



NOTICE OF PUBLIC MEETING

MEETING OF THE ELK RIVER MUNICIPAL UTILITIES COMMISSION

**Tuesday, January 14, 2025, 3:30 p.m.
Elk River City Hall
13065 Orono Parkway
Elk River, Minnesota**

Notice is Hereby Given that the Elk River Municipal Utilities Commission will hold their scheduled monthly meeting on January 14, 2025, at 3:30 p.m., at the Elk River Municipal Utilities Conference Room, 13069 Orono Parkway, Elk River, MN.

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

28103 Perdido Beach Boulevard, Suite B914, Orange Beach, AL, 36561

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

Mark Hanson, General Manager

Date



OATH OF OFFICE

I, Matthew Westgaard, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, will support the City Code and laws of the City of Elk River, and to discharge faithfully the duties of the Utilities Commission of the City of Elk River, Minnesota, to the best of my judgment and ability, so help me God.

Matthew Westgaard

Subscribed and sworn to before me this _____ day of _____, 2025.

Person Administering Oath

AGENDA

1.0 GOVERNANCE

- 1.1 Oath of Office – Matt Westgaard
- 1.2 Call Meeting to Order
- 1.3 Pledge of Allegiance
- 1.4 Consider the Agenda

2.0 CONSENT (Routine items. No discussion. Approved by one motion.)

- 2.1 Check Register – December 2024
- 2.2 Special Meeting Minutes – December 10, 2024

3.0 OPEN FORUM (Non-agenda items for discussion. No action. Presenters must adhere to a time limit of 3 minutes.)

4.0 POLICY & COMPLIANCE (Policy review, policy development, and compliance monitoring.)

- 4.1 Commission Policy Review – G.3c – General Manager Accountability
- 4.2 Annual Review of Committee Charters

5.0 BUSINESS ACTION (Current business action requests and performance monitoring reports.)

- 5.1 Financial Report – November 2024
- 5.2 Advanced Metering Infrastructure Update

6.0 BUSINESS DISCUSSION (Future business planning, general updates, and informational reports.)

- 6.1 Staff Update
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
 - a. Regular Commission Meeting – February 11, 2025
 - b. 2025 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

7.0 ADJOURN REGULAR MEETING

CHECK REGISTER

December 2024

APPROVED BY:

Paul Bell

John Dietz

Mary Stewart

Matt Westgaard

Nick Zerwas

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Payroll/Labor Check Register Totals

12/06/2024 To 12/06/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	90,414.85	1,973.25
20	Reg Salary	34,519.57	459.50
3	Overtime	491.30	7.00
4	Double Time	1,143.35	10.50
5	On-Call/Stand-by	3,050.32	56.00
24	FLSA	15.33	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	751.01	13.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	8,951.44	159.00
SICK	Sick Pay	7,986.69	186.00
HOL	Holiday Pay	36,614.06	720.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	136.33	1.50
18A	Commissioner Reimb. - Water	150.00	0.00
10-3	Bonus Pay Overtime	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
VAC	Vacation Pay - Manager	0.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	224.00	8.00
3C	Overtime-Comp Time	163.21	2.00
4C	Double Time-Comp Time	175.12	2.00
CM3C	Overtime-Comp Time Adjusted	-163.21	-2.00
CM4C	Double Time-Comp Time Adjusted	-175.12	-2.00
COMP	Comp Time Taken	1,373.16	25.25
106	Longevity Pay	0.00	0.00
10W	Bonus Pay	2,339.68	56.00
103W	Bonus Pay Overtime	0.00	0.00
Gross Pay Total:		<u>188,836.09</u>	<u>3,675.00</u>
Total Pays:		188,836.09	3,675.00

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Payroll/Labor

Check Register Totals

12/20/2024 To 12/20/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	113,998.10	2,497.25
20	Reg Salary	43,141.87	577.50
3	Overtime	1,482.11	18.50
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,555.84	56.00
24	FLSA	16.43	0.00
25	Rest Time	174.70	3.00
10	Bonus Pay	2,946.27	51.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	5,948.55	103.50
SICK	Sick Pay	9,446.66	188.00
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	347.42	4.50
10-3	Bonus Pay Overtime	0.00	0.00
VAC	Vacation Pay - Manager	6,358.04	80.00
PVT	Purchased Vacation Time	4,753.33	120.10
PTOY	Personal Day - Year	720.16	16.00
3C	Overtime-Comp Time	0.00	0.00
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	0.00	0.00
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	9,073.95	178.04
106	Longevity Pay	0.00	0.00
10W	Bonus Pay	3,258.84	78.00
103W	Bonus Pay Overtime	0.00	0.00
Gross Pay Total:		<u>204,222.27</u>	<u>3,971.39</u>
Total Pays:		204,222.27	3,971.39

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**Accounts Payable
Check Register**

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12/01/2024 To 12/31/2024

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2374 12/4/24	WIRE	5655	FIRST DATA	CC FEES - NOV 2024	2,055.73
				CC FEES - NOV 2024	513.93
				CC FEES - NOV 2024	527.03
				CC FEES - NOV 2024	131.76
				CC FEES - NOV 2024	1,328.68
				CC FEES - NOV 2024	332.17
				CC FEES - NOV 2024	63.23
				CC FEES - NOV 2024	15.81
				CC FEES - NOV 2024	691.37
				CC FEES - NOV 2024	172.84
				CC FEES - NOV 2024	4,597.74
				CC FEES - NOV 2024	1,149.43
Total for Check/Tran - 2374:					11,579.72
Total for Bank Account - 1 :					(1) 11,579.72

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Accounts Payable Check Register

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12/01/2024 To 12/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4601 12/9/24	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,259.54
				PERA CONTRIBUTIONS	11,837.93
				PERA EMPLOYEE CONTRIBUTION	1,961.18
				PERA CONTRIBUTIONS	2,262.92
Total for Check/Tran - 4601:					26,321.57
4602 12/9/24	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4603 12/10/24	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,186.90
				HCSP EMPLOYEE CONTRIBUTIONS	307.95
Total for Check/Tran - 4603:					2,494.85
4604 12/10/24	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	330.34
				MNDP EMPLOYEE CONTRIBUTIONS	3,263.27
				MNDP EMPLOYER CONTRIBUTION	1,227.91
				MNDP EMPLOYER MGR CONTRIBUTION	554.04
				MNDP EE ROTH CONTRIBUTIONS	877.55
				MNDP EE ROTH MGR CONTRIBUTIONS	223.70
				MNDP EE MANAGER CONTRIBUTIONS	46.43
				MNDP EMPLOYEE CONTRIBUTIONS	256.48
				MNDP EMPLOYER CONTRIBUTION	134.79
				MNDP EMPLOYER MGR CONTRIBUTION	76.44
				MNDP EE ROTH CONTRIBUTIONS	384.39
				MNDP EE ROTH MGR CONTRIBUTIONS	30.01
Total for Check/Tran - 4604:					7,405.35
4605 12/10/24	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	40.00
				W&A MANAGER CONTRIBUTION	387.40
				WENZEL EMPLOYEE CONTRIBUTIONS	1,391.17
				WENZEL MANAGER CONTRIBUTIONS	267.64
				DEF COMP ROTH CONTRIBUTIONS W&A	1,034.52
				WENZEL EE ROTH MGR CONTRIBUTIONS	119.76
				W&A EMPLOYER CONTRIBUTION	110.00

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Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				W&A MANAGER CONTRIBUTION	59.42
				WENZEL EMPLOYEE CONTRIBUTIONS	111.15
				WENZEL MANAGER CONTRIBUTIONS	29.48
				DEF COMP ROTH CONTRIBUTIONS W&A	209.88
				WENZEL EE ROTH MGR CONTRIBUTIONS	29.94
				Total for Check/Tran - 4605:	3,790.36
4606 12/9/24	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,269.88
				HSA EMPLOYEE CONTRIBUTION	425.42
				Total for Check/Tran - 4606:	2,695.30
4607 12/11/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,111.23
				PAYROLL TAXES - FEDERAL & FICA	22,178.66
				PAYROLL TAXES - FEDERAL & FICA	2,877.49
				PAYROLL TAXES - FEDERAL & FICA	4,136.88
				Total for Check/Tran - 4607:	46,304.26
4610 12/4/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86
				FSA CLAIM REIMBURSEMENTS - 164	38.46
				Total for Check/Tran - 4610:	192.32
4611 12/5/24	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - NOV 2024	309.12
				UTILITY EXCHANGE REPORT - NOV 2024	77.28
				Total for Check/Tran - 4611:	386.40
4612 12/12/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,261.31
				PAYROLL TAXES - STATE	1,315.09
				Total for Check/Tran - 4612:	8,576.40
4614 12/13/24	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	6,509.88
				FIRST NATIONAL BANK VISA	636.70
				Total for Check/Tran - 4614:	7,146.58
4619 12/18/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86
				FSA CLAIM REIMBURSEMENTS - 164	38.46

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4619:					192.32
4620 12/23/24	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - DEC 2024	125.00
				ADMINISTRATIVE FEE INVOICE - DEC 2024	25.50
Total for Check/Tran - 4620:					150.50
4621 12/23/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	WAGE LEVY - 190	172.05
4622 12/24/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	1,755.91
				PAYROLL TAXES - FEDERAL & FICA	1,221.16
				PAYROLL TAXES - FEDERAL & FICA	688.60
				PAYROLL TAXES - FEDERAL & FICA	478.88
				PAYROLL TAXES - FEDERAL & FICA	17,926.14
				PAYROLL TAXES - FEDERAL & FICA	22,597.86
				PAYROLL TAXES - FEDERAL & FICA	3,324.70
				PAYROLL TAXES - FEDERAL & FICA	4,439.10
Total for Check/Tran - 4622:					52,432.35
4623 12/26/24	WIRE	161	MNDCP (ELECTRONIC)	MNDCP EE MANAGER CONTRIBUTIONS	330.35
				MNDCP EMPLOYEE CONTRIBUTIONS	3,376.21
				MNDCP EMPLOYER CONTRIBUTION	495.53
				MNDCP EMPLOYER MGR CONTRIBUTION	385.78
				MNDCP EE ROTH CONTRIBUTIONS	877.51
				MNDCP EE ROTH MGR CONTRIBUTIONS	223.63
				MNDCP EE MANAGER CONTRIBUTIONS	46.42
				MNDCP EMPLOYEE CONTRIBUTIONS	243.54
				MNDCP EMPLOYER CONTRIBUTION	17.47
				MNDCP EMPLOYER MGR CONTRIBUTION	76.50
				MNDCP EE ROTH CONTRIBUTIONS	384.43
				MNDCP EE ROTH MGR CONTRIBUTIONS	30.08
Total for Check/Tran - 4623:					6,487.45
4624 12/26/24	WIRE	285	JOHN HANCOCK	W&A MANAGER CONTRIBUTION	387.40
				WENZEL EMPLOYEE CONTRIBUTIONS	1,190.82

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Accounts Payable Check Register

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12/01/2024 To 12/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL MANAGER CONTRIBUTIONS	267.64
				DEF COMP ROTH CONTRIBUTIONS W&A	1,034.52
				WENZEL EE ROTH MGR CONTRIBUTIONS	119.76
				W&A MANAGER CONTRIBUTION	59.42
				WENZEL EMPLOYEE CONTRIBUTIONS	111.17
				WENZEL MANAGER CONTRIBUTIONS	29.48
				DEF COMP ROTH CONTRIBUTIONS W&A	209.88
				WENZEL EE ROTH MGR CONTRIBUTIONS	29.94
				Total for Check/Tran - 4624:	3,440.03
4625 12/24/24	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	562.52
4626 12/24/24	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,278.44
				HSA EMPLOYEE CONTRIBUTION	416.18
				Total for Check/Tran - 4626:	2,694.62
4627 12/23/24	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - NOV 2024	238,056.29
				SALES AND USE TAX - NOV 2024	-1.62
				SALES AND USE TAX - NOV 2024	10,838.33
				Total for Check/Tran - 4627:	248,893.00
20861 12/5/24	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS	2,100.00
				WATER METER REPAIRS	3,825.00
				Total for Check/Tran - 20861:	5,925.00
20862 12/5/24	DD	6	BEAUDRY OIL COMPANY	DIESEL	3,019.21
20863 12/5/24	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - OCT 2024	145.00
				PROFESSIONAL SERVICES - OCT 2024	217.50
				PROFESSIONAL SERVICES - OCT 2024	145.00
				PROFESSIONAL SERVICES - OCT 2024	725.00
				Total for Check/Tran - 20863:	1,232.50
20864 12/5/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 41038 - OCT 2024	112.63
				CYCLE 2 - ACCT 41038 - OCT 2024	5.93

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CYCLE 2 - INV GRP 413 - OCT 2024	50.00
				CYCLE 2 - INV GRP 413 - OCT 2024	330.77
				CYCLE 2 - INV GRP 436 - OCT 2024	3,009.91
				CYCLE 1 - INV GRP 421 - OCT 2024	6,112.34
				Total for Check/Tran - 20864:	9,621.58
20865 12/5/24	DD	664	FRONTIER ENERGY, INC	CIP PROFESSIONAL SERVICES - OCT 2024	10,000.00
20866 12/5/24	DD	809	HAWKINS, INC.	Water Chemicals	1,846.00
				CHLORINE CYLINDER RENTAL	180.00
				Total for Check/Tran - 20866:	2,026.00
20867 12/5/24	DD	8083	JT SERVICES OF MINNESOTA	BOX PAD	5,800.00
				BULB	464.08
				Total for Check/Tran - 20867:	6,264.08
20868 12/5/24	DD	417	LOCATORS & SUPPLIES INC.	RAIN GEAR - 172	223.92
				RAIN GEAR - 172	55.98
				Total for Check/Tran - 20868:	279.90
20869 12/5/24	DD	358	OLSEN CHAIN & CABLE, INC.	LEG BRIDLE - UNIT #10	207.37
20870 12/5/24	DD	130	RESCO	Transformer	38,120.00
				Discount	-19.06
				Total for Check/Tran - 20870:	38,100.94
20871 12/5/24	DD	7940	SCHWEITZER ENGINEERING LABORAT	RECLOSER CONTROL	25,452.64
				RECLOSURE CONTROLS	76,357.92
				Total for Check/Tran - 20871:	101,810.56
20872 12/11/24	DD	145	MENARDS	PAIL	3.44
				TIMER - BOOT DRYER	-3.44
				Total for Check/Tran - 20872:	0.00
20873 12/13/24	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIR	300.00
				WATER METER REPAIRS	1,400.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 20873:					1,700.00
20874 12/13/24	DD	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - OCT 2024	-625.00
				TRASH BILLED - NOV 2024	163,881.47
				TRASH BILLED ASSES - NOV 2024	-2,140.57
Total for Check/Tran - 20874:					161,115.90
20875 12/13/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 414 - OCT 2024	100.00
				CYCLE 3 - INV GRP 414 - OCT 2024	632.78
				CYCLE 3 - INV GRP 395 - OCT 2024	9,755.04
Total for Check/Tran - 20875:					10,487.82
20876 12/13/24	DD	809	HAWKINS, INC.	Water Chemicals	734.89
20877 12/13/24	DD	5310	HOTSY MINNESOTA	WASH BAY EQUIPMENT	379.51
				WASH BAY EQUIPMENT	54.22
Total for Check/Tran - 20877:					433.73
20878 12/13/24	DD	8177	INK WIZARDS, INC.	SCREEN PRINTING SLEEVE BAGS	132.88
20879 12/13/24	DD	330	METRO SALES, INC	COPIER MTC CONTRACT - 10/21 to 11/20/24	163.01
				COPIER MTC CONTRACT - 10/21 to 11/20/24	40.76
Total for Check/Tran - 20879:					203.77
20880 12/13/24	DD	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - NOV 2024	1,497,023.64
				PURCHASED POWER - NOV 2024	357,864.63
Total for Check/Tran - 20880:					1,854,888.27
20881 12/13/24	DD	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	55.98
20882 12/13/24	DD	130	RESCO	FIBERGLASS POLE	7,056.49
				Discount	-2.92
Total for Check/Tran - 20882:					7,053.57
20883 12/13/24	DD	135	WATER LABORATORIES INC	WATER SAMPLING - NOV 2024	360.00
20884 12/13/24	DD	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY - 1705 & 1435 MAIN ST	54.55

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Accounts Payable Check Register

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12/01/2024 To 12/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SECURITY - 1705 & 1435 MAIN ST	7.79
				Total for Check/Tran - 20884:	62.34
20983 12/19/24	DD	11	CITY OF ELK RIVER	REVENUE TRANSFER - NOV 2024	122,634.32
				SEWER BILLED - NOV 2024	234,581.66
				SEWER BILLED ASSESS - NOV 2024	-2,853.57
				STORMWATER BILLED - NOV 2024	56,695.92
				STORMWATER BILLED ASSES - NOV 2024	-425.79
				Total for Check/Tran - 20983:	410,632.54
20984 12/19/24	DD	9	BORDER STATES ELECTRIC SUPPLY	COMPRESSION SLEEVE	-63.32
				Mtce of URD Primary	867.32
				ANCHOR	432.12
				Wire	706.14
				MISC PARTS & SUPPLIES	-51.54
				ARRESTER	576.55
				MISC PARTS & SUPPLIES	-13.81
				MISC PARTS & SUPPLIES	189.06
				BOLT SET	-82.96
				Mtce of URD Primary	1,136.28
				PERFORMANCE BOND FULFILLED - PO 15340	1.00
				ARRESTER	88.70
				Total for Check/Tran - 20984:	3,785.54
20985 12/19/24	DD	8843	CAMPBELL KNUTSON	LEGAL SERVICES - NOV 2024	2,554.84
				LEGAL SERVICES - NOV 2024	638.71
				Total for Check/Tran - 20985:	3,193.55
20986 12/19/24	DD	11	CITY OF ELK RIVER	PARTS & LABOR FOR UNIT #5	-0.79
				PARTS & LABOR FOR UNIT #5	173.29
				LABOR FOR UNIT #37	52.00
				LABOR FOR UNIT #37	13.00
				PARTS & LABOR FOR UNIT #7	-4.34

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12/01/2024 To 12/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #7	156.86
				PARTS & LABOR FOR UNIT #8	-6.00
				PARTS & LABOR FOR UNIT #8	342.15
				PARTS & LABOR FOR UNIT #28	-1.62
				PARTS & LABOR FOR UNIT #28	87.34
				PARTS & LABOR FOR UNIT #1	-1.13
				PARTS & LABOR FOR UNIT #1	93.55
				PARTS & LABOR FOR UNIT #1	-0.29
				PARTS & LABOR FOR UNIT #1	23.39
				PARTS & LABOR FOR UNIT #24	-1.62
				PARTS & LABOR FOR UNIT #24	119.84
				PARTS & LABOR FOR UNIT #19	-3.25
				PARTS & LABOR FOR UNIT #19	125.68
				FUEL USAGE - OCT 2024	2,465.69
				FUEL USAGE - OCT 2024	885.98
				Total for Check/Tran - 20986:	4,519.73
20987 12/19/24	DD	7448	CRC	CUSTOMER SERVICE AFTER HOURS	2,580.42
				CUSTOMER SERVICE AFTER HOURS	645.10
				Total for Check/Tran - 20987:	3,225.52
20988 12/19/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 396 - NOV 2024	217.41
				CYCLE 4 - INV GRP 415 - NOV 2024	150.00
				CYCLE 4 - INV GRP 415 - NOV 2024	1,523.54
				Total for Check/Tran - 20988:	1,890.95
20989 12/19/24	DD	91	GOPHER STATE ONE-CALL	LOCATES FOR - NOV 2024	396.29
				LOCATES FOR - NOV 2024	20.86
				Total for Check/Tran - 20989:	417.15
20990 12/19/24	DD	846	HACH COMPANY	SAMPLING SUPPLIES	-10.80
				SAMPLING SUPPLIES	160.78
				Total for Check/Tran - 20990:	149.98

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
20991 12/19/24	DD	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - NOV 2024	1,261.00
20992 12/19/24	DD	9273	METERING & TECHNOLOGY SOLUTIONE-SERIES METERS		-5,058.00
			Meter		8,730.50
			METER		-637.34
Total for Check/Tran - 20992:					3,035.16
20993 12/19/24	DD	9300	NISC	PRINT SERVICES - NOV 2024	5,991.94
				PRINT SERVICES - NOV 2024	904.92
				PRINT SERVICES - NOV 2024	1,497.98
				MISC INVOICE - NOV 2024	597.38
				MISC INVOICE - NOV 2024	149.35
				AGREEMENTS INVOICE - NOV 2024	53.94
				AGREEMENTS INVOICE - NOV 2024	766.40
				AGREEMENTS INVOICE - NOV 2024	11,158.36
				AGREEMENTS INVOICE - NOV 2024	260.00
				AGREEMENTS INVOICE - NOV 2024	328.46
				AGREEMENTS INVOICE - NOV 2024	2,496.16
				AGREEMENTS INVOICE - NOV 2024	65.00
Total for Check/Tran - 20993:					24,269.89
20994 12/19/24	DD	509	MEGAN ZACHMAN	Schools and Meetings	15.97
				Schools and Meetings	3.99
				CAREER FAIR SNACKS	100.78
				CAREER FAIR SNACKS	25.20
Total for Check/Tran - 20994:					145.94
88527 12/5/24	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #10	1,956.72
88528 12/5/24	CHK	9999	AMERICAN ENVIRONMENTAL LLC.	Hydrant Rental Deposit Refund	973.25
88529 12/5/24	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	50.04
				CELL PHONES & iPad BILLING	2,546.94
				CELL PHONES & iPad BILLING	21.44

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CELL PHONES & iPad BILLING	555.32
				Total for Check/Tran - 88529:	3,173.74
88530 12/5/24	CHK	9997	ALLISON BAUERMEISTER	INACTIVE REFUND	292.83
88531 12/5/24	CHK	9997	TROY BIXBY	INACTIVE REFUND	157.41
88532 12/5/24	CHK	301	BLACKS' LINEMAN SUPPLY, INC	REPAIR STRAP HOISTS	-13.98
				REPAIR STRAP HOISTS	296.45
				Total for Check/Tran - 88532:	282.47
88533 12/5/24	CHK	97	BRENTESON COMPANIES, INC	Well 9	15,485.00
				INSTALLED AIR RELEASE VALVE	31,200.00
				Total for Check/Tran - 88533:	46,685.00
88534 12/5/24	CHK	9997	ERLA CABLE	INACTIVE REFUND	14.52
88535 12/5/24	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	661.74
				NATURAL GAS & IRON REMOVAL	261.74
				Total for Check/Tran - 88535:	923.48
88536 12/5/24	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE	194.54
				OFFICE TELEPHONE	48.64
				Total for Check/Tran - 88536:	243.18
88537 12/5/24	CHK	28	CINTAS	MATS & TOWELS	429.42
				MATS & TOWELS	61.35
				MATS & TOWELS	429.42
				MATS & TOWELS	61.35
				Total for Check/Tran - 88537:	981.54
88538 12/5/24	CHK	54	CORE & MAIN LP	METER COUPLING	199.35
				Water Meter	2,367.78
				WATER METER	-172.84
				Electric Meter	786,538.20
				2S ELECTRIC METERS	-57,418.20

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 88538:					731,514.29
88539 12/5/24	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES - OCT 2024	6,066.00
88540 12/5/24	CHK	4459	DVS RENEWAL	TAB RENEWAL - UNIT #38	280.25
88541 12/5/24	CHK	4459	DVS RENEWAL	TAB RENEWAL - UNIT #61	31.25
88542 12/5/24	CHK	9999	ELK RIVER YOUTH HOCKEY ASSOCIAT	Hydrant Rental Deposit Refund	869.25
88543 12/5/24	CHK	9997	ELLIOTT HOMES	INACTIVE REFUND	158.04
88544 12/5/24	CHK	8247	FERGUSON WATERWORKS #2516	CSPC KIT	-306.45
				Wench	4,197.85
				Hydrant	295.84
Total for Check/Tran - 88544:					4,187.24
88545 12/5/24	CHK	9997	MICHAEL FORBROOK	INACTIVE REFUND	188.74
88546 12/5/24	CHK	8949	FS3 INC.	LUBRICANT	147.98
88547 12/5/24	CHK	340	FURNITURE AND THINGS	CIP - LIGHTING RETROFIT	395.51
88548 12/5/24	CHK	9997	GIVENS PROPERTIES	INACTIVE REFUND	250.00
88549 12/5/24	CHK	9997	ANDREA HAMILTON	INACTIVE REFUND	75.76
88550 12/5/24	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	142.19
				HOME DEPOT	247.03
Total for Check/Tran - 88550:					389.22
88551 12/5/24	CHK	9997	HP MINNESOTA I, LLC	Credit Balance Refund	147.17
88552 12/5/24	CHK	9997	HPA BORROWER 2018-1 ML, LLC.	INACTIVE REFUND	136.45
88553 12/5/24	CHK	5381	INSIGHT PUBLIC SECTOR	Adobe	5,515.81
				Adobe	1,378.97
Total for Check/Tran - 88553:					6,894.78

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88554 12/5/24	CHK	9997	KALI EDEN PHOTOGRAPHY LLC	INACTIVE REFUND	168.31
88555 12/5/24	CHK	9997	TANNER KASPER	INACTIVE REFUND	32.35
88556 12/5/24	CHK	9997	BILL LARSEN	INACTIVE REFUND	117.60
88557 12/5/24	CHK	9997	DAVID LARSON	INACTIVE REFUND	55.53
88558 12/5/24	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 10/24 to 11/23/24	1,035.59
				OFFICE 365 - 10/24 to 11/23/24	225.56
Total for Check/Tran - 88558:					1,261.15
88559 12/5/24	CHK	9997	THOMAS MCCOLLEY	INACTIVE REFUND	338.84
88560 12/5/24	CHK	145	MENARDS	BRACE	4.79
				BRACE	0.68
				MISC PARTS & SUPPLIES	73.18
				CAULK	18.20
				MISC PARTS & SUPPLIES - UNIT #6	19.68
Total for Check/Tran - 88560:					116.53
88561 12/5/24	CHK	520	MICHELS UTILITY SERVICES, INC	TRENCHING - BRADFORD PARK	6,433.76
88562 12/5/24	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 10/12 to 11/11/24	11.22
				COPIER MTC CONTRACT - 10/12 to 11/11/24	2.81
Total for Check/Tran - 88562:					14.03
88563 12/5/24	CHK	16	MINNESOTA DEPT OF HEALTH	WATER CONNECTION FEE - 4TH QTR 2024	13,996.00
88564 12/5/24	CHK	9999	MINNESOTA UTILITIES & EXCAVATING	Hydrant Rental Deposit Refund	382.95
88565 12/5/24	CHK	5534	MRA - THE MANAGEMENT ASSOCIATI	MEMBERSHIP - 12/24 to 11/25 176	1,000.00
				MEMBERSHIP - 12/24 to 11/25 176	250.00
Total for Check/Tran - 88565:					1,250.00
88566 12/5/24	CHK	120	NAPA AUTO PARTS	Transportation Exp	14.00
				HYDRANT PUMP PARTS	6.08

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS FOR UNIT #54	68.04
				PARTS FOR UNIT #54	81.79
				PARTS FOR UNIT #6	15.08
				Total for Check/Tran - 88566:	184.99
88567 12/5/24	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - DEC 2024	240.80
				EXTRA LIFE INSURANCE - DEC 2024	15.20
				Total for Check/Tran - 88567:	256.00
88568 12/5/24	CHK	9997	MARY NOLTING	INACTIVE REFUND	314.77
88569 12/5/24	CHK	9999	NORD EXCAVATING INC	Hydrant Rental Deposit Refund	765.26
88570 12/5/24	CHK	9997	OPEN DOOR LABS INC	INACTIVE REFUND	648.18
88571 12/5/24	CHK	9997	JUDY OSLUND	INACTIVE REFUND	205.65
88572 12/5/24	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
				Service Agreement	1,500.00
				Total for Check/Tran - 88572:	1,600.00
88573 12/5/24	CHK	3796	PRO-TEC DESIGN, INC	FOBS & ARTWORK	-102.23
				Fobs	1,400.13
				FOBS & ARTWORK	-14.59
				Fobs	199.98
				Total for Check/Tran - 88573:	1,483.29
88574 12/5/24	CHK	8606	QUADIENT FINANCE USA, INC	POST MACHINE INK	319.74
				POST MACHINE INK	79.94
				Total for Check/Tran - 88574:	399.68
88575 12/5/24	CHK	9997	STEPHANIE SIMCO	INACTIVE REFUND	108.74
88576 12/5/24	CHK	6107	STUART C. IRBY CO.	Mtce of URD Primary	154.26
				Mtce of URD Primary	1,690.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Ground Clamp	1,230.00
				Total for Check/Tran - 88576:	3,074.26
88577 12/5/24	CHK	690	SUNBELT SOLOMON	Transformers	43,070.00
				Transformer	25,035.00
				Transformers	43,070.00
				Total for Check/Tran - 88577:	111,175.00
88578 12/5/24	CHK	9997	DALE SYVERSON	INACTIVE REFUND	76.18
88579 12/5/24	CHK	3360	THE UPS STORE 5093	SHIPPING	15.00
				SHIPPING - OIL SAMPLES	14.82
				Total for Check/Tran - 88579:	29.82
88580 12/5/24	CHK	3405	US POSTAL SERVICE	ADDRESS SERVICE	1.62
				ADDRESS SERVICE	0.18
				Total for Check/Tran - 88580:	1.80
88581 12/5/24	CHK	9999	VEIT	Hydrant Rental Deposit Refund	536.14
88582 12/5/24	CHK	429	WALMAN OPTICAL	SAFETY GLASSES - 106	-28.81
				SAFETY GLASSES - 106	394.56
				SAFETY GLASSES - 106	-1.52
				SAFETY GLASSES - 106	20.77
				Total for Check/Tran - 88582:	385.00
88583 12/5/24	CHK	9997	MAVIS WEBER	INACTIVE REFUND	237.08
88584 12/11/24	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	VISION INSURANCE - JAN 2025	242.00
				VISION INSURANCE - JAN 2025	60.34
				Total for Check/Tran - 88584:	302.34
88585 12/11/24	CHK	654	BULLFROG IND	CABINET PAINTING	700.00
88586 12/11/24	CHK	28	CINTAS	MATS & TOWELS	429.42
				MATS & TOWELS	61.35
				Total for Check/Tran - 88586:	490.77

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88587 12/11/24	CHK	54	CORE & MAIN LP	Water Meter	31,035.64
				WATER METER	5,754.00
				WATER METER	-2,265.64
Total for Check/Tran - 88587:					34,524.00
88588 12/11/24	CHK	9997	CTW GROUP INC	Credit Balance Refund	114.44
88589 12/11/24	CHK	8709	FAIRVIEW HEALTH SERVICES	RANDOM DRUG SCREENINGS - NOV 2024	359.25
				RANDOM DRUG SCREENINGS - NOV 2024	5.75
Total for Check/Tran - 88589:					365.00
88590 12/11/24	CHK	9997	JOSEPH FINK	Credit Balance Refund	46.33
88591 12/11/24	CHK	9997	JOPLIN ST LLC	Credit Balance Refund	178.30
88592 12/11/24	CHK	9997	JODY KOZAK	Credit Balance Refund	195.54
88593 12/11/24	CHK	9997	LENNAR HOMES	Credit Balance Refund	118.92
88594 12/11/24	CHK	9997	LENNAR HOMES	Credit Balance Refund	126.72
88595 12/11/24	CHK	9997	LENNAR HOMES	Credit Balance Refund	81.48
88596 12/11/24	CHK	9997	LENNAR HOMES	Credit Balance Refund	89.92
88597 12/11/24	CHK	7293	MINNESOTA DEPT OF COMMERCE	2025 QE CIP INDIRECT ASSESSMENT	8,945.19
88598 12/11/24	CHK	39	MMUA	CYBER SECURITY WORKSHOP - 172	280.00
				CYBER SECURITY WORKSHOP - 172	70.00
Total for Check/Tran - 88598:					350.00
88599 12/11/24	CHK	9997	SCOTT PETERSON	Credit Balance Refund	490.16
88600 12/11/24	CHK	630	PRINCETON RENTAL INC	CHAINSAW PARTS - UNIT #5	23.17
88602 12/11/24	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING SERVICE - NOV 2024	318.44
				TRASH & RECYCLING SERVICE - NOV 2024	56.05
				TRASH & RECYCLING SERVICE - NOV 2024	8.01

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRASH & RECYCLING SERVICES - NOV 2024	1,266.08
				TRASH & RECYCLING SERVICES - NOV 2024	180.87
				TRASH & RECYCLING SERVICES - NOV 2024	708.28
Total for Check/Tran - 88602:					2,537.73
88604 12/11/24	CHK	159	SHORT ELLIOTT HENDRICKSON INC	WELL SITING & PERMITTING	8,460.11
88605 12/11/24	CHK	6107	STUART C. IRBY CO.	BUSHING INSERT	4,486.50
88606 12/11/24	CHK	3360	THE UPS STORE 5093	SHIPPING - CRIMPING TOOL	202.70
				SHIPPING	30.92
				SHIPPING	12.67
Total for Check/Tran - 88606:					246.29
88607 12/11/24	CHK	9997	JOEL TVEDT	Credit Balance Refund	13.51
88608 12/11/24	CHK	375	VIKING ELECTRIC	MISC PARTS & SUPPLIES	92.65
				MISC PARTS & SUPPLIES	30.88
Total for Check/Tran - 88608:					123.53
88609 12/19/24	CHK	9997	568 DODGE LLC	INACTIVE REFUND	1,444.68
88610 12/19/24	CHK	6138	BLUE EGG BAKERY	COOKIES FOR MEETINGS	135.60
				COOKIES FOR MEETINGS	33.90
Total for Check/Tran - 88610:					169.50
88611 12/19/24	CHK	76	CONNEXUS ENERGY	CONTRACTOR FEE - TIE LINE TIGER ST	459,588.29
88612 12/19/24	CHK	54	CORE & MAIN LP	Wire	2,571.00
				REMOTE WIRE	-187.69
				Bolts	23.82
Total for Check/Tran - 88612:					2,407.13
88613 12/19/24	CHK	122	ELK RIVER WINLECTRIC	METER SOCKET INSTALLATION PART	-2.54
				METER SOCKET INSTALLATION PART	34.79
				FIBER PIPING	5.32
				FIBER PIPING	-0.38

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				BULBS	517.80
				BULBS	-37.80
				FUSES	-4.50
				FUSES	61.57
				FUSES	-6.92
				FUSES	94.72
				RECEPTACLE	-15.65
				RECEPTACLE	214.45
				WIRE	3,646.18
				WIRE	-266.18
Total for Check/Tran - 88613:					4,240.86
88614 12/19/24	CHK	9997	DAWN GIBSON	INACTIVE REFUND	141.09
88615 12/19/24	CHK	631	HEALTHPARTNERS	DENTAL EE INSURANCE - JAN 2025	834.40
				DENTAL ER INSURANCE - JAN 2025	2,254.00
				MEDICAL EE INSURANCE - JAN 2025	10,510.50
				MEDICAL ER INSURANCE - JAN 2025	59,776.40
				DENTAL EE INSURANCE - JAN 2025	113.21
				DENTAL ER INSURANCE - JAN 2025	588.83
				MEDICAL EE INSURANCE - JAN 2025	2,788.50
				MEDICAL ER INSURANCE - JAN 2025	15,529.08
Total for Check/Tran - 88615:					92,394.92
88616 12/19/24	CHK	169	HRDIRECT	EMPLOYMENT POSTERS	81.97
				EMPLOYMENT POSTERS	20.50
				EMPLOYMENT POSTERS - PLANT	81.97
				EMPLOYMENT POSTERS - PLANT	20.50
Total for Check/Tran - 88616:					204.94
88617 12/19/24	CHK	9997	TOM HUGHES	INACTIVE REFUND	526.57
88618 12/19/24	CHK	82	JERRY'S ELECTRIC INC	TRANSFORMER REPAIR	14,505.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88619 12/19/24	CHK	744	MAIN STREET OTSEGO DEVELOPMENT	CIP - LIGHTING RETROFIT	466.03
88620 12/19/24	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 11/1 to 12/1/24	321.97
				PRINTER MTC CONTRACT - 11/1 to 12/1/24	80.49
Total for Check/Tran - 88620:					402.46
88621 12/19/24	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 10/1 to 11/1/24	308.09
				PRINTER MTC CONTRACT - 10/1 to 11/1/24	77.02
Total for Check/Tran - 88621:					385.11
88622 12/19/24	CHK	145	MENARDS	MISC PARTS & SUPPLIES	20.49
				MISC PARTS & SUPPLIES	5.38
				TIMER - BOOT DRYER	-1.94
Total for Check/Tran - 88622:					23.93
88623 12/19/24	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 11/12 to 12/11/24	238.79
				COPIER MTC CONTRACT - 11/12 to 12/11/24	59.70
Total for Check/Tran - 88623:					298.49
88624 12/19/24	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - JAN 2025	224.80
				EXTRA LIFE INSURANCE - JAN 2025	15.20
Total for Check/Tran - 88624:					240.00
88625 12/19/24	CHK	9997	PATRICK NELSON	INACTIVE REFUND	297.88
88626 12/19/24	CHK	9997	EVANS NKOWA	INACTIVE REFUND	74.77
88627 12/19/24	CHK	9997	RALPH ONDRACEK	INACTIVE REFUND	221.05
88628 12/19/24	CHK	8606	QUADIENT FINANCE USA, INC	AUTO FOLDER MTC CONTRACT 01/25 to 01/26	987.78
				AUTO FOLDER MTC CONTRACT 01/25 to 01/26	246.95
Total for Check/Tran - 88628:					1,234.73
88629 12/19/24	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #61	-183.79
				PARTS FOR UNIT #61	2,339.75
Total for Check/Tran - 88629:					2,155.96

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88630 12/19/24	CHK	848	SHERBURNE COUNTY PUBLIC WORKS	UTILITY PERMIT	100.00
88631 12/19/24	CHK	6107	STUART C. IRBY CO.	Tape	2,605.18
88632 12/19/24	CHK	55	WESCO RECEIVABLES CORP.	ELBOW T-BODY	2,113.00
Total for Bank Account - 5 :					(160) 4,695,460.47
Grand Total :					(161) 4,707,040.19

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PARAMETERS ENTERED:**Check Date:** 12/01/2024 To 12/31/2024**Bank:** All**Vendor:** All**Check:****Journal:** All**Format:** All GL References/Amounts**Extended Reference:** No**Sort By:** Check/Transaction**Voids:** None**Payment Type:** All**Group By Payment Type:** No**Minimum Amount:** 0.00**Authorization Listing:** No**Credit Card Charges:** No

**ELK RIVER MUNICIPAL UTILITIES
SPECIAL MEETING OF THE UTILITIES COMMISSION
HELD AT UTILITIES CONFERENCE ROOM
December 10, 2024**

Members Present: Chair John Dietz, Vice Chair Mary Stewart, Commissioners Paul Bell, Matt Westgaard, and Nick Zerwas

ERMU Staff Present: Mark Hanson, General Manager
Sara Youngs, Administrations Director
Melissa Karpinski, Finance Manager
Tony Mauren, Governance & Communications Manager
Tom Geiser, Operations Director
Dave Ninow, Water Superintendent
Jenny Foss, Communications & Administrative Coordinator

Others Present: Jared Shepherd, Attorney; Matt Schwartz, Lead Lineworker; Matt Zipp, Lineworker; Melissa Wilson; Matt Wilson; Mark Gaulke

1.0 GOVERNANCE

1.1 Call Meeting to Order

The special meeting of the Utilities Commission was called to order at 3:30 p.m. by Chair Dietz.

1.2 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.3 Consider the Agenda

Chair Dietz requested to move item 5.5 Advanced Metering Infrastructure Update ahead of 5.1 October Financial Report to allow the residents in attendance to have their item addressed earlier.

Moved by Commissioner Westgaard and seconded by Commissioner Bell to approve the December 10, 2024, amended agenda. Motion carried 5-0

1.4 2024 Mutual Aid Report - Verbal

Mr. Geiser introduced Mr. Schwartz and Mr. Zipp, two ERMU lineworkers who assisted in Florida's recovery efforts after Hurricanes Helene and Milton as part of the American Public Power Association's mutual aid effort.

Mr. Schwartz and Mr. Zipp shared their experiences as part of the Minnesota Municipal Utilities Association coalition of lineworkers. Initially dispatched to Kissimmee, FL, ahead of Hurricane Milton, they found the storm caused less damage than anticipated in that area. After being released from Kissimmee, they were reassigned to Orlando, FL, where approximately 275,000 customers were without power. Over the course of three days, lineworkers worked to restore service, reducing outages to 5,000–10,000 customers before being released.

They noted that around 700 lineworkers from across the country responded to the mutual aid call, including 48 from Minnesota.

The Commission expressed gratitude for their dedication and hard work, followed by a round of applause.

Mr. Schwartz thanked the Commission for supporting mutual aid and noted it was a valuable learning experience.

2.0 CONSENT AGENDA (Approved By One Motion)

Moved by Commissioner Stewart and seconded by Commissioner Zerwas to approve the Consent Agenda as follows:

2.1 Check Register – November 2024

2.2 Special Meeting Minutes – November 12, 2024

2.3 Designate 2025 Official Depository and Delegate Authority for Electronic Funds Transfer

2.4 Designate 2025 Official Newspaper

2.5 2025 Utilities Commission Meeting Schedule

2.6 November 2024 Closed Session Summary – RJM Construction Contract No. A133, Field Services Building Project Dispute Settlement

Motion carried 5-0.

3.0 OPEN FORUM

Melissa Wilson raised a concern regarding the Advanced Metering Infrastructure (AMI) water meter replacement at her business address, 19031 Triangle Road Northwest. She shared that when the technician arrived, they discovered a failing interior valve, requiring repairs by a plumber before proceeding with the meter changeout. Ms. Wilson obtained a plumbing estimate for \$676 and scheduled the repair.

During the replacement process, the exterior valve at the curb stop was damaged, leaving the water stuck in the off position while the plumber and ERMU staff were on-site. Ms. Wilson stated that she was informed the curb stop valve was her responsibility, per ERMU policy. She

obtained repair estimates ranging from \$16,000 to \$40,000 and ultimately selected the contractor quoting \$16,050 for the necessary repairs.

Ms. Wilson requested the commission review ERMU's infrastructure policy and consider paying for the \$16,050 expense since the repairs were only needed as a result of the AMI meter changeout.

Chair Dietz invited additional comments. Melissa's father, Mark Gaulke, spoke on her behalf, drawing on his 42 years of public works experience with New Hope and Crystal. He presented the valve and shared his perspective on the events.

Chair Dietz stated that Ms. Wilson's request would be addressed during item 5.5 on the agenda.

4.0 POLICY & COMPLIANCE

4.1 Commission Policy Review – G.3b – Delegation of Authority to the General Manager

Mr. Mauren presented his memo regarding G.3b – Delegation of Authority to the General Manager. There were no recommended changes from staff. Commissioners did not have any comments, questions, or changes.

4.2 2025 Governance Agenda

Mr. Mauren presented the 2025 Governance Agenda, noting that the adjustment made in 2024 to move the commission evaluation to June was carried over into 2025.

Chair Dietz inquired about the June commission meeting being moved to the first week of the month.

Mr. Mauren explained that the change accommodates the American Public Power Association's Summer Conference, scheduled for the second week of June, which several staff and commissioners will be attending.

Mr. Mauren also noted that meetings in 2025 will be held at the Elk River Municipal Utilities Conference Room.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to adopt the 2025 Governance Agenda. Motion carried 5-0

4.3 **2025 Performance Metrics and Incentive Compensation Policy**

Mr. Hanson presented his memo on the 2025 Utilities Performance Metrics and Incentive Compensation (UPMIC) policy highlighting the recommended changes to the 2025 scorecard.

Mr. Hanson noted a correction to his memo stating that the payout date of the 2025 UPMIC will be in 2026 after the 2025 audit is complete.

Moved by Commissioner Zerwas and seconded by Commissioner Bell to approve the Performance Metrics and Incentive Compensation Policy and Scorecard for 2025. Motion carried 5-0

5.0 **BUSINESS ACTION**

5.5 **Advanced Metering Infrastructure Update**

Ms. Youngs provided the AMI update on behalf of Mr. Teitz, who was unable to attend the meeting. She reported steady progress on water meter exchanges and noted that Allegiant technicians have added Saturday installation hours for electric meters. Projects requiring ERMU staff assistance will be held for the regular work week.

Ms. Youngs also updated the total AMI meter installations to 40% complete, an increase from the 38% noted in the original memo.

Ms. Youngs turned the update over to Mr. Hanson to discuss the commercial water meter changeout issue presented in open forum.

Mr. Hanson informed the Commission that he and Mr. Ninow met with Ms. Wilson and her mother to review the policy regarding her commercial property. He clarified that the policy clearly states property owners are responsible for laterals from the main to the building, consistent with city ordinance and ERMU management policy water rules.

Mr. Hanson explained that Ms. Wilson has been offered an assessment option. Under this option, the City, through ERMU, could fund the \$16,050 repair cost, with the amount being assessed to the property over a likely ten-year period, as outlined in the city ordinance and ERMU policies.

Mr. Hanson requested direction from the Commission and guidance on whether they wish to explore potential policy changes.

Chair Dietz inquired whether there is a difference between residential and commercial policies regarding water service and responsibilities. Mr. Hanson clarified that, per policy, there is no distinction between the two concerning the service lateral responsibilities.

Mr. Hanson noted that, as part of the AMI project, the Commission approved covering the cost of replacing or repairing a failed or missing street-side valve on residential properties only as part of the project expenses.

Chair Dietz expressed concern that the valve issue related to Ms. Wilson's commercial property might not have arisen if the AMI project had not initiated the meter replacement. He also voiced dissatisfaction that the Utility's insurance would not cover the cost.

Chair Dietz asked Ms. Wilson if her insurance might cover the expense. Ms. Wilson explained that while she had discussed the situation with her insurance agent, she did not pursue filing a claim. She felt it was unfair for her insurance to be impacted, as she did not initiate the work.

Chair Dietz asked Mr. Ninow for clarification about the two policies in which one is posted online, and the other is not. Mr. Ninow stated that the policy is split into two parts - governance policy is what appears online, and the management policy is not.

Chair Dietz suggested that communication be distributed to all water customers that clearly identifies who owns what with regard to utilities infrastructure.

Ms. Youngs informed the Commission that the utility has communicated infrastructure ownership information for both residential and commercial properties through bill inserts, bill messaging, newsletters, and the website. She invited suggestions from the Commission on additional methods to improve customer engagement with this information.

Commissioner Stewart recommended including the flyer with new customer information as property owners may come and go in between the deployment of messaging.

There was discussion.

Commissioner Stewart proposed reviewing policies from other cities before implementing any policy changes. Acting on this suggestion, Chair Dietz directed Mr. Hanson to review the policies of neighboring cities and present his findings in January.

There was consensus from the Commission that since the AMI project initiated the work at Ms. Wilson's business, the utility should pay the full amount of the necessary repair that resulted from that work.

There was additional clarifying discussion.

Mr. Mauren presented the "Who Owns What" residential and commercial flyers that illustrate ownership in reference to earlier discussions in item 5.5 about customer infrastructure communication. Mr. Mauren stated these flyers were used to educate customers through various media channels including ERMU's website.

There was clarifying discussion with legal counsel on how to make the motion. Ms. Wilson asked a clarifying question about the AMI project residential policy and if it applies to the cost of her interior valve repair costs.

Commission denied repaying the cost of Ms. Wilson's interior valve costs of \$676 as the policy in question only applies to residential customers.

Moved by Commissioner Bell and seconded by Commissioner Zerwas to pay the Dave Perkins Contracting invoice in the amount of \$16,050 on behalf of Royal Supply Inc. for curb stop repair services related to the AMI project. Motion carried 5-0

5.1 **Financial Report – October 2024**

Ms. Karpinski presented the October 2024 financial report, highlighting strong performance in both electric and water services. She noted that December's billing included a zero power cost adjustment and forecasted that year-end results would exceed budget expectations for both electric and water, despite lower usage compared to prior year.

Chair Dietz raised concerns about higher year-to-date water expenses compared to prior year combined with lower sales. Ms. Karpinski attributed this primarily to increased costs and depreciation related to the field services building going up significantly.

Chair Dietz asked if the increase to administrative expense in the water budget was due to the market wage adjustment. Ms. Karpinski clarified that while water salaries are higher than the previous year, they are still below budget. She also noted additional contributors to this line item, including cost-of-living adjustments, increased costs for medical and dental benefits, and expenses related to PERA, FICA, and employee leave such as sick, holiday, and vacation pay.

Chair Dietz inquired whether the 2025 water budget focuses more on projected expenses or revenues and how weather impacts revenue predictions. Ms. Karpinski explained that both expenses and revenues are key factors in the budget. She acknowledged weather variability as a challenge for usage-based revenue estimates and noted that past difficulties in collecting tier revenue data are expected to improve with updated data collection methods in 2024.

Mr. Ninow emphasized the significant impact of service connections on water revenue, while Ms. Karpinski noted that major projects, such as AMI implementation and future well developments, also impact the budget.

There was discussion about depreciation as it relates to recent large projects.

Commissioner Stewart asked what the depreciation life is for the new AMI meters. Ms. Karpinski replied that it is 15 years.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to receive the October 2024 Financial Report. Motion carried 5-0.

5.2 **2025 Annual Business Plan Budget and Schedule of Rates & Fees**

Ms. Karpinski presented the 2025 Annual Business Plan, emphasizing a second consecutive year with no increase to electric rates, a 2% rise in the monthly water base rate, and a 1-3% stratified tier rate increase as outlined in the memo.

Discussions addressed factors driving water customers into tier two or three usage levels.

Ms. Youngs highlighted the benefits of AMI, noting that “Continuous Flow Notification” letters alert customers to unusual water consumption.

Mr. Hanson mentioned that a 2025 rate study could impact water tier structures.

Ms. Karpinski shared that residential tier two contributes 12% of revenue, and tier three contributes 14%.

Chair Dietz inquired about the continuation of power cost adjustments (PCA) in 2025. Ms. Karpinski confirmed their likely continuation, explaining that PCA directly reflects the energy adjustment clause (EAC) charges passed on to ERMU by its power provider.

Moved by Commissioner Stewart and seconded by Commissioner Westgaard to adopt the 2025 Annual Business Plan. Motion carried 5-0

5.3 **Energy City Committee**

Mr. Hanson presented his memo on the proposed Energy City Committee (ECC), clarifying that this would be a pilot program subject to review after one year to assess its value. He emphasized that staff remains neutral and will implement the Commission's decisions.

Mr. Hanson informed the Commission that staff met with the current ECC members. He noted that members were aware the City of Elk River would most likely dismantle the ECC at the December 16, 2024, City Council meeting. Mr. Hanson stated that while members

in general reacted favorably to the concept of an Energy City Committee with ERMU, some expressed concerns about maintaining their voice within the City.

Mr. Hanson highlighted that staff's vision for the Committee would be to serve as educators on current ERMU programs and act as ambassadors for the Utilities. The proposed charter emphasizes education and based on feedback from the Utilities Commission, would include six members representing both residential and business interests.

Chair Dietz inquired if Ms. Youngs would lead the Committee on behalf of Utilities. Mr. Hanson confirmed she would act as the liaison.

During discussion, members of the Commission stated they felt that staff was already completing most of the tasks stated in the charter and considered the amount of staff time needed to oversee the Committee. The Commission reached a consensus to deny approval for the formation of the pilot ECC based on those issues.

It was determined that Ms. Youngs would notify the ECC of the Commission's decision.

Moved by Commissioner Zerwas and seconded by Commissioner Bell to deny approval for the formation of the pilot Energy City Committee. Motion carried 5-0

5.4 Disposition of City's Utility by Referendum

Mr. Hanson reviewed his memo in detail and requested the Commission approve Resolution 24-15, which will then be submitted to the City Council for approval.

Moved by Commissioner Zerwas and seconded by Commissioner Westgaard to recommend approval of the attached Resolution 24-15. Motion carried 5-0

6.0 BUSINESS DISCUSSION

6.1 Staff Updates

Mr. Hanson informed the Commission he will be attending the Minnesota Municipal Utilities Association's Technical & Operations conference in St. Cloud December 10-12.

Ms. Youngs reported that ERMU has achieved 95% of its Conservation Improvement Program (CIP) goal for the year and is on track to meet the full target while remaining under the spending budget. She expressed satisfaction with Frontier Energy's contributions during their first year.

Commissioner Zerwas requested that Frontier attend a future commission meeting to present 2024 highlights.

Mr. Hanson noted that Frontier's collaboration helped identify internal improvements at ERMU, which positively impacted kWh saving goals.

Ms. Youngs emphasized the significant contributions of large data centers participating in CIP programs, which have bolstered overall results.

Ms. Karpinski reported that the preliminary audit went smoothly.

Mr. Geiser noted that due to equipment shipping delays, impacted projects scheduled in 2024 will get moved to 2025 and 2025 projects will move up into 2024.

6.2 **City Council Update**

Commissioner Westgaard provided a city council update.

6.3 **Future Planning**

Chair Dietz announced the following:

- a. Regular Commission Meeting – January 14, 2025
- b. 2024 Governance Agenda

6.5 **Other Business**

Chair Dietz announced that the City Council approved the re-appointment of Commissioner Westgaard to the Utilities Commission for a three-year term. Commissioner Westgaard's term was scheduled to end in February 2026, but the Council had renewed his term off-cycle as he did not seek re-election to the Council in 2024 but expressed an interest in continuing with Utilities Commission. ERMU Bylaws state that the Commission shall consist of no more than two members of the City Council. As of 2025, Chair Dietz will be the only commissioner who also serves on the City Council.

7.0 **ADJOURN REGULAR MEETING**

Moved by Commissioner Westgaard and seconded by Commissioner Bell to adjourn the special meeting of the Elk River Municipal Utilities Commission at 4:59 p.m. Motion carried 5-0.

Minutes prepared by Jenny Foss.

John J. Dietz, ERMU Commission Chair

Tina Allard, City Clerk

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 4.1
SUBJECT: Commission Policy Review – G.3c – General Manager Accountability	
ACTION REQUESTED: Review the policy and provide comment	

BACKGROUND/DISCUSSION:

This month commissioners are reviewing policy G.3c – General Manager Accountability to make comments, ask questions, or recommend updates.

With policy G.3c, the Commission affirms that the General Manager is the only person directly accountable to the Commission for operating results and operational conduct.

Staff is not recommending any changes to the policy.

ATTACHMENTS:

- ERMU Policy – G.3c – General Manager Accountability

COMMISSION POLICY

Section: Governance	Category: Commission – Management Connection Policies
Policy Reference: G.3c	Policy Title: General Manager Accountability

PURPOSE:

With this policy, the Commission affirms that the General Manager is the only person directly accountable to the Commission.

POLICY:

The General Manager is the Commission's only formal connection to the ERMU organization and is the only person directly accountable to the Commission for operating results and operational conduct. Additionally, the General Manager is accountable only to the Commission. From the Commission's perspective, the authority and accountability of ERMU management and staff employees is inseparable from the authority and accountability of the General Manager.

Consistent with this general statement:

1. The Commission as a body and the Commission members individually will never give instructions (direct or implied) to anyone other than the General Manager.
2. The Commission as a body and the Commission members individually will refrain from evaluating, either formally or informally, the job performance of any employee other than the General Manager.

POLICY HISTORY:

Adopted May 9, 2017

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 4.2
SUBJECT: Annual Review of Committee Charters	
ACTION REQUESTED: None	

BACKGROUND:

ERMU Commission Policy G.2g - Commission Committees, which is attached, states that “The Commission will review the committee charter and performance of any standing committee at least annually to determine if changes are required or if the committee is still required.”

DISCUSSION:

The annual review of the committee charters is an opportunity for the Commission to review the purpose for the committees and whether they are still needed. This is also an opportunity for the Commission to give direction to the committees. The schedule of this annual review is intentionally prior to March when the Commission appoints committee members.

There are currently four commission-created committees: Wage & Benefits Committee, Financial Reserves & Investment Committee, Information Security Committee, and Dispute Resolution Committee. Their committee charters are attached.

The only change to these policies during the last calendar year was approved in February 2024 and consisted of bringing the Dispute Resolution Committee language in line with the other charters by stating all meetings will be conducted in accordance with Open Meeting Law.

ATTACHMENT:

- ERMU Policy - G.2g - Commission Committees
- ERMU Policy - G.2g1 - Wage & Benefits Committee Charter
- ERMU Policy - G.2g2 - Financial Reserves & Investment Committee Charter
- ERMU Policy - G.2g3 - Information Security Committee Charter
- ERMU Policy - G.2g4 - Dispute Resolution Committee Charter

COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference: G.2g	Policy Title: Commission Committees

PURPOSE:

With this policy, the Commission establishes and communicates its purposes and the means by which it creates and empowers committees to assist the Commission in its work. This policy applies to any group formed by Commission action, whether or not it is called a committee and whether or not the group includes Commission members. It does not apply to committees formed under the authority of the General Manager.

POLICY:

Commission committees, when created, will be used to reinforce the wholeness of the Commission and never to interfere with the delegation of authority from the Commission to the General Manager or to any officer of the Commission. Commission committees will not have direct involvement with current management and staff employee functions.

Consistent with this general statement:

1. The Commission will use committees sparingly and only for as long as required to accomplish its purposes. Committees may be appropriate in circumstances where the Commission recognizes the need for more in-depth review of information and issues, and where a committee is the best way to make effective and efficient use of available Commission member expertise and time. Committees may also be appropriate where it is necessary or desirable for the Commission to visibly demonstrate regulatory compliance or accountability to its stakeholders (e.g. Financial Reserves and Investments Committee).
2. Committees ordinarily will assist the Commission in the following specific ways by:
 - a. Monitoring organization performance metrics and related information;
 - b. Preparing policy alternatives and their implications for Commission deliberation and action;

- c. Determining the level of compliance with existing Commission policies and evaluating the results of policy compliance or non-compliance.
3. When the Commission creates a committee, it will develop and approve by resolution a written committee charter that sets forth the purposes, duration, expected outcomes, leadership, membership, delegated authority, available resources, and other information needed for the committee to function successfully. The General Manager will designate management/staff committee members if so requested. The Commission, by majority vote, will appoint Commission members to committees and remove or replace them, as appropriate. The Commission, by majority vote, will also appoint, remove, and replace a Committee Chair, Vice-Chair and any other positions of leadership that the Commission determines appropriate.
4. The Commission recognizes that appointments to a Committee provide opportunities for learning and Governance development. Accordingly, the Commission endeavors to appoint Commission members to committee leadership positions who do not already hold a Commission office.
5. The Commission will review the committee charter and performance of any standing committee at least annually to determine if changes are required or if the committee is still required.
6. Commission committees may not convene a meeting that includes a quorum of the Commission.
7. Commission committees may not speak or act for the Commission except when formally given such authority for specific and time-limited purposes. Expectations and authorities will be carefully stated in order not to conflict with authority delegated to the General Manager or Commission Chair.
8. Commission committees may not exercise authority over management and staff employees. The General Manager is accountable to the whole Commission and is not required to obtain approval of any Commission committee before taking an executive action.
9. Commission committees will avoid relating to or identifying with discrete parts of the organization rather than the whole. A Commission committee that has helped the Commission create policy on a particular subject will not be used to monitor organizational performance on that same subject, except with specific Commission approval.

POLICY HISTORY:

Adopted May 9, 2017

COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference: G.2g1	Policy Title: Wage & Benefits Committee Charter

PURPOSE:

The Wage and Benefits Committee exists to help the Commission develop and maintain a pay plan structure and benefits package that are market competitive, help promote employee retention, and to help the Commission make informed decisions which provide value to the customers through fair labor expenses. This Committee also exists to help the Commission with succession planning and review pay equity compliance.

MEMBERSHIP:

The Committee shall be comprised of two Commissioners, the General Manager, the Administrations Director, and the Operations Director. At no time shall there be a quorum of the Commission on the Committee.

The Commission shall appoint Committee members annually following the Commission election of officers during the March Regular Commission meeting. The Commission shall also appoint the Committee Chair at that time.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings. The Committee will adhere to the Current edition of ***Robert's Rules of Order Newly Revised*** for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any special rules of order that the Commission may adopt. Committee meetings may be open or closed in accordance with Open Meeting Law.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of research and recommendation to the Commission. The Committee, at the discretion and through formal action of the Commission, may be empowered beyond the role of research

and recommendation such that it is consistent with the ***Organizational Core Purpose*** policies and the ***Commission Committees*** policy.

SPECIFIC DUTIES:

1. At the request of the Commission, research and analyze topics related to employee compensation and benefits.
2. Annually perform market benchmarking and evaluate wages. The Committee shall present options and make recommendations regarding cost of living adjustments and pay plan structure modifications to the Commission for their consideration.
3. Review insurance policies and evaluate policy renewals related to employee benefit insurances. The Committee shall present options and make recommendations regarding these insurance policies to the Commission for their consideration.
4. Evaluate wage and benefit requests from employees. Present and make recommendations to the Commission as appropriate.
5. Review submittal information pertaining to pay equity compliance requirements and present options and make recommendations to the Commission as appropriate.
6. Record minutes of Committee meetings. Committee meeting minutes shall be subject to applicable data retention law and policies.

SCHEDULE:

At a minimum, the Committee shall meet on a quarterly basis.

TERMINATION:

The Committee shall exist until at such time formal action of the Commission is taken to dissolve the Committee.

POLICY HISTORY:

Adopted	May 9, 2017
Revised	February 14, 2023
Revised	January 9, 2024

Section: Governance	Category: Governance Policies
Policy Reference: G.2g2	Policy Title: Financial Reserves & Investment Committee Charter

PURPOSE:

The Financial Reserves & Investment Committee exists to help the Commission develop and maintain industry appropriate financial reserves and investment policies.

MEMBERSHIP:

The Committee shall be comprised of two Commissioners, the General Manager, and the Finance Manager. At no time shall there be a quorum of the Commission on the Committee.

The Commission shall appoint Committee members annually following the Commission election of officers during the March Regular Commission meeting. The Commission shall also appoint the Committee Chair at that time.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings. The Committee will adhere to the Current edition of *Robert's Rules of Order Newly Revised* for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any special rules of order that the Commission may adopt. Committee meetings may be open or closed in accordance with Open Meeting Law.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of research and recommendation to the Commission. The Committee, at the discretion and through formal action of the Commission, may be empowered beyond the role of research and recommendation such that it is consistent with the *Organizational Core Purpose* policies and the *Commission Committees* policy.

SPECIFIC DUTIES:

1. At the request of the Commission, research and analyze topics related to financial reserves and investments.
2. On a periodic basis, the Committee will review the Investment Policies, investment balances, and the various investment instruments for return, liquidity, and diversification. The Committee may present options and make recommendations to the Commission for their consideration.
3. Annually, when the Commission designates the official depository for the year, it should provide for the Finance Manager to recommend that additional depositories be designated for the purpose of investing funds.
4. On behalf of the Commission and Committee, new investments will be authorized by the Finance Manager, with the funds actually being transferred via a check produced by the A/P Specialist, and recorded in the check register detail presented at the regular Commission meetings. Investments that mature shall be reinvested by the Finance Manager. All investing will be transacted working with the investment firm(s) or bank(s) for the best rate of return within the constraints of the Management Investment Policy. In the event that the Finance Manager is unable to conduct the above investment responsibilities, the General Manager has the authority to act in his/her absence.
5. On a periodic basis, the Committee will review the Financial Reserves Policies and reserve balances. The Committee may present options and make recommendations to the Commission for their consideration.

SCHEDULE:

At a minimum, the Committee shall meet on an annual basis.

TERMINATION:

The Committee shall exist until at such time formal action of the Commission is taken to dissolve the Committee.

POLICY HISTORY:

Adopted	May 9, 2017
Revised	July 14, 2020
Revised	January 9, 2024

Section: Governance	Category: Governance Policies
Policy Reference: G.2g3	Policy Title: Information Security Committee Charter

PURPOSE:

Information security is managing risks to the confidentiality, integrity, and availability of information using administrative, physical, and technical controls.

The Information Security Committee exists to help develop and maintain industry appropriate information security policies and oversight. Because of shared hardware and resources, there exists an overlap and shared risk for ERMU and the City of Elk River (City) operations. Although governed autonomously, this shall be an advisory Committee to both the ERMU and the City.

MEMBERSHIP:

This Committee shall be comprised of equal representation from ERMU and the City. From ERMU this committee shall include a Commissioner and the General Manager. The General Manager will appoint three additional members, at least one of whom will be a manager and at least one will be an information technology employee. From the City this committee shall include a Councilmember and the City Administrator. The City Administrator will appoint three additional members, at least one of whom will be a manager and at least one will be an information technology employee. At no time shall there be a quorum of the Commission or the Council on the Committee.

The Commission shall appoint ERMU's Committee member representatives annually following the Commission election of officers during the March Regular Commission meeting. The Council shall appoint its member annually. The Committee shall elect a chair annually. The General Manager and the City Administrator shall serve as the authorized reporting representatives for their respective governing bodies.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings and act as committee secretary. The Committee will adhere to the Current edition of *Robert's Rules of Order Newly*

Revised for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any special rules of order that the Commission may adopt; and similarly, the Committee action shall not be inconsistent with applicable laws and policies which regulate the City of Elk River. Committee meetings may be open or closed in accordance with Open Meeting Law.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of research and recommendation to ERMU and the City.

SPECIFIC DUTIES:

1. **Policies and Procedures:** Assist ERMU and the City in the development of information security related policies. Review effectiveness of information security policy implementations. Identify and recommend how to handle non-compliance. Assist with the development of information security related procedures, standards, guidelines, and baselines to the ERMU and the City. At least annually, provide timely reports including recommendations regarding effectiveness of policies and procedures to ERMU and City leadership teams.
2. **Risk Assessment:** Review industry appropriate information security trends to maintain an up-to-date perspective on related risks and industry's best practice risk mitigation methods. Identify significant threats and vulnerabilities. Assess the adequacy and coordination of the implementation of information security controls. Recommend methodologies and processes for information security. Evaluate ongoing related legal and regulatory compliance changes. Review incident information and recommend follow-up actions. At least annually, provide timely reports including recommendation regarding risks assessment to ERMU and City leadership teams.
3. **Budget Development:** Develop data needed for thorough evaluation of proposed information security initiatives for budget preparation and consideration. Information shall include options, risk evaluation, resource requirements, implementation timelines, and costs. At least annually and coordinating with their respective budgeting process schedules, provide timely reports regarding information security initiatives proposed for consideration to ERMU and City leadership teams.
4. **Education and Awareness:** Function as an information security program champion providing clear direction and unity in ERMU and City leadership teams' support for approved security initiatives and policies. Develop and implement plans and programs to maintain information security awareness. Promote information security education, training, and awareness throughout ERMU and the City.

SCHEDULE:

At a minimum, the Committee shall meet on an annual basis.

TERMINATION:

The Committee shall exist as a joint effort between ERMU and the City until at such time either the Commission or Council dissolve the joint nature of the Committee.

POLICY HISTORY:

Established	August 8, 2017
Revised	November 12, 2019
Revised	February 14, 2023
Revised	January 9, 2024

COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference: G.2g4	Policy Title: Dispute Resolution Committee Charter

PURPOSE:

The Dispute Resolution Committee exists to provide customers an alternative dispute resolution option for circumstances which: require action beyond the authority assigned through the ***Delegation to Management Policies***; require policy creation, revision, or exception; have exhausted the established utilities procedures and/or protocol; and involves customer protected data for which the customer prefers addressing the issue through a meeting closed to the public.

For qualifying customer disputes, the Committee will provide: an informal hearing in accordance with Open Meeting Law allowing the customers to communicate the concern; recess and reconvene as needed to conduct appropriate research and/or deliberate; make a determination within parameters established through the ***Commission Policies*** and within the authorities delegated through this policy; and report and/or make recommendations to the Commission as required.

MEMBERSHIP:

The Committee shall be comprised of five members, three appointed annually and two which vary with each dispute. The three members appointed annually shall include two Commissioners and the General Manager. At no time shall there be a quorum of the Commission on the Committee. The Committee shall also include the director and the manager most directly involved in the dispute.

The Commission shall appoint Committee members annually following the Commission election of officers during the March Regular Commission meeting. The Commission shall also appoint the Committee Chair at that time.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings. The Committee will adhere to the Current edition of ***Robert's Rules of Order Newly Revised*** for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any

special rules of order that the Commission may adopt.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of dispute resolution within the authorities delegated to management through the Commission Policies, research related to customer disputes or complaints, and recommendations to the Commission. The Committee, at the discretion and through formal action of the Commission, may be empowered beyond the role as outlined in this policy such that it is consistent with the *Organizational Core Purpose* policies and the *Commission Committees* policy.

SPECIFIC DUTIES:

1. After a formal request is submitted for a qualifying customer dispute, the Committee will schedule a hearing, either in person or virtual, within a reasonable amount of time.
2. Through the hearing, the Committee will allow the customer to communicate relevant information and request dispute resolution which may require policy creation, revision, or exemption.
3. The Committee is required to verify all information and data; and the Committee will review the Customer's account history and other relevant information.
4. And as needed, the Committee shall research industry best practices related to the dispute.
5. The Committee is authorized to engage legal counsel for legal review and recommendations.
6. The Committee will make a determination whether resolution can be provided within the authorities assigned through this policy; and if so, the Committee will provide written summary of the dispute and the authorized resolution for implementation by management.
7. When no action is taken by the Committee toward resolution, the Committee will determine whether the request warrants further consideration by the Commission, in which case the Committee will present a summary of the dispute to the Commission and a make recommendation. In the event that no action is taken by the Committee, and the Committee has determined that the dispute does not warrant further consideration or advancement to the Commission, the Committee shall summarize their finding in a report to be provide to the customer and placed on file.
8. The Committee shall record minutes of all Committee meetings. Committee meeting minutes shall be subject to applicable data retention law and policies.

SCHEDULE:

The Committee shall meet on an as-needed basis.

TERMINATION:

The Committee shall exist until at such time formal action of the Commission is taken to dissolve the Committee.

POLICY HISTORY:

Adopted	January 12, 2021
Revised	February 14, 2023
Revised	February 13, 2024

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 5.1
SUBJECT: Financial Report – November 2024	
ACTION REQUESTED: Receive the November 2024 Financial Report	

DISCUSSION:

Please note that these are the preliminary *unaudited* financial statements.

Electric

November year to date (YTD) electric kWh sales are down 4% from the prior year. For further breakdown:

- Residential usage is down 4%
- Small Commercial usage is down 3%
- Large Commercial usage is down 4%

For November 2024, the Electric Department overall is ahead of prior YTD and favorable to budget YTD. Additional variance analysis can be found on the Summary Electric Statement of Revenues, Expenses and Changes in Net Position attachment.

Water

November YTD gallons of water sold are down 17% from the prior year. For further breakdown:

- Residential use is down 21%
- Commercial use is down 13%

For November 2024, the Water Department overall is behind prior YTD but favorable to budget YTD. Additional variance analysis can be found on the Summary Water Statement of Revenues, Expenses and Changes in Net Position attachment.

ATTACHMENTS:

- Balance Sheet 11.2024
- Electric Balance Sheet 11.2024
- Water Balance Sheet 11.2024
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 11.2024
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 11.2024
- Graphs Prior Year and YTD 2024

- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 11.2024
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 11.2024
- Budget vs Actual Graphs – Combined Electric and Water 11.2024

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
COMBINED BALANCE SHEET
FOR PERIOD ENDING NOVEMBER 2024**

	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	5,599,803	5,822,103
ACCOUNTS RECEIVABLE	3,124,603	5,492,763
INVENTORIES	1,746,242	66,147
PREPAID ITEMS	255,641	58,894
CONSTRUCTION IN PROGRESS	3,281,158	3,348,085
TOTAL CURRENT ASSETS	<u>14,007,446</u>	<u>14,787,991</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	7,362,685	4,219,152
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>9,141,701</u>	<u>4,219,152</u>
FIXED ASSETS		
PRODUCTION	824,065	17,087,067
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	51,039,597	28,171,542
GENERAL	24,838,418	1,249,095
FIXED ASSETS (COST)	<u>79,007,104</u>	<u>46,507,705</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,629,962)</u>	<u>(24,375,690)</u>
TOTAL FIXED ASSETS, NET	<u>42,377,142</u>	<u>22,132,015</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	6,223,278	0
LESS ACCUMULATED AMORTIZATION	<u>(4,119,016)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,650,474</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>690,058</u>	<u>126,311</u>
TOTAL ASSETS	<u><u>89,866,821</u></u>	<u><u>41,265,469</u></u>
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	4,937,743	422,358
SALARIES AND BENEFITS PAYABLE	805,044	122,406
DUE TO CITY	757,985	2,250
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	0	0
UNEARNED REVENUE	1,998	455,414
TOTAL CURRENT LIABILITIES	<u>6,502,769</u>	<u>1,002,428</u>
LONG TERM LIABILITIES		
OPEB LIABILITY	0	0
LFG PROJECT	0	0
DUE TO COUNTY	0	0
DUE TO CITY	0	0
BONDS PAYABLE, LESS CURRENT PORTION	28,205,388	1,555,849
PENSION LIABILITIES	2,720,477	500,450
TOTAL LONG TERM LIABILITIES	<u>30,925,865</u>	<u>2,056,299</u>
TOTAL LIABILITIES	<u>37,428,634</u>	<u>3,058,727</u>
DEFERRED INFLOWS OF RESOURCES	<u>836,813</u>	<u>4,937,984</u>
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	46,802,217	33,120,013
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	3,020,141	148,745
TOTAL FUND EQUITY	<u>51,601,374</u>	<u>33,268,758</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>89,866,821</u></u>	<u><u>41,265,469</u></u>

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
ELECTRIC BALANCE SHEET**

	November 30, 2024	October 31, 2024	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	5,599,803	5,545,428	54,375
ACCOUNTS RECEIVABLE	3,124,603	2,971,160	153,443
INVENTORIES	1,746,242	1,747,109	(867)
PREPAID ITEMS	255,641	230,494	25,146
CONSTRUCTION IN PROGRESS	3,281,158	2,358,140	923,018
TOTAL CURRENT ASSETS	<u>14,007,446</u>	<u>12,852,331</u>	<u>1,155,115</u>
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	7,362,685	7,338,990	23,695
TOTAL RESTRICTED ASSETS	<u>9,141,701</u>	<u>9,118,006</u>	<u>23,695</u>
FIXED ASSETS			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	51,039,597	50,732,650	306,947
GENERAL	24,838,418	24,780,734	57,685
FIXED ASSETS (COST)	<u>79,007,104</u>	<u>78,642,472</u>	<u>364,632</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,629,962)</u>	<u>(36,410,017)</u>	<u>(219,945)</u>
TOTAL FIXED ASSETS, NET	<u>42,377,142</u>	<u>42,232,455</u>	<u>144,688</u>
INTANGIBLE ASSETS			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	6,223,278	6,223,278	0
LESS ACCUMULATED AMORTIZATION	<u>(4,119,016)</u>	<u>(4,063,338)</u>	<u>(55,678)</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,650,474</u>	<u>23,706,152</u>	<u>(55,678)</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>690,058</u>	<u>690,058</u>	<u>0</u>
TOTAL ASSETS	<u><u>89,866,821</u></u>	<u><u>88,599,002</u></u>	<u><u>1,267,819</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	4,937,743	4,494,657	443,086
SALARIES AND BENEFITS PAYABLE	805,044	781,952	23,092
DUE TO CITY	757,985	700,485	57,500
UNEARNED REVENUE	1,998	3,995	(1,998)
TOTAL CURRENT LIABILITIES	<u>6,502,769</u>	<u>5,981,089</u>	<u>521,680</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	28,205,388	28,210,377	(4,989)
PENSION LIABILITIES	2,720,477	2,720,477	0
TOTAL LONG TERM LIABILITIES	<u>30,925,865</u>	<u>30,930,854</u>	<u>(4,989)</u>
TOTAL LIABILITIES	<u>37,428,634</u>	<u>36,911,943</u>	<u>516,691</u>
DEFERRED INFLOWS OF RESOURCES	<u>836,813</u>	<u>836,813</u>	<u>0</u>
FUND EQUITY			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	46,802,217	46,802,217	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	3,020,141	2,269,014	751,128
TOTAL FUND EQUITY	<u>51,601,374</u>	<u>50,850,246</u>	<u>751,128</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>89,866,821</u></u>	<u><u>88,599,002</u></u>	<u><u>1,267,819</u></u>

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
WATER BALANCE SHEET**

	<u>November 30, 2024</u>	<u>October 31, 2024</u>	<u>Current Month Change from Prior Month</u>
ASSETS			
CURRENT ASSETS			
CASH	5,822,103	5,666,528	155,575
ACCOUNTS RECEIVABLE	5,492,763	5,586,707	(93,944)
INVENTORIES	66,147	60,706	5,440
PREPAID ITEMS	58,894	57,202	1,692
CONSTRUCTION IN PROGRESS	3,348,085	3,260,091	87,994
TOTAL CURRENT ASSETS	<u>14,787,991</u>	<u>14,631,233</u>	<u>156,757</u>
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	4,219,152	4,213,228	5,924
TOTAL RESTRICTED ASSETS	<u>4,219,152</u>	<u>4,213,228</u>	<u>5,924</u>
FIXED ASSETS			
PRODUCTION	17,087,067	17,072,086	14,982
DISTRIBUTION	28,171,542	28,138,612	32,930
GENERAL	1,249,095	1,246,964	2,132
FIXED ASSETS (COST)	<u>46,507,705</u>	<u>46,457,662</u>	<u>50,043</u>
LESS ACCUMULATED DEPRECIATION	<u>(24,375,690)</u>	<u>(24,275,504)</u>	<u>(100,186)</u>
TOTAL FIXED ASSETS, NET	<u>22,132,015</u>	<u>22,182,158</u>	<u>(50,142)</u>
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>126,311</u>	<u>126,311</u>	<u>0</u>
TOTAL ASSETS	<u><u>41,265,469</u></u>	<u><u>41,152,930</u></u>	<u><u>112,539</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	422,358	318,771	103,587
SALARIES AND BENEFITS PAYABLE	122,406	124,659	(2,254)
DUE TO CITY	2,250	2,476	(226)
UNEARNED REVENUE	455,414	455,414	0
TOTAL CURRENT LIABILITIES	<u>1,002,428</u>	<u>901,321</u>	<u>101,108</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,555,849	1,556,403	(554)
PENSION LIABILITIES	500,450	500,450	0
TOTAL LONG TERM LIABILITIES	<u>2,056,299</u>	<u>2,056,853</u>	<u>(554)</u>
TOTAL LIABILITIES	<u>3,058,727</u>	<u>2,958,174</u>	<u>100,553</u>
DEFERRED INFLOWS OF RESOURCES	<u>4,937,984</u>	<u>4,937,984</u>	<u>0</u>
FUND EQUITY			
RETAINED EARNINGS	33,120,013	33,120,013	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	148,745	136,760	11,985
TOTAL FUND EQUITY	<u>33,268,758</u>	<u>33,256,773</u>	<u>11,985</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>41,265,469</u></u>	<u><u>41,152,930</u></u>	<u><u>112,539</u></u>

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

	2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
Electric Revenue											
Operating Revenue											
Elk River	3,048,280	35,438,974	39,752,570	(4,313,596)	(11)	42,685,299	3,232,546	37,051,876	(1,612,902)	(4)	
Otsego	311,280	3,592,794	3,283,883	308,911	9	3,514,568	325,887	3,531,147	61,647	2	
Rural Big Lake	15,587	189,347	227,019	(37,672)	(17)	243,412	17,959	202,964	(13,617)	(7)	(1)
Dayton	19,242	235,511	274,383	(38,872)	(14)	292,752	22,106	252,246	(16,735)	(7)	
Public St & Hwy Lighting	21,789	239,006	238,333	673	0	260,000	21,699	237,518	1,488	1	
Other Electric Sales	400	4,400	4,400	0	0	4,800	400	4,400	0	0	
Total Operating Revenue	3,416,578	39,700,032	43,780,588	(4,080,556)	(9)	47,000,831	3,620,596	41,280,151	(1,580,119)	(4)	
Other Operating Revenue											
Interest/Dividend Income	44,805	312,314	77,917	234,397	301	85,000	24,475	111,651	200,663	180	(2)
Customer Penalties	29,019	270,391	261,250	9,141	3	285,000	29,325	288,920	(18,529)	(6)	
Connection Fees	18,870	297,927	123,750	174,177	141	135,000	23,430	140,161	157,766	113	(3)
Misc Revenue	131,563	1,503,575	929,667	573,908	62	1,016,000	150,318	1,263,894	239,680	19	(4)
Total Other Revenue	224,258	2,384,207	1,392,583	991,624	71	1,521,000	227,548	1,804,626	579,581	32	
Total Revenue	3,640,835	42,084,239	45,173,172	(3,088,933)	(7)	48,521,831	3,848,144	43,084,777	(1,000,538)	(2)	
Expenses											
Purchased Power	1,854,888	26,623,063	30,366,237	(3,743,173)	(12)	32,756,447	2,052,913	29,090,120	(2,467,057)	(8)	
Operating & Mtce Expense	21,674	238,976	327,033	(88,058)	(27)	369,000	18,800	287,615	(48,639)	(17)	(5)
Transmission Expense	2,498	45,929	66,000	(20,071)	(30)	72,000	4,509	59,366	(13,436)	(23)	
Distribution Expense	24,737	392,573	388,208	4,365	1	425,917	35,386	403,186	(10,613)	(3)	
Maintenance Expense	106,623	1,662,888	1,518,625	144,263	9	1,668,500	127,331	1,515,900	146,988	10	
Depreciation & Amortization	275,623	3,030,132	2,848,648	181,484	6	3,107,612	265,018	2,901,983	128,149	4	
Interest Expense	63,258	710,490	710,490	0	0	785,810	66,412	744,420	(33,929)	(5)	
Other Operating Expense	5,804	112,710	207,225	(94,515)	(46)	506,900	4,317	63,768	48,942	77	(6)
Customer Accounts Expense	33,864	398,383	402,417	(4,034)	(1)	439,000	34,676	398,790	(407)	(0)	
Administrative Expense	323,385	3,683,984	3,841,431	(157,447)	(4)	4,208,492	311,254	3,476,013	207,970	6	
General Expense	33,831	529,117	583,917	(54,799)	(9)	637,000	36,931	353,283	175,834	50	(7)
Total Expenses(before Operating Transfers)	2,746,185	37,428,244	41,260,231	(3,831,986)	(9)	44,976,679	2,957,547	39,294,443	(1,866,199)	(5)	
Operating Transfer											
Operating Transfer/Other Funds	122,634	1,425,274	1,590,103	(164,829)	(10)	1,707,412	130,002	1,522,340	(97,066)	(6)	
Utilities & Labor Donated	20,889	210,579	242,000	(31,421)	(13)	264,000	19,357	235,099	(24,520)	(10)	
Total Operating Transfer	143,523	1,635,853	1,832,103	(196,249)	(11)	1,971,412	149,359	1,757,439	(121,586)	(7)	
Net Income Profit(Loss)	751,128	3,020,141	2,080,838	939,303	45	1,573,740	741,238	2,032,895	987,246	49	

Item Variance of +/- \$25,000 and +/- 15%

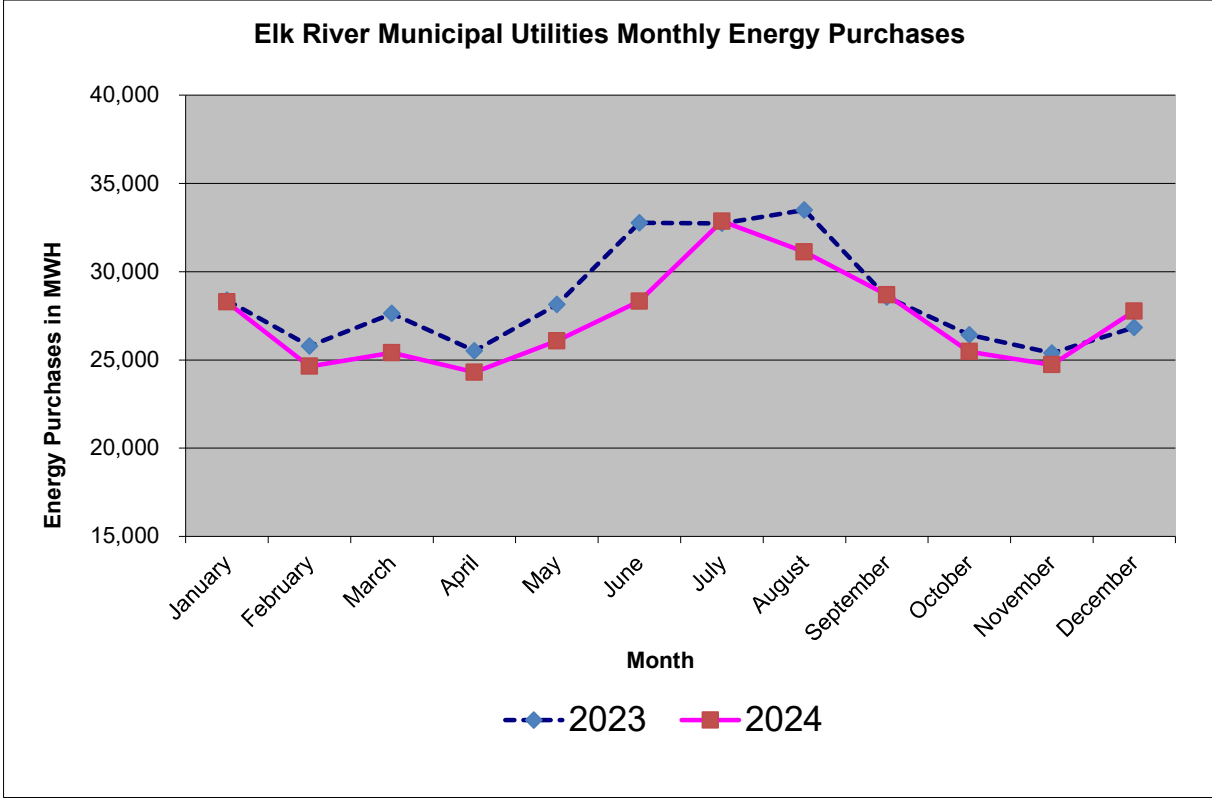
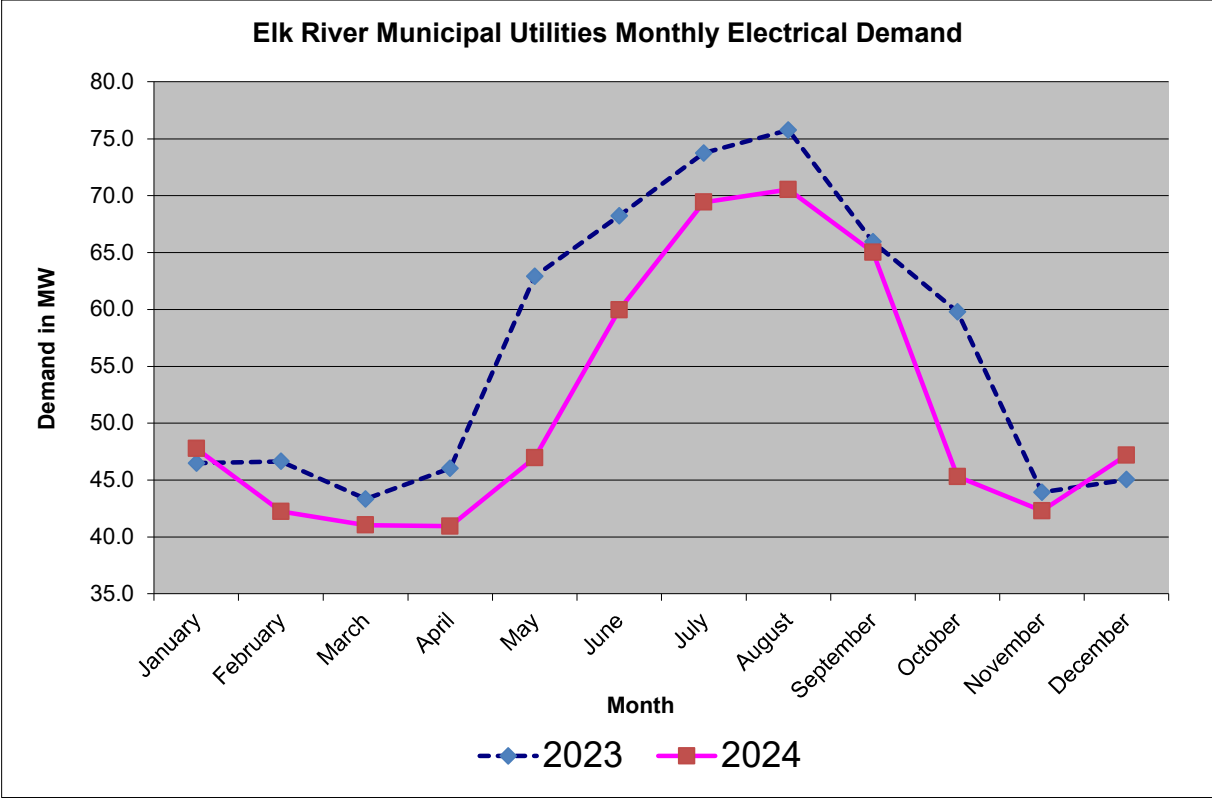
- (1) YTD budget variance is mainly due to Big Lake Residential usage.
- (2) PYTD variance is due to the change in Fair Market Value of Investments. YTD budget variance due to conservative estimate and more funds being invested with UBS in 2024.
- (3) YTD budget and PYTD variance due to large a large connection agreement in January and July 2024.
- (4) YTD budget and PTYD variance is mainly due to Contributions from Customers having a couple large SOWs for transformers for additional service and/or upgrade.
- (5) YTD budget variance and PYTD variance is due to most expense accounts being favorable to budget and less than prior year.
- (6) YTD budget variance is due to timing for loss on disposition of property being budgeted for AMI project. PTYD budget variance is due to mutual aid in 2024.
- (7) PYTD variance is due to professional services from Frontier Energy in 2024.

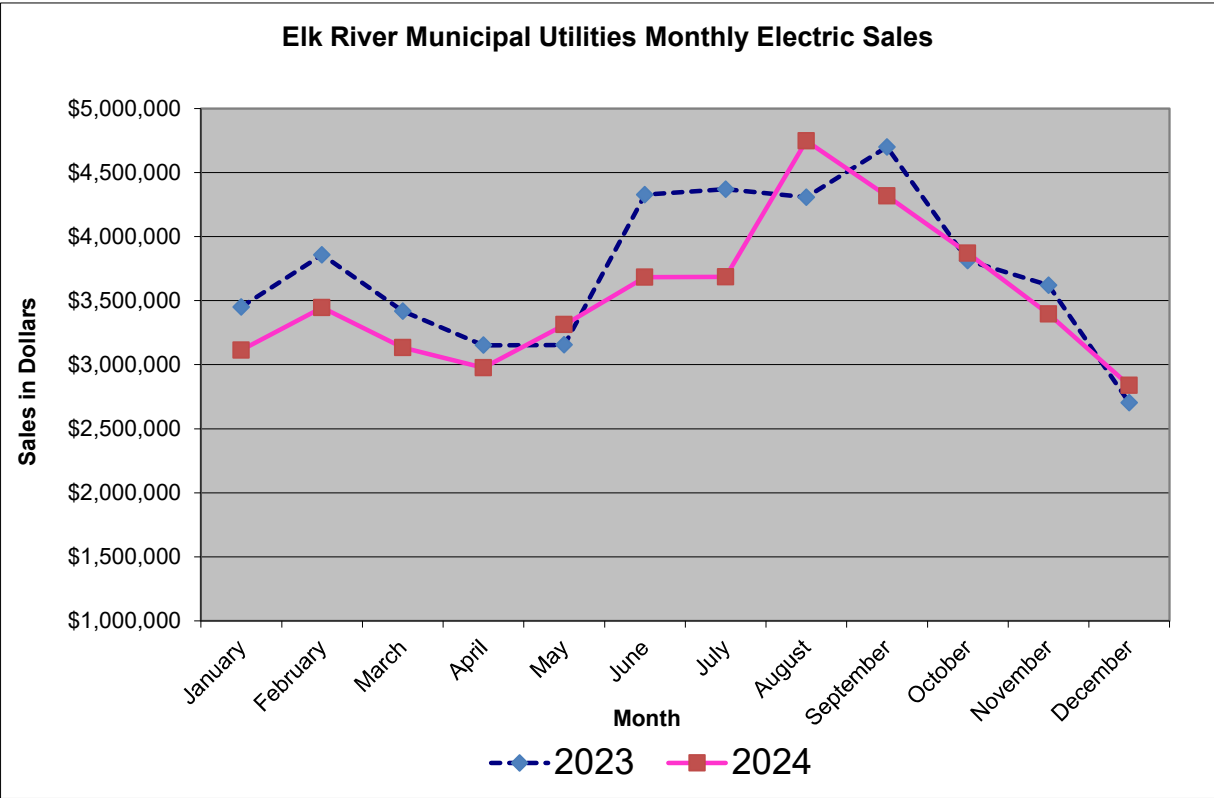
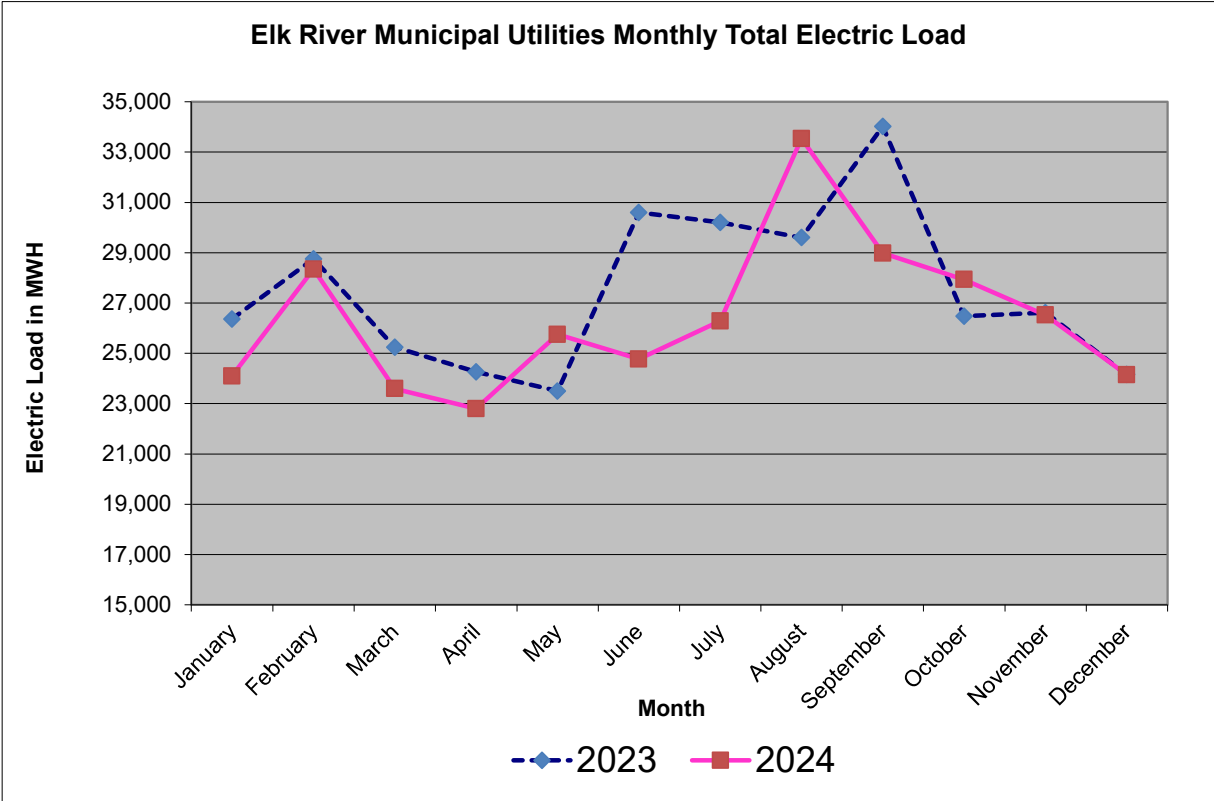
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

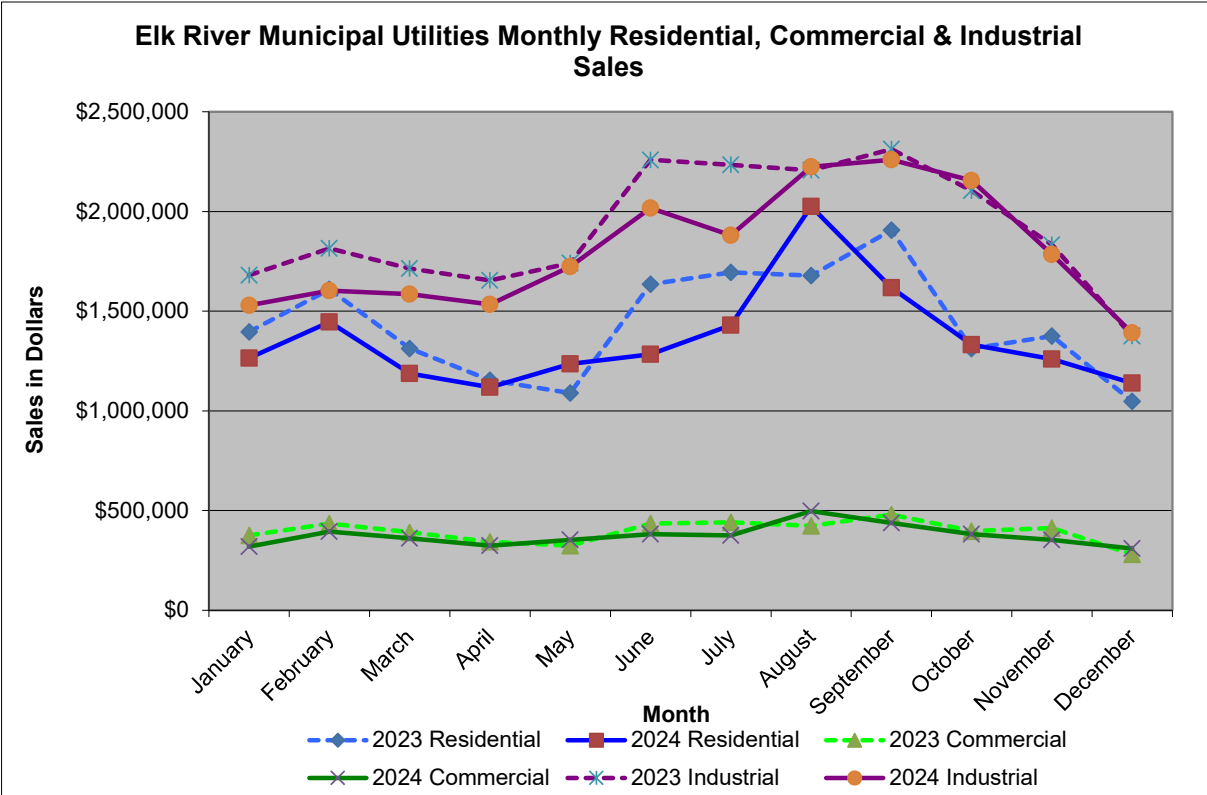
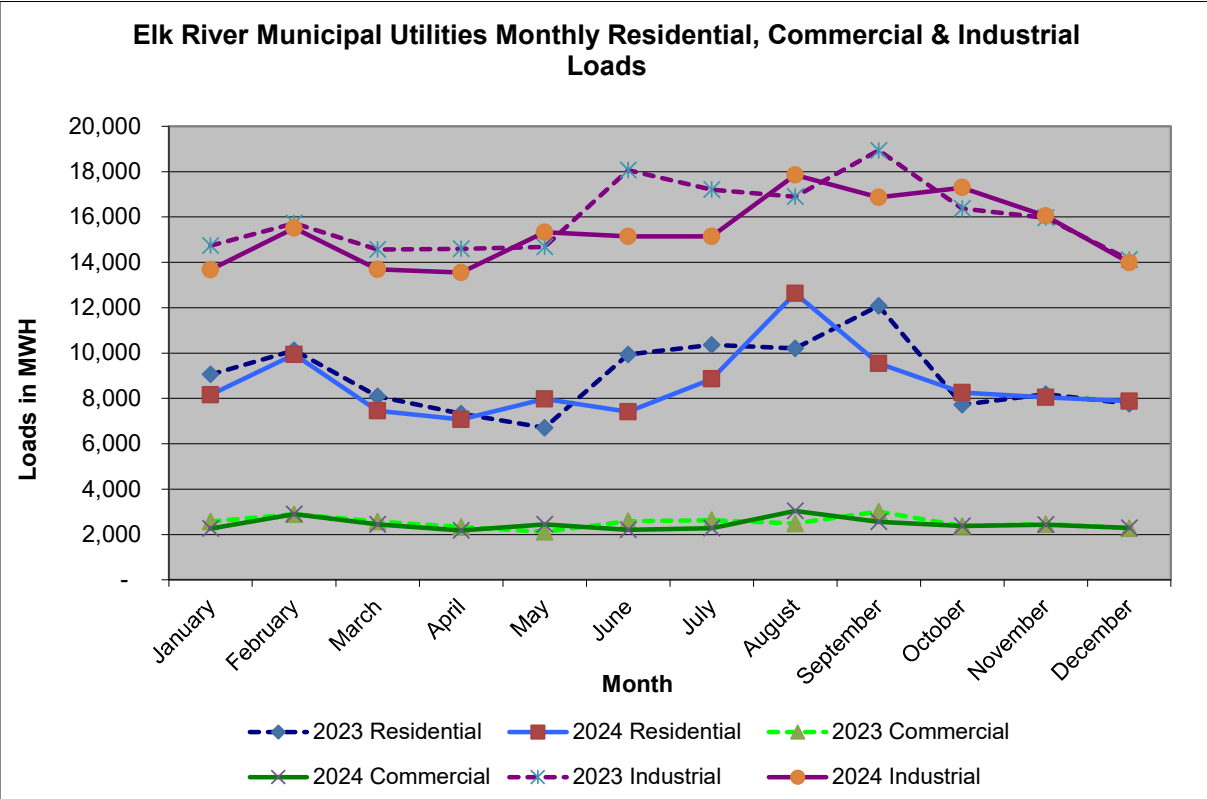
	2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
Water Revenue											
Operating Revenue											
Water Sales	237,998	2,654,327	2,641,795	12,532	0	2,788,003	185,173	3,162,594	(508,267)	(16)	(1)
Total Operating Revenue	237,998	2,654,327	2,641,795	12,532	0	2,788,003	185,173	3,162,594	(508,267)	(16)	
Other Operating Revenue											
Interest/Dividend Income	12,708	96,698	38,042	58,657	154	41,500	8,104	44,720	51,978	116	(2)
Customer Penalties	2,400	26,174	22,917	3,258	14	25,000	2,061	22,156	4,018	18	
Connection Fees	52,991	502,713	233,750	268,963	115	255,000	60,842	283,724	218,989	77	(3)
Misc Revenue	995	12,364	14,254	(1,891)	(13)	618,786	995	16,837	(4,473)	(27)	
Total Other Revenue	69,093	637,949	308,963	328,987	106	940,286	72,002	367,437	270,512	74	
Total Revenue	307,091	3,292,276	2,950,758	341,518	12	3,728,289	257,175	3,530,031	(237,755)	(7)	
Expenses											
Production Expense	4,273	108,768	105,417	3,352	3	115,000	6,163	95,652	13,116	14	
Pumping Expense	65,153	565,127	591,865	(26,739)	(5)	645,671	34,910	537,363	27,763	5	
Distribution Expense	25,828	334,350	389,802	(55,451)	(14)	422,250	18,828	305,423	28,927	9	
Depreciation & Amortization	100,186	1,107,338	1,053,250	54,088	5	1,148,988	97,594	1,073,779	33,558	3	
Interest Expense	2,712	31,237	31,237	0	0	33,949	2,912	33,437	(2,200)	(7)	
Other Operating Expense	59	1,349	17,025	(15,676)	(92)	82,300	107	3,126	(1,777)	(57)	(4)
Customer Accounts Expense	8,038	88,933	84,104	4,829	6	91,750	5,794	80,774	8,159	10	
Administrative Expense	88,694	903,714	1,006,250	(102,537)	(10)	1,092,624	81,733	847,874	55,840	7	
General Expense	163	2,715	13,979	(11,264)	(81)	15,250	52	4,733	(2,018)	(43)	
Total Expenses(before Operating Transfers)	295,106	3,143,531	3,292,929	(149,398)	(5)	3,647,782	248,093	2,982,162	161,369	5	
Operating Transfer											
Utilities & Labor Donated	0	0	1,375	(1,375)	(100)	1,500	0	0	0	0	
Total Operating Transfer	0	0	1,375	(1,375)	(100)	1,500	0	0	0	0	
Net Income Profit(Loss)	11,985	148,745	(343,546)	492,291	143	79,007	9,082	547,868	(399,123)	(73)	

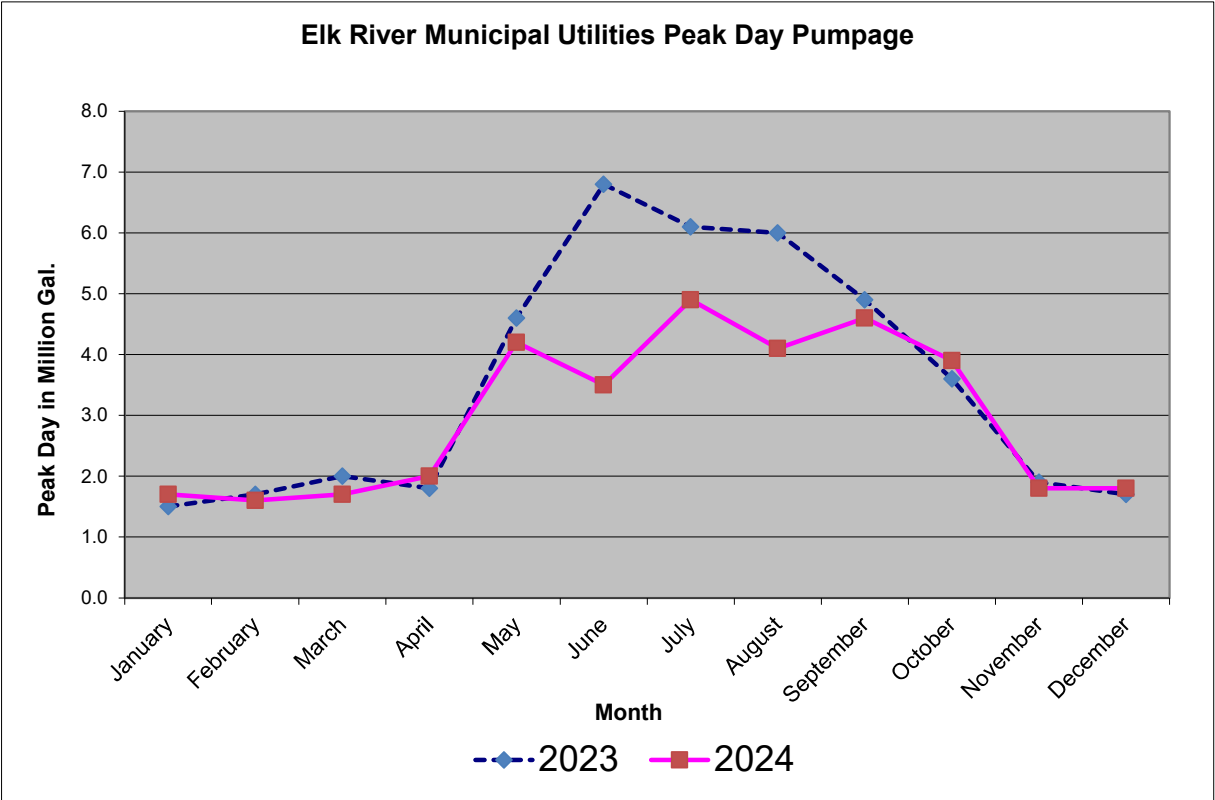
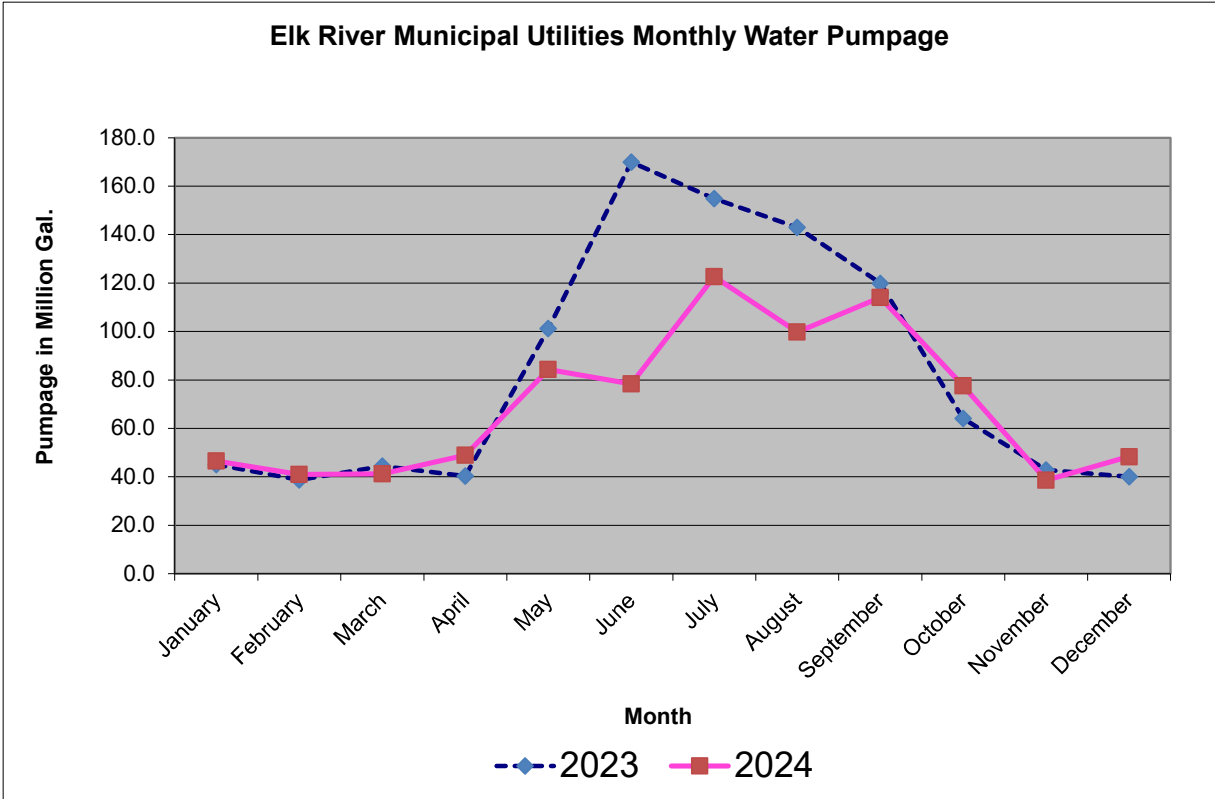
Item Variance of +/- \$15,000 and +/- 15%

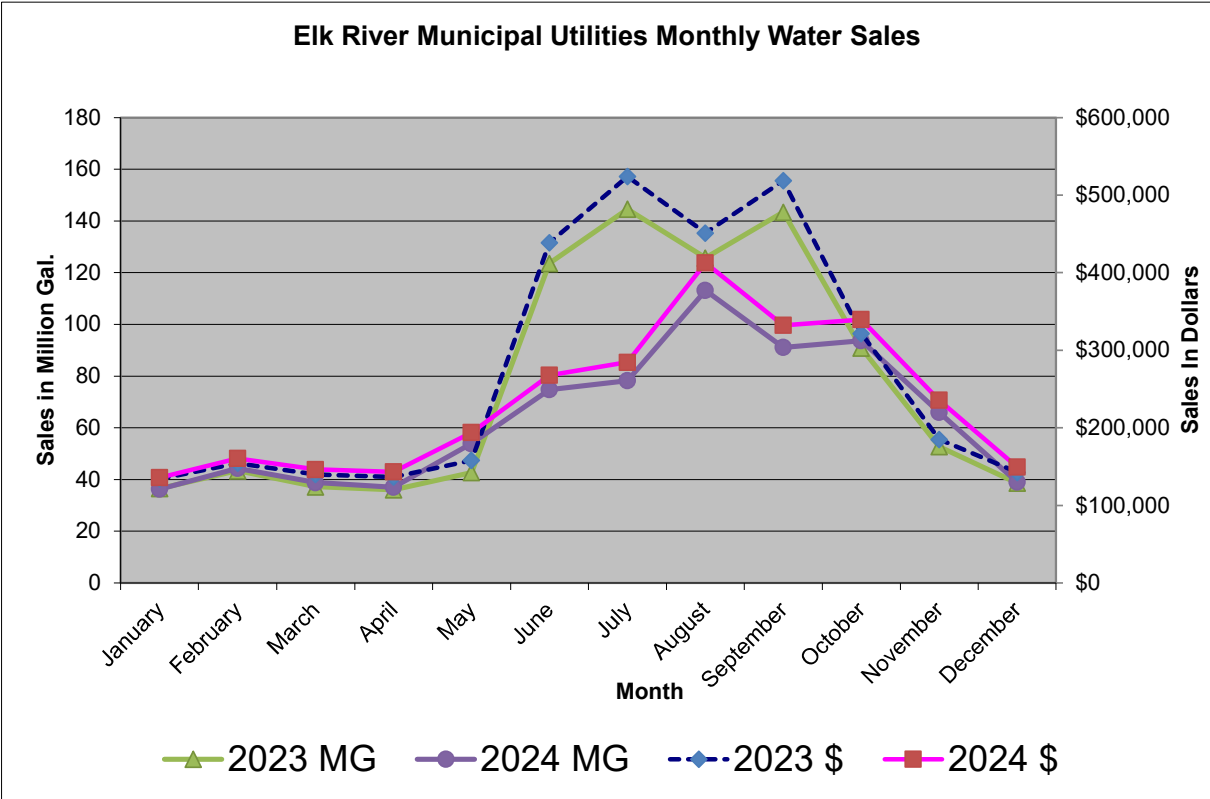
- (1) PYTD variance is due to decreased usage.
- (2) PYTD variance is due to the change in Fair Market Value of Investments. YTD budget variance due to conservative estimate and more funds being invested with UBS in 2024.
- (3) YTD budget and PYTD variance due to a few large connection agreements in 2024.
- (4) YTD budget variance is due to timing of loss on disposition of property for AMI project.











ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

		2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,008,697	12,248,511	13,265,643	14,221,539	(8)	1,106,259	12,848,573	(600,061)	(5)
	ELECT SALES - ELK RIVER NON-D	258,622	3,128,332	3,393,857	3,634,057	(8)	305,563	3,311,052	(182,719)	(6)
	ELECT SALES - ELK RIVER DEMA	1,471,205	16,784,848	18,616,746	19,965,865	(10)	1,491,941	17,570,213	(785,364)	(4)
	PCA SALES REVENUE - ELK RIVE	91,081	1,025,603	1,354,781	1,485,155	(24)	98,311	1,040,554	(14,951)	(1)
	PCA SALES REVENUE - ELK RIVE	25,909	281,654	374,298	408,036	(25)	27,868	283,171	(1,517)	(1)
	PCA SALES REVENUE - ELK RIVE	192,763	1,970,023	2,747,242	2,970,644	(28)	202,600	1,998,310	(28,286)	(1)
	Total For Elk River:	3,048,280	35,438,974	39,752,569	42,685,299	(11)	3,232,545	37,051,876	(1,612,902)	(4)
Otsego										
	ELECT SALES - OTSEGO RESIDEN	115,537	1,401,779	1,349,202	1,438,521	4	122,679	1,426,511	(24,732)	(2)
	ELECT SALES - OTSEGO NON-DEM	40,379	469,060	453,949	477,265	3	49,390	472,774	(3,714)	(1)
	ELECT SALES - OTSEGO DEMAND	124,220	1,400,666	1,071,484	1,154,078	31	121,539	1,326,559	74,107	6
	PCA SALES REVENUE - OTSEGO R	10,314	115,205	147,959	162,572	(22)	10,692	113,642	1,563	1
	PCA SALES REVENUE - OTSEGO N	4,208	42,530	54,604	58,535	(22)	4,666	41,419	1,110	3
	PCA SALES REVENUE - OTSEGO D	16,618	163,550	206,681	223,596	(21)	16,918	150,238	13,312	9
	Total For Otsego:	311,279	3,592,793	3,283,882	3,514,568	9	325,886	3,531,146	61,647	2
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	14,060	170,640	202,578	216,883	(16)	16,215	183,103	(12,462)	(7)
	ELECT SALES - BIG LAKE NON-DE	224	4,091	4,601	4,737	(11)	253	4,651	(559)	(12)
	PCA SALES REVENUE - BIG LAKE	1,287	14,317	19,358	21,268	(26)	1,473	14,868	(550)	(4)
	PCA SALES REVENUE - BIG LAKE	15	297	481	522	(38)	16	340	(43)	(13)
	Total For Rural Big Lake:	15,586	189,347	227,019	243,411	(17)	17,958	202,963	(13,616)	(7)
Dayton										
	ELECT SALES - DAYTON RESIDEN	14,809	182,903	211,082	224,525	(13)	16,467	196,040	(13,136)	(7)
	ELECT SALES - DAYTON NON-DE	2,861	34,853	38,969	41,609	(11)	3,872	37,726	(2,872)	(8)
	PCA SALES REVENUE - DAYTON R	1,314	14,964	20,431	22,385	(27)	1,435	15,521	(557)	(4)
	PCA SALES REVENUE - DAYTON	256	2,789	3,899	4,231	(28)	330	2,958	(168)	(6)
	Total For Dayton:	19,241	235,511	274,383	292,751	(14)	22,105	252,246	(16,735)	(7)
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,788	239,005	238,333	260,000	0	21,699	237,518	1,487	1
	Total For Public St & Hwy Lighting:	21,788	239,005	238,333	260,000	0	21,699	237,518	1,487	1
Other Electric Sales										
	SUB-STATION CREDIT	400	4,400	4,400	4,800	0	400	4,400	0	0

ELK RIVER MUNICIPAL UTILITIES
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	2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
Total For Other Electric Sales:	400	4,400	4,400	4,800	0	400	4,400	0	0
Total Operating Revenue	<u>3,416,577</u>	<u>39,700,032</u>	<u>43,780,588</u>	<u>47,000,831</u>	<u>(9)</u>	<u>3,620,595</u>	<u>41,280,151</u>	<u>(1,580,119)</u>	<u>(4)</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	44,805	312,314	77,916	85,000	301	24,474	111,650	200,663	180
Total For Interest/Dividend Income:	44,805	312,314	77,916	85,000	301	24,474	111,650	200,663	180
Customer Penalties									
CUSTOMER DELINQUENT PENALT	29,019	270,390	261,250	285,000	3	29,325	288,919	(18,528)	(6)
Total For Customer Penalties:	29,019	270,390	261,250	285,000	3	29,325	288,919	(18,528)	(6)
Connection Fees									
DISCONNECT & RECONNECT CHA	18,870	297,927	123,750	135,000	141	23,430	140,161	157,766	113
Total For Connection Fees:	18,870	297,927	123,750	135,000	141	23,430	140,161	157,766	113
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	440	2,830	4,583	5,000	(38)	220	5,994	(3,164)	(53)
STREET LIGHT	0	23,400	7,500	10,000	212	4,500	6,300	17,100	271
TRANSMISSION INVESTMENTS	46,756	569,572	610,500	666,000	(7)	50,382	639,445	(69,872)	(11)
MISC NON-UTILITY	66,325	208,238	100,833	110,000	107	32,913	163,180	45,057	28
GAIN ON DISPOSITION OF PROPER	0	8,600	0	0	0	10,700	51,010	(42,410)	(83)
CONTRIBUTIONS FROM CUSTOME	18,041	690,933	206,250	225,000	235	51,603	397,963	292,970	74
Total For Misc Revenue:	131,563	1,503,574	929,666	1,016,000	62	150,318	1,263,894	239,680	19
Total Other Revenue	<u>224,257</u>	<u>2,384,207</u>	<u>1,392,583</u>	<u>1,521,000</u>	<u>71</u>	<u>227,548</u>	<u>1,804,625</u>	<u>579,581</u>	<u>32</u>
Total For Total Other Revenue:	224,257	2,384,207	1,392,583	1,521,000	71	227,548	1,804,625	579,581	32
Total Revenue	<u>3,640,835</u>	<u>42,084,239</u>	<u>45,173,171</u>	<u>48,521,831</u>	<u>(7)</u>	<u>3,848,143</u>	<u>43,084,777</u>	<u>(1,000,538)</u>	<u>(2)</u>
Expenses									
Purchased Power									
PURCHASED POWER	1,497,023	20,476,507	22,539,972	24,250,423	(9)	1,541,851	21,805,175	(1,328,667)	(6)
ENERGY ADJUSTMENT CLAUSE	357,864	6,146,555	7,826,264	8,506,023	(21)	511,061	7,284,944	(1,138,389)	(16)
Total For Purchased Power:	1,854,888	26,623,063	30,366,236	32,756,447	(12)	2,052,913	29,090,120	(2,467,056)	(8)
Operating & Mtce Expense									
OPERATING SUPERVISION	11,334	127,856	120,083	131,000	6	9,916	111,031	16,824	15
DIESEL OIL FUEL	0	159	9,166	10,000	(98)	0	3,854	(3,695)	(96)
NATURAL GAS	2,501	16,115	26,500	33,000	(39)	2,251	24,917	(8,801)	(35)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

	2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
ELECTRIC & WATER CONSUMPTI	4,878	51,162	60,200	66,000	(15)	4,486	57,188	(6,026)	(11)
PLANT SUPPLIES & OTHER EXPEN	1,533	8,790	13,750	15,000	(36)	403	26,929	(18,139)	(67)
MISC POWER GENERATION EXPE	16	640	7,333	8,000	(91)	0	3,767	(3,127)	(83)
MAINTENANCE OF STRUCTURE -	939	13,415	19,250	21,000	(30)	1,213	17,696	(4,281)	(24)
MTCE OF PLANT ENGINES/GENER	115	4,177	35,750	39,000	(88)	404	17,223	(13,046)	(76)
MTCE OF PLANT/LAND IMPROVE	354	16,658	35,000	46,000	(52)	123	25,004	(8,346)	(33)
Total For Operating & Mtce Expense:	21,673	238,975	327,033	369,000	(27)	18,800	287,614	(48,639)	(17)
Transmission Expense									
TRANSMISSION MTCE AND EXPE	2,497	45,929	66,000	72,000	(30)	4,508	59,365	(13,436)	(23)
Total For Transmission Expense:	2,497	45,929	66,000	72,000	(30)	4,508	59,365	(13,436)	(23)
Distribution Expense									
REMOVE EXISTING SERVICE & M	0	352	1,833	2,000	(81)	0	542	(189)	(35)
SCADA EXPENSE	2,825	42,181	41,250	45,000	2	4,845	48,501	(6,319)	(13)
TRANSFORMER EXPENSE OH & U	1,530	15,969	13,750	15,000	16	1,480	17,269	(1,300)	(8)
MTCE OF SIGNAL SYSTEMS	308	1,930	2,750	3,000	(30)	0	2,667	(736)	(28)
METER EXPENSE - REMOVE & RE	0	466	1,375	1,500	(66)	0	1,461	(994)	(68)
TEMP SERVICE - INSTALL & REM	103	442	6,416	7,000	(93)	2,815	9,206	(8,764)	(95)
MISC DISTRIBUTION EXPENSE	19,969	331,230	320,833	350,000	3	26,244	323,536	7,693	2
INTERCONNECTION CARRYING C	0	0	0	2,417	0	0	0	0	0
Total For Distribution Expense:	24,737	392,573	388,208	425,917	1	35,385	403,185	(10,612)	(3)
Maintenance Expense									
MTCE OF STRUCTURES	4,053	78,072	45,833	50,000	70	5,917	59,895	18,177	30
MTCE OF SUBSTATIONS	5,224	18,118	33,000	36,000	(45)	243	39,773	(21,654)	(54)
MTCE OF SUBSTATION EQUIPME	(2,476)	80,020	72,416	79,000	11	17,486	70,166	9,854	14
MTCE OF OH LINES/TREE TRIM	724	215,269	200,000	230,000	8	14,544	194,343	20,925	11
MTCE OF OH LINES/STANDBY	3,403	39,673	36,666	40,000	8	3,116	33,475	6,198	19
MTCE OF OH PRIMARY	7,159	157,952	155,833	170,000	1	7,933	141,973	15,978	11
MTCE OF URD PRIMARY	16,011	270,643	201,666	220,000	34	19,232	209,105	61,537	29
LOCATE ELECTRIC LINES	8,850	95,577	100,833	110,000	(5)	11,622	100,068	(4,490)	(4)
LOCATE FIBER LINES	219	2,962	1,375	1,500	115	50	421	2,540	602
MTCE OF LINE TRANSFORMERS	16,733	60,486	55,000	60,000	10	1,045	72,493	(12,007)	(17)
MTCE OF STREET LIGHTING	4,875	65,642	45,833	50,000	43	6,363	43,031	22,611	53
MTCE OF SECURITY LIGHTING	800	21,081	13,750	15,000	53	1,295	16,675	4,405	26
MTCE OF METERS	1,479	56,563	73,333	80,000	(23)	4,650	62,905	(6,341)	(10)
VOLTAGE COMPLAINTS	883	6,413	11,000	12,000	(42)	259	10,072	(3,658)	(36)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
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FOR PERIOD ENDING NOVEMBER 2024

	2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
SALARIES TRANSMISSION & DIST	2,540	28,571	27,500	30,000	4	2,287	25,867	2,703	10
ELECTRIC MAPPING	6,845	119,928	91,666	100,000	31	3,263	101,620	18,308	18
MTCE OF OH SECONDARY	1,543	20,112	22,916	25,000	(12)	2,587	23,811	(3,699)	(16)
MTCE OF URD SECONDARY	5,953	53,604	55,000	60,000	(3)	5,174	57,773	(4,168)	(7)
TRANSPORTATION EXPENSE	21,797	272,192	275,000	300,000	(1)	20,254	252,426	19,766	8
Total For Maintenance Expense:	106,623	1,662,887	1,518,625	1,668,500	9	127,330	1,515,900	146,987	10
Depreciation & Amortization									
DEPRECIATION	219,944	2,417,674	2,236,190	2,439,475	8	209,339	2,289,525	128,148	6
AMORTIZATION	55,677	612,457	612,458	668,136	0	55,677	612,457	0	0
Total For Depreciation & Amortization:	275,622	3,030,131	2,848,648	3,107,611	6	265,017	2,901,982	128,148	4
Interest Expense									
INTEREST EXPENSE - BONDS	68,246	765,364	765,364	845,673	0	71,400	799,293	(33,929)	(4)
AMORTIZATION OF DEBT DISCOU	(4,988)	(54,873)	(54,873)	(59,863)	0	(4,988)	(54,873)	0	0
Total For Interest Expense:	63,257	710,490	710,490	785,810	0	66,412	744,419	(33,929)	(5)
Other Operating Expense									
EV CHARGING EXPENSE	197	2,451	2,841	3,100	(14)	223	1,972	478	24
LOSS ON DISPOSITION OF PROP (C	0	3,025	155,800	155,800	(98)	0	13,073	(10,048)	(77)
OTHER DONATIONS	0	0	2,750	3,000	(100)	0	108	(108)	(100)
MUTUAL AID	719	54,540	0	0	0	0	4,415	50,124	1,135
PENSION EXPENSE	0	0	0	295,000	0	0	0	0	0
OTHER INTEREST EXPENSE	0	0	0	0	0	0	378	(378)	(100)
INTEREST EXPENSE - METER DEP	4,886	52,692	45,833	50,000	15	4,093	43,818	8,873	20
Total For Other Operating Expense:	5,803	112,709	207,225	506,900	(46)	4,316	63,767	48,941	77
Customer Accounts Expense									
METER READING EXPENSE	4,183	44,341	43,083	47,000	3	4,195	39,911	4,430	11
DISCONNECT/RECONNECT EXPEN	0	11,844	20,166	22,000	(41)	692	19,371	(7,526)	(39)
MISC CUSTOMER ACCOUNTS EXP	29,058	327,313	316,250	345,000	3	28,226	311,068	16,245	5
BAD DEBT EXPENSE & RECOVER	621	14,883	22,916	25,000	(35)	1,561	28,439	(13,555)	(48)
Total For Customer Accounts Expense:	33,864	398,383	402,416	439,000	(1)	34,676	398,790	(407)	0
Administrative Expense									
SALARIES OFFICE & COMMISSION	68,506	818,819	832,333	908,000	(2)	62,938	728,008	90,811	12
TEMPORARY STAFFING	0	0	3,666	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	9,766	92,098	114,583	125,000	(20)	7,734	107,176	(15,078)	(14)
ELECTRIC & WATER CONSUMPTI	1,870	25,060	36,666	40,000	(32)	1,837	26,855	(1,795)	(7)
BANK FEES	352	2,631	2,291	2,500	15	110	1,598	1,033	65

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Electric									
LEGAL FEES	3,322	32,628	27,500	30,000	19	2,031	19,482	13,145	67
AUDITING FEES	1,640	17,240	20,166	22,000	(15)	1,623	18,816	(1,576)	(8)
INSURANCE	14,904	175,398	174,166	190,000	1	15,327	185,890	(10,491)	(6)
UTILITY SHARE - DEFERRED COM	4,783	107,748	110,000	120,000	(2)	5,780	110,786	(3,038)	(3)
UTILITY SHARE - MEDICAL/DENT	56,965	773,079	807,681	870,000	(4)	62,014	763,872	9,206	1
UTILITY SHARE - PERA	24,693	282,056	276,833	302,000	2	24,072	263,280	18,776	7
UTILITY SHARE - FICA	23,251	274,416	270,416	295,000	1	22,750	257,059	17,356	7
EMPLOYEE SICK PAY	11,185	147,826	151,250	165,000	(2)	9,283	140,068	7,758	6
EMPLOYEE HOLIDAY PAY	45,207	148,971	140,727	172,000	6	42,341	140,391	8,580	6
EMPLOYEE VACATION & PTO PA	24,913	308,300	253,727	275,000	22	21,045	259,004	49,296	19
UPMIC DISTRIBUTION	0	75,435	75,750	101,000	0	0	60,163	15,271	25
LONGEVITY PAY	2,018	6,963	6,964	6,964	0	0	15,168	(8,205)	(54)
CONSULTING FEES	0	40,307	89,466	97,600	(55)	0	2,732	37,574	1,375
TELEPHONE	2,929	28,737	34,833	38,000	(18)	2,987	33,813	(5,076)	(15)
ADVERTISING	1,620	12,036	17,416	19,000	(31)	624	13,213	(1,177)	(9)
DUES & SUBSCRIPTIONS - FEES	9,766	112,471	126,072	137,533	(11)	7,536	105,328	7,142	7
SCHOOLS & MEETINGS	14,840	192,463	257,000	274,894	(25)	20,212	212,270	(19,807)	(9)
MTCE OF GENERAL PLANT & OFFI	845	9,295	11,916	13,000	(22)	1,002	11,030	(1,735)	(16)
Total For Administrative Expense:	323,384	3,683,983	3,841,430	4,208,492	(4)	311,254	3,476,013	207,970	6
General Expense									
CIP REBATES - RESIDENTIAL	11,740	85,139	83,194	90,758	2	6,658	57,074	28,065	49
CIP REBATES - COMMERCIAL	395	98,667	102,666	112,000	(4)	0	54,432	44,235	81
CIP - ADMINISTRATION	10,214	163,477	167,717	182,965	(3)	15,375	26,786	136,691	510
CIP - MARKETING	1,074	45,894	46,965	51,235	(2)	832	37,444	8,450	23
CIP - LABOR	7,514	90,943	122,670	133,822	(26)	10,748	128,434	(37,490)	(29)
CIP REBATES - LOW INCOME	0	3,468	17,160	18,720	(80)	0	13,124	(9,656)	(74)
CIP - LOW INCOME LABOR	741	8,539	9,166	10,000	(7)	729	8,746	(206)	(2)
ENVIRONMENTAL COMPLIANCE	2,023	29,426	32,083	35,000	(8)	2,499	20,957	8,468	40
MISC GENERAL EXPENSE	125	3,560	2,291	2,500	55	88	6,283	(2,722)	(43)
Total For General Expense:	33,830	529,117	583,916	637,000	(9)	36,931	353,283	175,834	50
Total Expenses(before Operating Transfers)	2,746,184	37,428,244	41,260,230	44,976,678	(9)	2,957,546	39,294,443	(1,866,198)	(5)
Operating Transfer									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	122,634	1,425,274	1,590,102	1,707,411	(10)	130,002	1,522,339	(97,065)	(6)

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	2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
Total For Operating Transfer/Other Funds:	122,634	1,425,274	1,590,102	1,707,411	(10)	130,002	1,522,339	(97,065)	(6)
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	20,888	210,579	242,000	264,000	(13)	19,357	235,099	(24,519)	(10)
Total For Utilities & Labor Donated:	20,888	210,579	242,000	264,000	(13)	19,357	235,099	(24,519)	(10)
Total Operating Transfer									
Total For Total Operating Transfer:	143,523	1,635,853	1,832,102	1,971,411	(11)	149,359	1,757,438	(121,585)	(7)
Net Income Profit(Loss)	751,127	3,020,141	2,080,838	1,573,740	45	741,237	2,032,895	987,246	49

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

	2024 NOVEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 NOVEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Water									
Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	128,232	1,466,070	1,505,864	1,595,403	(3)	100,615	1,766,279	(300,209)	(17)
WATER SALES COMMERCIAL	87,452	913,216	868,636	923,908	5	75,120	996,489	(83,273)	(8)
WATER SALES IRRIGATION	22,312	275,040	267,294	268,691	3	9,437	399,824	(124,784)	(31)
Total For Water Sales:	237,997	2,654,326	2,641,795	2,788,003	0	185,172	3,162,593	(508,266)	(16)
Total Operating Revenue	237,997	2,654,326	2,641,795	2,788,003	0	185,172	3,162,593	(508,266)	(16)
Total For Total Operating Revenue:	237,997	2,654,326	2,641,795	2,788,003	0	185,172	3,162,593	(508,266)	(16)
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	12,707	96,139	36,666	40,000	162	8,103	44,176	51,963	118
OTHER INTEREST/MISC REVENUE	0	558	1,375	1,500	(59)	0	543	15	3
Total For Interest/Dividend Income:	12,707	96,698	38,041	41,500	154	8,103	44,720	51,978	116
Customer Penalties									
CUSTOMER PENALTIES	2,399	26,174	22,916	25,000	14	2,061	22,156	4,018	18
Total For Customer Penalties:	2,399	26,174	22,916	25,000	14	2,061	22,156	4,018	18
Connection Fees									
WATER/ACCESS/CONNECTION FE	43,200	439,941	183,333	200,000	140	49,530	235,340	204,600	87
CUSTOMER CONNECTION FEES	5,237	37,744	27,500	30,000	37	7,126	22,642	15,102	67
BULK WATER SALES/HYDRANT R	4,552	25,027	22,916	25,000	9	4,185	25,740	(713)	(3)
Total For Connection Fees:	52,990	502,712	233,750	255,000	115	60,842	283,723	218,989	77
Misc Revenue									
MISC NON-UTILITY	20	95	45	50	109	20	120	(24)	(20)
TRANSFER IN FROM CITY	0	0	0	230,000	0	0	0	0	0
GAIN ON DISPOSITION OF PROPER	0	0	0	0	0	0	2,940	(2,940)	(100)
MISCELLANEOUS REVENUE	0	716	458	500	57	0	258	458	177
HYDRANT MAINTENANCE PROGR	975	11,550	13,750	15,000	(16)	975	13,518	(1,967)	(15)
CONTRIBUTIONS FROM DEVELOP	0	0	0	65,000	0	0	0	0	0
WATER TOWER LEASE	0	0	0	308,236	0	0	0	0	0
Total For Misc Revenue:	995	12,363	14,254	618,786	(13)	995	16,836	(4,473)	(27)
Total Other Revenue	69,093	637,949	308,962	940,286	106	72,002	367,436	270,512	74
Total For Total Other Revenue:	69,093	637,949	308,962	940,286	106	72,002	367,436	270,512	74

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

	2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
	NOVEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	NOVEMBER	YTD	VARIANCE	Actual Var%
Water									
Total Revenue	307,091	3,292,276	2,950,757	3,728,289	12	257,174	3,530,030	(237,754)	(7)
Expenses									
Production Expense									
MTCE OF STRUCTURES	4,272	108,768	105,416	115,000	3	6,162	95,652	13,116	14
Total For Production Expense:	4,272	108,768	105,416	115,000	3	6,162	95,652	13,116	14
Pumping Expense									
SUPERVISION	4,290	64,575	61,875	67,500	4	5,363	58,157	6,418	11
ELECTRIC & GAS UTILITIES	17,421	233,326	307,240	335,171	(24)	15,672	282,333	(49,007)	(17)
SAMPLING	1,120	20,127	15,583	17,000	29	3,286	16,343	3,783	23
CHEMICAL FEED	2,760	37,161	48,583	53,000	(24)	699	42,900	(5,739)	(13)
MTCE OF WELLS	39,230	199,237	151,250	165,000	32	9,606	134,473	64,763	48
SCADA - PUMPING	328	10,698	7,333	8,000	46	283	3,154	7,544	239
Total For Pumping Expense:	65,152	565,126	591,865	645,671	(5)	34,910	537,363	27,763	5
Distribution Expense									
MTCE OF WATER MAINS	4,663	94,947	160,416	175,000	(41)	6,379	142,145	(47,197)	(33)
LOCATE WATER LINES	1,100	13,162	15,812	17,250	(17)	578	8,456	4,706	56
MTCE OF WATER SERVICES	0	0	458	500	(100)	0	240	(240)	(100)
WATER METER SERVICE	10,820	71,982	60,500	66,000	19	600	28,368	43,613	154
BACKFLOW DEVICE INSPECTION	1,261	18,091	18,739	20,000	(3)	1,151	18,023	68	0
MTCE OF CUSTOMERS SERVICE	3,066	30,603	30,250	33,000	1	2,510	27,741	2,861	10
WATER MAPPING	1,562	17,695	13,750	15,000	29	4,020	15,736	1,958	12
MTCE OF WATER HYDRANTS - PU	1,409	21,955	18,333	20,000	20	791	13,340	8,615	65
MTCE OF WATER HYDRANTS - PR	0	4,990	5,500	6,000	(9)	0	3,665	1,325	36
WATER CLOTHING/PPE	76	9,528	9,166	10,000	4	986	10,128	(599)	(6)
WAGES WATER	628	7,148	6,875	7,500	4	582	6,504	644	10
TRANSPORTATION EXPENSE	1,240	17,988	22,000	24,000	(18)	1,226	15,319	2,668	17
WATER PERMIT	0	26,255	28,000	28,000	(6)	0	15,752	10,502	67
Total For Distribution Expense:	25,828	334,350	389,801	422,250	(14)	18,827	305,423	28,927	9
Depreciation & Amortization									
DEPRECIATION	100,185	1,107,337	1,053,250	1,148,987	5	97,593	1,073,779	33,558	3
Total For Depreciation & Amortization:	100,185	1,107,337	1,053,250	1,148,987	5	97,593	1,073,779	33,558	3
Interest Expense									
INTEREST EXPENSE - BONDS	3,266	37,333	37,333	40,600	0	3,466	39,533	(2,200)	(6)
AMORTIZATION OF DEBT DISCOU	(554)	(6,096)	(6,096)	(6,651)	0	(554)	(6,096)	0	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

Water		2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
		NOVEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	NOVEMBER	YTD	VARIANCE	Actual Var%
	Total For Interest Expense:	2,712	31,236	31,236	33,949	0	2,912	33,436	(2,200)	(7)
	Other Operating Expense									
	LOSS ON DISPOSITION OF PROP (C	0	0	14,000	14,000	(100)	0	0	0	0
	DAM MAINTENANCE EXPENSE	0	444	1,833	2,000	(76)	0	1,876	(1,431)	(76)
	PENSION EXPENSE	0	0	0	65,000	0	0	0	0	0
	OTHER INTEREST EXPENSE	0	0	0	0	0	0	94	(94)	(100)
	INTEREST EXPENSE - METER DEP	58	904	1,191	1,300	(24)	107	1,155	(251)	(22)
	Total For Other Operating Expense:	58	1,349	17,025	82,300	(92)	107	3,126	(1,777)	(57)
	Customer Accounts Expense									
	METER READING EXPENSE	607	4,975	2,291	2,500	117	192	2,037	2,937	144
	MISC CUSTOMER ACCOUNTS EXP	7,430	83,938	81,583	89,000	3	5,601	78,764	5,174	7
	BAD DEBT EXPENSE & RECOVER	0	19	229	250	(92)	0	(28)	47	168
	Total For Customer Accounts Expense:	8,037	88,933	84,104	91,750	6	5,793	80,773	8,159	10
	Administrative Expense									
	SALARIES OFFICE & COMMISSION	20,269	239,199	261,250	285,000	(8)	18,197	211,588	27,611	13
	TEMPORARY STAFFING	0	0	916	1,000	(100)	0	0	0	0
	OFFICE SUPPLIES	2,203	22,634	33,916	37,000	(33)	1,888	23,108	(474)	(2)
	ELECTRIC & WATER CONSUMPTI	467	6,267	10,083	11,000	(38)	459	6,713	(446)	(7)
	BANK FEES	88	673	550	600	22	27	412	261	63
	LEGAL FEES	748	5,455	8,250	9,000	(34)	507	4,239	1,216	29
	AUDITING FEES	410	4,856	5,500	6,000	(12)	405	5,250	(394)	(8)
	INSURANCE	3,664	38,656	39,416	43,000	(2)	3,441	48,115	(9,458)	(20)
	UTILITY SHARE - DEFERRED COM	854	18,067	19,250	21,000	(6)	1,405	20,143	(2,076)	(10)
	UTILITY SHARE - MEDICAL/DENT	14,905	187,865	203,636	220,000	(8)	14,235	188,762	(897)	0
	UTILITY SHARE - PERA	4,846	54,275	51,333	56,000	6	4,312	48,543	5,732	12
	UTILITY SHARE - FICA	4,442	53,100	49,500	54,000	7	4,008	46,796	6,304	13
	EMPLOYEE SICK PAY	4,115	29,543	26,583	29,000	11	1,705	24,512	5,031	21
	EMPLOYEE HOLIDAY PAY	9,288	28,384	26,181	32,000	8	8,125	25,487	2,896	11
	EMPLOYEE VACATION & PTO PA	4,385	55,905	48,000	52,000	16	3,706	44,820	11,084	25
	UPMIC DISTRIBUTION	0	16,027	15,750	21,000	2	0	10,967	5,059	46
	WELLHEAD PROTECTION	0	0	1,870	2,000	(100)	0	6,861	(6,861)	(100)
	LONGEVITY PAY	106	836	837	837	0	0	2,581	(1,745)	(68)
	CONSULTING FEES	0	11,391	42,075	45,900	(73)	490	9,006	2,385	26
	TELEPHONE	651	6,546	8,250	9,000	(21)	667	7,664	(1,118)	(15)
	ADVERTISING	405	3,124	4,583	5,000	(32)	156	3,978	(854)	(21)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING NOVEMBER 2024

		2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
		NOVEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	NOVEMBER	YTD	VARIANCE	Actual Var%
Water	DUES & SUBSCRIPTIONS - FEES	15,288	76,445	86,600	88,114	(12)	14,876	69,871	6,573	9
	SCHOOLS & MEETINGS	1,342	42,136	59,075	61,072	(29)	2,864	35,690	6,445	18
	MTCE OF GENERAL PLANT & OFFI	211	2,321	2,841	3,100	(18)	250	2,757	(436)	(16)
	Total For Administrative Expense:	88,694	903,713	1,006,250	1,092,623	(10)	81,732	847,874	55,839	7
	General Expense									
	CIP REBATES - RESIDENTIAL	125	970	4,583	5,000	(79)	0	1,185	(215)	(18)
	CIP REBATES - COMMERCIAL	0	0	458	500	(100)	0	0	0	0
	CIP - MARKETING	0	1,117	1,833	2,000	(39)	0	966	150	16
	CIP - LABOR	0	0	4,583	5,000	(100)	0	1,288	(1,288)	(100)
	ENVIRONMENTAL COMPLIANCE	37	628	2,291	2,500	(73)	52	1,316	(688)	(52)
	MISC GENERAL EXPENSE	0	0	229	250	(100)	0	(24)	24	100
	Total For General Expense:	162	2,715	13,979	15,250	(81)	52	4,733	(2,017)	(43)
	Total Expenses(before Operating Transfers)	295,105	3,143,530	3,292,928	3,647,781	(5)	248,093	2,982,162	161,368	5
Operating Transfer										
	Utilities & Labor Donated									
	WATER & LABOR DONATED TO CI	0	0	1,375	1,500	(100)	0	0	0	0
	Total Operating Transfer									
	Total For Total Operating Transfer:	0	0	1,375	1,500	(100)	0	0	0	0
	Net Income Profit(Loss)	11,985	148,745	(343,546)	79,007	143	9,081	547,868	(399,123)	(73)

Beginning Fiscal Period[YYYYMM]

202401

GL Division

All

Ending Fiscal Period[YYYYMM]

202411

GL Activity

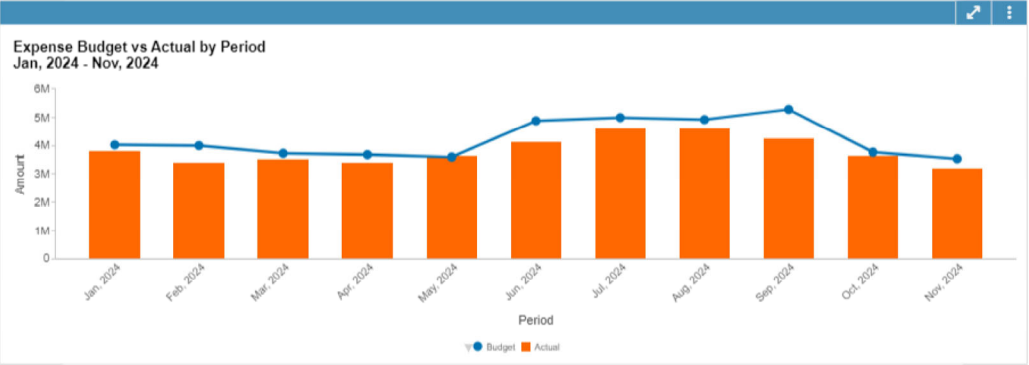
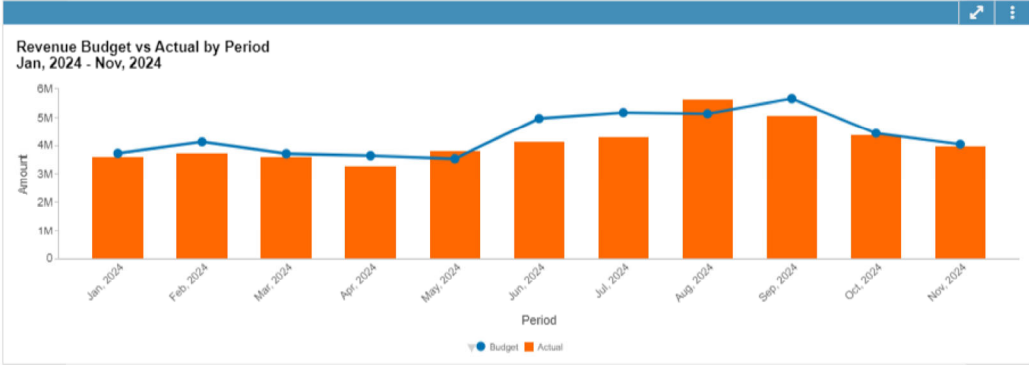
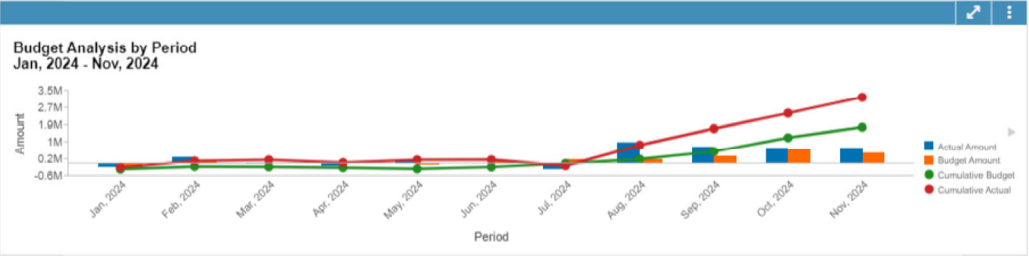
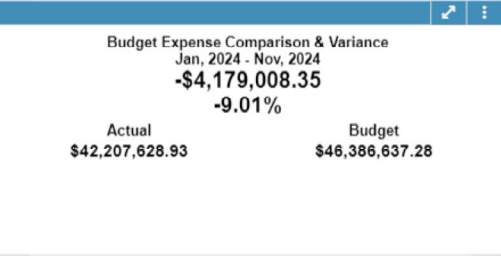
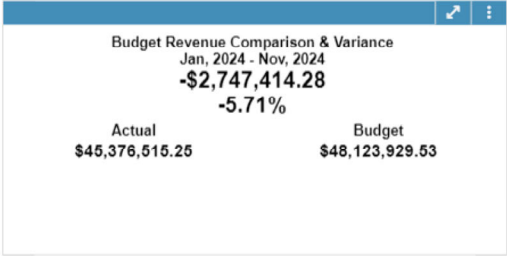
All

GL Department

All

Period Type

Closed Period



TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 5.2
SUBJECT: Advanced Metering Infrastructure Update	
ACTION REQUESTED: None	

DISCUSSION:

As of January 2, Allegiant has completed 3,342 residential water meter replacements and 404 retrofits. Allegiant’s goal is to maintain 3-4 water technicians working throughout the remainder of the project. The residential water meter exchange work is approximately 72.5% complete.

To date we have made 64 residential repairs utilizing master plumber Karsten Nelson (Archer Plumbing) with a running total of \$22,710.36 in repair costs. This is about a 1.55% repair rate based on the total number of installed water meters. In April 2024, the Commission voted to absorb these residential costs at an estimate of \$300 per job for approximately 100-150 homes, totaling between \$30-\$45K.

Allegiant’s commercial meter subcontractor (Archer Plumbing) has completed 79 commercial meter replacements and 27 retrofits as of January 2. The commercial water meter exchange work is about 23% complete.

As of January 2, Allegiant has completed 3,531 residential electric meter replacements. They plan to have 2-3 technicians on the project most of the time and expect to exchange between 700 and 1,000 meters per technician each month. The residential electric meter exchange work is about 32% completed. Installations are being done Monday through Friday from 8:00 a.m. to 4:30 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m. Communication of these times is on our website along with other FAQ’s.

We are expecting to receive the remainder of our residential electric meters in Q1 of 2025 from Sensus. Unfortunately, we still have not received any indication of when our commercial electric meters will be delivered. ERMU staff will be utilized for the commercial installations.

Overall, approximately 56% of the total available AMI meters have been installed.

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The City Council approved the Minnesota Municipal Power Agency’s Amendment regarding weighted voting via the consent agenda at their December 16, 2024, meeting. They also approved Resolution 24-81 Voter Referendum Required for Utility Disposition. The Star News did a nice recap of the referendum presentation/discussion in their Saturday, January 4, edition. A link to the online version of the article can be found [here](#).
- We have been working with the City on our 2025 Minnesota Municipal Utility Association’s (MMUA) Safety Management Agreement. We currently split the administrative costs 50/50. The City has informed us they will likely use a different training provider for 2025. Going solo with MMUA will increase our safety training fees by approximately \$8,500.
- The Minnesota Municipal Power Agency (MMPA) Board of Directors met December 17, 2024, at Chaska City Hall in Chaska, Minnesota and via videoconference. Commissioner Stewart attended (I was out sick). The public summary follows:
 - The Board reviewed the Agency’s financial and operating performance for November 2024.
 - Clean Energy Choice program participation increased from 5.9% to 6.0%.
 - The Board approved rates for 2025, which are the same as 2024 rates.
 - The Board discussed the status of renewable projects the Agency is pursuing.
 - Robert Striker has been engaged as MMPA’s general counsel. Mr. Striker performed legal services for MMPA while at Stinson LLP and has substantial experience in MMPA matters.
 - The following officers were elected for 2025:
 - Chairman - Matt Podhradsky
 - Vice Chairman - Keith Mykleseth
 - Treasurer - Greg Drent
 - Secretary - Mark Hanson

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1b
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Office walk-in traffic for December consisted of 159 customers, averaging 40 customers per week over the four-week period.
- The office saw 1,779 walk-in customers for the year ending 2024, an increase of 309 customers compared to 2023.
- ERMU disconnections for December: The Cold Weather Rule is in effect, meaning customers cannot be disconnected until 30 days after they receive their disconnection notice.
 - Cycle 4 – 6 disconnections
 - Cycle 3 – 4 disconnections
- During the month of December 2024, the customer service team entered 47 payment arrangements with customers. During December 2023 there were 50 payment arrangements.
- A substantial amount of staff time is spent on the Advanced Metering Infrastructure project, including daily follow-ups with customers, as well as coordination with both internal and external team members.
- The IT department is prioritizing initiatives for 2025.
- Currently there are nine active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- In the last 30 days, combined the level two charger located downtown and in the parking lot in front of ERMU had 20 sessions and provided customers with 388 kWh of green energy.

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1c
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The 2024 audit field work is scheduled for February 20-21, which will likely be done using a hybrid method. Accounting continues to gather requested information/work papers for the 2024 annual audit.
- Response to IRS Information Document Request #2 regarding 2016A Bond examination was sent Friday, December 20. IRS agent has recommended to manager that file be closed without any negative findings. Hopefully this means that the audit will be closed and resolved soon.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1d
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Bill inserts for January 2025 include 1/3 sheet residential and commercial rebate flyers and the SmartHub Auto Pay Program flyer (attached).
- In addition to bill insert topics, social media posts this month feature the commission meeting notice, holiday office closures and garbage service delays, 2025 rates, tree trimming, and scholarship information.
- The ERMU student scholarship has been updated for 2025, as we now independently offer up to two \$1000 scholarships to high school seniors in our service territory who plan to further their education towards a career in water, electric, or conservation related fields (application flyer attached). This approach to the scholarship program is a departure from previous years when we partnered with Minnesota Municipal Utilities Association's (MMUA) Tom Bovitz Scholarship. MMUA is in the process of reevaluating its scholarship program and have confirmed it will no longer run through local utilities.
- Communications staff updated the residential and commercial new customer packets to include the Who Owns What infrastructure flyers (attached). These inserts were created in 2022 and have previously been distributed to customers. Adding the inserts to their respective packets is intended to ensure that customers begin their service with ERMU having a solid understanding of ownership responsibilities.
- On January 6, Communications Coordinator Jenny Foss and I sat down with safety, grant writing, and communications staff from MMUA to discuss a new community safety training initiative. As a group we discussed MMUA's intention to roll out a program funded by a Susan Harwood Training Grant, bringing free OSHA training on chemical safety to local businesses as a means to enhance the way ERMU serves its community. It was a great discussion where our staff was able to provide insight on how to best communicate with utility customers as well as offer recommendations for logistics like registration. We will provide updates on this initiative as it develops.

ATTACHMENTS:

- Bill Insert – Residential Rebates
- Bill Insert – Commercial Rebates
- Bill Insert – SmartHub Auto Pay Program
- ERMU Scholarship Program
- Who Owns What – Residential
- Who Owns What – Commercial

Discover savings with **ERMU rebates!**

Save money and energy with a wide variety of residential rebates from ERMU. See details on back.



From cooling systems to lawn irrigation, we offer **ways to save** throughout your home.

- ▶ EV Charger
- ▶ Heat Pumps
- ▶ HVAC Equipment
- ▶ Appliance and Home Efficiency
- ▶ Lighting and Lighting Controls

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COMMERCIAL REBATES | ENERGY AUDITS

ERMU partners with Frontier Energy to offer commercial **rebates and savings** to customers for categories such as:

- ▶ HVAC and Controls
- ▶ Data Centers / IT Equipment
- ▶ Food Service Equipment
- ▶ Refrigeration
- ▶ Specialized Lighting
- ▶ Industrial Processes

For more information on commercial rebates and/or energy audits, please contact Doug Eli with Frontier Energy at deli@frontierenergy.com or 763.222.3039.

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WHAT IS SMARTHUB?

SmartHub is a web and mobile app that allows you to take control of all aspects of your utility account. Pay your bill, set up automatic payments, manage your use, and contact ERMU with service issues quickly and easily online or on your mobile device.

WHAT IS SMARTHUB'S AUTO PAY PROGRAM?

SmartHub's Auto Pay Program helps you save time, avoid service interruptions, and eliminate late fees by allowing you to set up automatic payments using your preferred method (credit, debit, checking, or savings) while still letting you view your itemized bill.



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Existing SmartHub users can simply go to their account, select the Auto Pay Program option, and follow the prompts, while new users can create a SmartHub account using the QR code, then follow the prompts.



CHOOSE YOUR PAYMENT METHOD

Set up your preferred secure payment method and let account management do the rest.

- Credit
- Debit
- Checking
- Savings



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Elk River Municipal Utilities (ERMU) will award up to two students with a \$1,000 post-secondary education scholarships in 2025. The goal of this program is to provide financial assistance for those who plan to further their education towards a career in water, electric, or conservation related fields.

How to Apply for a Scholarship

(Available to high school seniors who are customers or have a legal guardian who is a customer of ERMU.)

- 1 Complete the front and back of this scholarship application.
- 2 Provide a copy of the most recent education transcript before the deadline.
- 3 Submit this scholarship application and recent education transcript before March 12, 2025, via mail or email.
- 4 **Mail to:**
Elk River Municipal Utilities
ATTN Scholarship Program
PO Box 430, Elk River, MN 55330
OR Email communications@ermumn.com

APPLICANT INFORMATION (please complete all information below)

Name _____ Phone _____ County _____
Address _____ City _____ State _____ Zip _____
Email _____ Graduation date _____

PARENT/LEGAL GUARDIAN INFORMATION

Name(s) _____ Phone _____
Email _____

ELIGIBILITY

Applicant must be a high school senior who is a customer or have a legal guardian who is a customer of Elk River Municipal Utilities.

AWARD SELECTION

- A scholarship committee selected by Elk River Municipal Utilities reviews all qualifying applications and selects recipients.
- Recipients are chosen from all applications without regard to family financial circumstances, college choice, gender, race, ethnic origin, or religious preferences.
- Only qualifying applications will be considered.
- The two scholarship recipients will be notified by a representative of Elk River Municipal Utilities by May 1, 2025.

ACKNOWLEDGEMENT

- I acknowledge it is my responsibility to complete and submit the scholarship application by the required March 12, 2025, deadline.
- If granted a scholarship I understand that ERMU may use my name and photo for purposes of announcing winners of the utilities' scholarships.

ERMU SCHOLARSHIP APPLICATION QUESTIONS

What are your education plans? (Please check one.)

- ☐ Vocational-technical school ☐ 2-year community/junior college ☐ 4-year college/university

What are your career goals and why does this field interest you?

What courses in high school prepared you for your future plans?

What do you consider are your greatest strengths?

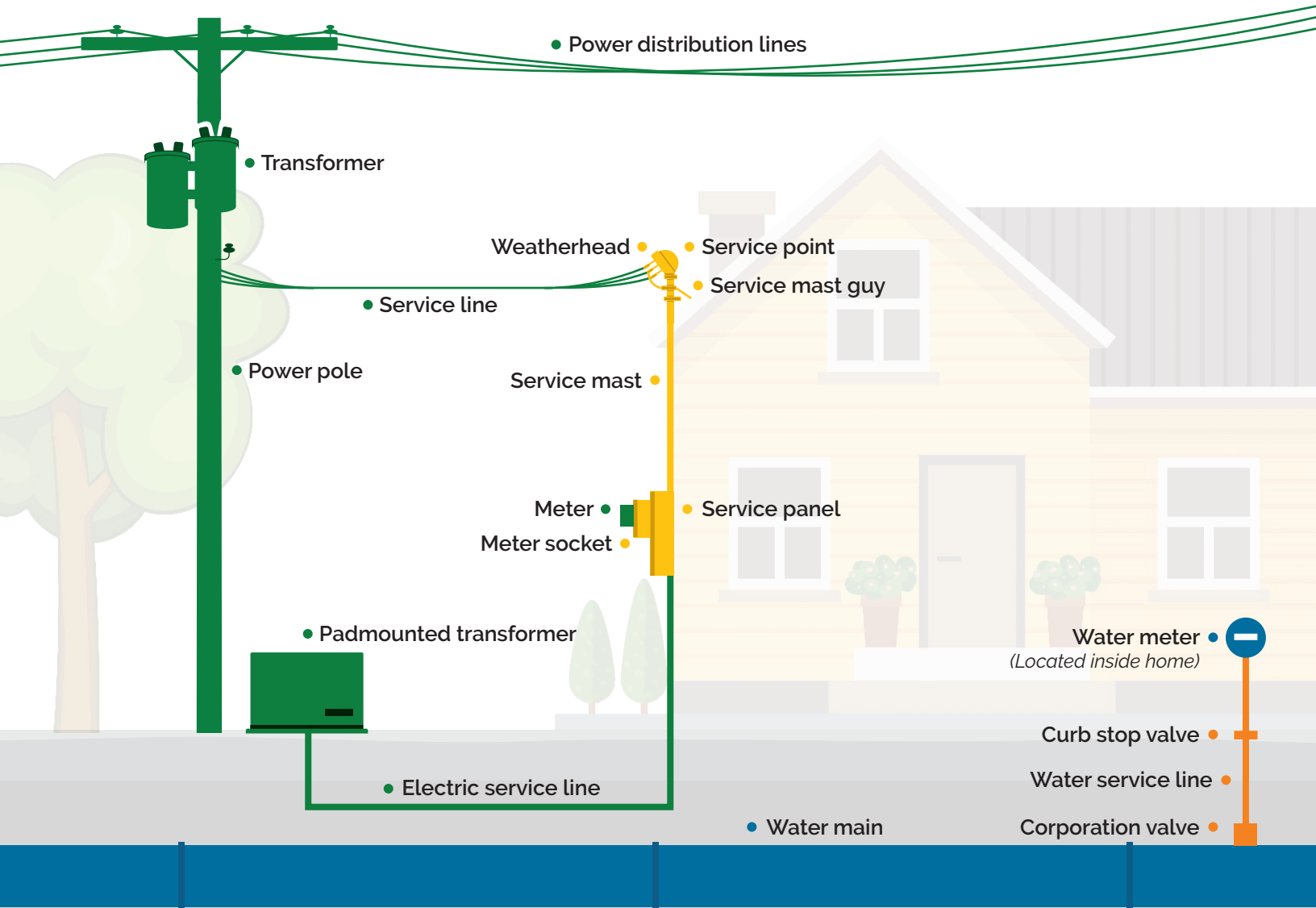
Who has had a significant influence on you? Describe that influence.

Elk River Municipal Utilities is a community-owned utility. Provide three examples of how a public power utility benefits the communities it serves.

Utility-Owned Equipment VS Residential Customer-Owned Equipment

The illustration below helps explain equipment ownership and responsibility regarding maintenance and repairs. The utility is responsible for utility-owned electric equipment (green) and water equipment (blue), while customers are responsible for customer-owned electric equipment (yellow) and water equipment (orange). Customer-owned equipment should be repaired by a licensed tradesperson.

- ELECTRICAL
UTILITY OWNED
- ELECTRICAL
CUSTOMER OWNED
- WATER
UTILITY OWNED
- WATER
CUSTOMER OWNED

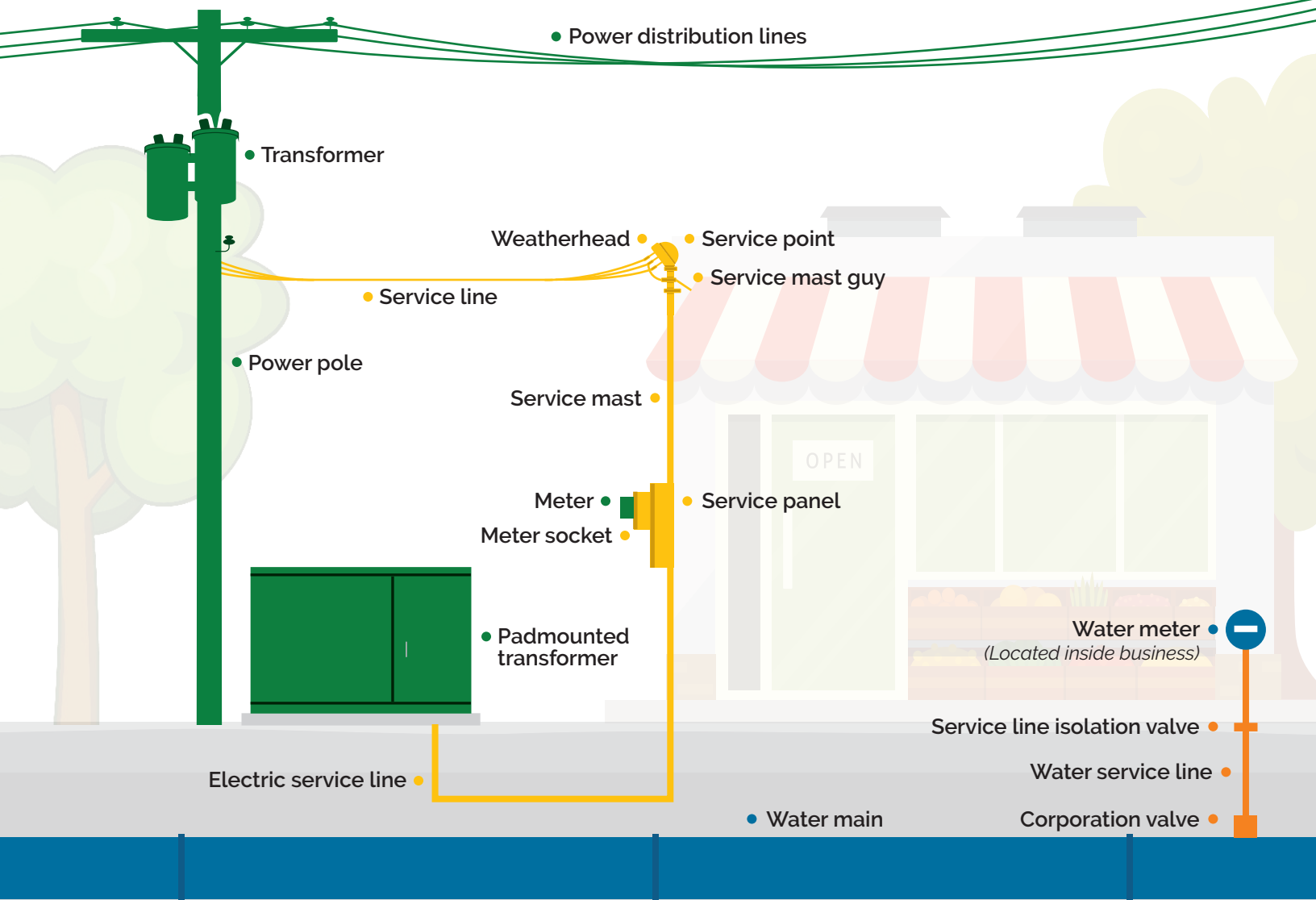


This illustration depicts residential service for overhead electric, underground electric, and water utilities. Please be aware of the type of service you receive in your home. Customers should contact us with specific questions.

Utility-Owned Equipment VS Commercial Customer-Owned Equipment

The illustration below helps explain equipment ownership and responsibility regarding maintenance and repairs. The utility is responsible for utility-owned electric equipment (green) and water equipment (blue), while customers are responsible for customer-owned electric equipment (yellow) and water equipment (orange). Customer-owned equipment should be repaired by a licensed tradesperson.

- ELECTRICAL
UTILITY OWNED
- ELECTRICAL
CUSTOMER OWNED
- WATER
UTILITY OWNED
- WATER
CUSTOMER OWNED



This illustration depicts commercial service for overhead electric, underground electric, and water main utilities. **Please be aware of the type of service you receive in your business.** Some businesses also have private fire hydrants and private fire protection service lines which are customer owned. Customers should contact us with specific questions.

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1e
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Working through the second round of maps for the new GIS mapping system that we plan to move forward with in the future. Maps 1 through 50 are complete.
- Attended Minnesota Municipal Utilities Association's Technical & Operations Conference in St. Cloud December 11-12.
- Working with two different firms to get quotes to perform our arc flash and fuse coordination study in 2025.
- Started ordering material and equipment for the 2025 construction season.
- Still working through Verizon pole attachments.
- On December 11, we experienced a failure of a switchgear due to high levels of water in the oil related to a gasket/lid issue. Currently, 15 switchgear units have similar moisture levels in the oil. ERMU has ordered 15 Federal Pacific replacement units, but delivery is not expected until December 2025. Due to extremely long lead times, staff will be filtering the oil to reduce the moisture. Purchase of these units was not included in the 2025 budget.

TO: ERMU Commission	FROM: Chris Sumstad – Electric Superintendent
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1f
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Installed 12 new residential services, which involves the connection of a secondary line once the customer requests service.
- Joe Schmidt, Safety Instructor from Minnesota Municipal Utilities Association (MMUA), held safety meetings December 30-31 reviewing training topics from 2024.
- Crews were busy between Christmas and New Year’s replacing four reclosers at a few different substations that have warranty issues brought to our attention by the manufacturer. Many ERMU team members pitched in to get this work completed.
- Crews installed new primary wire across County Road 33, east of Highway 169 to a new house. This was the last work for the bore rig before freeze up.
- I attended the MMUA Technical & Operations Conference held in St. Cloud December 10-12. Having a number of product reps attend the trade show this year in addition to good networking opportunities with other utilities made for a great conference.
- Crews are tackling the annual testing and maintenance for hotsticks and grounds as well as equipment maintenance on trenchers, plows, and excavators etc.
- We are making arrangements to attend the American Public Power Association Rodeo, which will be held March 29 in Roseville, CA. A three-person Journeyman team will be competing.
- The lack of snow so far this winter has minimized vehicle collisions with electrical structures. Hoping for more of the same.
- Carr’s Tree Service started line clearance for us in mid-December. They will continue through March.
- Our crews have transitioned into winter mode, starting with tree trimming and an overhead line rebuild.

TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1g
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In December, locators processed 113 locate tickets. These consisted of 61 normal tickets, 1 emergency ticket, 37 updated tickets, 3 meets, 4 boundary surveys, and 7 non-excavations. This resulted in a 64.6% decrease in tickets from the previous month and a 24.7% decrease from the prior December. The ticket count for 2024 is down 12.6% from 2023's numbers.
- Electrical technicians completed 280 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- Staff has been researching how to meet the geospatial location requirements mandated by state statute 261D.04, Subd. 3(h) for Locating Underground Facilities which goes into effect on January 1, 2026, for all newly installed or abandoned facilities.
- The Advanced Metering Infrastructure (AMI) residential water meters and residential electric meters continue to be installed in new services. The electrical technicians have been busy changing our Automated Meter Reading meters to AMI around the system. Approximately 4,150 water meters and 5,750 electric meters are currently active within our AMI system.
- A manufacturer safety alert was issued for 30 of our reclosers that were built between January 2023 and November 2024. We are working with our distributor on resolving this issue as quickly as possible and have removed all affected equipment from service at this time. This will delay our 2025 replacement project at North substation where we were replacing all five recloser tanks and controllers.
- Connexus Energy continues to utilize their feeder tie point to Station 14 substation.
- Our monthly peak was 48.28 MW on December 11 at 5:42pm.

TO: ERMU Commission	FROM: Dave Ninow – Water Superintendent
MEETING DATE: January 14, 2025	AGENDA ITEM NUMBER: 6.1h
SUBJECT: Staff Update	
ACTION REQUESTED: None	

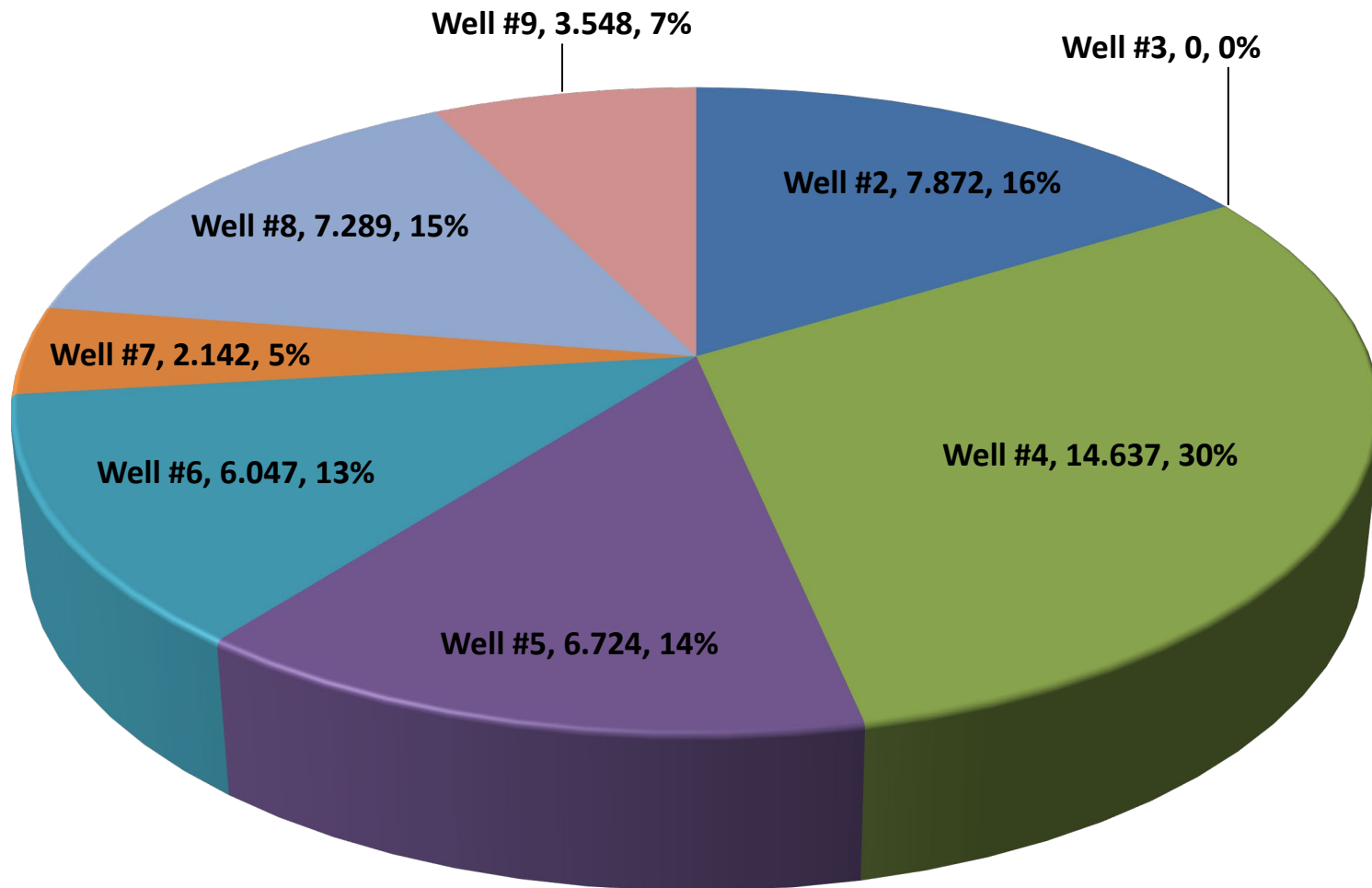
DISCUSSION:

- Delivered a water meter, installed a Smart Point module, and took curb stop ties for 15 new water services
- Completed 20 BACTI/Total Chlorine Residual Samples
 - All confirmed negative for Coliform Bacteria
 - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 20 routine fluoride samples
 - All samples met MDH standards
 - Submitted MDH Fluoride Report
- Submitted Discharge Monitoring Report for the Diesel Generation Plant to the Minnesota Pollution Control Agency.
- Work continues switching the water Supervisory Control and Data Acquisition (SCADA) system from radio communication to fiber optic communication utilizing our fiber ring. The controls for wells #5 and 7, Auburn Street Water Tower, and Johnson Street Water Tower are now switched over to fiber communications.
- The National Weather Service plans to deliver an award to recognize ERMU for partnering with them for the past 75 years. Since August 1, 1949, we have supported NWS on the COOP Weather Station by reporting daily weather observations in Elk River.
- The water operators have started annual maintenance of the water treatment plants. This process includes inspecting and recharging the iron and manganese removal pressure filters.

ATTACHMENTS:

- December 2024 Pumping by Well

December 2024 Monthly Pumping By Well



Values Are Displayed in Millions of Gallons (Well #, Gallons Pumped, Percentage of Pumping)

Tuesday, January 14: • Annual Review of Committee Charters	Tuesday, February 11: • Review Strategic Plan and 2024 Annual Business Plan Results
Tuesday, March 11: • Oath of Office • Election of Officers • Annual Commissioner Orientation and Review Governance Responsibilities and Role	Tuesday, April 8: • Audit of 2024 Financial Report • Financial Reserves Allocations • Review 2024 Performance Metrics
Tuesday, May 13: • Annual General Manager Performance Evaluation and Goal Setting	Tuesday, June 3: • Annual Commission Performance Evaluation
Tuesday, July 8: • Review and Update Strategic Plan	Tuesday, August 12: • Annual Business Plan – Review Proposed 2026 Travel, Training, Dues, Subscriptions, and Fees Budget
Tuesday, September 9: • Annual Business Plan – Review Proposed 2026 Capital Projects Budget	Tuesday, October 14: • Annual Business Plan – Review Proposed 2026 Expenses Budget
Wednesday, November 12: • Annual Business Plan - Review Proposed 2026 Rates and Other Revenue • Adopt 2026 Fee Schedule • 2026 Stakeholder Communication Plan	Tuesday, December 9: • Adopt 2026 Official Depository and Delegate Authority for Electronic Funds Transfers • Designate Official 2026 Newspaper • Approve 2026 Regular Meeting Schedule • Adopt 2026 Governance Agenda • Adopt 2026 Annual Business Plan