

**PRINCETON PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
Mille Lacs Historical Society Amdall Room  
101 10<sup>th</sup> Avenue South  
Princeton, MN 55371  
May 25<sup>th</sup>, 2021 10:00 A.M.**

- 1. Call to Order – Roll Call**
- 2. Approval of Agenda – Additions or Deletions**
- 3. Approval of Minutes**
  - a. Public Utilities Commission – Work Study Session – April 27<sup>th</sup>, 2021
  - b. Public Utilities Commission – Regular Meeting – April 28<sup>th</sup>, 2021
  - c. Public Utilities Commission – Joint City Council Meeting – May 6<sup>th</sup>, 2021
- 4. Scholarship Awards**
- 5. Public Comment**

*(This agenda section is for the purpose of allowing customers to address the Commission. Comments are limited to 3 minutes)*
- 6. Certification of Accounts Payable**
- 7. Reports**
  - a. SMMPA Reports
    - i. Minutes and Key Metrics
  - b. Financial Reports
    - i. Income Statement, Balance Sheet, Trial Balance, and Cash Reserve
  - c. Sanitary Survey Report
- 8. Updates**
  - a. Electric Department updates
    - i. Generation Plant (Daniels)
    - ii. Distribution System (Linden)
  - b. Water Department Updates (Daniels)
  - c. City of Princeton update (McPherson/Zimmer)
  - d. General Manager's update (Butcher)
- 9. Ongoing Business**
  - a. AMI
  - b. EVs
  - c. Service Territory / Development
  - d. Convenience Fees
  - e. Wellhead Protection Plan Update
- 10. New Business**
  - a. County Road 4 / 7<sup>th</sup> Avenue Potential Project (2022)
  - b. Hydrant Annual Fee Proposal
    - i. Memo 21-18: Hydrant Annual Fee
  - c. Seasonal Water Service Shut-off Discussion

- i. Memo 21-19: Seasonal Water Shut-off
- d. Spill Prevention, Control, and Countermeasure (SPCC) Plan
- e. Five-Member Commission Discussion
- f. PILOT Workgroup Discussion
- g. Update MMUA Delegate Form
  - i. Memo 21-20: MMUA Delegate Appointment
- h. Next meetings

## **11. Adjournment**

## PUBLIC UTILITIES COMMISSION

### WORK STUDY SESSION MEETING

April 27, 2021, 10:00 A.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 10<sup>th</sup> Avenue South, on April 27, 2021, at 10:00 A.M.

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

Also Present: Manager Keith Butcher, Secretary Kathy Ohman, City Councilor Jules Zimmer, City Administrator Michele McPherson and Todd Olin with Landform Professional Services. Attending via Zoom were Developers Kent and Brent Titcomb and Princeton City Community Manager Stephanie Hillesheim.

Meeting was called to order by Commissioner Dan Erickson at 10:20 A.M.

Commissioner Erickson called for additions or deletions to the agenda. There were none.

Mr. Schwartz made a motion to approve the agenda of the April 27, 2021 PUC Work Study Session Meeting. Mr. Erickson seconded. Motion carried unanimously.

### **3. SHERBURNE VILLAGE / SHERBURNE LAKES:**

Todd Olin from Landform Professional Services presented information to the PUC Commission the Conceptual Site Plan and Conceptual Utility Plan for the Sherburne Lakes 55+ development. In 2018, some conceptual work had been done in for the development Sherburne Lakes. Technical issues arose and the project was delayed. The land Sherburne Lakes would be developed on is currently within city limits. Sherburne Lakes would consist of 113 single family pre-manufactured homes. Roads throughout the park would be private roads. The developers of Sherburne Lakes would install a 12" public water main including a loop from 4<sup>th</sup> Avenue South to the Sherburne Lakes development. An 8" private water main would extend through the park to County Road 2. The 8" private water main would be connected to each home. The private sewer service that runs throughout the park would go through a lift station which would be located near the park. Coordinating with WSB, the water main would be sized for future development. There was a discussion on making sure a clarification in writing is done for who is responsible for the restoration of roads and landscaping when a water or sewer main needs repair.

Sherburne Village, the mobile home park south of Sherburne Lakes, has submitted a request to the City of Princeton to be annexed into city limits. The sewer service in the park would remain private. The 12" water main would be extended from Sherburne Lakes to Sherburne Village. Connections to each home would be connected to a private 8" water main that the park would meter. Currently there are 96 mobile home pads within the park. The developers have plans in the future to expand this to 40 additional units. Sherburne Village would abandon their current water system to connect to city water.

There was a discussion that with the developer paying for the installation of the entire water main, they are asking for the water and sewer connection fees and trunk fees associated with both developments be waived. There were discussions on the steps to take moving forward and recommendations to be made. Community Manager Stephanie Hillesheim will be the contact person on these projects going forward.

Todd Olin stated there is a Public Hearing scheduled for May 13<sup>th</sup> at Princeton City Council Meeting in regards to the annexation of Sherburne Village.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 12:02 p.m. Mr. Schwartz seconded. Motion carried unanimously.

Gregory Hanson  
Chairman

Kathy Ohman  
Secretary

DRAFT

## PUBLIC UTILITIES COMMISSION

### REGULAR MEETING

April 28, 2021, 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 10<sup>th</sup> Avenue South, on April 28, 2021, 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 Administrator Michele McPherson, Water Superintendent Scott Daniels and Electric Superintendent Jeremy Linden.

Meeting was called to order by Chairman Hanson at 1:04 P.M.

Chairman Hanson called for additions or deletions to the agenda. General Manager Keith Butcher added to the agenda:

New Business:

- c. Reschedule May PUC Regular Meeting

Mr. Erickson made a motion to approve the agenda with additions of the April 28, 2021 Regular PUC Commission Meeting. Mr. Schwartz seconded. Motion carried unanimously.

Mr. Erickson moved to approve the Minutes for the March 24, 2021 Regular PUC Commission Meeting. Mr. Schwartz seconded. Motion carried unanimously.

Commission Chairman Greg Hanson stated the Public Comments portion of the PPU Commission Meetings is at each and every meeting. Customers have an opportunity at this time for any concerns or questions to be addressed. Comments and questions can either be made in person, e-mailed or by phone call. There were no Public Comments.

After a discussion, Mr. Erickson made a motion to approve the certification of accounts payable for the period of March 1, 2021 through March 31, 2021. Mr. Schwartz seconded. Motion carried unanimously.

#### **6. REPORTS:**

- a. Both the March SMMPA Key Metrics worksheet and March 10<sup>th</sup> Board Meeting minutes were presented.
- b. The March 2021 PUC financial reports were reviewed along with Cash Reserves. The days of cash on hand as of March 31, 2021 was 128 in the Electric Department and 417 in the Water Department.

#### **7. UPDATES:**

- a. In the Generation Plant, Water Superintendent Scott Daniels reported MMUA had hosted their Generation School in Princeton. The engines have had their annual testing. Batteries and chargers

were installed in the Plant. They are currently working on upgrading the SCADA system. The Cat. #7 Engine inspection is due May 5<sup>th</sup>.

In the Electric Department, Electric Superintendent Jeremy Linden reported the line crew has been changing out poles. A few services were completed at Rainbow Park. They have been working on AMI conversions and are just over 78% of our total electric meters converted. They have also continued with tree trimming and brush cutting. During the rainy weather, they have been updating the GIS system. Locates are coming in for upcoming work.

- b. In the Water Department, Water Superintendent Scott Daniels reported the Middle Water Tower is back in service. Monday they will begin flushing hydrants. Minnesota Department of Health was in Princeton for our annual inspection. The inspection was good with only a couple upgrades that needed to be done in plants. Water AMI conversions are on hold until August when a new shipment of water nodes is received. Total Control will be here on Monday to wire in the new actuators in Water Treatment Plant #1.
- c. City Administrator Michele McPherson reported she has been working with General Manager Keith Butcher on the host agreement for the EV Charger to be placed in the city parking lot. They have also been working together on putting information together for the joint meeting with PUC Commission and the City of Princeton Council on May 6<sup>th</sup>. The City of Princeton is working on the Industrial Park. They will be meeting to go over the plats and rezoning. The Federal Economic Authority has a grant which the City will be re-applying for. Two businesses they have met with have committed to building in the Industrial Park. A meeting is being scheduled with a third business. She has been spending time with the FAA and the airport to accomplish the extension of 19<sup>th</sup> Avenue/21<sup>st</sup> Avenue. She has been working with their consultants on certifying the runway construction and the lighting. The taxiway project will be the next phase. The comprehensive sewer plan has been completed and will be going to the Planning Commission in May.
- d. General Manager Keith Butcher reported the following:
  - i. Regulatory updates include the following reports being completed and submitted: the Electric Reliability Report has been completed and the Census Report has been completed and submitted. The next reports due include the Water Consumer Confidence Report which needs to be posted, the MnDOC Electric Utility Annual Report and the EPA's Risk and Resiliency Report.
  - ii. General Manager Keith Butcher reported the PUC Financial Audit has been scheduled for May 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup>, 2021.
  - iii. General Manager Keith Butcher reported a new series of "Big Check" articles have been created and will be posted on Social Media.
  - iv. APPA has recognized the Princeton Public Utilities for our exceptional electric reliability in 2020. MMUA hosted their General School in Princeton. Approximately 30 people were in attendance for the school. MMUA's Regional Safety Evaluation Committee meeting that was scheduled for May 4<sup>th</sup> in Princeton has been postponed.
  - v. The Cold Weather Rule expired on April 15<sup>th</sup>. After one month of cycling electric usage for customer in arrears, the arrears have dropped 40% with the vast majority making at least one payment. We will continue to cycle some customers when defaulting on their payment plans or who are still in arrears.

## **8. UNFINISHED BUSINESS:**

### **a. AMI METERS**

With the AMI conversions, the Electric Department is 78.3% complete and the Water Department is 29.7% complete. Factories that make the water nodes are still shut down due to COVID. PUC's order for water nodes is postponed now until August 2021. This creates a nine month delay in converting meters to AMI. Once we start received water nodes, we will continue to 150 quarterly. This may delay the completion of water AMI conversions until 2024. Water operators will work on cleaning up activities and maintenance.

Water Superintendent Scott Daniels left the meeting.

### **b. EV CHARGERS**

Two locations have been identified for the L2 EV Chargers. One will be placed in the City of Princeton's parking lot and the second one will be placed in Neighbor's Bar and Grill parking lot. Host agreements have been slightly modified to include adding a recordable document that will be notarized and will include legal descriptions of the host property. Mr. Erickson made a motion to accept the two host agreements with the City of Princeton and Neighbor's Bar and Grill for the placement of two L2 EV Chargers. Mr. Schwartz seconded. Motion carried unanimously.

General Manager Keith Butcher presented to the PUC Commission the SMMPA EV Charger Assignment and Assumption Agreement which will transfer ownership of the three EV Chargers from SMMPA to Princeton Public Utilities. The transfer of ownership would exclude SMMPA from any possible lawsuit. Bollards will be placed around the charger to avoid direct hits and a breaker will be installed on each charger to cut any electric current if the EV Charger is hit or damaged. Mr. Erickson made a motion to approve the SMMPA EV Charger Assignment and Assumption Agreement. Mr. Schwartz seconded. Motion carried unanimously.

### **c. SERVICES TERRITORY / DEVELOPMENT**

General Manager Keith Butcher reported he is continuing negotiations with East Central Energy on the Industrial Park. A follow-up e-mail was sent yesterday. PUC's position has been wanting to extend the Aero Business Park agreement to include the new land. Once an agreement has been reached, everything will be filed with the State Public Utilities Commission to change the service territory lines.

### **d. UPDATE CREDIT CARD / ACH FEES**

General Manager Keith Butcher stated the discussion on convenience fees will be on the agenda for the Joint Meeting with the Princeton City Council on May 6<sup>th</sup>.

## **9. NEW BUSINESS:**

### **a. TOM BOVITZ MEMORIAL SCHOLSHIP WINNERS**

Two applications were received for the local Tom Bovitz Memorial Scholarship. Both scholarship applications were well written. Since there was not any applications in 2020, there was a discussion to award a \$500.00 and a \$250.00 local scholarship with the \$500.00 winner moving on to the state level. Announcement of the winners will be made at PHS Awards Night on May 12<sup>th</sup>. Mr. Schwartz made a motion to approve awarding a \$500.00 local scholarship winner and a \$250.00 runner up. The \$500.00 applicant winner will be forwarded to MMUA for the statewide competition. Mr. Erickson seconded. Motion carried unanimously.

**b. MLCHS GRANT REQUEST**

The Mille Lacs County Historical Society has submitted a request to have the old telegraph insulators that are installed on the main building connected to the Long Siding Depot. Princeton Public Utilities would provide used poles and provide community service work. Mr. Schwartz made a motion to approve Mille Lacs County Historical Society's grant request. Mr. Erickson seconded. Motion carried unanimously.

**c. RESCHEDULE MAY MEETING**

There has been a request to reschedule the Regular PUC Commission Meeting from Wednesday, May 26<sup>th</sup> at 1:00 p.m. to Tuesday, May 25<sup>th</sup>. There was a discussion on the time schedule. Mr. Schwartz made a motion to reschedule the May 26<sup>th</sup> Regular PUC Commission Meeting to May 25<sup>th</sup> at 10:00 a.m. Mr. Erickson seconded. Motion carried unanimously.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 1:49 p.m. Mr. Schwartz seconded. Motion carried unanimously.

Gregory Hanson  
Chairman

Kathy Ohman  
Secretary

**PUBLIC UTILITIES COMMISSION**  
**JOINT WORK STUDY SESSION MEETING**

**May 6, 2021, 4:30 P.M.**

Pursuant to due call and notice thereof, the Joint Work Study Session Meeting of the Public Utilities Commission, City of Princeton and Princeton City Council, was held at Princeton City Hall, 705 North 2<sup>nd</sup> Street, on May 6, 2021, at 4:30 P.M.

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

Also Present: Manager Keith Butcher, Secretary Kathy Ohman and PUC customer Jack Edmonds.

Present from the City of Princeton were Mayor Thom Walker, Council Members Vicki Hallin, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present were Community Development Manager Stephanie Hillesheim, Clerk Shawna Jenkins and Fire Chief Ron Lawrence.

Meeting was called to order by Chairman Hanson at 4:30 P.M with Pledge of Allegiance.

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

Mr. Schwartz made a motion to approve the agenda of the May 6, 2021 Joint Work Study Session Meeting. Mr. Erickson seconded. Motion carried unanimously.

**4. JOINT MEETING WITH THE CITY OF PRINCETON**

**a. MEMO 21-14: PILOT PROGRAM:**

Mayor Thom Walker stated he sees this portion of the meeting is to find out where everyone is on various issues. City Administrator Michele McPherson reported her and General Manager Keith Butcher have met to discuss the history of the PILOT program, identify cost of services, collaborate opportunities and discuss options for the PILOT program to be presented at this meeting. The PILOT program began pre-1976 and was based on a percentage of revenue from electric gross sales. Over the years, changes were made to the program with the most recent change in 2008. The total PILOT was an annual amount of \$52,500.00 allocated to both Electric and Water. There was a discussion on the services provided and performed by PUC. In 2020, the PILOT program was placed on hold by the PUC because of their financial position and the need to build their days of cash reserves. Council member Jules Zimmer was placed on a committee along with General Manager Keith Butcher, Chairman Greg Hanson and City Administrator Robert Barbian in 2020 to discuss reinstating the PILOT program. An agreement was made at the committee meeting but when the proposal was presented to City Council it was rejected. Committee meetings ended at that time.

Three options were discussed:

1. Re-establish an Annual Flat Fee
2. Forgive Municipal Water and Electric Fees
3. Annual Payment Based on a Percentage of Electric Sales

After discussion on why the PILOT program was placed on hold and the options presented for the PILOT program, it was the consensus of everyone present to move forward. It was the consensus of the members present to form a committee consisting of City Administrator Michele McPherson, City

Counselor Jules Zimmer, PPU General Manager Keith Butcher and PUC Chairman Greg Hanson to meet on a regular basis to discuss the PILOT program and work on a resolution to re-instate the program.

**b. MEMO 21-15: FIVE MEMBER COMMISSION:**

City Administrator Michele McPherson reported the Five Member Commission has been discussed in the past and it will require legislative approval if it were to be agreed upon. Mayor Thom Walker stated it really did not matter to him as the legislature is the one to approve it and that would take a while before it could happen. As a five member commission, the PUC would have the ability to discuss ideas with one other commissioner which they cannot do at this time without being considered a quorum. Commission Rick Schwartz and Dan Erickson both were in favor of increasing to a five member commission. Chairman Greg Hanson was opposed stating he likes that nothing can be discussed with another member outside of a meeting. He feels it is more transparent that way. Commissioner Dan Erickson clarified that while he would like to see it increase to a five member commission, he feels only one Council member should be allowed to hold a seat on the PUC Commission. Commission Rick Schwartz agreed. After some discussion it was decided to place this item on the agenda for the next PUC Meeting in May.

**c. MEMO 21-16: CREDIT CARD CONVENIENCE FEES:**

City Administrator Michele McPherson reported that credit card companies are charging a fee for the use of credit cards at retail establishments or for paying bills. The fees can either be a flat fee per transaction or a percentage of total sales. Currently the PPU absorbs the credit card fee. A portion of the customers' bills include the City's sewer charges. There was a discussion on figuring what the cost in the office would be to process cash and check payments versus credit card payments. In a survey of other electric utilities, only one other SMMPA member out of 18 is known to charge a convenience fee. In a quick review of electric utilities in Minnesota, seven out of 66 charge a convenience fee with one of those stating they will be eliminating their convenience fee this fall. Finance Director Tracy Peters suggested offering a discount if customers signed up for ACH payments. Mayor Thom Walker suggested the City concur on whatever the PUC decides on convenience fees.

PPU Commissioner Rick Schwartz left the meeting.

**d. MEMO 21-17: PROMOTING PRINCETON GROWTH:**

Commissioner Dan Erickson stated he feels anyone with a Princeton address lives in Princeton, not just those within City limits. He would like to keep in mind and look to work together on projects such as the new Industrial Park. Chairman Greg Hanson stated he views the PPU as a resource for the City as talks about companies expanding and the PPU could provide assistance in what companies may require in services. Mayor Thom Walker added that in the EDA they hear about municipal utilities as an asset. If the PPU is on board, they will begin utilizing that.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 12:02 p.m. Mr. Schwartz seconded. Motion carried unanimously.

Gregory Hanson  
Chairman

Kathy Ohman  
Secretary

**PRINCETON PUBLIC UTILITIES**

**Accounts Payable Listing**

For 4/1/2021 to 4/30/2021

	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
1	Aramark	Cleaning Supplies & Services	499.47
2	Card Services (Coborns)	Supplies	75.41
3	Crawford's Equipment Inc.	Tire Chains, Returned Filters	96.67
4	CW Technologies, Inc.	Monthly IT Care Services Agreement	2,050.03
5	Dakota Supply Group	Inventory	157.98
6	ECM Publishers, Inc.	Advertising	825.00
7	Finken Water Solutions	Bottled Water	40.50
8	Freshwaters UMC	Commercial Rebate	714.96
9	Gopher State One Call	Monthly Locates	41.85
10	Grainger	Batteries, Elec. Box, Bolts, Plugs, Fittings	154.73
11	Hawkins, Inc.	Water Treatment Chemicals	4,354.48
12	Innovative Office Solutions	Supplies	908.67
13	Instrumental Research, Inc.	Monthly Water Testing	70.68
14	Marv's True Value	Supplies, Tools, Paint, Switch, Wire, Outlet	372.04
15	Midcontinent Communications	Monthly Internet & Telephone	210.95
16	MN Municipal Utilities	Dues, Safety Training	6,224.00
17	NAPA Central, MN	Turn Signal, Oil, Wheel Seals, Supplies	307.70
18	Princeton Floral	Floral Arrangement	57.00
19	Princeton One Stop, LLC	Monthly Vehicle Fuel	724.04
20	Shimmer-N-Shine Maid Service	Office & Shop Cleaning	939.53
21	Speed Props and Pylons	Embroidered Logos	34.00
22	USA Blue Book	Water Testing Supplies, Curb Stop, Nozzle, Tube, Unions	1,169.24
23	Verizon Wireless	Monthly Cell Phone	706.36
24	Vessco, Inc.	Valve Actuators	24,516.34
25	Voyant Communications, LLC	Monthly Telephone	416.47
26	Waste Management	Monthly Trash Service	93.34
27	Wesco	Inventory, Lock Nuts	775.25
28	U.S. Bank Operations Center	2006 Bond Interest Pymt. & Admin. Fees	4,528.65
29	SMMPA	March Purchased Power	326,071.27
30	Postmaster	Postage for Monthly Billing	779.23
31	1000bulbs.com	LED T-8 Bulbs	343.32
32	Arc Irrigation	Fertilization & Weed Control	238.00
33	Bell Lumber & Pole Company	Inventory Wood Poles	11,940.00
34	Cannon Technologies, Inc.	New AMI Metering	9,026.24
35	Cardmember Service (Mastercard)	Supplies, Pipe Hanger, Laptop, Brackets, Wire	1,494.83
36	Centerpoint Energy	Monthly Natural Gas	1,553.23
37	City of Princeton	March Sewer Billing & Late Charges	111,917.91
38	City of Princeton	Qrtly. Franchise Fee	19,204.50
39	Coborn's	Commercial Rebate	11,820.00
40	Connexus Energy	Monthly Utilities	1,833.15
41	CW Technologies, Inc.	SonicWall Security Firewall	1,385.10
42	DGR Engineering	Engineer Fees	717.00
43	Fastenal Company	Bolts	130.82
44	HealthPartners	May Health Insurance	24,361.71
45	Kriss Premium Products, Inc.	Jacket Water Treatment & Maintenance	500.00
46	McGrann Shea Carnival Straughn	Legal Fees	185.00
47	Minuteman Press	Letterhead	152.50
48	MPCA	2021 Annual Air Permit Fee	1,823.96
49	NCPERS Group Life Insurance	April Life Insurance	96.00
50	Optum	H S A Participant Fee	63.75
51	Princeton Public Utilities	Supplies	47.78
52	Princeton Public Utilities	Monthly Utilities	2,700.94
53	Salvation Army Heat Share	March Heat Share & PUC Matching	24.00
54	Shred-It USA	Shredding Service	87.73
55	Stuart C. Irby Co.	Testing of Gloves & Sleeves	316.52
56	Sun Life Financial	May Short & Long Term Disability	742.59
57	TASC	COBRA Admin. Fees	15.00

58	The Retrofit Companies, Inc.	Fluorescent Bulb Recycling	345.07
59	Total Control Systems	Water SCADA SonicWall	1,358.31
60	U.S. Bank Equipment Finance	Monthly Copier Lease Payment	207.09
61	Ulteig Engineers, Inc.	GIS Consulting	492.00
62	Unum Life Insurance Company	May Life Insurance	172.13
63	Vesco	Valves & Hardware	3,740.00
64	Water Laboratories, Inc.	Water Testing	34.00
65	Ziegler, Inc.	Annual Maint. Inspection Cat. #7	3,130.52
66	Delta Dental	April Dental Insurance	1,141.85
67	PERA	April PERA Contribution	11,818.19
68	Optum	March & April H S A Contributions	11,080.52
69	TASC	April Flex Account Contributions	173.06
70	MN Dept. of Revenue	February Sales & Use Tax	26,024.00
71	Credit Card Company	Monthly Credit Card, eCheck Charges	2,152.05
72	Refunds	Customer Meter Deposits	3,368.18
73	Refunds	Overpayment Refunds on Final Bills	426.37
74	Rebates	Residential Energy Star Rebates	330.00
	TOTAL		646,630.76

**SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY**  
**Minutes of the Board of Directors' Meeting**  
**April 14, 2021**

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 Chris Rolli, Spring Valley.

**Others Present Via Conference Call:**

David P. Geschwind, Executive Director & CEO; Alex Bumgardner, Austin; Troy G. Nemmers, Chris Ziegler, Fairmont; Mike Roth, Shane Steele, Grand Marais; T. Scott Jensen, Lake City; Michael B. Geers, George Baldwin, Litchfield; Scott Hautala, North Branch; Keith R. Butcher, Princeton; Charles B. Heins, Redwood Falls; Jeremy Sutton, Rochester; Jeffery D. Amy, Wells; Bethany Ryers, Dan La Haye, Albert Ploch, Baker Tilly; Julie A. Beth, Beth A. Fondell, Naomi A. Goll, Mark S. Mitchell, and Christopher P. Schoenherr of the Agency staff.

**#1 Agenda Approval:**

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

**#2 Consent Agenda:**

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

APPROVED the March 10, 2021 board meeting minutes.

APPROVED the Weighted Votes. (Attachment A.)

APPROVED the Maple Leaf Substation RTU Replacement. (Attachment B.)

APPROVED the Byron Substation Digital Fault Recorder Replacement. (Attachment C.)

**#3 Financial Audit-Fondell/Baker Tilly:**

The Agency's financial statements along with the Independent Auditors' Report and required communication related to the conduct of the audit were distributed electronically prior to the meeting.

Ms. Fondell introduced Ms. Bethany Ryers, Mr. Dan La Haye, and Mr. Albert Ploch, Baker Tilly.

Baker Tilly met with the SMMPA Audit Committee members, Mr. Reimers, Mr. Warehime, and Mr. Amy, along with the SMMPA team members on April 14, 2021, prior to the board meeting, to review the audit results.

Ms. Ryers presented an overview of SMMPA's audited financial statements for the year ended December 31, 2020. Baker Tilly stated that the audit went well, and they are providing an unmodified clean audit opinion.

Ms. Fondell commented that Baker Tilly was very accommodating and thanked them for their efforts.

Mr. Amy moved to accept the audit as presented by Baker Tilly for the year ended December 31, 2020, seconded by Mr. Moulton, passed upon a unanimous vote of the board members present.

Mr. Geschwind thanked Ms. Fondell, Ms. Beth, and Ms. Ryers and her team for their efforts.

#### **#4 Coal Contract Renewal-Mitchell:**

Mr. Mitchell reported on the coal contract renewal.

The current coal and rail contracts through Western Fuels Association (WFA) expire at the end of 2021. The Agency has been exploring coal supply options for 2022. Xcel Energy (Xcel) provided a proposal to procure coal for Sherco 3 on behalf of both owners starting in 2022.

The Agency's WFA membership agreement contains a provision that allows the Agency to purchase coal from another party if WFA cannot meet or beat the other party's delivered price. WFA was able to negotiate rail and coal rates slightly lower than the Xcel proposal; however, the coal volumes required for that pricing are significantly more than the Agency projects to need.

Mr. Mitchell discussed three options for 2022 coal supply: 1) Contract through WFA, which could result in having to pay liquidated damages on tons not taken below the minimum volume requirements, 2) Build inventory in 2021, use the inventory to meet 2022 coal requirements, and supplement with spot market purchases as needed, and 3) Enter into a contract with Xcel to provide coal.

#### **Recommendation**

- Step 1: Reject WFA proposal because it only meets or beats the Xcel price at volumes that exceed the Agency's projected needs.
- Step 2: Complete contract negotiations with Xcel to ensure all terms are clearly understood and addressed.
- Step 3: Notify WFA that SMMPA is contracting with Xcel for coal supply and initiate process with WFA to address:
  - Change status or termination of membership.
  - Lease or sell SMMPA's 120 car train set.
  - Ongoing pool train lease obligations through 2026.
  - Ongoing Westmoreland Resources arbitration.

Discussion.

Mr. Rolli joined the meeting at 9:32 a.m.

There was board consensus to contract with Xcel Energy for coal supply.

#### **#5 Emergency Operating Procedures-Mitchell:**

Mr. Mitchell reported on the continued emergency operating procedures discussion.

The February 2021 cold weather event prompted review of the Agency's emergency operating plan. Mr. Mitchell discussed the various steps implemented by NERC/MISO as emergency situations escalate and the required actions by the Agency and members. He discussed the need for the Agency and members in the Agency's Local Balancing Area (LBA) to have detailed plans and procedures to be prepared to implement the required steps if called upon. The review of plans also raised questions about possible emergency operating responsibilities associated with members located in LBAs operated by other utilities. Mr. Mitchell discussed the following next steps:

#### **Next Steps**

- The Agency will work with members within its LBA to develop and document emergency operating plans that meet all NERC/MISO requirements.
- The Agency met with Great River Energy (GRE) to discuss coordination of responses to emergency operations for member loads located in each other's LBA. The Agency will work with GRE to outline requirements and coordination efforts.
- The Agency met with Xcel Energy to discuss developing procedures when emergency steps are required and both parties agreed they need to develop a coordinated process to work with Agency members in the Xcel LBA during emergencies.
- The Agency will initiate discussions with Alliant Energy.
- If discussions with the other LBAs indicate a need for the Agency or members in those LBAs to be prepared to take emergency actions, the Agency will work with members to develop plans and procedures.

Discussion.

SMMPA will define the scope and outlines of required plans and will work with the members to document the emergency operating plans and procedures.

After a short break, the board reconvened at 10:03 a.m.

#### **#6 Annual Review of SMMPA's Sustainability Efforts-Schoenherr:**

Mr. Schoenherr reported on the sustainability topic.

In 2018, SMMPA developed two brochures to highlight sustainability and carbon reduction efforts. The SMMPA 2.0 launch further addressed SMMPA's sustainability efforts and goals. The carbon reduction brochure was recently updated, and the sustainability brochure should be available this summer. (Attachment D.)

Discussion.

#### Monthly Billing Invoices

There was board consensus to remove the language regarding the potential cost of carbon legislation from the members' monthly billing invoices.

#### Pollinator Activities

Members interested in ordering plants and/or seed packets to create habitat for monarch butterflies were asked to contact Mr. Schoenherr.

#### Community Solar Choice Program

Graphs of solar energy production were discussed.

#### Other Initiatives

Mr. Schoenherr provided an update on the status of the electric vehicle charging stations.

SMMPA has assisted member retail customers in Grand Marais, Lake City, and Austin with renewable energy credit purchases to help with their sustainability efforts.

#### **#7 SMMPA Small Solar Buyback Policy Revision-Schoenherr:**

Mr. Schoenherr reported on the SMMPA Small Solar Buyback Policy.

The existing policy was revised with the proposed changes:

Under the revised policy, SMMPA can continue to purchase the output from small solar facilities associated with the member's allocation of the 2 MW or individual 50 kW at the small solar buyback rate, and SMMPA will retain the renewable energy credits (RECs). If members would prefer to retain the RECs, SMMPA will purchase the output from small solar facilities that are within the members' allocation at the small solar buyback rate minus the cost to procure RECs based on the then-current market price for solar energy credits that qualify for use by SMMPA to meet applicable state or federal solar energy requirements.

Members continue to have the option to retain RECs for all output purchased by SMMPA from small solar facilities at SMMPA's avoided cost and not have such facilities count against the member's small solar allocation eligible for the small solar buyback rate.

Discussion.

Mr. Warehime moved to adopt the revision to the SMMPA Small Solar Buyback Policy that was included in the board book that would provide members the option to retain the RECs for the small solar project under the policy and have SMMPA purchase the output at the buyback rate minus SMMPA's cost to acquire replacement RECs in the market, seconded by Mr. Nibaur, passed upon a unanimous vote of the board members present. (Attachment E.)

#### **Financial Report February 2021-Fondell:**

Ms. Fondell summarized Agency financial results through February as provided in the board

book materials.

#### MISO Energy Market Prices

LMP prices spiked due to the unusual weather event in February 2021.

#### Member March Power Bills

The March 2021 member power bills created in early April 2021 contain two months of Energy Cost Adjustments (ECA) – one for February 2021 and another for March 2021. The simplified calculation that was approved in 2020 allows for billing the ECA using current month data rather than prior month data. Going forward only the current month ECA will be billed each month.

#### Revolving Credit Agreement (RCA) Paydown Analysis

The 2021 budget includes a paydown of \$2.1 million of the Revolving Credit Agreement short-term borrowing balance. This is part of a 10-year strategy to pay down cash commitment items. Past practice has been to issue multiple paydown transactions throughout the year. With current low interest rates, an analysis revealed it is advantageous to pay down the entire 2021 budgeted amount of \$2.1 million now and avoid approximately \$3,000 in interest costs for 2021. Going forward, a similar analysis will be done at budget time and at the beginning of each year to determine the most advantageous paydown timing based on current market conditions.

#### Payroll and Human Resources System

SMMPA selected Paylocity as the payroll and human resources system vendor with a July 1, 2021 cutover.

#### Preliminary to Final Financial Statement Reconciliation

Ms. Fondell provided a summary of transactions since the preliminary financial statements were shared at the February board meeting.

#### Financial Summary

There was board consensus to continue providing the monthly and year-to-date financial summary slides that have been included with the finance report presentation.

#### **Government Affairs/Member Services Report-Schoenherr:**

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

#### Demand Side Management (DSM)

DSM savings levels, based on information currently available, are at 2.44% when compared to estimated member sales year-to-date.

#### Electric Vehicles Wholesale DC Fast Chargers

Dave Berg Consulting proposed a \$0.15/kWh wholesale rate for DC fast chargers with no demand charge. A specific proposal will be brought back at a future board meeting.

#### Electric Vehicle Platform

ZEF Energy has a new application for the electric vehicles Level 2 chargers and DC fast chargers. A SMMPA Electric Vehicle Working Group meeting is scheduled for April 22, 2021

to review reporting tools.

#### Electric Vehicle Transfer of Ownership Documentation

SMMPA will send the electric vehicle chargers transfer of ownership document to the members to sign. SMMPA will cover the cost of the charger maintenance agreements.

#### Economic Development

The Economic Development Working Group met on March 16, 2021 to discuss a possible “all electric” incentive program and load acquisition options. No immediate action items resulted from the discussion.

#### Geographic Information System (GIS) Product Offering

mPower provided a new pricing structure for interested members to subscribe. At least four SMMPA members would need to participate to take advantage of the discounted pricing. Two members are very interested in the software package. Members were asked to contact Mr. Schoenherr by the end of May 2021 if interested in the GIS product offering.

#### APPA Excellence in Reliability Award

Austin, Blooming Prairie, Fairmont, Litchfield, New Prague, Owatonna, Princeton, and Saint Peter received the American Public Power Association Certificate of Excellence in Reliability Award for an excellent electric reliability record. Certificates will be mailed to the award recipients. Members were asked to contact Mr. Schoenherr if they prefer a news release on receiving their award.

#### APPA RP3 Designation

Various members earned American Public Power Association’s Reliable Public Power Provider (RP3) designation: New Prague earned the 2021 Platinum level designation; Austin, Owatonna, and Rochester earned the 2019 Diamond level designation; and Saint Peter earned the 2019 Gold level designation.

#### APPA Safety Award

Austin, New Prague, Owatonna, and Saint Peter earned American Public Power Association’s Safety Award of Excellence.

#### **Resource Report/Marketing Update-Mitchell:**

##### Proposed Sherco 3 Regional Haze Administrative Order

Mr. Mitchell addressed the Minnesota Pollution Control Agency (MPCA) matter related to Sherco 3 and regional haze as discussed at the August 2020 board meeting. There is an Environmental Protection Agency (EPA) requirement that a four-factor analysis be performed regarding the cost and timing of installing Best Available Retrofit Technology to reduce emissions for units identified as emission sources contributing to regional haze. The MPCA is required to file periodic reports with the EPA addressing progress on regional haze reduction. Xcel and the Agency discussed with the MPCA the possibility of avoiding performing the costly four-factor analysis, by committing to a retirement date for Sherco 3. The MPCA indicated they believe that EPA would accept such a proposal and Xcel stated they were willing to commit to retire Sherco 3 no later than December 31, 2030, subject to approval of Xcel’s Integrated Resource Plan by the Minnesota Public Utilities Commission. The Agency stated that it would

be willing to commit to the same retirement date, subject to approval by the Agency's board of directors. No board action was required or taken at this time.

In July 2021, the MPCA is required to file its Regional Haze State Implementation Plan, and is seeking to include formal commitments to the Sherco 3 retirement date. This will require consenting to an order by the MPCA containing the retirement date. The Agency and Xcel are working with the MPCA on the language of the order. This matter will be placed on the May board agenda and the Agency will provide a recommendation for action on a specific Sherco 3 retirement date.

#### Quick Start Contract Renewals

Some of the Agency's Quick Start Agreements with members are approaching their expiration dates. The Agency has the right to extend the contracts in 5-year increments with 6 months' notice. The Agency plans to hold a meeting with the members with Quick Start Contracts to begin discussions about the renewal process and related questions.

#### Sherco 3 Economic Commitment

On March 19, 2021, Sherco 3 was offered into the MISO market in economic commitment mode. The unit was taken offline when it was not picked up by the market to run the next day. The unit was not called by the market to run, but was brought back online by the Agency and Xcel on April 7 when Unit 2 had to be taken out of service. The Agency estimates economic commitment operation from March 19-31 saved the Agency \$400,000 in operating losses. Sherco 3 will return to economic commitment mode when either Unit 1 or Unit 2 are brought back online.

#### Quarterly Wind and Solar Update

Mr. Mitchell presented information on the performance of the Agency's wind and solar resources, including capacity factor and costs relative to market energy prices. Analysis of the revenues and operating costs of the six Agency-owned wind turbines were reviewed.

#### Market Price Update

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

#### **President's Report:**

Mr. Kotschevar reported:

- Preston: Mr. Hoffman was congratulated on the new Veterans Home being constructed in Preston, MN.

#### **Executive Director & CEO's Report:**

Mr. Geschwind reported:

- Third Party Retail Sales: Solar developer, Novel Energy Solutions, sent letters to Rochester, Saint Peter, and SMMPA indicating that they disagree with the interpretation of certain Minnesota statutes regarding their ability to sell energy from the output of solar

panels within the member communities. SMMPA is working with legal counsel to coordinate a response to Novel Energy Solutions.

- Safety Award: SMMPA received the Minnesota Safety Council's 2020 Meritorious Achievement Award in Occupational Safety, the highest level of the Governor's Safety Award program. This is the third time SMMPA received the safety award from the Minnesota Safety Council.
- SMMPA Orientation Session: A SMMPA Orientation Session was held on April 7, 2021 for representatives of Austin, Fairmont, Lake City, and Owatonna.
- APPA Board of Directors: Mr. Geschwind has been nominated to the APPA Board of Directors as a Regional Representative to serve a three-year term. The APPA board and members will vote on board nominations at the upcoming national conference in June 2021. Mr. Geschwind will step down as the Transmission Access Policy Study Group (TAPS) Board Chair after the TAPS fall meeting.
- SMMPA Board Meetings: The May SMMPA Board meeting will be an on-line board meeting, and the board plans to return to in-person meetings starting in June 2021.

**Member Forum:**

None.

**Other Business:**

None.

**Adjourn:**

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

The meeting was adjourned at 11:22 a.m.

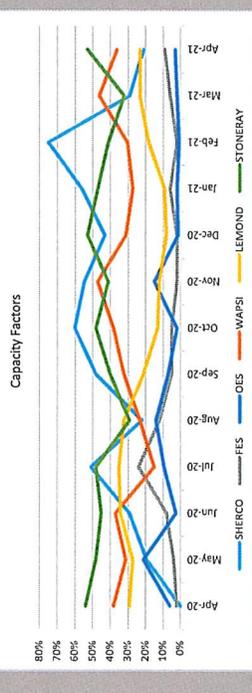
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Secretary

# SMMPA Key Metrics

May 2021

## PLANT OPERATIONS Performance Metrics



## Availability Metrics

For April 2021

	FES	OES	MORA LFG
Availability	68%	83%	67%
Industry Average Availability	95%	95%	N/A
Forced Outage	34%	0%	62%
Industry Average Forced Outage	7%	7%	N/A

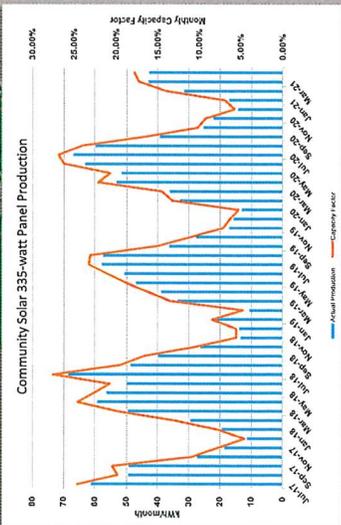
## Solar Production Metrics



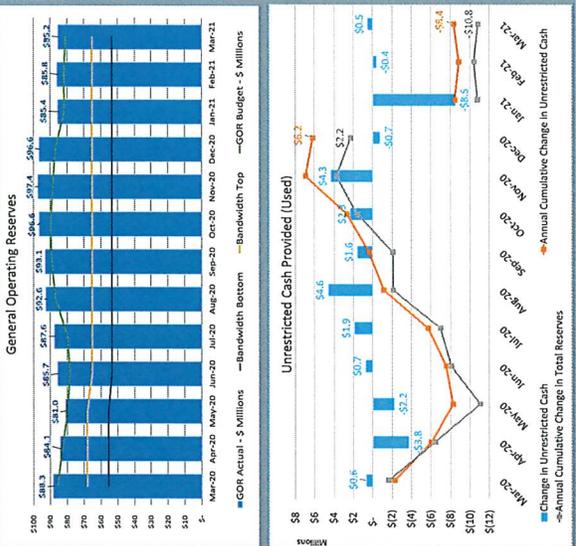
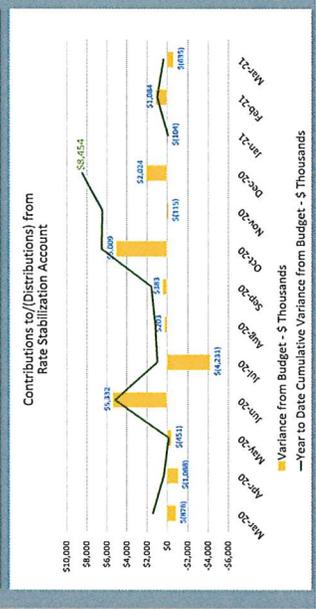
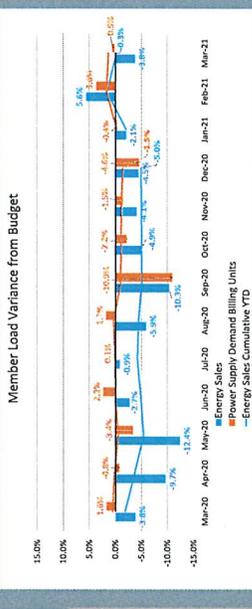
Number of working days since the last time last time accident

**1492**

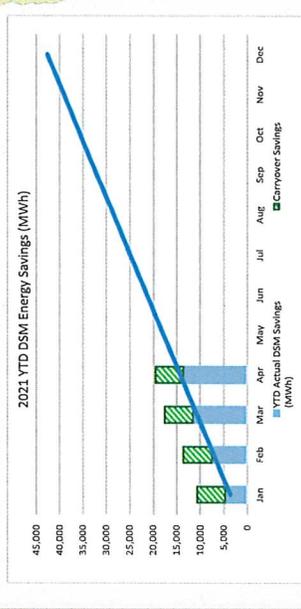
(through 4/30/21)



## FINANCIAL Performance Metrics



## ADDITIONAL Metrics



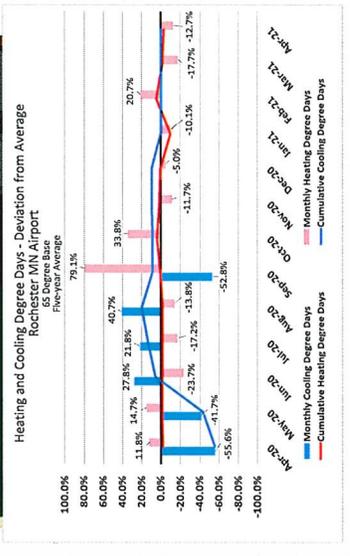
**Trim your tree and Trim your electric bill**

This holiday season, Blooming Prairie Public Utilities is offering their electricity customers rebates of up to \$12 for each plug-in LED string or decoration they purchase.

[Click for Details](#)

**Response to SMMPA's digital ads resulting in visits to our website are 24x greater than utility industry average**

Since 2005, we've avoided 7.0 million tons of greenhouse gas emissions, which is equivalent to eliminating nearly 1.2 million homes electricity use for 1 year.



**PRINCETON PUBLIC UTILITIES COMMISSION  
INCOME STATEMENT-ELECTRIC DEPARTMENT  
FOR MONTH ENDING: APRIL 30, 2021**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
<b>OPERATING REVENUE:</b>				
Residential Electric	169,741.38	3,235,474.32	0.00	2,337,427.34
Residential Solar Energy Credit	(21.32)	(290.52)	0.00	(204.68)
Residential ECA	0.00	0.00	0.00	0.00
Small General Service	52,883.99	899,713.17	0.00	710,930.57
Small Commercial Solar Energy Credit	(33.28)	(453.17)	0.00	(319.39)
Small General ECA	0.00	0.00	0.00	0.00
Large General Service	128,723.63	2,393,786.78	0.00	2,203,902.14
Large Commercial Solar Energy Credit	(77.93)	(1,061.46)	0.00	(748.13)
Large General ECA	0.00	0.00	0.00	0.00
Large Power Service	129,887.52	1,801,314.86	0.00	1,208,206.81
Large Power ECA	0.00	0.00	0.00	0.00
Security Lights	1,671.04	26,738.22	0.00	20,145.73
Street Light Fees	2,387.00	37,808.00	0.00	28,094.00
Service Line Repair Fee	1,751.00	27,824.00	0.00	20,570.00
Late Charges	4,360.19	51,915.66	0.00	46,777.75
Hook-Up & NSF Charges	280.00	1,590.00	0.00	2,908.77
Connection Fees	0.00	10,490.00	0.00	18,280.00
Construction Fees	0.00	30,177.16	0.00	38,764.72
Rate Stabilization Revenue	0.00	95,300.00	0.00	39,655.00
Operating & Maintenance	27,848.21	474,464.84	0.00	356,799.23
Excess Equity	0.00	0.00	0.00	0.00
Quick Start Diesel Payment	14,520.00	232,320.00	0.00	174,240.00
Solar Subscriptions	0.00	3,388.06	0.00	1,692.98
Pole Attachment Fee	0.00	3,752.50	0.00	3,800.00
Operating Transfers	0.00	0.00	0.00	0.00
Merchandise Sales	18.99	4,625.99	0.00	2,366.00
Other Operating Revenue	6,210.73	255,678.04	0.00	285,350.69
<b>TOTAL OPERATING REVENUE:</b>	<b>540,151.15</b>	<b>9,584,556.45</b>	<b>0.00</b>	<b>7,498,639.53</b>
<b>OPERATING EXPENSES:</b>				
<b>Production Plant:</b>				
Salaries & Supervision	15,621.00	274,870.25	0.00	222,988.77
Purchased Power	307,455.06	5,399,708.07	0.00	4,202,690.49
Natural Gas	878.46	16,127.28	0.00	11,634.15
Lube Oil & Lubricants	0.00	4,372.49	0.00	3,539.34
Chemicals	887.35	4,805.55	0.00	2,112.38
Equipment Repairs	271.90	34,170.74	0.00	57,266.56
Production Supplies	901.18	3,068.35	0.00	1,815.41
Plant Shop Supplies	0.00	557.41	0.00	661.98
Small Tools Expense	0.00	1,478.05	0.00	2,337.06
Communications Expense	34.50	629.97	0.00	1,023.63
Scada & Computer Equipment	0.00	0.00	0.00	0.00
Safety Equipment	0.00	2,249.12	0.00	1,578.05
Safety & Education Training	0.00	1,395.00	0.00	100.35
Outside Services	0.00	295.50	0.00	116.00
Insurance Expense	8,557.25	127,567.82	0.00	94,450.82
Transportation Fuel & Oil	0.00	332.24	0.00	277.02
Vehicle Repair & Maint.	0.00	45.25	0.00	0.00
Equip. Maint., Inspec. & Serv Agreements	4,710.27	36,001.06	0.00	26,799.33
Building & Grounds Maint.	577.08	15,800.58	0.00	7,696.68
Misc. Plant Expense	0.00	327.58	0.00	1,678.66
<b>Total Production Plant:</b>	<b>339,894.05</b>	<b>5,923,802.31</b>	<b>0.00</b>	<b>4,638,766.68</b>

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>
<b>Substation:</b>				
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	4,668.12	0.00	3,819.59
Utilities	0.00	0.00	0.00	1,393.98
<b>Total Substation:</b>	<b>0.00</b>	<b>5,226.90</b>	<b>0.00</b>	<b>5,435.09</b>
<b>Distribution System:</b>				
Salaries & Supervision	27,264.01	569,004.92	0.00	451,071.63
System & Shop Supplies	0.00	2,933.71	0.00	2,618.43
Small Tools Expense	0.00	6,886.03	0.00	8,981.99
GIS Data & Maintenance Exp.	546.48	9,079.78	0.00	8,085.92
Computer Equip. & Maintenance	0.00	598.23	0.00	1,527.16
Load Control Expense	0.00	8,519.12	0.00	8,353.77
Safety Equip., Testing	404.71	18,180.40	0.00	10,330.71
Education & Safety Training	0.00	3,746.45	0.00	10,261.38
Outside Services	878.06	3,679.23	0.00	160.95
OH Line Expense	1,114.05	14,000.20	0.00	5,600.79
UG Line Expense	1,129.42	22,303.66	0.00	37,060.19
St. Lights & Signal Exp.	1,915.55	14,186.91	0.00	15,638.56
Sec. Light Repair Exp.	0.00	9,038.03	0.00	712.78
Meter Expense	0.00	4,519.05	0.00	1,572.45
Customer Service Line Repair Exp.	130.47	2,184.01	0.00	1,233.09
Customer Owned Service Exp.	0.00	16,136.77	0.00	23,026.63
Transportation Fuel & Oil	539.87	6,431.54	0.00	5,928.05
Vehicle Repair & Maint.	0.00	16,743.69	0.00	2,937.98
Equipment Repair & Maint.	130.42	3,701.28	0.00	2,272.01
Storm Damage	0.00	2.44	0.00	0.00
Utilities	1,535.74	17,061.68	0.00	10,015.66
Building & Grounds Maint.	0.00	5,719.81	0.00	6,315.97
Line Maintenance/Trimming	0.00	25,302.93	0.00	0.00
Habitat, Right of Way Expense	0.00	0.00	0.00	8.10
Transformer Maintenance	0.00	3,569.39	0.00	708.86
Misc. Distribution Exp.	0.00	22,930.35	0.00	1,128.67
<b>Total Distribution:</b>	<b>35,588.78</b>	<b>806,459.61</b>	<b>0.00</b>	<b>615,551.73</b>
<b>Customer Accts Expenses:</b>				
Customer Accts. Salaries	9,090.62	144,943.02	0.00	116,644.86
Meter Reading Salaries	438.84	8,003.90	0.00	8,235.47
Postage Expense	662.35	14,951.75	0.00	12,514.08
Collection Expense	0.00	75.57	0.00	0.00
Forms & Supplies	766.16	10,614.24	0.00	9,818.36
Communications Expense	418.48	6,347.42	0.00	4,328.03
Uncollectible Accts. Exp.	0.00	1,998.43	0.00	474.71
<b>Total Customer Acct. Expenses:</b>	<b>11,376.45</b>	<b>186,934.33</b>	<b>0.00</b>	<b>152,015.51</b>

**INCOME STATEMENT-ELECTRIC**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
<b>General &amp; Administrative Expenses:</b>				
Salaries & Supervision	8,291.08	138,829.48	0.00	131,462.55
Newsads, Website, Subscriptions & Promos	0.00	31,060.92	0.00	18,015.22
Office Supplies, Computer Exp., & Sm. Equip	3,365.85	35,429.16	0.00	5,060.21
Communications Expense	278.42	5,670.80	0.00	4,618.34
Membership Fees & Dues	2,549.00	16,223.75	0.00	10,609.00
Maint. Contracts, Licenses, & Permits	1,984.86	38,172.59	0.00	21,373.88
State & Federal Assessments	1,823.96	4,731.22	0.00	2,023.36
Professional Fees	185.00	32,435.35	0.00	21,081.58
Outside Services	3,704.87	57,843.19	0.00	39,121.55
Meals, Travel, & Meetings	0.00	2,443.51	0.00	6,181.54
Prop. & Liab. Insurance	2,012.08	28,373.34	0.00	25,068.46
Employee Pensions & Benefits	32,162.55	589,415.21	0.00	450,546.46
Education & Safety Training	3,123.75	18,574.12	0.00	12,037.00
Heat Share Expense	12.00	547.00	0.00	174.00
Sales Tax Expense	149.29	1,607.34	0.00	1,447.99
Lighting Rebates	12,947.82	52,182.20	0.00	112,537.05
Conservation Improvement Exp	345.07	8,392.87	0.00	8,148.42
Christmas Lighting Expenses	0.00	2,988.18	0.00	2,515.71
Transportation Fuel & Oil	0.00	262.21	0.00	279.42
Vehicle Repair & Maint.	0.00	187.83	0.00	0.00
Building & Grounds Maint.	0.00	3,169.99	0.00	1,807.19
Service Territory Expense	0.00	925.00	0.00	0.00
Misc. G&A Expense	56.40	3,275.34	0.00	3,964.12
<b>Total General &amp; Administrative:</b>	<b>72,992.00</b>	<b>1,072,740.60</b>	<b>0.00</b>	<b>878,073.05</b>
Depreciation	58,000.00	915,590.73	0.00	699,280.49
<b>TOTAL OPERATING EXPENSES:</b>	<b>517,851.28</b>	<b>8,910,754.48</b>	<b>0.00</b>	<b>6,989,122.55</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>22,299.87</b>	<b>673,801.97</b>	<b>0.00</b>	<b>509,516.98</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>				
Interest Income	149.70	49,483.33	0.00	63,949.03
Change in Fair Value of Investments	0.00	130.08	0.00	157.68
Misc. Non Oper Income	1,772.88	37,011.69	0.00	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	(1.16)	(3,855.76)	0.00	(6,623.44)
Interest on Long Term Debt	(5,375.65)	(104,912.58)	0.00	(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)	0.00	(31,500.00)
<b>Total NonOperating Rev(Exp)</b>	<b>(3,454.23)</b>	<b>(18,893.24)</b>	<b>0.00</b>	<b>(45,963.52)</b>
<b>NET INCOME/(LOSS)</b>	<b>18,845.64</b>	<b>654,908.73</b>	<b>0.00</b>	<b>463,553.46</b>

**PRINCETON PUBLIC UTILITIES COMMISSION**  
**BALANCE SHEET-ELECTRIC DEPARTMENT**  
**April 30, 2021**

**ASSETS**

**CURRENT ASSETS:**

Cash	2,183,299.39	
Temp Rate Stab Investments	1,211,898.00	
Customer Accounts Receivable	660,479.64	
Other Accounts Receivable	42,375.19	
Sales Tax Receivable	1,973.92	
Accrued Interest Receivable	4,527.10	
Inventory	419,355.11	
Prepaid Interest	0.00	
Prepaid Insurance	177,060.37	
Deferred Outflows of Resources	74,262.00	
<b>Total Current Assets</b>		<b>4,775,230.72</b>

**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	110,063.95	
Capital Improvements Fund	940,859.23	
<b>Total Restricted Assets</b>		<b>1,765,068.89</b>

**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	7,749,116.56	
Street Lights & Signals	375,915.18	
Trucks & Vehicles	710,070.77	
Office Furniture & Equipment	171,216.21	
Tools, Shop & Garage Equipment	109,460.92	
Miscellaneous Equipment	377,830.94	
Less: Accumulated Depreciation	(13,724,695.24)	
<b>Total Fixed Assets</b>		<b>7,875,382.22</b>

**TOTAL ASSETS**

**14,415,681.83**

**PRINCETON PUBLIC UTILITIES COMMISSION  
BALANCE SHEET-ELECTRIC DEPARTMENT  
April 30, 2021**

**LIABILITIES AND FUND EQUITY**

**CURRENT LIABILITIES**

Accounts Payable		321,035.12
Employee Insurance Payable		(3,841.91)
Employee Savings & Taxes Payable		(86.43)
Heat Share Payable		12.00
Sewer Payable		110,087.85
City Franchise Fee		6,401.50
Wind Power		0.00
Garbage Collections Payable		(446.94)
Customer Meter Deposits		267,114.22
Sales Tax Payable		52,513.32
Accrued Interest Payable		1,730.67
Severance Payable		84,379.28
Current Bonds Payable		545,000.00
Accrued Wages Payable		0.00
Deferred Revenue		0.00
Deferred Solar		8,464.13
Net Pension Liability		721,335.00
Deferred Inflows of Resources		173,200.00

**Total Current Liabilities** 2,286,897.81

**NONCURRENT LIABILITIES:**

Contracts Payable		0.00
Revenue Bonds Payable	1,260,000.00	
Less: Unamortized Bond Discount	<u>0.00</u>	1,260,000.00
Deferred Rate Stabilization		<u>1,211,898.10</u>

**Total NonCurrent Liabilities** 2,471,898.10

**TOTAL LIABILITIES** 4,758,795.91

**FUND EQUITY**

Unappropriated Retained Earnings		9,001,977.19
Net Income (Loss)		<u>654,908.73</u>

**Total Equity** 9,656,885.92

**TOTAL LIABILITIES & EQUITY** 14,415,681.83

**PRINCETON PUBLIC UTILITIES COMMISSION  
INCOME STATEMENT-WATER DEPARTMENT  
FOR MONTH ENDING: APRIL 30, 2021**

	<u>Current Period</u>	<u>Year to Date</u>	<u>Last Year Current</u>	<u>Last Year YTD</u>
<b>OPERATING REVENUE:</b>				
Residential Sales	50,643.85	938,613.33	0.00	688,442.53
Commercial Sales	16,986.58	425,334.44	0.00	339,450.13
Industrial Sales	10,616.51	150,484.28	0.00	101,927.18
Non Metered Sales	94.50	3,376.85	0.00	2,835.00
Service Line Repair Fee	1,469.00	23,379.00	0.00	17,259.00
Late Charges	762.05	11,326.35	0.00	10,814.43
Rent/Lease Income	0.00	57,585.50	0.00	38,905.05
Availability/Connection Fees	12,000.00	32,000.00	0.00	57,000.00
Construction Fees	0.00	0.00	0.00	17,803.21
Trunk Facilities Fees	0.00	0.00	0.00	5,495.06
Operating Transfers	0.00	0.00	0.00	0.00
Merchandise Sales	0.00	7,703.15	0.00	12,457.71
Other Operating Revenue	0.00	1,220.36	0.00	12,142.60
<b>TOTAL OPERATING REVENUE:</b>	<b>92,572.49</b>	<b>1,651,023.26</b>	<b>0.00</b>	<b>1,304,531.90</b>
<b>OPERATING EXPENSES:</b>				
<b>Production Plant:</b>				
Salaries & Supervision	9,673.68	114,043.27	0.00	73,801.58
Power for Pumping	2,100.37	42,329.80	0.00	30,936.84
Natural Gas	566.04	8,316.43	0.00	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	23,868.37	0.00	16,167.46
Water Testing	108.26	3,774.02	0.00	2,621.91
Communications Expense	38.45	693.51	0.00	480.95
Scada & Computer Equipment	1,578.59	4,679.72	0.00	964.51
Equipment Repairs	817.49	4,901.47	0.00	6,207.70
Equip. Maint. & Inspections	0.00	1,419.50	0.00	233.19
Building & Grounds Maint.	436.75	3,989.99	0.00	2,294.22
Misc. Plant Expense	0.00	15.53	0.00	9.99
<b>Total Production Plant:</b>	<b>15,319.63</b>	<b>208,031.61</b>	<b>0.00</b>	<b>139,237.30</b>
<b>Distribution System:</b>				
Salaries & Supervision	6,114.28	154,325.24	0.00	96,629.17
System & Shop Supplies	0.00	1,131.94	0.00	1,738.84
Small Tools Expense	0.00	1,521.05	0.00	1,499.34
GIS Data & Maintenance Exp.	85.56	3,904.11	0.00	2,073.56
Computer Equip. & Maintenance	0.00	0.00	0.00	105.78
Safety Equipment	0.00	2,402.15	0.00	1,180.24
Education & Safety Training	0.00	1,020.00	0.00	1,025.00
Outside Services	64.26	466.97	0.00	762.49
Meter Expense	0.00	2,906.43	0.00	205.82
Customer Service Line Repair Exp.	0.00	2,055.80	0.00	4,476.59
Customer Owned Service Exp.	61.11	483.56	0.00	1,171.84
Dist. Repairs & Maintenance	0.00	4,862.95	0.00	26,959.45
Transportation Fuel & Oil	437.52	4,075.33	0.00	3,948.04
Vehicle Repair & Maint.	0.00	2,399.34	0.00	914.58
Equipment Repair & Maint.	49.47	3,565.50	0.00	1,406.32
Utilities	1,005.78	13,275.95	0.00	9,416.93
Building & Grounds Maint.	247.19	1,432.32	0.00	536.25
Misc. Dist. & Tower Maint. & Exp.	21.76	945.48	0.00	2,144.75
<b>Total Distribution:</b>	<b>8,086.93</b>	<b>200,774.12</b>	<b>0.00</b>	<b>156,194.99</b>

*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>
<b>Customer Accts. Expenses:</b>				
Customer Accts. Salaries	4,335.46	68,415.24	0.00	53,224.59
Meter Reading Salaries	300.92	4,211.65	0.00	3,961.98
Postage Expense	116.88	2,709.85	0.00	2,338.94
Collection Expense	0.00	0.00	0.00	247.05
Forms & Supplies	123.77	1,833.50	0.00	1,716.77
Communications Expense	152.91	2,316.94	0.00	1,535.71
Uncollectible Accts. Expense	0.00	394.76	0.00	99.02
<b>Total Customer Acct. Expenses:</b>	<b>5,029.94</b>	<b>79,881.94</b>	<b>0.00</b>	<b>63,124.06</b>
<b>General &amp; Administrative Expenses:</b>				
Salaries & Supervision	4,485.68	72,015.05	0.00	61,686.24
Newads, Website, Subscriptions & Promos	0.00	5,007.63	0.00	2,595.12
Office Supplies, Computer Exp., & Sm. Equip	1,212.13	7,122.61	0.00	973.65
Communications Expense	49.14	1,027.89	0.00	871.27
Membership Fees & Dues	0.00	2,037.15	0.00	1,948.20
Maint. Contracts, Licenses & Permits	350.26	11,986.35	0.00	5,609.05
State & Federal Assessments	0.00	20,640.00	0.00	0.00
Professional Fees	0.00	18,959.55	0.00	7,463.80
Outside Services	449.06	7,610.74	0.00	4,932.03
Meals, Travel, Meetings	0.00	411.65	0.00	1,621.75
Prop. & Liab. Insurance	732.33	10,651.64	0.00	7,147.78
Employee Pensions & Benefits	7,897.52	130,604.22	0.00	94,701.48
Education & Safety Training	551.25	3,363.38	0.00	2,250.50
Wellhead Plan Implementation	0.00	738.75	0.00	1,000.39
Sales Tax Expense	0.00	0.00	0.00	0.00
Building & Grounds Maint.	0.00	460.32	0.00	286.68
Misc. G&A Expense	0.00	320.36	0.00	982.95
<b>Total General &amp; Administrative:</b>	<b>15,727.37</b>	<b>292,957.29</b>	<b>0.00</b>	<b>194,070.89</b>
Depreciation Expense	32,900.00	517,116.94	0.00	376,804.18
<b>TOTAL OPERATING EXPENSES:</b>	<b>77,063.87</b>	<b>1,298,761.90</b>	<b>0.00</b>	<b>929,431.42</b>
<b>OPERATING INCOME /(LOSS)</b>	<b>15,508.62</b>	<b>352,261.36</b>	<b>0.00</b>	<b>375,100.48</b>
<b>NONOPERATING REVENUE (EXPENSE)</b>				
Interest Income	0.00	16,268.58	0.00	23,198.22
Change in Fair Value of Investments	0.00	32.51	0.00	39.42
Misc. Non Oper. Income	123.40	2,206.26	0.00	2,116.66
Gain/(Loss) Disposal of Property	0.00	(2,822.71)	0.00	0.00
Gain/(Loss) Sale of Bonds	0.00	0.00	0.00	0.00
Interest Expense	(6,430.81)	(116,380.76)	0.00	(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)	0.00	(21,000.00)
<b>Total NonOperating Rev/(Exp)</b>	<b>(6,307.41)</b>	<b>(104,196.12)</b>	<b>0.00</b>	<b>(99,020.36)</b>
<b>NET INCOME/(LOSS)</b>	<b>9,201.21</b>	<b>248,065.24</b>	<b>0.00</b>	<b>276,080.12</b>

**PRINCETON PUBLIC UTILITIES COMMISSION**  
**BALANCE SHEET-WATER DEPARTMENT**  
**April 30, 2021**

**ASSETS**

**CURRENT ASSETS:**

Cash	646,312.26
Temp Rate Stab Investments	0.00
Customer Accounts Receivable	88,378.13
Other Accounts Receivable	3,566.96
Accrued Interest Receivable	2,033.92
Inventory	47,472.37
Prepaid Interest	0.00
Prepaid Insurance	8,720.72
Deferred Outflows of Resources	11,931.00

**Total Current Assets**

808,415.36

**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	163,462.49
PFA Debt Service Fund	36,700.02
Capital Improvements Fund	1,110,718.60

**Total Restricted Assets**

1,408,381.11

**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	4,767,558.17
Treatment Plant	4,569,747.34
Flouridation & Treatment System	124,029.43
Trucks & Vehicles	71,301.76
Tools, Shop & Garage Equipment	32,439.25
Office Furniture & Equipment	30,792.37
Miscellaneous Equipment	148,613.27
Less: Accumulated Depreciation	(6,180,323.76)

**Total Fixed Assets**

6,029,373.50

**TOTAL ASSETS**

8,246,169.97

**PRINCETON PUBLIC UTILITIES COMMISSION  
BALANCE SHEET-WATER DEPARTMENT  
April 30, 2021**

**LIABILITIES AND FUND EQUITY**

**CURRENT LIABILITIES**

Accounts Payable		2,506.00
Accrued Interest Payable		29,579.14
Severance Payable		23,678.40
Current Bonds Payable		429,000.00
Accrued Wages Payable		0.00
Deferred Revenue		0.00
Net Pension Liability		196,443.00
Deferred Inflows of Resources		47,245.00

**Total Current Liabilities** 728,451.54

**NONCURRENT LIABILITIES:**

Contracts Payable		0.00
Revenue Bonds Payable	1,560,000.00	
Less: Unamortized Bond Discount	<u>0.00</u>	1,560,000.00
PFA Loan Payable		<u>112,000.00</u>

**Total NonCurrent Liabilities** 1,672,000.00

**TOTAL LIABILITIES** 2,400,451.54

**FUND EQUITY**

Contributed		56,918.09
Unappropriated Retained Earnings		5,540,735.10
Net Income (Loss)		<u>248,065.24</u>
<b>Total Equity</b>		<u>5,845,718.43</u>

**TOTAL LIABILITIES & EQUITY** 8,246,169.97

# Trial Balance

## PRINCETON PUBLIC UTILITIES

After Year End Adjustments

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	465,846.68				465,846.68
64-0001-1252	Asset	DEBT SERVICE FUND	63,333.34				110,063.95
64-0001-1255	Asset	MCMU RESERVE FUND	248,299.03	50,375.61	3,645.00	46,730.61	248,299.03
64-0001-1291	Asset	CAPITAL IMPROVEMENTS FUND	940,844.48	14.75		14.75	940,859.23
64-0001-1301	Asset	PETTY CASH	300.00				300.00
64-0001-1302	Asset	CASH ON HAND	1,835.00				1,835.00
64-0001-1311	Asset	CASH ON DEPOSIT CHECKING	2,134,990.74	760,418.57	714,244.92	46,173.65	2,181,164.39
64-0001-1312	Asset	CASH ON DEPOSIT SAVINGS					0.00
64-0001-1313	Asset	CASH ON DEPOSIT PAYROLL ACCT.					0.00
64-0001-1361	Asset	TEMP RATE STAB INVESTMENT	1,211,898.00				1,211,898.00
64-0001-1421	Asset	CUSTOMER ACCOUNTS RECEIVABLE	719,295.27	634,646.88	693,462.51	(58,815.63)	660,479.64
64-0001-1431	Asset	OTHER ACCOUNTS RECEIVABLE	40,041.83	42,375.19	40,041.83	2,333.36	42,375.19
64-0001-1432	Asset	SALES TAX RECEIVABLE	1,973.92				1,973.92
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	406,440.22	17,091.24	4,176.35	12,914.89	419,355.11
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	7,740,090.32	9,026.24		9,026.24	7,749,116.56
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	710,070.77				710,070.77
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	191,236.77		14,176.40	(14,176.40)	177,060.37
64-0001-1710	Fixed Asset	ACCUMULATED DEPRECIATION	(13,666,695.24)		58,000.00	(58,000.00)	(13,724,695.24)
64-0001-1711	Asset	ACCRUED INTEREST RECEIVABLE	4,527.10				4,527.10
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	(1,260,000.00)				(1,260,000.00)
64-0001-2261	Asset	UNAMORTIZED BOND DISCOUNT					0.00
64-0001-2281	Liability	SEVERANCE PAYABLE	(84,379.28)				(84,379.28)
64-0001-2311	Liability	CONTRACTS PAYABLE					0.00
64-0001-2315	Liability	CURRENT BONDS PAYABLE	(545,000.00)				(545,000.00)
64-0001-2321	Liability	ACCOUNTS PAYABLE	(333,437.64)	622,581.07	610,178.55	12,402.52	(321,035.12)

# Trial Balance

## PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0001-2322	Liability	EMPLOYEE DEDUCTIONS PAYABLE	3,562.36	3,633.99	3,354.44	279.55	3,841.91
64-0001-2323	Liability	EMPLOYEE PAYROLL SAVINGS					0.00
64-0001-2324	Liability	ACCRUED WAGES & TAXES					0.00
64-0001-2325	Liability	EMPLOYEE HEALTH SAVINGS PAY	(5,353.81)	11,253.58	5,813.34	5,440.24	86.43
64-0001-2340	Liability	HEAT SHARE PAYABLE	(12.00)	12.00	12.00		(12.00)
64-0001-2341	Liability	SEWER COLLECTIONS PAYABLE	(113,228.16)	113,370.44	110,230.13	3,140.31	(110,087.85)
64-0001-2342	Liability	WIND POWER PAYABLE					0.00
64-0001-2343	Liability	CITY PRINCETON FRANCHISE FEE	(19,204.50)	19,206.00	6,403.00	12,803.00	(6,401.50)
64-0001-2344	Liability	GARBAGE COLLECTIONS PAYABLE	461.74		14.80	(14.80)	446.94
64-0001-2345	Liability	DUE TO WATER FUND					0.00
64-0001-2351	Liability	CUSTOMER METER DEPOSITS	(265,984.24)	3,367.09	4,497.07	(1,129.98)	(267,114.22)
64-0001-2361	Liability	MN STATE SALES TAX PAYABLE	(50,308.58)	24,126.02	22,769.37	1,356.65	(48,951.93)
64-0001-2363	Liability	MLC LOCAL SALES TAX PAYABLE	(3,201.45)	1,542.82	1,412.73	130.09	(3,071.36)
64-0001-2365	Liability	SHERBURNE CITY LOCAL TAX PAY	(457.27)	212.05	244.81	(32.76)	(490.03)
64-0001-2371	Liability	ACCRUED INTEREST PAYABLE	(0.02)	3,645.00	5,375.65	(1,730.65)	(1,730.67)
64-0001-2421	Liability	FEDERAL WITHHOLDING TAX		7,376.00	7,376.00		0.00
64-0001-2422	Liability	STATE WITHHOLDING TAX		3,335.00	3,335.00		0.00
64-0001-2423	Liability	F.I.C.A. PAYABLE		9,790.96	9,790.96		0.00
64-0001-2424	Liability	PERA PAYABLE		11,818.19	11,818.19		0.00
64-0001-2426	Liability	MEDICARE WITHHOLDING	(1,211,898.10)	2,289.86	2,289.86		0.00
64-0001-2428	Liability	DEFERRED RATE STABILIZATION					(1,211,898.10)
64-0001-2429	Liability	DEFERRED REVENUE					0.00
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	(8,464.13)				(8,464.13)
64-0403-4031	Expense	DEPRECIATION EXPENSE	857,590.73	58,000.00		58,000.00	915,590.73
64-0419-4191	Expense	INTEREST EXPENSE	57.80				57.80
64-0419-4192	Expense	INTEREST PAID ON METER DEPOSIT	3,796.80	1.16		1.16	3,797.96
64-0419-4290	Revenue	INTEREST INCOME	(49,333.63)		149.70	(149.70)	(49,483.33)
64-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	(130.08)				(130.08)
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	(35,238.81)		1,772.88	(1,772.88)	(37,011.69)
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	99,536.93	5,375.65		5,375.65	104,912.58
64-0427-4271	Expense	INTEREST ON LONG TERM DEBT					0.00
64-0428-4281	Expense	AMORTIZATION OF BOND DISCOUNT					0.00
64-0440-4401	Revenue	RESIDENTIAL SALES	(3,065,732.94)	81.61	169,822.99	(169,741.38)	(3,235,474.32)
64-0440-4402	Revenue	SECURITY LIGHTS	(25,067.18)		1,671.04	(1,671.04)	(26,738.22)
64-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(26,073.00)	1.00	1,752.00	(1,751.00)	(27,824.00)
64-0440-4410	Revenue	RESIDENTIAL ECA					0.00

# Trial Balance

## PRINCETON PUBLIC UTILITIES

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	(846,829.18)		52,883.99	(52,883.99)	(899,713.17)
64-0440-4421	Revenue	COMMERCIAL SALES					0.00
64-0440-4422	Revenue	LARGE GENERAL SERVICE	(2,265,063.15)		128,723.63	(128,723.63)	(2,393,786.78)
64-0440-4423	Revenue	LARGE POWER SERVICE	(1,671,427.34)		129,887.52	(129,887.52)	(1,801,314.86)
64-0440-4425	Revenue	RESIDENTIAL SOLAR CREDIT	269.20	21.32		21.32	290.52
64-0440-4426	Revenue	SMALL GENERAL SOLAR CREDIT	419.89	33.28		33.28	453.17
64-0440-4427	Revenue	LARGE GEN/POWER SOLAR CREDIT	983.53	77.93		77.93	1,061.46
64-0440-4435	Revenue	STREET LIGHT FEES	(35,421.00)	1.00	2,388.00	(2,387.00)	(37,808.00)
64-0440-4441	Revenue	OPERATING TRANSFERS					0.00
64-0440-4491	Revenue	NON-METERED SALES					0.00
64-0440-4493	Revenue	RATE STABILIZATION REVENUE	(95,300.00)				(95,300.00)
64-0450-4501	Revenue	LATE CHARGES	(47,555.47)	350.40	4,710.59	(4,360.19)	(51,915.66)
64-0450-4502	Revenue	HOOK-UP & NSF CHECK CHARGES	(1,310.00)		280.00	(280.00)	(1,590.00)
64-0450-4503	Revenue	CONNECTION FEE	(10,490.00)				(10,490.00)
64-0450-4504	Revenue	CONSTRUCTION FEES	(30,177.16)				(30,177.16)
64-0450-4506	Revenue	SOLAR SUBSCRIPTIONS	(3,388.06)				(3,388.06)
64-0450-4541	Revenue	RENT/LEASE INCOME	(446,616.63)		27,848.21	(27,848.21)	(474,464.84)
64-0450-4550	Revenue	OPERATING & MAINTENANCE					0.00
64-0450-4560	Revenue	EXCESS EQUITY PAYMENT					0.00
64-0450-4561	Revenue	QUICK START DIESEL PAYMENT	(217,800.00)		14,520.00	(14,520.00)	(232,320.00)
64-0450-4562	Revenue	GASOLINE STATION		26.27		26.27	0.00
64-0450-4563	Revenue	OTHER OPERATING REVENUE	(249,467.31)		6,237.00	(6,210.73)	(255,678.04)
64-0450-4564	Revenue	POLE ATTACHMENT FEE	(3,752.50)				(3,752.50)
64-0450-4565	Revenue	MERCHANDISE SALES	(4,607.00)		18.99	(18.99)	(4,625.99)
64-0540-5461	Expense	PRODUCTION PLANT SALARIES	259,249.25	15,621.00		15,621.00	274,870.25
64-0540-5470	Expense	FUEL OIL					0.00
64-0540-5472	Expense	NATURAL GAS	15,248.82	878.46		878.46	16,127.28
64-0540-5481	Expense	LUBE OIL & LUBRICANTS	4,372.49				4,372.49
64-0540-5482	Expense	CHEMICALS	3,918.20	887.35		887.35	4,805.55
64-0540-5501	Expense	PRODUCTION SUPPLIES	2,167.17	901.18		901.18	3,068.35
64-0540-5505	Expense	PLANT SHOP SUPPLIES	557.41				557.41
64-0540-5510	Expense	SAFETY EQUIPMENT	2,249.12				2,249.12
64-0540-5511	Expense	COMMUNICATIONS EXPENSE	595.47	34.50		34.50	629.97
64-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP					0.00
64-0540-5513	Expense	SMALL TOOLS EXPENSE	1,478.05				1,478.05
64-0540-5514	Expense	EDUCATION & SAFETY TRAINING	1,395.00				1,395.00
64-0540-5515	Expense	OUTSIDE SERVICES	295.50				295.50
64-0540-5516	Expense	BOILER & MACHINERY INSURANCE	96,345.55	6,778.17		6,778.17	103,123.72
64-0540-5517	Expense	PROP & LIAB INSURANCE	22,665.02	1,779.08		1,779.08	24,444.10

# Trial Balance

## PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0540-5541	Expense	EQUIPMENT REPAIRS	33,898.84	271.90		271.90	34,170.74
64-0540-5882	Expense	TRANSPORTATION FUEL & OIL	332.24				332.24
64-0540-5883	Expense	VEHICLE REPAIR & EXPENSE	45.25				45.25
64-0550-5531	Expense	BUILDING & GROUNDS MAINTENANCE	15,223.50	577.08	577.08		15,800.58
64-0550-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	31,290.79	4,710.27	4,710.27		36,001.06
64-0550-5551	Expense	PURCHASED POWER	5,092,253.01	307,455.06	307,455.06		5,399,708.07
64-0550-5571	Expense	MISCELLANEOUS PLANT EXPENSE	327.58				327.58
64-0560-5482	Expense	CHEMICALS					0.00
64-0560-5531	Expense	BUILDING & GROUNDS MAINTENANCE	4,668.12				4,668.12
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	541,740.91	27,264.01	27,264.01		569,004.92
64-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	2,933.71				2,933.71
64-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	17,775.69	404.71	404.71		18,180.40
64-0580-5813	Expense	SMALL TOOLS EXPENSE	6,886.03				6,886.03
64-0580-5814	Expense	EDUCATION & SAFETY TRAINING	3,746.45				3,746.45
64-0580-5815	Expense	OUTSIDE SERVICES	2,801.17	878.06	878.06		3,679.23
64-0580-5816	Expense	GIS DATA & MAINTENANCE EXP.	8,533.30	546.48	546.48		9,079.78
64-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.	598.23				598.23
64-0580-5821	Expense	LOAD CONTROL EXPENSE	8,519.12				8,519.12
64-0580-5831	Expense	OVERHEAD LINE EXPENSE	12,886.15	1,114.05	1,114.05		14,000.20
64-0580-5841	Expense	UNDERGROUND LINE EXPENSE	21,174.24	1,129.42	1,129.42		22,303.66
64-0580-5851	Expense	STREET LIGHTS & SIGNAL EXP.	12,271.36	1,915.55	1,915.55		14,186.91
64-0580-5852	Expense	SEC. LIGHT REPAIR EXPENSE	9,038.03				9,038.03
64-0580-5862	Expense	METER EXPENSE	4,519.05				4,519.05
64-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	2,053.54	130.47	130.47		2,184.01
64-0580-5871	Expense	CUSTOMER OWNED SERVICE EXP.	16,136.77				16,136.77
64-0580-5881	Expense	MISC. DISTRIBUTION EXPENSE	22,930.35				22,930.35
64-0580-5882	Expense	TRANSPORTATION FUEL & OIL	5,891.67	539.87	539.87		6,431.54
64-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	16,743.69				16,743.69
64-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	3,570.86	130.42	130.42		3,701.28
64-0580-5887	Expense	STORM DAMAGE	2.44				2.44
64-0580-5888	Expense	UTILITIES	15,525.94	1,535.74	1,535.74		17,061.68
64-0590-5921	Expense	BUILDING & GROUNDS MAINTENANCE	5,719.81				5,719.81
64-0590-5941	Expense	LINE MAINTENANCE TRIMMING	25,302.93				25,302.93
64-0590-5945	Expense	HABITAT, RIGHT OF WAY EXPENSE					0.00
64-0590-5951	Expense	MAINTENANCE OF TRANSFORMERS	3,569.39				3,569.39
64-0590-5961	Expense	STREET LIGHT & SIGNALS					0.00
64-0590-5971	Expense	METER MAINTENANCE					0.00
64-0902-9021	Expense	METER READING SALARIES	7,565.06	438.84	438.84		8,003.90
64-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	135,852.40	9,090.62	9,090.62		144,943.02

# Trial Balance

## PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
64-0903-9032	Expense	POSTAGE EXPENSE	14,289.40	662.35		662.35	14,951.75
64-0903-9033	Expense	COLLECTION EXPENSE	75.57				75.57
64-0903-9034	Expense	FORMS & SUPPLIES	4,006.26	129.62		129.62	4,135.88
64-0903-9035	Expense	COMMUNICATIONS EXPENSE	5,928.94	418.48		418.48	6,347.42
64-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	5,841.82	636.54		636.54	6,478.36
64-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS	1,998.43				1,998.43
64-0920-9201	Expense	GENERAL & ADMIN. SALARIES	130,538.40	8,291.08		8,291.08	138,829.48
64-0921-9210	Expense	NEWSADS & PROMOTIONS	17,259.84				17,259.84
64-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	30,298.28	3,365.85		3,365.85	33,664.13
64-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	13,801.08				13,801.08
64-0921-9213	Expense	COMMUNICATIONS EXPENSE	5,392.38	278.42		278.42	5,670.80
64-0921-9214	Expense	MEMBERSHIP FEES & DUES	13,674.75	2,549.00		2,549.00	16,223.75
64-0921-9215	Expense	SUPPLIES & EXPENSES	1,604.12				1,604.12
64-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	2,443.51				2,443.51
64-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	35,375.63	1,984.86		1,984.86	37,360.49
64-0921-9218	Expense	LICENSES & PERMITS	812.10				812.10
64-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	2,907.26	1,823.96		1,823.96	4,731.22
64-0921-9220	Expense	SMALL OFFICE EQUIPMENT	160.91				160.91
64-0923-9231	Expense	ATTORNEY/LEGAL EXPENSES	17,627.35	185.00		185.00	17,812.35
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	48,128.69	2,821.68		2,821.68	50,950.37
64-0923-9235	Expense	CLEANING SERVICES	6,009.63	883.19		883.19	6,892.82
64-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	3,169.99				3,169.99
64-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	26,361.26	2,012.08		2,012.08	28,373.34
64-0925-9251	Expense	WORKMANS COMP. INSURANCE	25,091.06	2,027.32		2,027.32	27,118.38
64-0926-9260	Expense	FICA INSURANCE	64,263.10	3,469.77		3,469.77	67,732.87
64-0926-9261	Expense	PERA EXPENSE	79,196.95	4,502.52		4,502.52	83,699.47
64-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	358,053.51	20,577.86		20,577.86	378,631.37
64-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	13,576.77	773.60		773.60	14,350.37
64-0926-9264	Expense	EDUCATION & SAFETY TRAINING	15,450.37	3,123.75		3,123.75	18,574.12
64-0926-9265	Expense	MEDICARE EXPENSE	15,147.36	811.48		811.48	15,958.84
64-0926-9266	Expense	UNEMPLOYMENT EXPENSE	1,923.91				1,923.91
64-0926-9267	Expense	HEAT SHARE EXPENSE	535.00	12.00		12.00	547.00
64-0930-9302	Expense	MISCELLANEOUS GENERAL EXPENSE	3,218.94	56.40		56.40	3,275.34
64-0930-9303	Expense	SERVICE TERRITORY EXPENSE	925.00				925.00
64-0930-9304	Expense	GENERAL FUND EXPENSE	5,250.00				5,250.00
64-0930-9305	Expense	REAL ESTATE TAXES	1,458.05	149.29		149.29	1,607.34
64-0930-9306	Expense	SALES TAX EXPENSE	35,147.86	12,534.96		12,534.96	47,682.82
64-0930-9307	Expense	COMMERCIAL REBATES	8,047.80	345.07		345.07	8,392.87
64-0930-9308	Expense	CONSERVATION IMPROVEMENT EXP	4,086.52	412.86		412.86	4,499.38
64-0930-9309	Expense	RESIDENTIAL REBATES					

# 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	262.21				262.21
64-0933-9331	Expense	TRANSPORTATION REPAIRS & MAINT	187.83				187.83
64-0940-9402	Expense	EXTRAORDINARY EXPENSE					0.00
			0.00	2,875,329.45	2,875,329.45	0.00	0.00

Report Setup  
 Sort By:  
 Includes only active accounts  
 Includes accounts from 64-0001-1071 to 64-0940-9402  
 Printed for 4/1/2021 to 4/30/2021  
 Printed for all sources.

# Trial Balance

## PRINCETON PUBLIC UTILITIES

After year End Adjustments

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0001-1071	Asset	CONSTRUCTION IN PROGRESS					0.00
61-0001-1073	Asset	MCMU CONSTRUCTION FUND					0.00
61-0001-1251	Asset	RESERVE FUND	97,500.00				97,500.00
61-0001-1252	Asset	DEBT SERVICE FUND	126,131.70	37,330.79	37,330.79	37,330.79	163,462.49
61-0001-1253	Asset	PFA DEBT SERVICE FUND	31,850.04	4,849.98	4,849.98	4,849.98	36,700.02
61-0001-1255	Asset	MCMU RESERVE FUND					0.00
61-0001-1291	Asset	CAPITAL IMPROVEMENTS FUND	1,098,718.60	12,000.00	12,000.00	12,000.00	1,110,718.60
61-0001-1311	Asset	CASH ON DEPOSIT CHECKING	682,110.19	83,553.11	119,351.04	(35,797.93)	646,312.26
61-0001-1361	Asset	TEMP RATE STAB INVESTMENT					0.00
61-0001-1421	Asset	CUSTOMER ACCOUNTS RECEIVABLE	90,198.82	82,773.73	84,594.42	(1,820.69)	88,378.13
61-0001-1431	Asset	OTHER ACCOUNTS RECEIVABLE	3,503.96	94.50	31.50	63.00	3,566.96
61-0001-1453	Asset	DUE FROM ELECTRIC FUND			61.11	(61.11)	0.00
61-0001-1512	Asset	PLANT MATERIALS & SUPPLIES	47,533.48				47,472.37
61-0001-1513	Fixed Asset	FLOUIDATION & TREATMENT SYSTEM	124,029.43				124,029.43
61-0001-1521	Fixed Asset	WELLS	558,323.83				558,323.83
61-0001-1530	Fixed Asset	DISTRIBUTION SYSTEM	4,767,558.17				4,767,558.17
61-0001-1540	Fixed Asset	LAND & LAND IMPROVEMENTS	8,161.73				8,161.73
61-0001-1550	Fixed Asset	BUILDINGS	29,764.78				29,764.78
61-0001-1555	Fixed Asset	TREATMENT PLANT	4,566,007.34	3,740.00		3,740.00	4,569,747.34
61-0001-1560	Fixed Asset	OFFICE FURNITURE & EQUIPMENT	30,792.37				30,792.37
61-0001-1562	Fixed Asset	TOWERS	1,856,019.63				1,856,019.63
61-0001-1570	Fixed Asset	PUMPS	12,945.70				12,945.70
61-0001-1571	Fixed Asset	TRUCKS & VEHICLES	71,301.76				71,301.76
61-0001-1580	Fixed Asset	TOOLS, SHOP & GARAGE EQUIP.	32,439.25				32,439.25
61-0001-1590	Fixed Asset	MISCELLANEOUS EQUIPMENT	148,613.27				148,613.27
61-0001-1651	Asset	PREPAID INTEREST					0.00
61-0001-1652	Asset	PREPAID INSURANCE	9,810.81		1,090.09	(1,090.09)	8,720.72
61-0001-1710	Fixed Asset	ACCUMULATED DEPRECIATION	(6,147,423.76)		32,900.00	(32,900.00)	(6,180,323.76)
61-0001-1711	Asset	ACCRUED INTEREST RECEIVABLE	2,033.92				2,033.92
61-0001-1712	Asset	DEFERRED OUTFLOWS OF RESOURCES	11,931.00				11,931.00
61-0001-2160	Equity	CONTRIBUTED	(56,918.09)				(56,918.09)
61-0001-2161	Equity	BALANCE FROM INCOME STATEMENT					0.00
61-0001-2162	Equity	UNAPPROPRIATED EARNINGS (END)	(5,540,735.10)				(5,540,735.10)
61-0001-2211	Liability	REVENUE BONDS PAYABLE	(1,560,000.00)				(1,560,000.00)
61-0001-2261	Asset	UNAMORTIZED BOND DISCOUNT					0.00
61-0001-2281	Liability	SEVERANCE PAYABLE	(23,678.40)				(23,678.40)
61-0001-2311	Liability	CONTRACTS PAYABLE					0.00
61-0001-2315	Liability	CURRENT BONDS PAYABLE	(429,000.00)				(429,000.00)
61-0001-2321	Liability	ACCOUNTS PAYABLE	(31,824.07)				(2,506.00)
61-0001-2324	Liability	ACCRUED WAGES & TAXES					0.00
61-0001-2330	Liability	PFA LOAN PAYABLE			17,568.23	17,568.23	(112,000.00)
61-0001-2348	Liability	DUE TO ELECTRIC FUND		46,886.30		46,886.30	(112,000.00)

# Trial Balance

## PRINCETON PUBLIC UTILITIES

Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0001-2371	Liability	ACCRUED INTEREST PAYABLE	(23,148.33)		6,430.81	(6,430.81)	(29,579.14)
61-0001-2429	Liability	DEFERRED REVENUE					0.00
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	484,216.94	32,900.00		32,900.00	517,116.94
61-0419-4191	Expense	INTEREST EXPENSE	109,949.95	6,430.81		6,430.81	116,380.76
61-0419-4290	Revenue	INTEREST INCOME	(16,268.58)				(16,268.58)
61-0419-4295	Revenue	CHANGE IN FAIR VALUE OF INVEST	(32.51)				(32.51)
61-0420-4201	Revenue	MAINTENANCE INCOME					0.00
61-0421-4210	Revenue	MISC. NON OPERATING INCOME	(2,082.86)		123.40	(123.40)	(2,206.26)
61-0421-4211	Revenue	GAIN/LOSS ON DISPOSAL OF ASSET	2,822.71				2,822.71
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	(887,969.48)	26.85	50,670.70	(50,643.85)	(938,613.33)
61-0440-4405	Revenue	SERVICE LINE REPAIR FEE	(21,910.00)	1.00	1,470.00	(1,469.00)	(23,379.00)
61-0440-4421	Revenue	COMMERCIAL SALES	(408,347.86)		16,986.58	(16,986.58)	(425,334.44)
61-0440-4431	Revenue	INDUSTRIAL SALES	(139,867.77)		10,616.51	(10,616.51)	(150,484.28)
61-0440-4441	Revenue	OPERATING TRANSFERS					0.00
61-0440-4491	Revenue	NON-METERED SALES	(3,282.35)		94.50	(94.50)	(3,376.85)
61-0450-4501	Revenue	LATE CHARGES	(10,564.30)	65.37	827.42	(762.05)	(11,326.35)
61-0450-4503	Revenue	CONNECTION FEE	(20,000.00)		12,000.00	(12,000.00)	(32,000.00)
61-0450-4504	Revenue	CONSTRUCTION FEES					0.00
61-0450-4505	Revenue	TRUNK FACILITIES FEES					0.00
61-0450-4541	Revenue	RENT/LEASE INCOME	(57,585.50)				(57,585.50)
61-0450-4563	Revenue	OTHER OPERATING REVENUE	(1,220.36)				(1,220.36)
61-0450-4565	Revenue	MERCHANDISE SALES	(7,703.15)				(7,703.15)
61-0540-5461	Expense	PRODUCTION PLANT SALARIES	104,369.59	9,673.68		9,673.68	114,043.27
61-0540-5471	Expense	POWER FOR PUMPING	40,229.43	2,100.37		2,100.37	42,329.80
61-0540-5472	Expense	NATURAL GAS	7,750.39	566.04		566.04	8,316.43
61-0540-5473	Expense	UTILITIES & GENERATOR EXPENSE					0.00
61-0540-5481	Expense	LUBE OIL & LUBRICANTS					0.00
61-0540-5482	Expense	CHEMICALS	23,868.37				23,868.37
61-0540-5483	Expense	WATER TESTING	3,665.76	108.26		108.26	3,774.02
61-0540-5511	Expense	COMMUNICATIONS EXPENSE	655.06	38.45		38.45	693.51
61-0540-5512	Expense	COMPUTER, AUDIO & SCADA EQUIP	3,101.13	1,578.59		1,578.59	4,679.72
61-0540-5541	Expense	EQUIPMENT REPAIRS	4,083.98	817.49		817.49	4,901.47
61-0550-5531	Expense	BUILDING & GROUNDS MAINTENANCE	3,553.24	436.75		436.75	3,989.99
61-0550-5542	Expense	EQUIP MAINT,SERV AGREE, INSPEC	1,419.50				1,419.50
61-0550-5571	Expense	MISCELLANEOUS PLANT EXPENSE	15.53				15.53
61-0580-5801	Expense	DISTRIBUTION SALARIES	148,210.96	6,114.28		6,114.28	154,325.24
61-0580-5811	Expense	SYSTEM & SHOP SUPPLIES	1,131.94				1,131.94

# Trial Balance

## PRINCETON PUBLIC UTILITIES

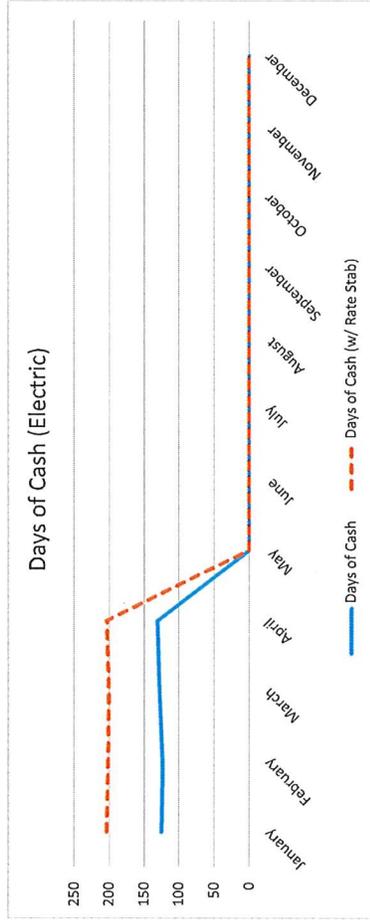
Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0580-5812	Expense	SAFETY EQUIP,RUBBER GOODS,TEST	2,402.15				2,402.15
61-0580-5813	Expense	SMALL TOOLS EXPENSE	1,521.05				1,521.05
61-0580-5814	Expense	EDUCATION & SAFETY TRAINING	1,020.00				1,020.00
61-0580-5815	Expense	OUTSIDE SERVICES	402.71	64.26		64.26	466.97
61-0580-5816	Expense	GIS DATA & MAINTENANCE EXP.	3,818.55	85.56		85.56	3,904.11
61-0580-5817	Expense	COMPUTER EQUIP. & MAINT. EXP.					0.00
61-0580-5862	Expense	METER EXPENSE	2,906.43				2,906.43
61-0580-5870	Expense	CUSTOMER SERVICE LINE REPAIR	2,055.80				2,055.80
61-0580-5871	Expense	CUSTOMER OWNED SERVICE EXP.	422.45				422.45
61-0580-5872	Expense	DIST. REPAIRS & MAINTENANCE	4,862.95	61.11		61.11	4,862.95
61-0580-5881	Expense	MISC. DISTRIBUTION EXPENSE	829.74				829.74
61-0580-5882	Expense	TRANSPORTATION FUEL & OIL	3,637.81	437.52		437.52	4,075.33
61-0580-5883	Expense	VEHICLE REPAIR & EXPENSE	2,399.34				2,399.34
61-0580-5886	Expense	EQUIPMENT REPAIR & EXPENSE	3,516.03	49.47		49.47	3,565.50
61-0580-5888	Expense	UTILITIES	12,270.17	1,005.78		1,005.78	13,275.95
61-0590-5921	Expense	BUILDING & GROUNDS MAINTENANCE	1,185.13	247.19		247.19	1,432.32
61-0590-5981	Expense	WATER TOWER MAINT.	93.98	21.76		21.76	115.74
61-0902-9021	Expense	METER READING SALARIES	3,910.73	300.92		300.92	4,211.65
61-0903-9031	Expense	CUSTOMER ACCOUNTS SALARIES	64,079.78	4,335.46		4,335.46	68,415.24
61-0903-9032	Expense	POSTAGE EXPENSE	2,592.97	116.88		116.88	2,709.85
61-0903-9033	Expense	COLLECTION EXPENSE					0.00
61-0903-9034	Expense	FORMS & SUPPLIES	677.00	22.88		22.88	699.88
61-0903-9035	Expense	COMMUNICATIONS EXPENSE	2,164.03	152.91		152.91	2,316.94
61-0903-9036	Expense	MISC. SUPPLIES & STATIONERY	1,032.73	100.89		100.89	1,133.62
61-0904-9004	Expense	UNCOLLECTIBLE ACCOUNTS	394.76				394.76
61-0920-9201	Expense	GENERAL & ADMIN. SALARIES	67,529.37	4,485.68		4,485.68	72,015.05
61-0921-9210	Expense	NEWSADS & PROMOTIONS	2,440.30				2,440.30
61-0921-9211	Expense	COMPUTER SUPPLIES & LABOR	5,601.96	1,212.13		1,212.13	6,814.09
61-0921-9212	Expense	WEBSITE, BOOKS & SUBSCRIPTIONS	2,567.33				2,567.33
61-0921-9213	Expense	COMMUNICATIONS EXPENSE	978.75	49.14		49.14	1,027.89
61-0921-9214	Expense	MEMBERSHIP FEES & DUES	2,037.15				2,037.15
61-0921-9215	Expense	SUPPLIES & EXPENSES	281.21				281.21
61-0921-9216	Expense	MEALS, TRAVEL, MEETINGS	411.65				411.65
61-0921-9217	Expense	MAINTENANCE CONTRACTS & LEASES	7,907.25	350.26		350.26	8,257.51
61-0921-9218	Expense	LICENSES & PERMITS	3,728.84				3,728.84
61-0921-9219	Expense	STATE & FED ASSESS./REQUIRE.	20,640.00				20,640.00
61-0921-9220	Expense	SMALL OFFICE EQUIPMENT	27.31				27.31
61-0923-9231	Expense	ATTORNEY/LEGAL EXPENSES	2,980.90				2,980.90
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	6,514.21	332.29		332.29	6,846.50
61-0923-9235	Expense	CLEANING SERVICES	647.47	116.77		116.77	764.24

**Trial Balance**  
PRINCETON PUBLIC UTILITIES

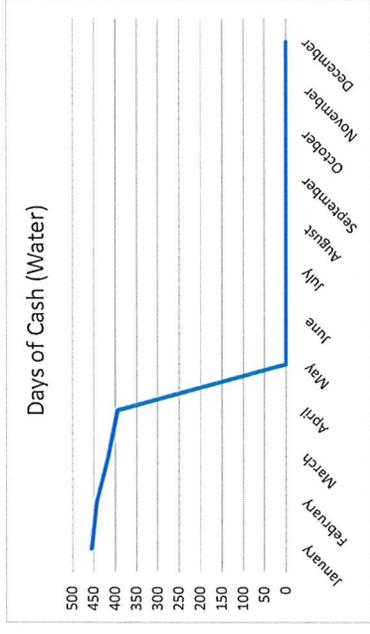
Account	Type	Description	Beginning Balance	Debit	Credit	Net Change	Ending Balance
61-0923-9236	Expense	BUILDING & GROUNDS MAINTENANCE	460.32				460.32
61-0924-9241	Expense	PROPERTY & LIABILITY EXPENSE	9,919.31	732.33		732.33	10,651.64
61-0925-9251	Expense	WORKMANS COMP. INSURANCE	4,683.22	357.76		357.76	5,040.98
61-0926-9260	Expense	FICA INSURANCE	22,553.61	1,425.71		1,425.71	23,979.32
61-0926-9261	Expense	PERA EXPENSE	28,884.71	1,828.65		1,828.65	30,713.36
61-0926-9262	Expense	EMPLOYEE HOSPITALIZATION EXP.	58,570.36	3,810.83		3,810.83	62,381.19
61-0926-9263	Expense	EMPL LIFE & DISABILITY INS.	2,257.92	141.12		141.12	2,399.04
61-0926-9264	Expense	EDUCATION & SAFETY TRAINING	2,812.13	551.25		551.25	3,363.38
61-0926-9265	Expense	MEDICARE EXPENSE	5,283.58	333.45		333.45	5,617.03
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	320.36				320.36
61-0930-9304	Expense	GENERAL FUND EXPENSE	3,500.00				3,500.00
61-0930-9306	Expense	SALES TAX EXPENSE					0.00
			0.00	354,816.31	354,816.31	0.00	0.00

Report Setup  
Sort By:  
Includes only active accounts  
Includes accounts from 61-0001-1071 to 61-0930-9306  
Printed for 4/1/2021 to 4/30/2021  
Printed for all sources.

Month	Electric						Days of Cash (w/ Rate Stab)
	Annual Operating Expenses (2020) - BYE	Depreciation (2020) - BYE	Cash	CIF	Rate Stab	Days of Cash	
January	\$6,786,841	\$683,591	\$2,095,208	\$933,823	\$1,307,198	125	203
February	\$6,786,841	\$683,591	\$2,061,144	\$939,059	\$1,307,198	123	201
March	\$6,786,841	\$683,591	\$2,137,126	\$940,844	\$1,211,898	128	200
April	\$6,786,841	\$683,591	\$2,183,299	\$940,859	\$1,211,898	131	203
May	\$6,786,841	\$683,591					
June	\$6,786,841	\$683,591					
July	\$6,786,841	\$683,591					
August	\$6,786,841	\$683,591					
September	\$6,786,841	\$683,591					
October	\$6,786,841	\$683,591					
November	\$6,786,841	\$683,591					
December	\$6,786,841	\$683,591					



Annual Operating Costs (2020) - BYE	WATER				Days of Cash
	Depreciation (2020) - BYE	Cash	CIF	Cash	
\$982,869	\$385,517	\$745,372	\$1,097,540	\$745,372	455
\$982,869	\$385,517	\$726,723	\$1,098,559	\$726,723	444
\$982,869	\$385,517	\$682,110	\$1,098,719	\$682,110	417
\$982,869	\$385,517	\$646,312	\$1,110,719	\$646,312	395
\$982,869	\$385,517				
\$982,869	\$385,517				
\$982,869	\$385,517				
\$982,869	\$385,517				
\$982,869	\$385,517				
\$982,869	\$385,517				
\$982,869	\$385,517				
\$982,869	\$385,517				





*Protecting, maintaining and improving the health of all Minnesotans*

April 29, 2021

Princeton Public Utilities Commission  
907 First Street  
P.O. Box 218  
Princeton, Minnesota 55371

Gentlemen/Ladies:

SUBJECT: Sanitary Survey Report for Princeton Public Water System (PWS), Mille Lacs County, PWSID 1480008

Enclosed is a copy of the sanitary survey report summarizing an on-site inspection of your Community Public Water System. This report includes a review of the system's water source, facilities, equipment, operation, maintenance, and monitoring compliance for the purpose of evaluating the adequacy of the facilities for producing and distributing safe drinking water. Technical and management information regarding the operation of the system may also be provided. Conducting sanitary surveys on a regular basis is an important element in preventing contamination of drinking water supplies and in maintaining compliance with the National Primary Drinking Water Standards. Paul Parsons was present during this inspection.

Please take appropriate action to address any deficiencies or recommendations identified within this report. A deficiency may lead to a contamination of the water supply or failure of the system to be in compliance with the Safe Drinking Water Act. The enclosed report must be kept on file and made available for public review for not less than ten (10) years.

The Minnesota Department of Health (MDH) continues to monitor your PWS for contaminants identified by state and federal drinking water regulations. The results of such monitoring are not part of this report. They are sent to you under separate cover as they become available.

If you have questions concerning the information contained in the report, please contact me at 320/223-7340.

Sincerely,

Jennifer  
Soltys

Digitally signed by Jennifer Soltys  
Date: 2021.04.29 15:19:09 -05'00'

Jennifer Soltys  
Drinking Water Protection  
Midtown Square  
3333 West Division Street, Suite 212  
St. Cloud, Minnesota 56301-4557



*Protecting, maintaining and improving the health of all Minnesotans*

JS  
Enclosures  
cc: Water Superintendent



**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: **Princeton**  
PWSID: **1480008**  
System Contact: **Scott Daniels**

Survey Date: **04/19/2021**  
Surveyor: **Jennifer Soltys**  
PWS Type: **Community**

**Contact Information**

<u>Name</u>	<u>Address</u>	<u>Phone/Email</u>
<b>Contact</b>		
Scott Daniels	907 First Street P.O.Box 218 Princeton, MN 55371	Business Fax 763/389-2273 Business Phone 1 612/839-5344 Email sdaniels@princetonutilities.com

<b>Owner/Responsible Party</b>		
Princeton Public Utilities Commission	907 First Street P.O. Box 218 Princeton, MN 55371	Business Phone 1 763/389-2252 Email kbutcher@princetonutilities.com

<b>Financial</b>		
Princeton Public Utilities	c/o Keith Butcher, Manager P.O. Box 218 Princeton, MN 55371	Email kbutcher@princetonutilities.com

<b>Sample Bottles/General Correspondence</b>		
Princeton Public Utilities Commission	907 First Street P.O. Box 218 Princeton, MN 55371	Business Fax 763/389-2273 Business Phone 1 763/389-2252 Email sdaniels@princetonutilities.com

<b>Water Superintendent</b>		
Scott Daniels		Business Phone 1 612/839-5344 Email sdaniels@princetonutilities.com

<b>Consumer Confidence Report</b>		
Keith Butcher		Business Phone 1 763/389-2252 Email kbutcher@princetonutilities.com

**Classification Information**

Owner Type:	Municipal	Population:	4727
System Class:	C	Service Connections:	1699
Service Area Characteristics:	Municipal	Class Points:	40

**Certified Operators**

<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>	<u>Name</u>	<u>Class</u>	<u>Expiration Date</u>
Daniels, Scott T.	B	04/30/2022	Hall, Tyler T.	C	05/31/2022
Parsons, Paul T.	C	04/30/2024	Schmit, Scott B.	C	11/30/2023

**Production Totals**

Design Capacity:	1,500 Gallons per Minute	Emergency Capacity:	750 Gallons per Minute
Average Daily:	512,633 Gallons	Storage Capacity:	800,000 Gallons
Highest Daily:	1,065,000 Gallons		



**MINNESOTA DEPARTMENT OF HEALTH**  
**SECTION OF DRINKING WATER PROTECTION**  
**Public Water Supply Inventory Report**



System Name: **Princeton**  
PWSID: **1480008**  
System Contact: **Scott Daniels**

Survey Date: **04/19/2021**  
Surveyor: **Jennifer Soltys**  
PWS Type: **Community**

**Source Information**

Well #7

Unique Well No.: 00578949	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 750
Status: Active	Pumping Rate (gpm): 675
Availability: Primary	Emergency Capacity: 750 Gallons per Minute
Year Constructed: 1998	Static Depth (ft): 31
Well Depth (ft): 169	Drawdown (ft): 13
Casing Depth (ft): 137	Pump Type: Vertical Turbine VFD
Casing Diameter (in): 14	Vulnerable: Yes
Screen Length (ft): 40	
Aquifer: Quaternary Buried Artesian AQUI	

Well #8

Unique Well No.: 00751504	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 750
Status: Active	Pumping Rate (gpm): 750
Availability: Primary	Emergency Capacity:
Year Constructed: 2007	Static Depth (ft): 20
Well Depth (ft): 139	Drawdown (ft): 50
Casing Depth (ft): 104	Pump Type: Submersible VFD
Casing Diameter (in): 18	Vulnerable: Yes
Screen Length (ft): 41	
Aquifer: Quaternary Buried Artesian AQUI	

Well #9

Unique Well No.: 00749848	Source Type: Groundwater
Type: Well	Pump Capacity (gpm): 750
Status: Active	Pumping Rate (gpm): 750
Availability: Primary	Emergency Capacity:
Year Constructed: 2007	Static Depth (ft): 22
Well Depth (ft): 160	Drawdown (ft): 52
Casing Depth (ft): 135	Pump Type: Submersible VFD
Casing Diameter (in): 18	Vulnerable: Yes
Screen Length (ft): 30	
Aquifer: Quaternary Water Table Aquifer	



**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: **Princeton**  
PWSID: **1480008**  
System Contact: **Scott Daniels**

Survey Date: **04/19/2021**  
Surveyor: **Jennifer Soltys**  
PWS Type: **Community**

**Treatment Information**

TREATMENT PLANT #1

Type: Treatment Plant  
Status: Active  
Availability: Primary

Source Water: Groundwater  
Design Capacity: 750 Gallons per Minute  
Emergency Capacity: 750 Gallons per Minute  
Operating Rate: 750 Gallons per Minute

Treatment Objective

Disinfection  
Fluoridation  
Iron/Manganese Removal

Treatment Process Mechanism

Chlorine/Sodium hypochlorite  
Fluoridation/Hydrofluosilicic acid  
Filtration (Pressure)/Anthracite/Greensand  
Oxidation - chemical/Chlorine  
Oxidation - chemical/Sodium permanganate  
Stabilization/Inhibitors/Polyphosphates

Lead/Copper Corrosion Control

TREATMENT PLANT #2

Type: Treatment Plant  
Status: Active  
Availability: Primary

Source Water: Groundwater  
Design Capacity: 1,500 Gallons per Minute  
Emergency Capacity:  
Operating Rate: 750 Gallons per Minute

Treatment Objective

Disinfection  
Fluoridation  
Iron/Manganese Removal

Treatment Process Mechanism

Chlorine/Sodium hypochlorite  
Fluoridation/Hydrofluosilicic acid  
Filtration (Pressure)/Anthracite/Greensand  
Oxidation - chemical/Chlorine  
Oxidation - chemical/Sodium permanganate  
Stabilization/Inhibitors/Blended phosphates

Lead/Copper Corrosion Control

**Storage Information**

Elevated 250000 - Middle

Type: Storage-Elevated  
Status: Active

Capacity: 250,000 Gallons  
Availability: Primary  
Chlorination:

Specific Storage Notes: Mixer installed 2016

Elevated 250000 - North

Type: Storage-Elevated  
Status: Active

Capacity: 250,000 Gallons  
Availability: Primary  
Chlorination:

Specific Storage Notes: Mixer installed 2016

Elevated 300000 - South

Type: Storage-Elevated  
Status: Active

Capacity: 300,000 Gallons  
Availability: Primary  
Chlorination:



**MINNESOTA DEPARTMENT OF HEALTH  
SECTION OF DRINKING WATER PROTECTION  
Public Water Supply Inventory Report**



System Name: **Princeton**  
PWSID: **1480008**  
System Contact: **Scott Daniels**

Survey Date: **04/19/2021**  
Surveyor: **Jennifer Soltys**  
PWS Type: **Community**

**Bacteriological Sample Site Plan**

**Distribution**

<u>Sample Site ID</u>	<u>Sample Location</u>	<u>Status</u>	<u>Notes</u>
01	Casey's North 810 N Rum River Drive	Active	
02	Casey's South 501 S. Rum River Drive	Active	
03	City Shop	Active	
04	Hospital	Active	
05	131 North Rum River Drive	Active	
06	802 1st Street	Active	
07	205 North Rum River Driver	Active	
08	701 1st Street	Active	
09	1400 North 15thh Avenue	Active	
10	1616 South 10th Street	Active	
11	1224 Oak Lane	Active	
12	919 Northland Drive	Active	



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



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System Name: <b>Princeton</b>	Survey Date: <b>04/19/2021</b>
PWSID: <b>1480008</b>	Surveyor: <b>Jennifer Soltys</b>
System Contact: <b>Scott Daniels</b>	PWS Type: <b>Community</b>

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**Requirements and Recommendations**

**Water Source**

As a reminder, it is required that a well for a community public water supply be located according to distances specified in Minn.Rules 4725.4450, including not less than 50 feet from a source of contamination including buried sewers (except as specified in Minn. Rules 4725.5850).

**Pumps/Pump Facilities and Controls**

To ensure continuous service when the primary power has been interrupted, it is recommended that a standby power source be provided through: 1. a direct connection to at least two independent public power sources, or 2. dedicated portable or in-place auxiliary power of adequate supply and connectivity. [Minn. Rules 4720.3927]

**Treatment**

As a reminder, changes in treatment are required to be approved by the Minnesota Department of Health before they are implemented. [Minn. Rules 4720.0010]

**Water Storage**

It is recommended that the community water storage tank be internally inspected on a regular basis. Tank cleaning should take place every 2 to 5 years based on tank sediments, decline of chlorine residuals within the tank or other indicators of a decrease in water quality.

**Distribution**

It is recommended that a valve exercising and replacement program be initiated to ensure valves are in working condition. This will minimize sanitary hazards and inconvenience to the customer when working on the distribution system. [AWWA Standards Distribution Systems Operation and Management, Section 4]

It is recommended that dead ends in the distribution system be minimized by looping. If looping is not feasible, a fire hydrant, approved flushing hydrant or blow off for flushing purposes must be used at the dead ends to maintain water quality and/or chlorine residual. [Recommended Standards for Water Works 8.0]



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Princeton**  
PWSID: **1480008**  
System Contact: **Scott Daniels**

Survey Date: **04/19/2021**  
Surveyor: **Jennifer Soltys**  
PWS Type: **Community**

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**Requirements and Recommendations**

**Monitoring/Reporting Data Verification**

The following applicable records are required to be maintained by the water supply system:

- a. Coliform bacteria results - 5 years
  - b. Chlorine residual results - 5 years
  - c. Chemical results - 10 years
  - d. Sanitary survey reports - 10 years
  - e. All lead and copper materials - 12 years
  - f. Consumer confidence reports - 3 years
  - g. Public Notices - 3 years
  - h. Fluoride quarterly results and monthly reports - 1 year
  - i. Turbidity results - 3 years
- [Minn. Rules 4720.0350]

It is recommended that the static and drawdown water levels be taken at least monthly and permanently recorded.

**Water System Management/Operation**

As a reminder, engineering plans for new, modifications to, or additions to the water supply system, including watermains, are required to be properly submitted to the Minnesota Department of Health for review. All plans must be approved prior to the start of construction. [Minn. Rules 4720.0010]

It is recommended that a comprehensive program of cross-connection surveillance be instituted to protect the water supply. This includes:

- a. The detection and correction of cross-connections to unsafe water supplies.
- b. The education of the public on the dangers of cross-connections.
- c. The installation of vacuum breakers on all threaded hose bibbs in new and old buildings.
- d. The replacement of defective plumbing in older buildings.
- e. Periodic cross-connection inspections of potentially hazardous industries and commercial establishments.
- f. The education of the employees on the dangers of cross-connections.

To ensure security, it is recommended that a daily check of critical system components be conducted, including confirmation that all doors and access hatches are locked.



**MINNESOTA DEPARTMENT OF HEALTH**  
**Section of Drinking Water Protection**  
**Sanitary Survey Report**



System Name: **Princeton**  
PWSID: **1480008**  
System Contact: **Scott Daniels**

Survey Date: **04/19/2021**  
Surveyor: **Jennifer Soltys**  
PWS Type: **Community**

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**Requirements and Recommendations**

**Operator Compliance with State Requirements**

The certified operators are required to qualify themselves by attending waterworks operators training seminars offered throughout the state. Continuing education is valuable experience for anyone engaged in this field. The required contact hours in the previous 3 years for certification renewal are:

- Class A 32 contact hours
  - Class B 24 contact hours
  - Class C 16 contact hours
  - Class D 8 contact hours
  - Class E 4 contact hours
- [Minn. Rules 9400.1200]



**MINNESOTA DEPARTMENT OF HEALTH**  
Section of Drinking Water Protection  
Sanitary Survey Report



System Name: <b>Princeton</b>	Survey Date: <b>04/19/2021</b>
PWSID: <b>1480008</b>	Surveyor: <b>Jennifer Soltys</b>
System Contact: <b>Scott Daniels</b>	PWS Type: <b>Community</b>

**Bacteriological Results and Chlorine Residuals**

<u>Date</u>	<u>Sampling Location</u>	<u>Chlorine Residual Free / Total (mg/L)</u>	<u>Coliform Bacteria</u>	<u>E.Coli</u>
04/19/2021	Well #9	/	Absent	
04/19/2021	Well #8	/	Absent	
04/19/2021	Well #7	/	Absent	
04/19/2021	Treatment Plant #2	/	Absent	
04/19/2021	Treatment Plant #1	/	Absent	
04/19/2021	Power Plant	0.49 / 0.67	Absent	
04/19/2021	D&N Trucking	0.16 / 0.29	Absent	

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## MEMORANDUM 21-18

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TO: Princeton Public Utilities Commission  
FROM: Keith R. Butcher, General Manager  
SUBJECT: Hydrant Annual Fee  
DATE: May 26<sup>th</sup>, 2021

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### ITEM SUMMARY

There are a couple of unique situations that have arisen in which a local organization has an ongoing need for using utility water from a nearby hydrant. Current practice is to direct all usages to the hydrant by the south storage lot to maintain system quality and to reduce wear and tear on the hydrants. There might be other programmatic approaches that would preserve the integrity of the system while still serving an important community need.

### BACKGROUND

Currently, needs for large amounts of water are handled through a contractor hydrant located by the South Storage lot. The corresponding hydrant rate is \$10.50 / thousand gallons.

### DISCUSSION

In order to serve a couple of local organizations, the idea is as follows:

With the approval of the Princeton Public Utilities Water Superintendent, a local organization may request to periodically draw water from a nearby hydrant. To participate in this offering the local organization must:

- Be a non-profit or government entity
- Specifically identify which hydrant is to be used. This agreement does not provide to the participant the ability to withdraw water from any hydrant at any time.
- Water is to only be drawn during normal Princeton Public Utilities business hours which are 7:00 am to 3:30pm, Monday through Friday.
- Accurately record and pay for all water consumed (either through a hydrant meter or maintain accurate logs of usage) at the utilities standard hydrant rate.
- Pay an annual, non-refundable fee of \$350 due April 1<sup>st</sup> of each year (for usage from April 1<sup>st</sup> through October 31<sup>st</sup>).
- Participants must employ back-flow prevention. Violators will be immediately banned from continued hydrant usage and will be responsible for any and all remediation costs or fines that may be levied.
- Agree to be liable for any damage (either intentional or un-intentional) to the hydrant and/or the surrounding ground for such things as, but not limited to, misuse, accidental damage, incompletely shut-offs, etc...
- The hydrant must be on a primary water main. Hydrants located on dead-ends are not eligible for this program.

The local organization is subject to periodic inspections of its process and usage logs. If the organization is found to be in violation of any of these program terms (including falsification or incomplete tracking of usage) they will immediately be ineligible to continue using that hydrant and all future water purchases must occur at the South Storage lot hydrant. Any ban on future program participation will be in effect for a minimum of two years.

RECOMMENDATION

Staff does not have a recommendation at this time. Staff is merely looking for input from the Commission on whether investigating such an approach would make sense.

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## MEMORANDUM 21-19

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TO: Princeton Public Utilities Commission  
FROM: Keith R. Butcher, General Manager  
SUBJECT: Seasonal Water Shut-offs  
DATE: May 26<sup>th</sup>, 2021

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### ITEM SUMMARY

Princeton Public Utilities has offered shut-off services to residential customers who will be away for extended periods of time during the heating season. The rules for participation in this service were never formalized in our Water Service Rules.

### BACKGROUND

This service was provided for those customers that wanted the security of avoiding freezing pipes while they are gone. Last fall, a customer requested seasonal shut-offs multiple times as they traveled back and forth. Given that seasonal shut-offs were never codified, staff is looking for direction from the Commission as to the scope and rules associated with seasonal shut-offs. Proposed language is provided in the next section.

These rules will provide staff with guidance as to the scope of the service, clarity for the customer as to who qualifies and under what conditions, and definition to how the service will be implemented.

### PROPOSAL

The Water Service Rules could be modified to include the following section:

*301.2 Residential customers that will be away for an extended period of time (one month or more) during the heating season may request that the PPUC shut-off the water at the curb-stop to help in the prevention of freezing pipes in the home.*

- (1) This service is available at no-charge once per heating season (shut-off and turn-on). Additional shut-offs will be billed at standard rates.*
- (2) Shut-offs and turn-ons must be scheduled at least one full business day (ie. at least 24 hours) in advance. The customer does not need to be present for shut-off but must be present during turn-on.*
- (3) Participating customers will still be responsible for paying any and all monthly charges associated with the account.*
- (4) It is recommended that the house be drained to remove the water from the pipes after shut-off. In offering this service, it should not be implied that PPUC is assuming any liability for damage caused by freezing pipes. The customer remains responsible for all maintenance and upkeep of their property.*

RECOMMENDATION

Staff recommends adopting the proposed change to the service rules to provide clarity and guidance.

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## MEMORANDUM 21-20

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TO: Princeton Public Utilities Commission  
FROM: Keith R. Butcher, General Manager  
SUBJECT: MMUA Delegate Appointment  
DATE: May 26<sup>th</sup>, 2021

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### ITEM SUMMARY

As a member of MMUA, Princeton Public Utilities is allowed to cast one vote at MMUA's annual business meeting. To do so, we need to appoint a representative as our delegate. MMUA encourages members to have at least one alternate in the event the primary delegate is not available

### BACKGROUND

Currently Keith Butcher, General Manager is designated as the MMUA representative and Ryan Grant designated as the alternate. Traditionally, the General Manager has been the representative and the Electric Superintendent has been the alternate.

### RECOMMENDATION

Staff recommends replacing Ryan Grant with Jeremy Linden as our MMUA alternate representative.

# MINNESOTA MUNICIPAL UTILITIES ASSOCIATION

## DELEGATE APPOINTMENT

The \_\_\_\_\_ hereby designates  
(Governing body of utility/city)

\_\_\_\_\_ as its duly authorized delegated representative to cast its vote on all matters to come before the membership of the Minnesota Municipal Utilities Association. This appointment shall be valid until such time as it may be, from time to time, amended by this body.

The following is/are designated as alternates to the designated representative:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

The above appointment(s) were duly made before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Attested to: \_\_\_\_\_  
(clerk, secretary, etc.)

Please return completed form to Rita Kelly at [rkelly@mmua.org](mailto:rkelly@mmua.org)  
Or fax to 763.551.0459 or mail to  
MMUA, 3131 Fernbrook Lane North, Suite 200  
Plymouth, MN 55447-5337