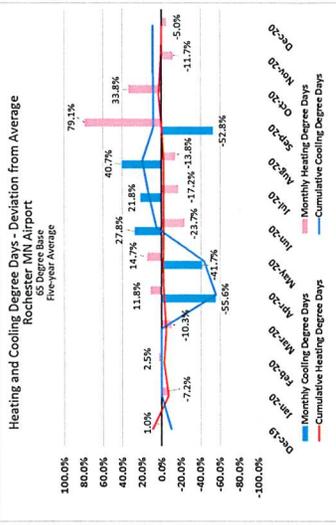


ADDITIONAL Metrics



Collectively SMMPA's **47** current employees have almost **700** years of professional experience

Since 2005, we've avoided 7.0 million tons of CO₂ gas emissions, which is equivalent to 17.5 billion miles driven by an average vehicle.



**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-ELECTRIC DEPARTMENT
FOR MONTH ENDING: DECEMBER 31, 2020**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
OPERATING REVENUE:				
Residential Electric	210,509.64	2,444,227.95	198,438.58	2,337,427.34
Residential Solar Energy Credit	(10.56)	(237.84)	(8.52)	(204.68)
Residential ECA	0.00	0.00	0.00	0.00
Small General Service	59,690.29	666,659.10	59,338.62	710,930.57
Small Commercial Solar Energy Credit	(16.45)	(371.00)	(13.30)	(319.39)
Small General ECA	0.00	0.00	0.00	0.00
Large General Service	125,481.00	1,888,298.42	170,665.38	2,203,902.14
Large Commercial Solar Energy Credit	(38.55)	(869.01)	(31.15)	(748.13)
Large General ECA	0.00	0.00	0.00	0.00
Large Power Service	129,323.45	1,312,007.70	90,023.70	1,208,206.81
Large Power ECA	0.00	0.00	0.00	0.00
Security Lights	1,671.04	20,058.53	1,677.39	20,145.73
Street Light Fees	2,384.00	28,252.00	2,348.00	28,094.00
Service Line Repair Fee	1,749.00	20,819.00	1,724.00	20,570.00
Late Charges	3,166.86	35,620.43	3,558.99	46,777.75
Hook-Up & NSF Charges	30.00	1,220.00	60.00	2,908.77
Connection Fees	600.00	10,490.00	140.00	18,280.00
Construction Fees	542.00	27,877.43	1,025.00	38,764.72
Rate Stabilization Revenue	34,400.00	127,430.00	44,040.00	39,655.00
Operating & Maintenance	26,153.92	351,687.38	23,697.67	356,799.23
Excess Equity	0.00	0.00	0.00	0.00
Quick Start Diesel Payment	14,520.00	174,240.00	14,520.00	174,240.00
Solar Subscriptions	0.00	1,692.98	0.00	1,692.98
Pole Attachment Fee	0.00	0.00	3,800.00	3,800.00
Operating Transfers	0.00	0.00	0.00	0.00
Merchandise Sales	0.00	0.00	0.00	2,366.00
Other Operating Revenue	0.00	36,978.47	182,897.74	285,350.69
TOTAL OPERATING REVENUE:	610,155.64	7,146,081.54	797,902.10	7,498,639.53
OPERATING EXPENSES:				
Production Plant:				
Salaries & Supervision	25,489.29	215,962.85	26,265.11	222,988.77
Purchased Power	325,937.87	4,100,210.74	330,537.60	4,202,690.49
Natural Gas	1,310.54	10,464.31	1,190.70	11,634.15
Lube Oil & Lubricants	1,865.50	2,798.25	607.44	3,539.34
Chemicals	20.32	3,384.44	(32.19)	2,112.38
Equipment Repairs	1,807.00	30,373.88	7,159.36	57,266.56
Production Supplies	134.12	1,755.41	102.58	1,815.41
Plant Shop Supplies	0.00	491.63	0.00	661.98
Small Tools Expense	0.00	1,453.05	622.36	2,337.06
Communications Expense	34.39	492.19	8.46	1,023.63
Scada & Computer Equipment	0.00	0.00	0.00	0.00
Safety Equipment	(55.00)	1,646.38	0.00	1,578.05
Safety & Education Training	0.00	1,395.00	0.00	100.35
Outside Services	41.00	203.00	0.00	116.00
Insurance Expense	4,166.97	93,860.01	6,446.42	94,450.82
Transportation Fuel & Oil	0.00	233.89	0.00	277.02
Vehicle Repair & Maint.	0.00	0.00	0.00	0.00
Equip. Maint., Inspec. & Serv Agreements	1,579.75	26,156.46	9,496.17	26,799.33
Building & Grounds Maint.	1,091.47	12,663.01	154.05	7,696.68
Misc. Plant Expense	0.00	323.28	1,533.66	1,678.66
Total Production Plant:	363,423.22	4,503,867.78	384,091.72	4,638,766.68

Before year end Adjustments

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	0.00	0.00	221.52
Equip. Maint. & Inspections	0.00	558.78	0.00	0.00
Building & Grounds Maint.	0.00	4,073.40	0.00	3,819.59
Utilities	0.00	0.00	(102.78)	1,393.98
Total Substation:	0.00	4,632.18	(102.78)	5,435.09
Distribution System:				
Salaries & Supervision	51,548.18	460,723.02	59,812.34	451,071.63
System & Shop Supplies	28.65	2,636.42	169.56	2,618.43
Small Tools Expense	77.29	6,433.40	1,664.26	8,981.99
GIS Data & Maintenance Exp.	105.03	7,681.84	105.03	8,085.92
Computer Equip. & Maintenance	0.00	600.68	1,211.34	1,527.16
Load Control Expense	36.34	8,519.12	36.35	8,353.77
Safety Equip., Testing	175.96	15,621.05	2,100.64	10,330.71
Education & Safety Training	450.00	2,633.05	0.00	10,261.38
Outside Services	182.36	888.26	0.00	160.95
OH Line Expense	0.98	10,982.95	999.25	5,600.79
UG Line Expense	274.38	16,525.02	25.35	37,060.19
St. Lights & Signal Exp.	394.18	10,474.76	4,757.97	15,638.56
Sec. Light Repair Exp.	0.00	8,112.10	0.00	712.78
Meter Expense	0.00	1,825.47	902.41	1,572.45
Customer Service Line Repair Exp.	0.00	2,053.54	0.00	1,233.09
Customer Owned Service Exp.	592.76	15,986.28	1,384.56	23,026.63
Transportation Fuel & Oil	518.67	4,900.59	450.43	5,928.05
Vehicle Repair & Maint.	550.66	14,518.00	21.91	2,937.98
Equipment Repair & Maint.	326.80	2,886.19	568.91	2,272.01
Storm Damage	0.00	2.44	0.00	0.00
Utilities	1,711.60	9,240.06	1,115.23	10,015.66
Building & Grounds Maint.	103.68	5,691.95	1,662.99	6,315.97
Line Maintenance/Trimming	0.00	0.00	0.00	0.00
Habitat, Right of Way Expense	0.00	0.00	0.00	8.10
Transformer Maintenance	0.00	3,570.99	0.00	708.86
Misc. Distribution Exp.	4,350.36	4,837.54	0.00	1,128.67
Total Distribution:	61,427.88	617,344.72	76,988.53	615,551.73
Customer Accts Expenses:				
Customer Accts. Salaries	14,321.80	110,316.18	12,723.90	116,644.86
Meter Reading Salaries	801.57	6,523.72	965.63	8,235.47
Postage Expense	649.04	10,773.68	1,393.50	12,514.08
Collection Expense	0.00	75.57	0.00	0.00
Forms & Supplies	691.65	8,461.99	1,043.72	9,818.36
Communications Expense	392.25	4,667.42	453.87	4,328.03
Uncollectible Accts. Exp.	1,998.43	1,998.43	474.71	474.71
Total Customer Acct. Expenses:	18,854.74	142,816.99	17,055.33	152,015.51

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	14,783.83	107,061.00	13,618.98	131,462.55
Newsads, Website, Subscriptions & Promos	1,138.10	30,129.64	4,528.95	18,015.22
Office Supplies, Computer Exp., & Sm. Equip	1,531.26	26,388.30	701.62	5,060.21
Communications Expense	278.13	4,554.77	295.29	4,618.34
Membership Fees & Dues	0.00	10,679.50	0.00	10,609.00
Maint. Contracts, Licenses, & Permits	947.57	32,293.74	612.42	21,373.88
State & Federal Assessments	557.41	2,652.31	342.18	2,023.36
Professional Fees	1,317.50	26,929.35	1,333.82	21,081.58
Outside Services	3,366.52	42,614.80	2,800.61	39,121.55
Meals, Travel, & Meetings	0.00	698.21	261.38	6,181.54
Prop. & Liab. Insurance	(1,532.94)	20,324.98	738.29	25,068.46
Employee Pensions & Benefits	18,916.20	442,911.81	33,788.25	450,546.46
Education & Safety Training	0.00	12,326.62	0.00	12,037.00
Heat Share Expense	257.00	499.00	12.00	174.00
Sales Tax Expense	94.49	1,038.28	397.38	1,447.99
Lighting Rebates	804.39	26,977.11	16,309.31	112,537.05
Conservation Improvement Exp	2,040.09	6,946.26	1,057.03	8,148.42
Christmas Lighting Expenses	0.00	2,988.18	0.00	2,515.71
Transportation Fuel & Oil	24.00	219.71	0.00	279.42
Vehicle Repair & Maint.	0.00	142.58	0.00	0.00
Building & Grounds Maint.	0.00	2,840.43	1,078.81	1,807.19
Service Territory Expense	0.00	0.00	0.00	0.00
Misc. G&A Expense	91.60	2,004.69	229.14	3,964.12
Total General & Administrative:	44,615.15	803,221.27	78,105.46	878,073.05
Depreciation	57,000.00	700,000.00	28,280.49	699,280.49
TOTAL OPERATING EXPENSES:	545,320.99	6,771,882.94	584,418.75	6,989,122.55
OPERATING INCOME/(LOSS)	64,834.65	374,198.60	213,483.35	509,516.98
NONOPERATING REVENUE (EXPENSE)				
Interest Income	5,846.65	49,985.64	4,289.13	63,949.03
Change in Fair Value of Investments	(48.60)	108.48	(10.80)	157.68
Misc. Non Oper Income	1,514.00	31,155.82	3,823.90	24,707.62
Gain/(Loss) Disposal of Property	0.00	8,500.00	0.00	0.00
Gain/(Loss) Sale of Bonds	0.00	0.00	0.00	0.00
Interest Expense	(3,409.72)	(3,817.02)	(5,887.08)	(6,623.44)
Interest on Long Term Debt	(6,157.71)	(81,063.80)	(7,490.63)	(96,654.41)
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	(5,250.00)	(2,625.00)	(31,500.00)
Total NonOperating Rev(Exp)	(2,255.38)	(380.88)	(7,900.48)	(45,963.52)
NET INCOME/(LOSS)	62,579.27	373,817.72	205,582.87	463,553.46

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
December 31, 2020**

ASSETS

CURRENT ASSETS:

Cash	1,873,879.91
Temp Rate Stab Investments	1,307,198.00
Customer Accounts Receivable	720,007.81
Other Accounts Receivable	53,882.12
Sales Tax Receivable	0.00
Accrued Interest Receivable	0.00
Inventory	431,722.37
Prepaid Interest	0.00
Prepaid Insurance	82,084.98
Deferred Outflows of Resources	74,262.00

Total Current Assets

4,543,037.19

RESTRICTED ASSETS:

Construction in Progress	0.00
MCMU Construction Fund	0.00
Reserve Fund	465,846.68
MCMU Reserve Fund	248,299.03
Debt Service Fund	274,621.49
Capital Improvements Fund	947,455.61

Total Restricted Assets

1,936,222.81

FIXED ASSETS:

Land & Land Improvements	273,683.84
Buildings	1,893,374.01
Generation Plant	6,101,077.42
Substations	3,838,331.61
Distribution System	7,645,030.49
Street Lights & Signals	375,915.18
Trucks & Vehicles	727,423.55
Office Furniture & Equipment	171,216.21
Tools, Shop & Garage Equipment	109,460.92
Miscellaneous Equipment	377,830.94
Less: Accumulated Depreciation	(13,526,457.29)

Total Fixed Assets

7,986,886.88

TOTAL ASSETS

14,466,146.88

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-ELECTRIC DEPARTMENT
December 31, 2020**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

Accounts Payable	339,931.68	
Employee Insurance Payable	(374.42)	
Employee Savings & Taxes Payable	(86.51)	
Heat Share Payable	12.00	
Sewer Payable	110,052.00	
City Franchise Fee	19,143.00	
Wind Power	0.00	
Garbage Collections Payable	343.06	
Customer Meter Deposits	262,419.01	
Sales Tax Payable	50,700.33	
Accrued Interest Payable	7,538.14	
Severance Payable	78,324.80	
Current Bonds Payable	530,000.00	
Accrued Wages Payable	11,767.34	
Deferred Revenue	(13,880.77)	
Deferred Solar	10,159.21	
Net Pension Liability	721,335.00	
Deferred Inflows of Resources	173,200.00	
Total Current Liabilities		2,300,583.87

NONCURRENT LIABILITIES:

Contracts Payable		0.00
Revenue Bonds Payable	1,610,000.00	
Less: Unamortized Bond Discount	<u>0.00</u>	1,610,000.00
Deferred Rate Stabilization		<u>1,179,768.10</u>
Total NonCurrent Liabilities		<u>2,789,768.10</u>

TOTAL LIABILITIES **5,090,351.97**

FUND EQUITY

Unappropriated Retained Earnings	9,001,977.19	
Net Income (Loss)	<u>373,817.72</u>	
Total Equity		<u>9,375,794.91</u>

TOTAL LIABILITIES & EQUITY **14,466,146.88**

**PRINCETON PUBLIC UTILITIES COMMISSION
INCOME STATEMENT-WATER DEPARTMENT
FOR MONTH ENDING: DECEMBER 31, 2020**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year</u> <u>Current</u>	<u>Last Year YTD</u>
OPERATING REVENUE:				
Residential Sales	54,592.05	735,189.88	51,369.65	688,442.53
Commercial Sales	15,851.63	357,680.20	19,585.84	339,450.13
Industrial Sales	8,967.76	115,491.31	8,769.51	101,927.18
Non Metered Sales	21.00	3,240.35	0.00	2,835.00
Service Line Repair Fee	1,468.00	17,502.00	1,448.00	17,259.00
Late Charges	748.36	7,743.13	777.63	10,814.43
Rent/Lease Income	0.00	36,757.00	0.00	38,905.05
Availability/Connection Fees	0.00	20,000.00	0.00	57,000.00
Construction Fees	0.00	0.00	8,421.82	17,803.21
Trunk Facilities Fees	0.00	0.00	2,599.44	5,495.06
Operating Transfers	0.00	0.00	0.00	0.00
Merchandise Sales	0.00	6,813.75	1,208.75	12,457.71
Other Operating Revenue	0.00	1,220.36	0.00	12,142.60
TOTAL OPERATING REVENUE:	81,648.80	1,301,637.98	94,180.64	1,304,531.90
OPERATING EXPENSES:				
Production Plant:				
Salaries & Supervision	12,775.41	84,233.23	14,051.80	73,801.58
Power for Pumping	2,368.65	32,744.96	2,496.83	30,936.84
Natural Gas	716.22	5,313.64	691.89	5,518.95
Utilities & Generator Expense	0.00	0.00	0.00	0.00
Lube Oil & Lubricants	0.00	0.00	0.00	0.00
Chemicals	0.00	18,093.22	2,164.31	16,167.46
Water Testing	67.00	2,784.07	80.99	2,621.91
Communications Expense	38.34	539.93	47.67	480.95
Scada & Computer Equipment	220.18	2,468.07	61.16	964.51
Equipment Repairs	240.91	2,033.40	1,465.65	6,207.70
Equip. Maint. & Inspections	0.00	219.50	0.00	233.19
Building & Grounds Maint.	0.00	3,435.58	(47.56)	2,294.22
Misc. Plant Expense	0.00	0.00	(0.69)	9.99
Total Production Plant:	16,426.71	151,865.60	21,012.05	139,237.30
Distribution System:				
Salaries & Supervision	13,198.50	121,013.00	11,106.32	96,629.17
System & Shop Supplies	299.79	1,148.70	(4.30)	1,738.84
Small Tools Expense	0.00	1,455.63	262.80	1,499.34
GIS Data & Maintenance Exp.	35.01	3,659.89	35.01	2,073.56
Computer Equip. & Maintenance	0.00	0.00	0.00	105.78
Safety Equipment	90.78	2,105.66	(29.42)	1,180.24
Education & Safety Training	0.00	1,020.00	0.00	1,025.00
Outside Services	6.48	384.49	6.08	762.49
Meter Expense	33.00	1,767.53	(8.00)	205.82
Customer Service Line Repair Exp.	0.00	2,055.80	0.00	4,476.59
Customer Owned Service Exp.	0.00	310.85	570.33	1,171.84
Dist. Repairs & Maintenance	0.00	4,720.15	825.42	26,959.45
Transportation Fuel & Oil	232.17	2,761.28	224.48	3,948.04
Vehicle Repair & Maint.	0.00	1,307.95	49.14	914.58
Equipment Repair & Maint.	0.00	3,353.00	(4.19)	1,406.32
Utilities	677.47	10,124.22	553.65	9,416.93
Building & Grounds Maint.	0.00	1,212.71	214.37	536.25
Misc. Dist. & Tower Maint. & Exp.	0.00	934.80	587.72	2,144.75
Total Distribution:	14,573.20	159,335.66	14,389.41	156,194.99

Before year End Adjustments

INCOME STATEMENT-WATER

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
Customer Accts. Expenses:				
Customer Accts. Salaries	6,692.15	52,051.99	6,025.41	53,224.59
Meter Reading Salaries	448.97	3,338.09	443.38	3,961.98
Postage Expense	114.54	1,967.95	265.43	2,338.94
Collection Expense	0.00	0.00	0.00	247.05
Forms & Supplies	122.06	1,520.41	162.45	1,716.77
Communications Expense	142.21	1,704.67	134.58	1,535.71
Uncollectible Accts. Expense	394.76	394.76	0.00	99.02
Total Customer Acct. Expenses:	7,914.69	60,977.87	7,031.25	63,124.06
General & Administrative Expenses:				
Salaries & Supervision	7,436.32	55,615.73	7,087.33	61,686.24
Newads, Website, Subscriptions & Promos	0.00	4,988.74	751.55	2,595.12
Office Supplies, Computer Exp., & Sm. Equip	270.23	4,943.07	102.30	973.65
Communications Expense	49.08	830.95	56.25	871.27
Membership Fees & Dues	0.00	1,958.40	0.00	1,948.20
Maint. Contracts, Licenses & Permits	167.21	8,406.75	116.65	5,609.05
State & Federal Assessments	4,128.00	16,512.00	0.00	0.00
Professional Fees	232.50	18,020.55	254.06	7,463.80
Outside Services	405.88	5,736.67	303.01	4,932.03
Meals, Travel, Meetings	0.00	136.28	0.00	1,621.75
Prop. & Liab. Insurance	(278.39)	7,722.28	167.36	7,147.78
Employee Pensions & Benefits	7,181.05	96,192.20	11,208.01	94,701.48
Education & Safety Training	0.00	2,260.88	0.00	2,250.50
Wellhead Plan Implementation	0.00	738.75	738.75	1,000.39
Sales Tax Expense	0.00	0.00	0.00	0.00
Building & Grounds Maint.	0.00	460.32	204.47	286.68
Misc. G&A Expense	0.00	168.93	509.90	982.95
Total General & Administrative:	19,591.88	224,692.50	21,499.64	194,070.89
Depreciation Expense	32,500.00	390,000.00	19,304.18	376,804.18
TOTAL OPERATING EXPENSES:	91,006.48	986,871.63	83,236.53	929,431.42
OPERATING INCOME /(LOSS)	(9,357.68)	314,766.35	10,944.11	375,100.48
NONOPERATING REVENUE (EXPENSE)				
Interest Income	0.00	0.00	23,198.22	23,198.22
Change in Fair Value of Investments	(12.15)	27.11	(2.70)	39.42
Misc. Non Oper. Income	0.00	2,080.41	828.69	2,116.66
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	(6,572.92)	(90,231.23)	(7,738.83)	(103,374.66)
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	(3,500.00)	(1,750.00)	(21,000.00)
Total NonOperating Rev/(Exp)	(6,585.07)	(91,623.71)	14,535.38	(99,020.36)
NET INCOME/(LOSS)	(15,942.75)	223,142.64	25,479.49	276,080.12

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
December 31, 2020**

ASSETS

CURRENT ASSETS:

Cash	769,949.97
Temp Rate Stab Investments	0.00
Customer Accounts Receivable	88,538.81
Other Accounts Receivable	21.00
Accrued Interest Receivable	0.00
Inventory	62,271.82
Prepaid Interest	0.00
Prepaid Insurance	0.00
Deferred Outflows of Resources	11,931.00

Total Current Assets

932,712.60

RESTRICTED ASSETS:

Construction in Progress	0.00
MCMU Construction Fund	0.00
Reserve Fund	97,500.00
MCMU Reserve Fund	0.00
Debt Service Fund	81,852.94
PFA Debt Service Fund	19,399.98
Capital Improvements Fund	1,083,483.27

Total Restricted Assets

1,282,236.19

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	4,743,961.24
Treatment Plant	4,541,491.00
Flouridation & Treatment System	124,029.43
Trucks & Vehicles	89,416.76
Tools, Shop & Garage Equipment	32,439.25
Office Furniture & Equipment	30,792.37
Miscellaneous Equipment	114,163.27
Less: Accumulated Depreciation	(6,068,499.11)

Total Fixed Assets

6,073,009.88

TOTAL ASSETS

8,287,958.67

**PRINCETON PUBLIC UTILITIES COMMISSION
BALANCE SHEET-WATER DEPARTMENT
December 31, 2020**

LIABILITIES AND FUND EQUITY

CURRENT LIABILITIES

Accounts Payable		1,403.98
Accrued Interest Payable		8,669.51
Severance Payable		22,992.00
Current Bonds Payable		429,000.00
Accrued Wages Payable		3,680.85
Deferred Revenue		20,728.50
Net Pension Liability		196,443.00
Deferred Inflows of Resources		47,245.00

Total Current Liabilities		730,162.84
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NONCURRENT LIABILITIES:

Contracts Payable		0.00
Revenue Bonds Payable	1,625,000.00	
Less: Unamortized Bond Discount	<u>0.00</u>	1,625,000.00
PFA Loan Payable		<u>112,000.00</u>

Total NonCurrent Liabilities		<u>1,737,000.00</u>
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TOTAL LIABILITIES		2,467,162.84
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FUND EQUITY

Contributed		56,918.09
Unappropriated Retained Earnings		5,540,735.10
Net Income (Loss)		<u>223,142.64</u>
Total Equity		<u>5,820,795.83</u>

TOTAL LIABILITIES & EQUITY		<u><u>8,287,958.67</u></u>
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Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0001-1071	Asset	CONSTRUCTION IN PROGRESS					0.00
64-0001-1073	Asset	MCMU CONSTRUCTION FUND					0.00
64-0001-1251	Asset	RESERVE FUND	466,588.07		741.39	(741.39)	465,846.68
64-0001-1252	Asset	DEBT SERVICE FUND	228,358.77	49,907.72	3,645.00	46,262.72	274,621.49
64-0001-1255	Asset	MCMU RESERVE FUND	247,557.64	741.39		741.39	248,299.03
64-0001-1291	Asset	CAPITAL IMPROVEMENTS FUND	941,147.03	6,308.58		6,308.58	947,455.61
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	1,981,980.92	670,858.78	781,094.79	(110,236.01)	1,871,744.91
64-0001-1312	Asset	CASH ON DEPOSIT SAVINGS					0.00
64-0001-1313	Asset	CASH ON DEPOSIT PAYROLL ACCT.	1,307,198.00				0.00
64-0001-1361	Asset	TEMP RATE STAB INVESTMENT	631,412.77	685,452.00	596,856.96	88,595.04	1,307,198.00
64-0001-1421	Asset	CUSTOMER ACCOUNTS RECEIVABLE	39,891.49	55,895.89	41,905.26	13,990.63	720,007.81
64-0001-1431	Asset	OTHER ACCOUNTS RECEIVABLE					53,882.12
64-0001-1432	Asset	SALES TAX RECEIVABLE					0.00
64-0001-1451	Asset	DUE FROM WATER FUND					0.00
64-0001-1511	Asset	FUEL STOCKS					0.00
64-0001-1512	Asset	PLANT MATERIALS & SUPPLIES	435,136.24	4,005.00	7,418.87	(3,413.87)	431,722.37
64-0001-1520	Fixed Asset	GENERATION PLANT	6,101,077.42				6,101,077.42
64-0001-1525	Fixed Asset	SUBSTATIONS	3,838,331.61				3,838,331.61
64-0001-1530	Fixed Asset	DISTRIBUTION SYSTEM	7,580,888.63	64,141.86		64,141.86	7,645,030.49
64-0001-1531	Fixed Asset	STREET LIGHTS & SIGNALS	375,915.18				375,915.18
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	171,216.21				171,216.21
64-0001-1571	Fixed Asset	TRUCKS & VEHICLES	727,423.55				727,423.55
64-0001-1580	Fixed Asset	TOOLS, SHOP & GARAGE EQUIP.	109,460.92				109,460.92
64-0001-1590	Fixed Asset	MISCELLANEOUS EQUIPMENT	377,830.94				377,830.94
64-0001-1651	Asset	PREPAID INTEREST					0.00
64-0001-1652	Asset	PREPAID INSURANCE	95,235.11		13,150.13	(13,150.13)	82,084.98
64-0001-1710	Fixed Asset	ACCUMULATED DEPRECIATION	(13,469,457.29)		57,000.00	(57,000.00)	(13,526,457.29)
64-0001-1711	Asset	ACCRUED INTEREST RECEIVABLE					0.00
64-0001-1712	Asset	DEFERRED OUTFLOWS OF RESOURCES	74,262.00				74,262.00
64-0001-2160	Equity	CONTRIBUTED					0.00
64-0001-2161	Equity	BALANCE FROM INCOME STATEMENT					0.00
64-0001-2162	Equity	UNAPPROPRIATED EARNINGS (END)	(9,001,977.19)				(9,001,977.19)
64-0001-2211	Liability	REVENUE BONDS PAYABLE	(1,610,000.00)				(1,610,000.00)
64-0001-2261	Asset	UNAMORTIZED BOND DISCOUNT					0.00
64-0001-2281	Liability	SEVERANCE PAYABLE	(78,324.80)				(78,324.80)
64-0001-2311	Liability	CONTRACTS PAYABLE					0.00
64-0001-2315	Liability	CURRENT BONDS PAYABLE	(530,000.00)				(530,000.00)
64-0001-2321	Liability	ACCOUNTS PAYABLE	(338,820.53)	643,251.31	644,362.46	(1,111.15)	(339,931.68)

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0001-2322	Liability	EMPLOYEE DEDUCTIONS PAYABLE	2,892.75	1,425.50	3,943.83	(2,518.33)	374.42
64-0001-2323	Liability	EMPLOYEE PAYROLL SAVINGS					0.00
64-0001-2324	Liability	ACCRUED WAGES & TAXES			11,767.34	(11,767.34)	(11,767.34)
64-0001-2325	Liability	EMPLOYEE HEALTH SAVINGS PAY	(7,708.22)	15,995.12	8,200.39	7,794.73	86.51
64-0001-2340	Liability	HEAT SHARE PAYABLE	(12.00)	12.00	12.00	(12.00)	(12.00)
64-0001-2341	Liability	SEWER COLLECTIONS PAYABLE	(108,650.91)	108,856.59	110,257.68	(1,401.09)	(110,052.00)
64-0001-2342	Liability	WIND POWER PAYABLE					0.00
64-0001-2343	Liability	CITY PRINCETON FRANCHISE FEE	(12,746.00)		6,397.00	(6,397.00)	(19,143.00)
64-0001-2344	Liability	GARBAGE COLLECTIONS PAYABLE	(253.56)		89.50	(89.50)	(343.06)
64-0001-2345	Liability	DUE TO WATER FUND					0.00
64-0001-2351	Liability	CUSTOMER METER DEPOSITS	(261,527.33)	7,401.58	8,293.26	(891.68)	(262,419.01)
64-0001-2361	Liability	MN STATE SALES TAX PAYABLE	(45,102.17)	23,374.22	25,522.42	(2,148.20)	(47,250.37)
64-0001-2363	Liability	MLC LOCAL SALES TAX PAYABLE	(2,807.55)	1,437.53	1,614.46	(176.93)	(2,984.48)
64-0001-2365	Liability	SHERBURNE CTY LOCAL TAX PAY	(484.36)	259.65	240.77	18.88	(465.48)
64-0001-2371	Liability	ACCRUED INTEREST PAYABLE	(5,025.43)	3,645.00	6,157.71	(2,512.71)	(7,538.14)
64-0001-2421	Liability	FEDERAL WITHHOLDING TAX		11,543.00	11,543.00		0.00
64-0001-2422	Liability	STATE WITHHOLDING TAX		5,391.00	5,391.00		0.00
64-0001-2423	Liability	F.I.C.A. PAYABLE		15,225.16	15,225.16		0.00
64-0001-2424	Liability	PERA PAYABLE		18,508.60	18,508.60		0.00
64-0001-2426	Liability	MEDICARE WITHHOLDING		3,627.30	3,627.30		0.00
64-0001-2428	Liability	DEFERRED RATE STABILIZATION	(1,214,168.10)	34,400.00		34,400.00	(1,179,768.10)
64-0001-2429	Liability	DEFERRED REVENUE		13,880.77		13,880.77	13,880.77
64-0001-2430	Liability	NET PENSION LIABILITY	(721,335.00)				(721,335.00)
64-0001-2431	Liability	DEFERRED INFLOWS OF RESOURCES	(173,200.00)				(173,200.00)
64-0001-2432	Liability	DEFERRED SOLAR	(10,159.21)				(10,159.21)
64-0403-4031	Expense	DEPRECIATION EXPENSE	643,000.00	57,000.00		57,000.00	700,000.00
64-0419-4191	Expense	INTEREST EXPENSE	52.80				52.80
64-0419-4192	Expense	INTEREST PAID ON METER DEPOSIT	354.50	3,422.01	12.29	3,409.72	3,764.22
64-0419-4290	Revenue	INTEREST INCOME	(44,138.99)		5,846.65	(5,846.65)	(49,985.64)
64-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	(157.08)	48.60		48.60	(108.48)
64-0420-4201	Revenue	MAINTENANCE INCOME					0.00
64-0420-4202	Revenue	STREET LIGHTING INCOME					0.00
64-0421-4210	Revenue	MISC. NON OPERATING INCOME	(29,641.82)		1,514.00	(1,514.00)	(31,155.82)
64-0421-4211	Revenue	GAIN/LOSS ON DISPOSAL OF ASSET	(8,500.00)				(8,500.00)
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	74,906.09	6,157.71		6,157.71	81,063.80
64-0428-4281	Expense	AMORTIZATION OF BOND DISCOUNT					0.00
64-0440-4401	Revenue	RESIDENTIAL SALES	(2,233,718.31)		210,509.64	(210,509.64)	(2,444,227.95)
64-0440-4402	Revenue	SECURITY LIGHTS	(18,387.49)		1,671.04	(1,671.04)	(20,058.53)
64-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(19,070.00)		1,749.00	(1,749.00)	(20,819.00)
64-0440-4410	Revenue	RESIDENTIAL ECA					0.00

Trial Balance

PRINCETON PUBLIC UTILITIES

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Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0440-4412	Revenue	SMALL GENERAL ECA					0.00
64-0440-4413	Revenue	LARGE GENERAL ECA					0.00
64-0440-4414	Revenue	LARGE POWER ECA					0.00
64-0440-4420	Revenue	SMALL GENERAL SERVICE	(606,968.81)		59,690.29	(59,690.29)	(666,659.10)
64-0440-4421	Revenue	COMMERCIAL SALES					0.00
64-0440-4422	Revenue	LARGE GENERAL SERVICE	(1,762,817.42)		125,481.00	(125,481.00)	(1,888,298.42)
64-0440-4423	Revenue	LARGE POWER SERVICE	(1,182,684.25)		129,323.45	(129,323.45)	(1,312,007.70)
64-0440-4425	Revenue	RESIDENTIAL SOLAR CREDIT	227.28	10.56		10.56	237.84
64-0440-4426	Revenue	SMALL GENERAL SOLAR CREDIT	354.55	16.45		16.45	371.00
64-0440-4427	Revenue	LARGE GEN/POWER SOLAR CREDIT	830.46	38.55		38.55	869.01
64-0440-4435	Revenue	STREET LIGHT FEES	(25,868.00)		2,384.00	(2,384.00)	(28,252.00)
64-0440-4441	Revenue	OPERATING TRANSFERS					0.00
64-0440-4491	Revenue	NON-METERED SALES					0.00
64-0440-4493	Revenue	RATE STABILIZATION REVENUE	(93,030.00)		34,400.00	(34,400.00)	(127,430.00)
64-0450-4501	Revenue	LATE CHARGES	(32,453.57)	231.24	3,398.10	(3,166.86)	(35,620.43)
64-0450-4502	Revenue	HOOK-UP & NSF CHECK CHARGES	(1,190.00)		30.00	(30.00)	(1,220.00)
64-0450-4503	Revenue	CONNECTION FEE	(9,890.00)		600.00	(600.00)	(10,490.00)
64-0450-4504	Revenue	CONSTRUCTION FEES	(27,335.43)		542.00	(542.00)	(27,877.43)
64-0450-4506	Revenue	SOLAR SUBSCRIPTIONS	(1,692.98)				(1,692.98)
64-0450-4541	Revenue	RENT/LEASE INCOME					0.00
64-0450-4550	Revenue	OPERATING & MAINTENANCE	(325,533.46)	13,206.65	39,360.57	(26,153.92)	(351,687.38)
64-0450-4560	Revenue	EXCESS EQUITY PAYMENT					0.00
64-0450-4561	Revenue	QUICK START DIESEL PAYMENT	(159,720.00)		14,520.00	(14,520.00)	(174,240.00)
64-0450-4562	Revenue	GASOLINE STATION					0.00
64-0450-4563	Revenue	OTHER OPERATING REVENUE	(36,978.47)				(36,978.47)
64-0450-4564	Revenue	POLE ATTACHMENT FEE					0.00
64-0450-4565	Revenue	MERCHANDISE SALES					0.00
64-0540-5461	Expense	PRODUCTION PLANT SALARIES	190,473.56	25,489.29		25,489.29	215,962.85
64-0540-5470	Expense	FUEL OIL					0.00
64-0540-5472	Expense	NATURAL GAS	9,153.77	1,310.54		1,310.54	10,464.31
64-0540-5481	Expense	LUBE OIL & LUBRICANTS	932.75	1,865.50		1,865.50	2,798.25
64-0540-5482	Expense	CHEMICALS	3,364.12	20.32		20.32	3,384.44
64-0540-5501	Expense	PRODUCTION SUPPLIES	1,621.29	134.12		134.12	1,755.41
64-0540-5505	Expense	PLANT SHOP SUPPLIES	491.63				491.63
64-0540-5510	Expense	SAFETY EQUIPMENT	1,701.38		55.00	(55.00)	1,646.38
64-0540-5511	Expense	COMMUNICATIONS EXPENSE	457.80	34.39		34.39	492.19
64-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP					0.00
64-0540-5513	Expense	SMALL TOOLS EXPENSE	1,453.05				1,453.05
64-0540-5514	Expense	EDUCATION & SAFETY TRAINING	1,395.00				1,395.00
64-0540-5515	Expense	OUTSIDE SERVICES	162.00	41.00		41.00	203.00
64-0540-5516	Expense	BOILER & MACHINERY INSURANCE	70,275.29	6,256.98		6,256.98	76,532.27
64-0540-5517	Expense	PROP & LIAB INSURANCE	19,417.75	1,765.25	3,855.26	(2,090.01)	17,327.74

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0540-5541	Expense	EQUIPMENT REPAIRS	28,566.88	1,807.00		1,807.00	30,373.88
64-0540-5882	Expense	TRANSPORTATION FUEL & OIL	233.89				233.89
64-0540-5883	Expense	VEHICLE REPAIR & EXPENSE					0.00
64-0550-5531	Expense	BUILDING & GROUNDS MAINTENANCE	11,571.54	1,091.47		1,091.47	12,663.01
64-0550-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	24,576.71	1,579.75		1,579.75	26,156.46
64-0550-5551	Expense	PURCHASED POWER	3,774,272.87	325,937.87		325,937.87	4,100,210.74
64-0550-5571	Expense	MISCELLANEOUS PLANT EXPENSE	323.28				323.28
64-0560-5482	Expense	CHEMICALS					0.00
64-0560-5531	Expense	BUILDING & GROUNDS MAINTENANCE	4,073.40				4,073.40
64-0560-5541	Expense	EQUIPMENT REPAIRS					0.00
64-0560-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	558.78				558.78
64-0560-5888	Expense	UTILITIES					0.00
64-0580-5801	Expense	DISTRIBUTION SALARIES	409,174.84	51,548.18		51,548.18	460,723.02
64-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	2,607.77	28.65		28.65	2,636.42
64-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	15,445.09	230.96	55.00	175.96	15,621.05
64-0580-5813	Expense	SMALL TOOLS EXPENSE	6,356.11	77.29		77.29	6,433.40
64-0580-5814	Expense	EDUCATION & SAFETY TRAINING	2,183.05	450.00		450.00	2,633.05
64-0580-5815	Expense	OUTSIDE SERVICES	705.90	182.36		182.36	888.26
64-0580-5816	Expense	GIS DATA & MAINTENANCE EXP.	7,576.81	105.03		105.03	7,681.84
64-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.	600.68				600.68
64-0580-5821	Expense	LOAD CONTROL EXPENSE	8,482.78	36.34		36.34	8,519.12
64-0580-5831	Expense	OVERHEAD LINE EXPENSE	10,981.97	0.98		0.98	10,982.95
64-0580-5841	Expense	UNDERGROUND LINE EXPENSE	16,250.64	274.38		274.38	16,525.02
64-0580-5851	Expense	STREET LIGHTS & SIGNAL EXP.	10,080.58	394.18		394.18	10,474.76
64-0580-5852	Expense	SEC. LIGHT REPAIR EXPENSE	8,112.10				8,112.10
64-0580-5862	Expense	METER EXPENSE	1,825.47				1,825.47
64-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	2,053.54				2,053.54
64-0580-5871	Expense	CUSTOMER OWNED SERVICE EXP.	15,393.52				15,986.28
64-0580-5881	Expense	MISC. DISTRIBUTION EXPENSE	487.18	592.76		592.76	15,986.28
64-0580-5882	Expense	TRANSPORTATION FUEL & OIL	4,381.92	4,350.36		4,350.36	4,837.54
64-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	13,967.34	518.67		518.67	4,900.59
64-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	2,559.39	564.66	14.00	550.66	14,518.00
64-0580-5887	Expense	STORM DAMAGE	2.44	326.80		326.80	2,886.19
64-0580-5888	Expense	UTILITIES					2.44
64-0590-5921	Expense	BUILDING & GROUNDS MAINTENANCE	7,528.46	1,711.60		1,711.60	9,240.06
64-0590-5941	Expense	LINE MAINTENANCE TRIMMING	5,588.27	103.68		103.68	5,691.95
64-0590-5945	Expense	HABITAT, RIGHT OF WAY EXPENSE					0.00
64-0590-5951	Expense	MAINTENANCE OF TRANSFORMERS	3,570.99				3,570.99
64-0590-5961	Expense	STREET LIGHT & SIGNALS					0.00
64-0590-5971	Expense	METER MAINTENANCE					0.00
64-0902-9021	Expense	METER READING SALARIES	5,722.15	801.57		801.57	6,523.72
64-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	95,994.38	14,321.80		14,321.80	110,316.18

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0903-9032	Expense	POSTAGE EXPENSE	10,124.64	649.04		649.04	10,773.68
64-0903-9033	Expense	COLLECTION EXPENSE	75.57				75.57
64-0903-9034	Expense	FORMS & SUPPLIES	3,979.09	31.60		31.60	4,010.69
64-0903-9035	Expense	COMMUNICATIONS EXPENSE	4,275.17	392.25		392.25	4,667.42
64-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	3,791.25	660.05		660.05	4,451.30
64-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS		1,998.43		1,998.43	1,998.43
64-0920-9201	Expense	GENERAL & ADMIN. SALARIES	92,277.17	14,783.83		14,783.83	107,061.00
64-0921-9210	Expense	NEWSADS & PROMOTIONS	15,238.02	1,138.10		1,138.10	16,376.12
64-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	23,393.08	1,448.42		1,448.42	24,841.50
64-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	13,753.52				13,753.52
64-0921-9213	Expense	COMMUNICATIONS EXPENSE	4,276.64	278.13		278.13	4,554.77
64-0921-9214	Expense	MEMBERSHIP FEES & DUES	10,679.50				10,679.50
64-0921-9215	Expense	SUPPLIES & EXPENSES	1,301.39	82.84		82.84	1,384.23
64-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	698.21				698.21
64-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	30,534.07	947.57		947.57	31,481.64
64-0921-9218	Expense	LICENSES & PERMITS	812.10				812.10
64-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	2,094.90	557.41		557.41	2,652.31
64-0921-9220	Expense	SMALL OFFICE EQUIPMENT	162.57				162.57
64-0923-9231	Expense	ATTORNEY/LEGAL EXPENSES	10,988.85	1,317.50		1,317.50	12,306.35
64-0923-9232	Expense	AUDITOR EXPENSE	8,925.00				8,925.00
64-0923-9233	Expense	ENGINEERING & CONSULTANTS	5,698.00				5,698.00
64-0923-9234	Expense	OUTSIDE SERVICES	34,953.42	2,725.70		2,725.70	37,679.12
64-0923-9235	Expense	CLEANING SERVICES	4,294.86	640.82		640.82	4,935.68
64-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	2,840.43				2,840.43
64-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	21,857.92	1,987.08	3,520.02	(1,532.94)	20,324.98
64-0925-9251	Expense	WORKMANS COMP. INSURANCE	17,448.02	1,561.07		1,561.07	19,009.09
64-0926-9260	Expense	FICA INSURANCE	48,706.16	5,870.75		5,870.75	54,576.91
64-0926-9261	Expense	PERA EXPENSE	58,645.95	7,866.01		7,866.01	66,511.96
64-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	275,344.10	2,184.15		2,184.15	277,528.25
64-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	10,479.75				10,479.75
64-0926-9264	Expense	EDUCATION & SAFETY TRAINING	12,326.62				12,326.62
64-0926-9265	Expense	MEDICARE EXPENSE	11,447.72	1,434.22		1,434.22	12,881.94
64-0926-9266	Expense	UNEMPLOYMENT EXPENSE	1,923.91				1,923.91
64-0926-9267	Expense	HEAT SHARE EXPENSE	242.00	257.00		257.00	499.00
64-0930-9302	Expense	MISCELLANEOUS GENERAL EXPENSE	1,913.09	91.60		91.60	2,004.69
64-0930-9303	Expense	SERVICE TERRITORY EXPENSE					0.00
64-0930-9304	Expense	GENERAL FUND EXPENSE	5,250.00				5,250.00
64-0930-9305	Expense	REAL ESTATE TAXES					0.00
64-0930-9306	Expense	SALES TAX EXPENSE	943.79	94.49		94.49	1,038.28
64-0930-9307	Expense	COMMERCIAL REBATES	23,148.53	42.48		42.48	23,191.01
64-0930-9308	Expense	CONSERVATION IMPROVEMENT EXP	4,906.17	2,040.09		2,040.09	6,946.26
64-0930-9309	Expense	RESIDENTIAL REBATES	3,024.19	761.91		761.91	3,786.10

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0930-9311	Expense	CHRISTIMAS LIGHTING EXPENSE	2,988.18				2,988.18
64-0933-9034	Expense	FORMS & SUPPLIES					0.00
64-0933-9330	Expense	TRANSPORTATION FUEL & LUBE	195.71	24.00		24.00	219.71
64-0933-9331	Expense	TRANSPORTATION REPAIRS & MAINT	142.58				142.58
64-0940-9402	Expense	EXTRAORDINARY EXPENSE					0.00
			0.00	3,021,497.59	3,021,497.59	0.00	0.00

Report Setup
 Sort By:
 Includes only active accounts
 Includes accounts from 64-0001-1071 to 64-0940-9402
 Printed for 12/1/2020 to 12/31/2020
 Printed for all sources.

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0001-2371	Liability	ACCRUED INTEREST PAYABLE	(2,096.59)		6,572.92	(6,572.92)	(8,669.51)
61-0001-2429	Liability	DEFERRED REVENUE	(20,728.50)				(20,728.50)
61-0001-2430	Liability	NET PENSION LIABILITY	(196,443.00)				(196,443.00)
61-0001-2431	Liability	DEFERRED INFLOWS OF RESOURCES	(47,245.00)				(47,245.00)
61-0403-4031	Expense	DEPRECIATION EXPENSE	357,500.00	32,500.00		32,500.00	390,000.00
61-0419-4191	Expense	INTEREST EXPENSE	83,658.31	6,572.92		6,572.92	90,231.23
61-0419-4290	Revenue	INTEREST INCOME					0.00
61-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	(39.26)	12.15		12.15	(27.11)
61-0420-4201	Revenue	MAINTENANCE INCOME					0.00
61-0421-4210	Revenue	MISC. NON OPERATING INCOME	(2,080.41)				(2,080.41)
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	(680,597.83)		54,592.05	(54,592.05)	(735,189.88)
61-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(16,034.00)		1,468.00	(1,468.00)	(17,502.00)
61-0440-4421	Revenue	COMMERCIAL SALES	(341,828.57)		15,851.63	(15,851.63)	(357,680.20)
61-0440-4431	Revenue	INDUSTRIAL SALES	(106,523.55)		8,967.76	(8,967.76)	(115,491.31)
61-0440-4441	Revenue	OPERATING TRANSFERS					0.00
61-0440-4491	Revenue	NON-METERED SALES	(3,219.35)		21.00	(21.00)	(3,240.35)
61-0450-4501	Revenue	LATE CHARGES	(6,994.77)		777.32	(748.36)	(7,743.13)
61-0450-4503	Revenue	CONNECTION FEE	(20,000.00)	28.96			(20,000.00)
61-0450-4504	Revenue	CONSTRUCTION FEES					0.00
61-0450-4505	Revenue	TRUNK FACILITIES FEES					0.00
61-0450-4541	Revenue	RENT/LEASE INCOME					0.00
61-0450-4563	Revenue	OTHER OPERATING REVENUE	(36,757.00)				(36,757.00)
61-0450-4565	Revenue	MERCHANDISE SALES	(1,220.36)				(1,220.36)
61-0540-5461	Expense	PRODUCTION PLANT SALARIES	(6,813.75)				(6,813.75)
61-0540-5471	Expense	POWER FOR PUMPING	71,457.82	12,775.41		12,775.41	84,233.23
61-0540-5472	Expense	NATURAL GAS	30,376.31	2,368.65		2,368.65	32,744.96
61-0540-5473	Expense	UTILITIES & GENERATOR EXPENSE	4,597.42	716.22		716.22	5,313.64
61-0540-5481	Expense	LUBE OIL & LUBRICANTS					0.00
61-0540-5482	Expense	CHEMICALS	18,093.22				18,093.22
61-0540-5483	Expense	WATER TESTING	2,717.07	67.00		67.00	2,784.07
61-0540-5511	Expense	COMMUNICATIONS EXPENSE	501.59	38.34		38.34	539.93
61-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP	2,247.89	220.18		220.18	2,468.07
61-0540-5541	Expense	EQUIPMENT REPAIRS	1,792.49	240.91		240.91	2,033.40
61-0550-5531	Expense	BUILDING & GROUNDS MAINTENANCE	3,435.58				3,435.58
61-0550-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	219.50				219.50
61-0550-5571	Expense	MISCELLANEOUS PLANT EXPENSE					0.00
61-0580-5801	Expense	DISTRIBUTION SALARIES	107,814.50	13,198.50		13,198.50	121,013.00
61-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	848.91	299.79		299.79	1,148.70

Trial Balance

PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	2,014.88	145.78	55.00	90.78	2,105.66
61-0580-5813	Expense	SMALL TOOLS EXPENSE	1,455.63				1,455.63
61-0580-5814	Expense	EDUCATION & SAFETY TRAINING	1,020.00				1,020.00
61-0580-5815	Expense	OUTSIDE SERVICES	378.01	6.48		6.48	384.49
61-0580-5816	Expense	GIS DATA & MAINTENANCE EXP.	3,624.88	35.01		35.01	3,659.89
61-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.					0.00
61-0580-5862	Expense	METER EXPENSE	1,734.53	33.00		33.00	1,767.53
61-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	2,055.80				2,055.80
61-0580-5871	Expense	CUSTOMER OWNED SERVICE EXP.	310.85				310.85
61-0580-5872	Expense	DIST. REPAIRS & MAINTENANCE	4,720.15				4,720.15
61-0580-5881	Expense	MISC. DISTRIBUTION EXPENSE	840.82				840.82
61-0580-5882	Expense	TRANSPORTATION FUEL & OIL	2,529.11	232.17		232.17	2,761.28
61-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	1,307.95				1,307.95
61-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	3,353.00				3,353.00
61-0580-5888	Expense	UTILITIES	9,446.75	677.47		677.47	10,124.22
61-0590-5921	Expense	BUILDING & GROUNDS MAINTENANCE	1,212.71				1,212.71
61-0590-5981	Expense	WATER TOWER MAINT.	93.98				93.98
61-0902-9021	Expense	METER READING SALARIES	2,889.12	448.97		448.97	3,338.09
61-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	45,359.84	6,692.15		6,692.15	52,051.99
61-0903-9032	Expense	POSTAGE EXPENSE	1,853.41	114.54		114.54	1,967.95
61-0903-9033	Expense	COLLECTION EXPENSE					0.00
61-0903-9034	Expense	FORMS & SUPPLIES	710.91	5.58		5.58	716.49
61-0903-9035	Expense	COMMUNICATIONS EXPENSE	1,562.46	142.21		142.21	1,704.67
61-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	687.44	116.48		116.48	803.92
61-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS		394.76		394.76	394.76
61-0920-9201	Expense	GENERAL & ADMIN. SALARIES	48,179.41	7,436.32		7,436.32	55,615.73
61-0921-9210	Expense	NEWSADS & PROMOTIONS	2,429.80				2,429.80
61-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	4,411.51	255.61		255.61	4,667.12
61-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	2,568.94				2,568.94
61-0921-9213	Expense	COMMUNICATIONS EXPENSE	781.87	49.08		49.08	830.95
61-0921-9214	Expense	MEMBERSHIP FEES & DUES	1,958.40				1,958.40
61-0921-9215	Expense	SUPPLIES & EXPENSES	230.36	14.62		14.62	244.98
61-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	136.28				136.28
61-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	6,478.21	167.21		167.21	6,645.42
61-0921-9218	Expense	LICENSES & PERMITS	1,761.33				1,761.33
61-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	12,384.00	4,128.00		4,128.00	16,512.00
61-0921-9220	Expense	SMALL OFFICE EQUIPMENT	30.97				30.97
61-0923-9231	Expense	ATTORNEY/LEGAL EXPENSES	1,809.40	232.50		232.50	2,041.90
61-0923-9232	Expense	AUDITOR EXPENSE	1,575.00				1,575.00
61-0923-9233	Expense	ENGINEERING & CONSULTANTS	14,403.65				14,403.65
61-0923-9234	Expense	OUTSIDE SERVICES	4,854.36	312.46		312.46	5,166.82
61-0923-9235	Expense	CLEANING SERVICES	476.43	93.42		93.42	569.85

Trial Balance

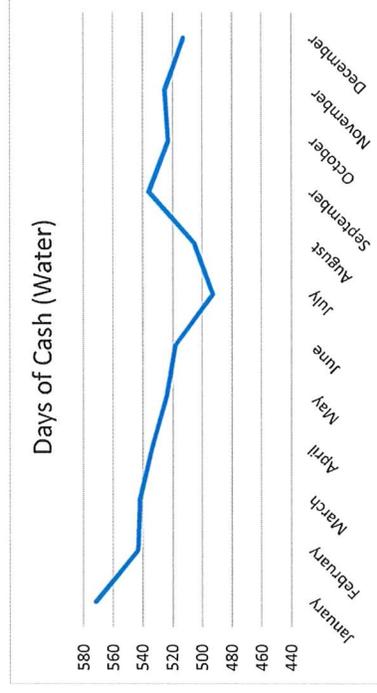
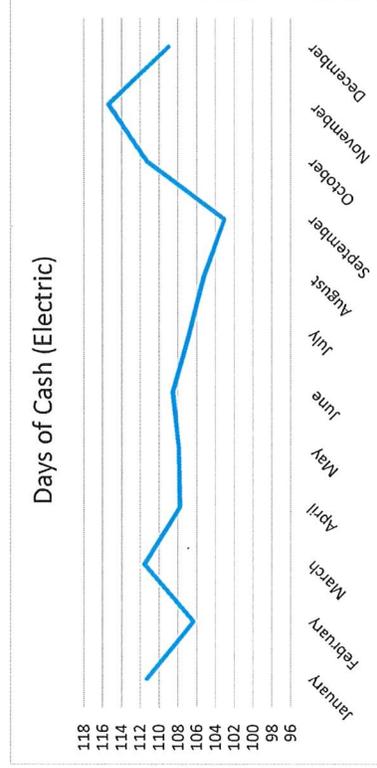
PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	460.32				460.32
61-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	8,000.67	727.33	1,005.72	(278.39)	7,722.28
61-0925-9251	Expense	WORKMANS COMP. INSURANCE	3,312.56	297.35		297.35	3,609.91
61-0926-9260	Expense	FICA INSURANCE	16,133.18	2,372.80		2,372.80	18,505.98
61-0926-9261	Expense	PERA EXPENSE	20,549.02	3,059.58		3,059.58	23,608.60
61-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	43,072.89	891.09		891.09	43,963.98
61-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	1,693.44				1,693.44
61-0926-9264	Expense	EDUCATION & SAFETY TRAINING	2,260.88				2,260.88
61-0926-9265	Expense	MEDICARE EXPENSE	3,776.76	560.23		560.23	4,336.99
61-0926-9266	Expense	UNEMPLOYMENT EXPENSE	473.30				473.30
61-0930-9301	Expense	WELLHEAD PLAN IMPLEMENTATION	738.75				738.75
61-0930-9302	Expense	MISCELLANEOUS GENERAL EXPENSE	168.93				168.93
61-0930-9304	Expense	GENERAL FUND EXPENSE	3,500.00				3,500.00
61-0930-9306	Expense	SALES TAX EXPENSE					0.00
			0.00	322,941.50	322,941.50	0.00	0.00

Report Setup
 Sort By:
 Includes only active accounts
 Includes accounts from 61-0001-1071 to 61-0930-9306
 Printed for 12/1/2020 to 12/31/2020
 Printed for all sources.

Princeton Public Utilities
Cash Reserves

Month	Electric					Water					
	Annual Operating Expenses (2019)	Depreciation (2019)	Cash	CIF	Rate Stab	Days of Cash	Annual Operating Costs (2019)	Depreciation (2019)	Cash	CIF	Days of Cash
January	\$6,974,286	\$699,280	\$1,913,868	\$878,331	\$1,307,198	111	\$924,805	\$376,804	\$858,359	\$1,058,877	572
February	\$6,974,286	\$699,280	\$1,828,877	\$889,333	\$1,307,198	106	\$924,805	\$376,804	\$815,738	\$1,060,761	543
March	\$6,974,286	\$699,280	\$1,918,324	\$890,163	\$1,307,198	112	\$924,805	\$376,804	\$813,833	\$1,064,761	542
April	\$6,974,286	\$699,280	\$1,853,513	\$890,622	\$1,307,198	108	\$924,805	\$376,804	\$801,590	\$1,070,761	534
May	\$6,974,286	\$699,280	\$1,855,496	\$901,841	\$1,307,198	108	\$924,805	\$376,804	\$786,910	\$1,073,725	524
June	\$6,974,286	\$699,280	\$1,866,440	\$915,029	\$1,307,198	109	\$924,805	\$376,804	\$778,110	\$1,079,293	518
July	\$6,974,286	\$699,280	\$1,837,282	\$917,554	\$1,307,198	107	\$924,805	\$376,804	\$740,040	\$1,079,293	493
August	\$6,974,286	\$699,280	\$1,809,944	\$928,931	\$1,307,198	105	\$924,805	\$376,804	\$758,793	\$1,079,293	505
September	\$6,974,286	\$699,280	\$1,772,049	\$929,994	\$1,307,198	103	\$924,805	\$376,804	\$804,846	\$1,083,293	536
October	\$6,974,286	\$699,280	\$1,912,364	\$930,594	\$1,307,198	111	\$924,805	\$376,804	\$785,276	\$1,083,293	523
November	\$6,974,286	\$699,280	\$1,984,116	\$941,147	\$1,307,198	115	\$924,805	\$376,804	\$788,540	\$1,083,483	525
December	\$6,974,286	\$699,280	\$1,873,880	\$947,456	\$1,307,198	109	\$924,805	\$376,804	\$769,950	\$1,083,483	513



MEMORANDUM 21-01



TO: Princeton Public Utilities Commission
 FROM: Keith R. Butcher, General Manager
 SUBJECT: Electronic Payment Fees Report
 DATE: January 27th, 2021

ITEM SUMMARY

A Commissioner inquiry was made regarding fees paid by Princeton Public Utilities for electronic payments.

BACKGROUND

PPU currently process three types of electronic payments: credit cards, electronic checks, and Bank Payments. The fee structure for each is as follows.

Credit Cards: PPU processes credit card payments via Neonlink after switching providers in 2015. Currently we pay Neonlink (our online provider) \$0.40 per transaction and we pay Complete Merchant Solutions (the credit card processing company) \$2.00 per transaction for a total of \$2.40/transaction. That change resulted in significant savings to our ratepayers. It is important to note that most merchants can pay around 1.5 – 2.9% in fees for the amounts charged plus various fixed charges.

Electronic Checks: PPU processes electronic check payments via Vericheck. Vericheck charges \$0.30 per transaction with a \$5.00 per transaction fee for returned checks and a \$0.15 per batch settlement fee. These are also processed via Neonlink with their standard \$0.40 per transaction adder for a total of \$0.70+/transaction.

Bank Payments: These are processed via Neonlink at their standard \$0.40 per transaction.

Below is a historical summary of our fee costs for all electronic payments

Year	Total Amount Charged	Number of Transactions	Electronic Payment Fees
2020 (YTD)	\$2,299,724	12,281	\$20,519
2019	\$2,253,819	12,206	\$20,924
2018	\$2,067,150	10,896	\$19,157
2017	\$1,735,795	9,898	\$17,861
2016	\$1,372,458	7,733	\$14,725
2015	\$676,558	2,485	\$16,265
2014	\$596,934	N/A	\$13,546

To compare costs, it is effective to look at the breakouts as a percentage of sales as well as a cost per transaction. These average annual metrics are listed below.

Year	Average Percent of Sales (%)	Average Cost per Transaction
2020 (YTD)	0.89%	\$1.67
2019	0.93%	\$1.71
2018	0.93%	\$1.76
2017	1.03%	\$1.80
2016	1.07%	\$1.90
2015	2.40%	\$6.55
2014	2.27%	N/A

At this time, staff believe that this is comparable with the experience of other municipal utilities and are unaware of any significant savings opportunities that could be captured by switching vendors.

RECOMMENDATION

No staff recommendation at this time.

MEMORANDUM 21-02



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: Deposit Interest Rates
DATE: January 27th, 2021

ITEM SUMMARY

Each year the Commission establishes the interest rate paid on all customer deposits.

BACKGROUND

Utility Deposit Interest Rates

Minnesota law (Minn. Stat. 325E.02 (b)) requires that, privately or publicly owned water, gas, telephone, cable television, electric light, heat, or power companies shall pay a specific interest rate on customer deposits.

By December 15 of each year, the Commissioner of the Minnesota Department of Commerce is required to announce the interest rate for the next year.

The rate for 2021 is .1%

The rates are calculated using these steps:

The last full week in November 2020 was November 16 - 20.

The yields on one-year United States Treasury securities adjusted for constant maturity for this week are:

- Monday, November 16 : .12%
- Tuesday, November 17 : .12%
- Wednesday, November 18 : .11%
- Thursday, November 19 : .11%
- Friday, November 20: .11%

These yield rates come from the U.S Department of the Treasury's Interest Rate Statistics, specifically the one-year Daily Treasury Yield Curve Rates from the Treasury's web site.

The average of these five yields is .114%. The required interest rate, rounded to the nearest tenth of a percent, is .1%

Rate History

2020 = 1.5%
2019 = 2.7%
2018 = 1.6%
2017 = 0.8%
2016 = 0.5%
2015 = 0.1%

2014 = 0.1%
2013 = 0.2%
2012 = 0.1%
2011 = 0.3%
2010 = 0.3%
2009 = 1.0%
2008 = 3.3%
2007 = 5.0%
2006 = 4.4%

325E.02 CUSTOMER DEPOSITS.

Any customer deposit required before commencement of service by a privately or publicly owned water, gas, telephone, cable television, electric light, heat, or power company shall be subject to the following:

(a) Upon termination of service with all bills paid, the deposit shall be returned to the customer within 45 days, less any deductions made in accordance with paragraph (c).

(b) Interest shall be paid on deposits in excess of \$20. The rate of interest must be set annually and be equal to the weekly average yield of one-year United States Treasury securities adjusted for constant maturity for the last full week in November. The interest rate must be rounded to the nearest tenth of one percent. By December 15 of each year, the commissioner of commerce shall announce the rate of interest that must be paid on all deposits held during all or part of the subsequent year. The company may, at its option, pay the interest at intervals it chooses but at least annually, by direct payment, or as a credit on bills.

(c) At the time the deposit is made the company shall furnish the customer with a written receipt specifying the conditions, if any, the deposit will be diminished upon return.

(d) Advance payments or prepayments shall not be construed as being a deposit.

RECOMMENDATION

Staff recommends establishing the 2021 interest rate on deposits at 0.1%.

MEMORANDUM 21-03



TO: Princeton Public Utilities Commission
 FROM: Keith R. Butcher, General Manager
 SUBJECT: 2021 Cogeneration and Small Power Production Tariff
 DATE: January 27th, 2021

ITEM SUMMARY

Each year the Commission updates the Cogeneration and Small Power Production Tariff.

BACKGROUND

Enclosed for approval, per the Distributed Generation Rules for Princeton Public Utilities adopted by Princeton Public Utilities on February 28th, 2018, are updates to the cogeneration and small power production tariff consisting of:

SCHEDULE 1.

Calculation of the average retail utility energy rates

SCHEDULE 4.

The estimated average incremental energy costs by seasonal, peak and off-peak periods and annual avoided capacity costs from Southern Minnesota Municipal Power Agency.

Princeton Public Utilities' Cogeneration and Small Power Production Tariff

This information is available to the public at our offices or on our website at www.PrincetonUtilities.com. Upon approval of the Cogeneration and Small Power Production Tariff, Princeton Public Utilities will publish a cogeneration and small power generation notice on our website at www.PrincetonUtilities.com.

Below is a summary of the annual QF Report as required under the Distributed Generation Rules.

Customer ID	2020 Total Energy (kWh)	2020 Total Amount (\$)
787 11-15	8,885	\$ 1,106.18
4818 9-72	3,813	\$ 474.70
6939 5-129	3,616	\$ 468.28
Total	16,314	\$2,049.16

RECOMMENDATION

Staff recommends adopting the 2021 Distributed Generation Rules for Princeton Public Utilities.

SCHEDULE 1 – AVERAGE RETAIL UTILITY ENERGY RATE

Net Energy Billing: Available to any QF of less than 40 kW capacity that does not select either Roll-Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

Princeton Public Utilities shall bill QF for any excess of energy supplied by insert Utility name above energy supplied by the QF during each billing period according to Princeton Public Utilities' applicable rate schedule. Princeton Public Utilities shall pay the customer for the energy generated by the QF that exceeds that supplied by Princeton Public Utilities during a billing period at the "average retail utility energy rate." "Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. Data from the most recent 12-month period available shall be used in the computation. The "average retail utility energy rates" are as follows:

Customer Class	Average Retail Utility Energy Rate
Residential Service	\$0.1245 / kWh
Small General Service	\$0.1295 / kWh
Large General Service	\$0.0700 / kWh
Large Power Service	\$0.0624 / kWh

SCHEDULE 4 – AVERAGE INCREMENTAL COST

Estimated Marginal Energy Costs (\$/MWh)						
		2021	2022	2023	2024	2025
Summer	On Peak	30.19	28.97	26.92	28.73	30.12
	Off Peak	19.95	19.32	19.02	20.76	21.87
	All Hours	24.66	23.76	22.65	24.42	25.66
Winter	On Peak	28.78	30.21	28.97	29.97	31.02
	Off Peak	21.89	22.26	21.31	22.82	23.75
	All Hours	25.06	25.92	24.83	26.11	27.09
Annual	On Peak	29.48	29.59	27.94	29.35	30.57
	Off Peak	20.92	20.79	20.16	21.79	22.81
	All Hours	24.86	24.84	23.74	25.27	26.38
Annual # hours on-peak:						

Description of season and on-peak and off-peak periods	
Summer:	April through September
Winter:	October through March
On-peak period:	6 am to 10 pm Monday through Friday except holiday (New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day)
Off-peak period:	All other hours

Estimated Marginal Energy Costs

The estimated system average incremental energy costs are calculated by seasonal peak and off-peak periods for each of the next five years. For each seasonal period, system incremental energy costs are averaged during system daily peak hours, system daily off-peak hours, and all hours in the season. The energy costs are increased by a factor equal to 50 percent of the line losses.

The energy needs of Princeton Public Utilities are served through its membership in Southern Minnesota Municipal Power Agency (SMMPA). SMMPA, in turn, is a member of the Midcontinent ISO (MISO). As a result, the municipal's incremental energy cost is equivalent to the MISO hourly Locational Marginal Price (LMP). Actual hourly LMP will vary significantly based on several parameters such as weather, energy demand, and generation availability. The table above represents a forecast of the MISO hourly LMP values averaged over each specific time period at the MISO Minnesota Hub.

Capacity Costs

SMMPA, Princeton Public Utilities' wholesale supplier, has neither planned generating facility additions nor planned additional capacity purchases, other than from qualifying facilities, during the ensuing ten years, thus SMMPA and Princeton Public Utilities are deemed to have no avoidable capacity costs.

**2021 Princeton Public Utilities
Cogeneration and Small Power Production Tariff
Effective 01/01/2021**

AVAILABILITY

Available to all customers where the customer has qualified small power production or cogeneration facilities connected in parallel with the Princeton Public Utilities' ("The Utility") facilities. The customer is required to execute an interconnection Agreement with the Utility. A Qualifying Facility (QF) is a cogeneration and small power production facility that satisfies the conditions in 18 Code of Federal Regulations, Section 292.101(b).

CHARACTER OF SERVICE

Alternating current, 60 hertz, at available secondary voltages.

RATE

The Utility shall pay the customer monthly for all energy furnished during the month at the Rate shown in Section 1-4 below.

1. Net Energy Billing: Available to any QF of less than 40 kW capacity that do not select either the Roll Over Credits, Simultaneous Purchase and Sale Bill or Time of Day rates.

The Utility shall bill the qualifying facility for the excess of energy supplied by the Utility above energy supplied by the qualifying facility during each billing period according to the Utility's applicable retail rate schedule. The Utility shall pay the customer for the energy generated by the qualifying facility that exceeds that supplied by the Utility during a billing period under Schedule 1 as filed with the Princeton Public Utilities Commission:

<u>Service Type</u>	<u>ARCER</u>
Residential	\$ 0.1245/kWh
Small Commercial	\$ 0.1295/kWh
Large General Service	\$ 0.070/kWh
Large Power Service	\$ 0.0624/kWh

2. Roll Over Credits: Available to any QF of less than 40 kW capacity that do not select either Net Energy Billing, Simultaneous Purchase and Sale Bill or Time of Day rates.

Kilowatt-hours produced by the QF in excess of the monthly usage shall be supplied as an energy credit on the customer's energy bill, carried forward and applied to subsequent energy bills, with an annual true-up on December 31. Excess energy credits existing as of December 31 shall default back to the Utility with no compensation to the QF.

3. Simultaneous Purchase and Sale Billing: Available to any QF of less than 40 kW capacity that do not select or qualify for either the Net Energy Billing, Roll Over Credits or Time of Day Rate and does not receive a time of day retail electric service from the Utility.

Utility shall pay the customer for all energy delivered as follows under Schedule 5 as filed with the Princeton Public Utilities Commission:

	<u>October – March</u>	<u>April – September</u>
Energy Payment (\$/kWh)	\$ 0.02425	\$ 0.02287
Capacity Payment for Firm Power (\$/kW)	\$ 0.00000	\$ 0.00000

4. Time-of-Day Purchase Rate: Available to any QF of less than 100 kW capacity or less and available to QFs with capacity of more than 100 kW if firm power is provided.

Utility shall pay the customer for all energy delivered as follows under Schedule 5 as filed with the Princeton Public Utilities Commission:

	<u>October – March</u>	<u>April – September</u>
On Peak Energy Payment (\$/kWh)	\$ 0.02701	\$ 0.02641
Off Peak Energy Payment (\$/kWh)	\$ 0.01874	\$ 0.01579
Capacity Payment for Firm Power (\$/kW)	\$ 0.00000	\$ 0.00000

TAXES

The rates set forth are based on currently effective taxes and the amount of any increase in existing or new taxes on the transmission, distribution or sale of electricity allocable to sales hereunder shall be added to the rates as appropriate to be paid by the customer.

MEMORANDUM 21-04



TO: Princeton Public Utilities Commission
 FROM: Keith R. Butcher, General Manager
 SUBJECT: 2021 COVID Disconnection Policy
 DATE: January 27th, 2021

ITEM SUMMARY

The ongoing COVID-19 pandemic is continuing to disrupt the local economy and affecting businesses and residents. The Commission is interested in pursuing options to assist the community during this difficult time while ensuring that we are addressing accounts that are in arrears and have been unresponsive to our outreach or have not kept current with their established payment plan.

BACKGROUND

Customer arrears is an ongoing issue even during prosperous times. However Minnesota utilities are seeing significant increases in customer arrears (both in terms of number of customers and the total amount due) from the COVID-19 impact and various orders implemented by the Governor. This is a constantly changing problem and PPU is working hard to reach out to our customers to address this increase arrears. Below is a historical comparison of customer arrears.

October	2018	2019	2020
# of notices	177	194	178
Arrears	\$39,086.59	\$43,281.86	\$59,222.44
Payment Plans	8	21	15
PP Amount	N/A	\$8,519.97	\$9,301.03
Door Hangers	22	91	59

November	2018	2019	2020
# of notices	188	196	178
Arrears	\$39,560.93	\$36,211.17	\$50,277.05
Payment Plans	14	22	15
PP Amount	N/A	\$7,329.98	\$6,812.94
Door Hangers	24	56	None due to COVID

December	2018	2019	2020
# of notices	170	196	242
Arrears	\$27,646.77	\$40,845.20	\$73,680.34
Payment Plans	8	15	3
PP Amount	N/A	\$5,842.26	\$776.31
Door Hangers	13	63	None due to COVID

As of January 8th, 2021, the status of past due amounts (2 months or more) are as follows

Months	Number of Customers	Total
2	35	\$ 10,662.89
3	12	\$ 4,786.59
4	12	\$ 6,969.04
5	10	\$ 11,348.23
6	6	\$ 8,847.42
7	1	\$ 1,380.59
8	2	\$ 3,696.83
9	1	\$ 1,346.56
TOTAL	79	\$ 49,038.15

On January 6th, PPU staff, General Manager Keith Butcher and Customer Service Representative Cindy Lakeberg, participated in a SMMPA-sponsored conference call with other SMMPA members to discuss disconnection issues. Based on that conversation, the following disconnection policy could be implemented for the remainder of the COVID-19 pandemic.

- Princeton Public Utilities pledges to continue following the cold-weather rule (Minnesota Statute 216B.097 Cold Weather Rule; Cooperative or municipal utility) for the duration of the pandemic (even after April 15th, 2021).
- Princeton Public Utilities will continue to reach out to customers to work with and establish payment plans to address arrears.
- For those customers that have not established a payment plan with the utility or are delinquent on an existing plan,
 - o Limiters may be placed on their meter during cold weather rule months (Oct. 15th – Apr. 15th).
 - o Full disconnection may occur during non-cold weather rule months.

RECOMMENDATION

Staff recommends approving the 2021 COVID Disconnection Policy effective immediately.

MEMORANDUM 21-05



TO: Princeton Public Utilities Commission
FROM: Keith R. Butcher, General Manager
SUBJECT: 2021 Scholarship Offering
DATE: January 27th, 2021

ITEM SUMMARY

Each year the Commission makes available a scholarship to graduating high school senior from Prin

BACKGROUND

Princeton Public Utilities (PPU) and the Minnesota Municipal Utilities Association (MMUA) are again offering a scholarship opportunity for high school seniors.

The Tom Bovitz Memorial Scholarship Program is administered by the MMUA and offers \$5,000 to students who plan to attend a post-secondary educational institution. The scholarship fund is split into \$2,000, \$1,500, \$1,000 and \$500 awards. In addition, PPU will offer a \$500 scholarship to the local winning entry submitted to MMUA.

High school seniors are eligible. Those eligible must be, or have as a legal guardian, a customer of the PPU electric utility.

To apply, complete the entry form and write a 500 to 750 word, typed, double spaced essay on the theme "Municipal Utilities: Good for All of Us." Entries are to be submitted to:

Keith R. Butcher
General Manager
Princeton Public Utilities
907 First Street
PO Box 218
Princeton, MN 55371

All entries will be judged by the Princeton Public Utilities Commission and a winner selected at the April 28th, 2021 regular PUC meeting. The awards will be presented to the winner at the Princeton High School Awards Night on Wednesday, May 12th at 7:00pm.

Deadline for submitting essays to PPU is noon on April 2nd, 2020. The state winners will be announced in May 2021.

Your local utility is a resource for information. You may also want to visit www.princetonutilities.com, www.mmua.org and/or www.publicpower.org.

RECOMMENDATION

Staff recommends approving the 2021 PPU Scholarship Offering.



Tom Bovitz Memorial Scholarship Entry Form

Minnesota Municipal Utilities Association (MMUA)

- Deadline to MMUA: April 15, 2021
- Deadline to local municipal utility: _____ (check with utility).
- Amount: **\$2,000 first place** **\$1,500 second** **\$1,000 third** **\$500 fourth place**

Name: _____ Telephone: _____

Address: _____ City, State, Zip _____

Graduation date: _____

Parents' names: _____

Utility name: _____

Utility contact person: _____

Utility contact email: _____

Attach a 500 to 750 word, typed, double spaced essay on the theme "Municipal Utilities: Good for All of Us." This applies to municipal electric and natural gas utilities.

This form should be used with all local winner submittals from the local municipal utility to MMUA, and may be used by the school for entries to the local utility or decision-making entity. Check with your local utility for local submission details. For more information, see scholarship program 'Guidelines.'

MMUA members submitting a winning essay may transmit the document as a .pdf file via email to sdowner@mmua.org