

AGENDA

1.0 GOVERNANCE

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda

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

- 2.1 Check Register – July 2025
- 2.2 Regular Meeting Minutes – July 8, 2025
- 2.3 2025 Second Quarter Utilities Performance Metrics Score Card Statistics
- 2.4 2025 Second Quarter Delinquent Items
- 2.5 Employee Safety Manual
- 2.6 East Substation Foundation Installation Bid

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.4d1 – Customer Data Privacy
- 4.2 Annual Strategic Plan Review

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

- 5.1 Financial Report – June 2025
- 5.2 2026 Annual Business Plan: Travel and Training; Dues, Subscriptions - Fees Budget
- 5.3 2025 National Energy Foundation Report

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

- 6.1 Staff Updates
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
 - a. Regular Commission Meeting – September 19, 2025
 - b. Quorum – MMUA Summer Conference, August 18-20, 2025 – Rochester, MN
 - d. 2025 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

7.0 ADJOURN REGULAR MEETING

CHECK REGISTER

July 2025

APPROVED BY:

John Dietz

Jill Larson-Vito

Mary Stewart

Matt Westgaard

Nick Zerwas

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Payroll/Labor Check Register Totals

07/03/2025 To 07/03/2025

Pays	Job	Amount	Hours
Gross Pay			
2	Reg Hours	160,609.03	3,183.25
20	Reg Salary	0.00	0.00
3	Overtime	1,133.62	13.34
4	Double Time	2,143.42	20.00
5	On-Call/Stand-by	2,818.22	56.00
24	FLSA	67.46	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	0.00	0.00
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	14,757.17	279.70
SICK	Sick Pay	8,803.54	165.80
HOL	Holiday Pay	19,045.86	360.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	723.05	9.50
18A	Commissioner Reimb. - Water	150.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PTOY	Personal Day - Year	1,347.90	24.00
UNPD	Time Off without Pay	0.00	0.00
3C	Overtime-Comp Time	751.87	10.66
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-751.87	-10.66
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	351.08	9.25
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	0.00	0.00
Gross Pay Total:		212,625.35	4,120.84
Total Pays:		212,625.35	4,120.84

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Payroll/Labor Check Register Totals

07/08/2025 To 07/08/2025

Pays	Job	Amount	Hours
Gross Pay			
2	Reg Hours	0.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	0.00	0.00
SICK	Sick Pay	0.00	0.00
HOL	Holiday Pay	0.00	0.00
PTOY	Personal Day - Year	0.00	0.00
106	Longevity Pay	1,550.00	0.00
Gross Pay Total:		1,550.00	0.00
Total Pays:		1,550.00	0.00

Deductions	Amount	Taxable Amt
Employee Taxes		
FEDM Federal Income Tax - Married	341.00	1,550.00
MNM MN State Income Tax - Married	96.88	1,550.00
SS-E Social Security	96.10	1,550.00
MD-E Medicare	22.47	1,550.00
Employee Tax Total:	556.45	

Employer Taxes	Amount	Taxable Amt
SS-R Social Security	96.10	1,550.00
MD-R Medicare	22.47	1,550.00
SUTA State Unemployment Tax	0.00	1,550.00
Employer Tax Total:	118.57	

Taxes By Type	State	Amount	Taxable Amt
FEDERAL INCOME		341.00	1,550.00
SOCIAL SECURITY		192.20	1,550.00
Medicare		44.94	1,550.00
STATE INCOME	MN	96.88	1,550.00
State Unemployment Tax	MN	0.00	1,550.00
Tax Total:		675.02	

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Payroll/Labor Check Register Totals

07/08/2025 To 07/08/2025

Net Pay: 993.55

Total Deposit Amount: 0.00

Total Check Amount: 993.55

Total Employees: 1

Total Direct Deposits: 0

Total Checks: 1

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Payroll/Labor Check Register Totals

07/18/2025 To 07/18/2025

Pays	Job	Amount	Hours
Gross Pay			
2	Reg Hours	155,986.57	3,125.25
20	Reg Salary	0.00	0.00
3	Overtime	1,428.93	17.25
4	Double Time	485.15	4.95
5	On-Call/Stand-by	2,512.72	56.00
24	FLSA	43.84	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	1,204.80	20.00
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	720.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	21,704.27	370.75
SICK	Sick Pay	4,962.19	98.75
HOL	Holiday Pay	19,045.86	360.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	427.08	8.00
18A	Commissioner Reimb. - Water	0.00	0.00
104A	Commission Stipend - Water	180.00	0.00
PTOY	Personal Day - Year	1,490.56	24.00
UNPD	Time Off without Pay	0.00	0.00
3C	Overtime-Comp Time	955.01	11.75
4C	Double Time-Comp Time	122.01	1.05
CM3C	Overtime-Comp Time Adjusted	-955.01	-11.75
CM4C	Double Time-Comp Time Adjusted	-122.01	-1.05
COMP	Comp Time Taken	71.99	1.25
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	0.00	0.00
Gross Pay Total:		210,263.96	4,086.20
Total Pays:		210,263.96	4,086.20

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Accounts Payable Check Register

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07/01/2025 To 07/31/2025

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2381 7/1/25	WIRE	5655	FISERV	CC FEES - JUNE 2025	598.17
				CC FEES - JUNE 2025	149.54
				CC FEES - JUNE 2025	1,467.36
				CC FEES - JUNE 2025	366.84
				CC FEES - JUNE 2025	70.48
				CC FEES - JUNE 2025	17.62
				CC FEES - JUNE 2025	688.60
				CC FEES - JUNE 2025	172.15
				CC FEES - JUNE 2025	2,595.72
				CC FEES - JUNE 2025	648.93
				ACH FEES - JUNE 2025	2,286.18
				ACH FEES - JUNE 2025	571.54
Total for Check/Tran - 2381:					9,633.13
Total for Bank Account - 1 :					(1) 9,633.13

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4846	7/2/25	WIRE	738	HEALTH EQUITY, INC	FSA/MSA Flex Payable	666.98
					FSA/MSA Flex Payable	166.74
Total for Check/Tran - 4846:						833.72
4848	7/3/25	WIRE	4532	TRACTOR SUPPLY CREDIT PLAN	TRACTOR SUPPLY	118.65
4849	7/8/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	277.04
					W&A MANAGER CONTRIBUTION	407.49
					WENZEL EMPLOYEE CONTRIBUTIONS	1,682.80
					WENZEL MANAGER CONTRIBUTIONS	282.94
					DEF COMP ROTH CONTRIBUTIONS W&A	795.07
					WENZEL EE ROTH MGR CONTRIBUTIONS	124.55
					W&A EMPLOYER CONTRIBUTION	169.12
					W&A MANAGER CONTRIBUTION	62.95
					WENZEL EMPLOYEE CONTRIBUTIONS	178.95
					WENZEL MANAGER CONTRIBUTIONS	31.81
					DEF COMP ROTH CONTRIBUTIONS W&A	149.93
					WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
Total for Check/Tran - 4849:						4,193.79
4850	7/7/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	589.75
4851	7/7/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,873.17
					PERA CONTRIBUTIONS	12,545.98
					PERA EMPLOYEE CONTRIBUTION	2,220.95
					PERA CONTRIBUTIONS	2,562.66
Total for Check/Tran - 4851:						28,202.76
4852	7/8/25	WIRE	160	VOYA INSTITUTIONAL TRUST COMPAN	HCSPP EMPLOYEE CONTRIBUTIONS	2,492.18
					HCSPP EMPLOYEE CONTRIBUTIONS	397.93
Total for Check/Tran - 4852:						2,890.11
4853	7/8/25	WIRE	738	HEALTH EQUITY, INC	ADMINISTRATIVE FEE INVOICE - JULY 2025	133.00
					ADMINISTRATIVE FEE INVOICE - JULY 2025	25.50

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4853:					158.50
4854 7/7/25	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT	378.24
				UTILITY EXCHANGE REPORT	94.56
Total for Check/Tran - 4854:					472.80
4855 7/8/25	WIRE	738	HEALTHEQUITY, INC	HSA EMPLOYEE CONTRIBUTION	2,876.49
				HSA EMPLOYEE CONTRIBUTION	464.74
Total for Check/Tran - 4855:					3,341.23
4856 7/8/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	18,500.60
				PAYROLL TAXES - FEDERAL & FICA	25,388.40
				PAYROLL TAXES - FEDERAL & FICA	3,473.77
				PAYROLL TAXES - FEDERAL & FICA	5,304.56
Total for Check/Tran - 4856:					52,667.33
4857 7/9/25	WIRE	161	VOYA INSTITUTIONAL TRUST COMPANM	MNDCP EE MANAGER CONTRIBUTIONS	343.58
				MNDCP EMPLOYEE CONTRIBUTIONS	3,459.82
				MNDCP EMPLOYER CONTRIBUTION	2,046.52
				MNDCP EMPLOYER MGR CONTRIBUTION	600.28
				MNDCP EE ROTH CONTRIBUTIONS	1,644.49
				MNDCP EE ROTH MGR CONTRIBUTIONS	256.70
				MNDCP EE MANAGER CONTRIBUTIONS	48.26
				MNDCP EMPLOYEE CONTRIBUTIONS	261.59
				MNDCP EMPLOYER CONTRIBUTION	329.83
				MNDCP EMPLOYER MGR CONTRIBUTION	55.42
				MNDCP EE ROTH CONTRIBUTIONS	384.45
				MNDCP EE ROTH MGR CONTRIBUTIONS	7.16
Total for Check/Tran - 4857:					9,438.10
4858 7/9/25	WIRE	738	HEALTHEQUITY, INC	FSA CLAIM REIMBURSEMENTS - 164	153.85
				FSA CLAIM REIMBURSEMENTS - 164	38.46
Total for Check/Tran - 4858:					192.31

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4860 7/10/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	8,056.66
				PAYROLL TAXES - STATE	1,559.06
Total for Check/Tran - 4860:					9,615.72
4861 7/10/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	341.00
				PAYROLL TAXES - FEDERAL & FICA	237.14
Total for Check/Tran - 4861:					578.14
4862 7/14/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	96.88
4865 7/21/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,577.07
				PERA CONTRIBUTIONS	12,204.33
				PERA EMPLOYEE CONTRIBUTION	2,367.36
				PERA CONTRIBUTIONS	2,731.59
Total for Check/Tran - 4865:					27,880.35
4866 7/21/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	589.75
4867 7/18/25	WIRE	160	VOYA INSTITUTIONAL TRUST COMPAN	H CSP EMPLOYEE CONTRIBUTIONS	2,496.12
				H CSP EMPLOYEE CONTRIBUTIONS	406.53
Total for Check/Tran - 4867:					2,902.65
4868 7/18/25	WIRE	161	VOYA INSTITUTIONAL TRUST COMPAN	MND CP EE MANAGER CONTRIBUTIONS	343.58
				MND CP EMPLOYEE CONTRIBUTIONS	3,777.42
				MND CP EMPLOYER CONTRIBUTION	2,250.99
				MND CP EMPLOYER MGR CONTRIBUTION	600.28
				MND CP EE ROTH CONTRIBUTIONS	1,644.51
				MND CP EE ROTH MGR CONTRIBUTIONS	256.70
				MND CP EE MANAGER CONTRIBUTIONS	48.26
				MND CP EMPLOYEE CONTRIBUTIONS	263.99
				MND CP EMPLOYER CONTRIBUTION	311.36
				MND CP EMPLOYER MGR CONTRIBUTION	55.42
				MND CP EE ROTH CONTRIBUTIONS	384.43
				MND CP EE ROTH MGR CONTRIBUTIONS	7.16

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4868:					9,944.10
4869 7/22/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	276.97
				W&A MANAGER CONTRIBUTION	407.49
				WENZEL EMPLOYEE CONTRIBUTIONS	1,835.46
				WENZEL MANAGER CONTRIBUTIONS	282.94
				DEF COMP ROTH CONTRIBUTIONS W&A	795.04
				WENZEL EE ROTH MGR CONTRIBUTIONS	124.55
				W&A EMPLOYER CONTRIBUTION	169.19
				W&A MANAGER CONTRIBUTION	62.95
				WENZEL EMPLOYEE CONTRIBUTIONS	179.25
				WENZEL MANAGER CONTRIBUTIONS	31.81
				DEF COMP ROTH CONTRIBUTIONS W&A	149.96
				WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
Total for Check/Tran - 4869:					4,346.75
4870 7/22/25	WIRE	738	HEALTHEQUITY, INC	HSA EMPLOYEE CONTRIBUTION	2,818.07
				HSA EMPLOYEE CONTRIBUTION	473.16
Total for Check/Tran - 4870:					3,291.23
4871 7/22/25	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - JUNE 2025	215,347.84
				SALES AND USE TAX - JUNE 2025	0.69
				SALES AND USE TAX - JUNE 2025	8,146.47
Total for Check/Tran - 4871:					223,495.00
4872 7/22/25	WIRE	738	HEALTHEQUITY, INC	FSA CLAIM REIMBURSEMENTS - 164	153.85
				FSA CLAIM REIMBURSEMENTS - 164	38.46
Total for Check/Tran - 4872:					192.31
4873 7/22/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,678.72
				PAYROLL TAXES - FEDERAL & FICA	24,731.16
				PAYROLL TAXES - FEDERAL & FICA	3,785.55
				PAYROLL TAXES - FEDERAL & FICA	5,638.16
Total for Check/Tran - 4873:					51,833.59

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4875 7/24/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,750.70
				PAYROLL TAXES - STATE	1,678.37
Total for Check/Tran - 4875:					9,429.07
4876 7/15/25	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	9,874.17
				FIRST NATIONAL BANK VISA	1,589.95
Total for Check/Tran - 4876:					11,464.12
4877 7/25/25	WIRE	160	VOYA INSTITUTIONAL TRUST COMPAN	HCSPP EMPLOYEE CONTRIBUTIONS	2,441.96
				HCSPP EMPLOYEE CONTRIBUTIONS	429.52
Total for Check/Tran - 4877:					2,871.48
4878 7/25/25	WIRE	161	VOYA INSTITUTIONAL TRUST COMPAN	MNDCCP EE MANAGER CONTRIBUTIONS	343.54
				MNDCCP EMPLOYEE CONTRIBUTIONS	3,774.60
				MNDCCP EMPLOYER CONTRIBUTION	2,081.92
				MNDCCP EMPLOYER MGR CONTRIBUTION	576.12
				MNDCCP EE ROTH CONTRIBUTIONS	1,625.11
				MNDCCP EE ROTH MGR CONTRIBUTIONS	232.58
				MNDCCP EE MANAGER CONTRIBUTIONS	48.30
				MNDCCP EMPLOYEE CONTRIBUTIONS	266.81
				MNDCCP EMPLOYER CONTRIBUTION	333.43
				MNDCCP EMPLOYER MGR CONTRIBUTION	79.58
				MNDCCP EE ROTH CONTRIBUTIONS	403.83
				MNDCCP EE ROTH MGR CONTRIBUTIONS	31.28
Total for Check/Tran - 4878:					9,797.10
4881 7/31/25	WIRE	4926	EHLERS & ASSOCIATES, INC.	WATER BOND 2021C - PRINCIPAL & INTEREST	65,000.00
				WATER BOND 2021C - PRINCIPAL & INTEREST	19,600.00
Total for Check/Tran - 4881:					84,600.00
4882 7/31/25	WIRE	4926	EHLERS & ASSOCIATES, INC.	ELEC BOND 2016A INTEREST	81,587.50
4883 7/31/25	WIRE	4926	EHLERS & ASSOCIATES, INC.	ELEC BOND 2018A - PRINCIPAL & INTEREST	220,000.00
				ELEC BOND 2018A - PRINCIPAL & INTEREST	169,753.13

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4883:					389,753.13
4884 7/31/25	WIRE	4926	EHLERS & ASSOCIATES, INC.	ELEC BOND 2021B - PRINCIPAL & INTEREST	260,000.00
				ELEC BOND 2021B - PRINCIPAL & INTEREST	150,487.50
Total for Check/Tran - 4884:					410,487.50
22084 7/3/25	DD	11	CITY OF ELK RIVER	FUEL USAGE - MAY 2025	2,144.77
				FUEL USAGE - MAY 2025	844.48
				PARTS & LABOR FOR UNIT #16	-1.47
				PARTS & LABOR FOR UNIT #16	85.28
				PARTS & LABOR FOR UNIT #4	-6.19
				PARTS & LABOR FOR UNIT #4	361.15
				PARTS & LABOR FOR UNIT #16	-0.19
				PARTS & LABOR FOR UNIT #16	51.46
				PARTS & LABOR FOR UNIT #24	-9.41
				PARTS & LABOR FOR UNIT #24	134.28
				LABOR FOR UNIT #16	65.00
				LABOR FOR UNIT #40	260.00
				PARTS & LABOR FOR UNIT #46	-1.85
				PARTS & LABOR FOR UNIT #46	220.25
Total for Check/Tran - 22084:					4,147.56
22085 7/3/25	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - MAY 2025	525.00
				PROFESSIONAL SERVICES - MAY 2025	150.00
				PROFESSIONAL SERVICES - MAY 2025	1,050.00
Total for Check/Tran - 22085:					1,725.00
22086 7/3/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - INV GRP 413 - MAY 2025	100.00
				CYCLE 2 - INV GRP 413 - MAY 2025	526.39
				CYCLE 2 - INV GRP 436 - MAY 2025	3,723.02
Total for Check/Tran - 22086:					4,349.41
22087 7/3/25	DD	671	FASTENAL COMPANY	MISC PARTS & SUPPLIES	1.79

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
22088 7/3/25	DD	8469	KATHY A GREENBERG	Office Supplies	5.60
				Night to Unite	9.98
Total for Check/Tran - 22088:					15.58
22089 7/3/25	DD	5458	LUCAS HAFFTEN	NOZZLE - UNIT #50	43.50
22090 7/3/25	DD	809	HAWKINS, INC.	Water Chemicals	1,607.31
22091 7/3/25	DD	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - JUNE 2025	1,229.33
22092 7/3/25	DD	7940	SCHWEITZER ENGINEERING LABORAT	License	952.17
22093 7/10/25	DD	728	ARCHER PLUMBING LLC	WATER METER INSTALL	86.30
				WATER METER INSTALL	-6.30
				WATER METER REPAIRS	650.00
Total for Check/Tran - 22093:					730.00
22094 7/10/25	DD	6	BEAUDRY OIL COMPANY	DIESEL	2,102.96
22095 7/10/25	DD	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - MAY 2025	-725.00
				TRASH BILLED - JUNE 2025	167,377.71
Total for Check/Tran - 22095:					166,652.71
22096 7/10/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 41038 - MAY 2025	100.92
				CYCLE 2 - ACCT 41038 - MAY 2025	5.31
				CYCLE 3 - INV GRP 414 - MAY 2025	125.00
				CYCLE 3 - INV GRP 414 - MAY 2025	615.28
				CYCLE 3 - INV GRP 395 - MAY 2025	15,051.17
Total for Check/Tran - 22096:					15,897.68
22097 7/10/25	DD	664	FRONTIER ENERGY, INC	CIP PROFESSIONAL SERVICES - MAY 2025	10,247.21
22098 7/10/25	DD	809	HAWKINS, INC.	CHLORINE CYLINDER RENTAL	80.00
				Water Chemicals	719.89
Total for Check/Tran - 22098:					799.89
22099 7/10/25	DD	417	LOCATORS & SUPPLIES INC.	Orang Locate Flag	34.41

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Orange Locate Flag	475.52
Total for Check/Tran - 22099:					509.93
22100 7/10/25	DD	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - JUNE 2025	2,345,898.27
				PURCHASED POWER - JUNE 2025	797,952.21
Total for Check/Tran - 22100:					3,143,850.48
22101 7/10/25	DD	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY - FSB & PLANT	54.55
				SECURITY - WELL #3 & FSB & PLANT	188.97
Total for Check/Tran - 22101:					243.52
22156 7/17/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIR	650.00
22157 7/17/25	DD	9	BORDER STATES ELECTRIC SUPPLY	SPLICE JACKET KIT	1,049.40
				grounding	34.59
				SPLICE	1,703.88
				Overhead Material	1,238.88
				Mtce of URD Primary	1,009.71
				Gloves	85.93
				Gloves	85.94
				LAG BOLT & SPLICE JACKET KIT	381.60
				Mtce of OH Primary	172.33
				Washers	172.60
				Washers	336.58
				East Sub	181.13
				Mtce of URD Primary	341.00
				ARRESTER	686.70
				grounding	109.94
				Gloves	116.60
				Gloves	283.14
				East Sub	20,936.57
Total for Check/Tran - 22157:					28,926.52
22158 7/17/25	DD	4344	CENTRAL MUNICIPAL POWER AGENCY	2ND CIRCUIT BUILD	37,887.98

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22159 7/17/25	DD	11	CITY OF ELK RIVER	CITY ASSESSMENT PUT TO ACCT IN ERROR	642.60
22160 7/17/25	DD	7448	CRC	CUSTOMER SERVICE AFTER HOURS CUSTOMER SERVICE AFTER HOURS	2,762.48 690.62
Total for Check/Tran - 22160:					3,453.10
22161 7/17/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 415 - JULY 2025 CYCLE 4 - INV GRP 415 - JULY 2025 CYCLE 4 - INV GRP 396 - JULY 2025	175.00 1,445.30 248.64
Total for Check/Tran - 22161:					1,868.94
22162 7/17/25	DD	626	JENNY FOSS	Mileage-Office Supplies Mileage-Office Supplies Postage - mail Verizon contracts	29.03 4.15 2.04
Total for Check/Tran - 22162:					35.22
22163 7/17/25	DD	809	HAWKINS, INC.	Water Chemicals Water Chemicals PARTS FOR WELLS	1,770.25 638.17 3,320.00
Total for Check/Tran - 22163:					5,728.42
22164 7/17/25	DD	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	46.17
22165 7/23/25	DD	8843	CAMPBELL KNUTSON	LEGAL SERVICES - JUNE 2025 LEGAL SERVICES - JUNE 2025	1,376.40 344.10
Total for Check/Tran - 22165:					1,720.50
22166 7/23/25	DD	11	CITY OF ELK RIVER	REVENUE TRANSFER - JUNE 2025 SEWER BILLED - JUNE 2025 STORMWATER BILLED - JUNE 2025	146,077.29 249,990.94 56,914.14
Total for Check/Tran - 22166:					452,982.37
22167 7/23/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - ACCT 183 - JUNE 2025 CYCLE 1 - INV GRP 101 - JUNE 2025 CYCLE 1 - INV GRP 101 - JUNE 2025	724.70 3,374.05 46.31

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				CYCLE 1 - INV GRP 101 - JUNE 2025	1,143.40
				CYCLE 1 - INV GRP 101 - JUNE 2025	533.27
				CYCLE 1 - INV GRP 101 - JUNE 2025	285.85
				CYCLE 1 - INV GRP 325 - JUNE 2025	325.00
				CYCLE 1 - INV GRP 325 - JUNE 2025	16,392.34
				CYCLE 1 - INV GRP 421 - JUNE 2025	7,160.52
				Total for Check/Tran - 22167:	29,985.44
22168 7/23/25	DD	671	FASTENAL COMPANY	Blue Locate Paint	217.88
22169 7/23/25	DD	91	GOPHER STATE ONE-CALL	LOCATES FOR - JUNE 2025	675.88
				LOCATES FOR - JUNE 2025	35.57
				Total for Check/Tran - 22169:	711.45
22170 7/23/25	DD	782	LEO A DALY	PROFESSIONAL SERVICES	624.00
				PROFESSIONAL SERVICES	156.00
				Total for Check/Tran - 22170:	780.00
22171 7/23/25	DD	417	LOCATORS & SUPPLIES INC.	BANDAGES	49.24
22172 7/23/25	DD	39	MMUA	2025 QTR 3 JTS & SAFETY TRAINING	5,007.60
				2025 QTR 3 JTS TRAINING	2,241.25
				2025 QTR SAFETY TRAINING (City)	6,259.50
				2025 QTR 3 JTS & SAFETY TRAINING	1,251.90
				Total for Check/Tran - 22172:	14,760.25
22173 7/23/25	DD	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - AUG 2025	300.80
				EXTRA LIFE INSURANCE - AUG 2025	35.20
				Total for Check/Tran - 22173:	336.00
22174 7/23/25	DD	9300	NISC	PRINT SERVICES - JUNE 2025	6,251.84
				PRINT SERVICES - JUNE 2025	1,562.97
				AGREEMENTS INVOICE - JUNE 2025	53.94
				AGREEMENTS INVOICE - JUNE 2025	782.04
				AGREEMENTS INVOICE - JUNE 2025	11,404.34

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				AGREEMENTS INVOICE - JUNE 2025	260.00
				AGREEMENTS INVOICE - JUNE 2025	335.16
				AGREEMENTS INVOICE - JUNE 2025	2,558.87
				AGREEMENTS INVOICE - JUNE 2025	65.00
				MISC INVOICE - JUNE 2025	1,313.11
				MISC INVOICE - JUNE 2025	203.28
				Total for Check/Tran - 22174:	24,790.55
22175 7/23/25	DD	135	WATER LABORATORIES INC	WATER SAMPLING - JUNE 2025	396.00
22231 7/31/25	DD	728	ARCHER PLUMBING LLC	WATER METER INSTALL	86.30
				WATER METER INSTALL	-6.30
				WATER METER REPAIRS	200.00
				Total for Check/Tran - 22231:	280.00
22232 7/31/25	DD	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - JUNE 2025	-725.00
				FRANCHISE FEE - 2025 QTR 2	250,011.47
				FRANCHISE FEE METERED - 2025 QTR 2	2,183.33
				Total for Check/Tran - 22232:	251,469.80
22233 7/31/25	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - JUNE 2025	600.00
				PROFESSIONAL SERVICES - JUNE 2025	225.00
				PROFESSIONAL SERVICES - JUNE 2025	150.00
				Total for Check/Tran - 22233:	975.00
22234 7/31/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 41038 - JUNE 2025	94.73
				CYCLE 2 - ACCT 41038 - JUNE 2025	4.99
				CYCLE 2 - INV GRP 413 - JUNE 2025	100.00
				CYCLE 2 - INV GRP 413 - JUNE 2025	503.83
				CYCLE 2 - INV GRP 436 - JUNE 2025	3,038.05
				Total for Check/Tran - 22234:	3,741.60
22235 7/31/25	DD	671	FASTENAL COMPANY	Locate Paint Red	779.76
22236 7/31/25	DD	809	HAWKINS, INC.	Water Chemicals	2,278.92

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22237 7/31/25	DD	39	MMUA	LEADERSHIP - 164	3,316.00
				LEADERSHIP - 164	829.00
				MMUA SUMMER CONF - COMM + 181 186	3,048.00
				MMUA SUMMER CONF - COMM + 181 186	762.00
				MMUA SUMMER CONF - 201	108.00
				MMUA SUMMER CONF - 201	27.00
Total for Check/Tran - 22237:					8,090.00
22238 7/31/25	DD	130	RESCO	ELBOW ARRESTER	3,625.00
				Discount	-1.81
Total for Check/Tran - 22238:					3,623.19
89488 7/3/25	CHK	766	ACE HARDWARE	PARTS FOR UNIT #50 61	7.71
89489 7/3/25	CHK	790	AE2S	SCADA SYSTEM ASSESSMENT	2,613.00
89490 7/3/25	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #4	1,561.91
89491 7/3/25	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	40.93
				CELL PHONES & iPad BILLING	2,504.00
				CELL PHONES & iPad BILLING	17.54
				CELL PHONES & iPad BILLING	641.50
Total for Check/Tran - 89491:					3,203.97
89492 7/3/25	CHK	9997	BEVERLY BALLWEBER	INACTIVE REFUND	62.26
89493 7/3/25	CHK	9997	GAVIN BEACH	INACTIVE REFUND	240.04
89494 7/3/25	CHK	9997	NANCY BLEYHL	INACTIVE REFUND	71.53
89495 7/3/25	CHK	5538	BUDDERFLY, INC	CIP - AC REBATE - SONIC	90.65
89496 7/3/25	CHK	9997	CINDY CAIRNS	INACTIVE REFUND	309.04
89497 7/3/25	CHK	799	CENTRAL MINNESOTA MENTAL HEALTH	CIP - AC REBATE	14.46
89498 7/3/25	CHK	9997	ELIZABETH CICHY	INACTIVE REFUND	33.40

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89499 7/3/25	CHK	28	CINTAS	MATS & TOWELS	429.42
				MATS & TOWELS	61.35
				MATS & TOWELS	429.42
				MATS & TOWELS	61.35
Total for Check/Tran - 89499:					981.54
89500 7/3/25	CHK	656	DGR ENGINEERING	ARC FLASH ASSESSMENT	2,028.00
				PROFESSIONAL SERVICES - MAY 2025	12,538.50
				ELECTRIC SYSTEM STUDY	4,500.00
				PROFESSIONAL SERVICES - MAY 2025	1,482.00
Total for Check/Tran - 89500:					20,548.50
89501 7/3/25	CHK	9997	BRIAN DONNELLY	INACTIVE REFUND	86.67
89502 7/3/25	CHK	24	ELK RIVER PRINTING & VENTURE PRO	MANUAL METER READ REQUEST	71.74
				MANUAL METER READ REQUEST	17.93
Total for Check/Tran - 89502:					89.67
89503 7/3/25	CHK	802	EMC	CIP - LIGHTING RETROFIT	330.56
89504 7/3/25	CHK	9997	DAVID FASANELLO	INACTIVE REFUND	100.06
89505 7/3/25	CHK	8247	FERGUSON WATERWORKS #2516	Gate Valve Rod	163.90
				Tools	102.66
				Tools	264.47
				HYDRANT PARTS	-19.05
				Hydrant Parts	260.97
Total for Check/Tran - 89505:					772.95
89506 7/3/25	CHK	9997	FINDOOR MIDWEST LLC	INACTIVE REFUND	305.50
89507 7/3/25	CHK	800	FORTUNE DEVELOPMENT LLC	CIP - LIGHTING RETROFIT	556.95
89508 7/3/25	CHK	9997	JANELLE GLADE	INACTIVE REFUND	65.96
89509 7/3/25	CHK	80	GRAINGER	SAFETY GOGGLES	-0.74

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				SAFETY GOGGLES	10.08
				AIR DRYER	1,097.34
				DRYER MTC KIT	237.84
Total for Check/Tran - 89509:					1,344.52
89510 7/3/25	CHK	9997	CHRIS HOLDEN	INACTIVE REFUND	304.55
89511 7/3/25	CHK	9999	LAND CONCEPTS	Hydrant Rental Deposit Refund	1,500.00
89512 7/3/25	CHK	9997	LEAH LEWIS	INACTIVE REFUND	264.84
89513 7/3/25	CHK	9997	JOYCE LUTZ	INACTIVE REFUND	188.35
89514 7/3/25	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 5/24 to 6/23/25	1,314.18
				OFFICE 365 - 5/24 to 6/23/25	305.35
Total for Check/Tran - 89514:					1,619.53
89515 7/3/25	CHK	797	MARTIN MARIETTA MATERIALS	ASPHALT	203.34
89516 7/3/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	10.43
				INSTANT CEMENT	9.15
				PLUG - IT	53.89
Total for Check/Tran - 89516:					73.47
89517 7/3/25	CHK	330	METRO SALES, INC	OFFICE SUPPLIES	166.24
				OFFICE SUPPLIES	41.56
Total for Check/Tran - 89517:					207.80
89518 7/3/25	CHK	120	NAPA AUTO PARTS	PARTS FOR UNIT #4	26.95
89519 7/3/25	CHK	9997	SHARON NEWTON	INACTIVE REFUND	26.61
89520 7/3/25	CHK	798	NOBLE ELECTRIC	CIP - LIGHTING RETROFIT	1,158.03
89521 7/3/25	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00

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				Marketing	1,500.00
Total for Check/Tran - 89521:					1,600.00
89522 7/3/25	CHK	630	PRINCETON RENTAL INC	SAW BLADE	35.75
89523 7/3/25	CHK	9997	HAROLD ROBERTS	INACTIVE REFUND	201.89
89524 7/3/25	CHK	9997	PHILIP RONZHEIMER	INACTIVE REFUND	195.52
89525 7/3/25	CHK	9997	AMANDA SEUTTER	INACTIVE REFUND	502.99
89526 7/3/25	CHK	9997	KEVIN SILACCI	INACTIVE REFUND	12.75
89527 7/3/25	CHK	463	ST LOUIS MRO, INC	PRE-EMPLOYMENT SCREENING - 197 198	50.00
89528 7/3/25	CHK	9997	STEVEN & DONNA SCHWARZE - TRUST	INACTIVE REFUND	63.17
89529 7/3/25	CHK	6107	STUART C. IRBY CO.	Tags DANGER TAGS	167.57
Total for Check/Tran - 89529:					728.16
Total for Check/Tran - 89529:					895.73
89530 7/3/25	CHK	9997	TALL PINE HOLDINGS LLC	Credit Balance Refund	181.27
89531 7/3/25	CHK	9997	GARRETT THEIRINGER	INACTIVE REFUND	535.13
89532 7/3/25	CHK	5744	UNITED HEALTHCARE SERVICES, INC.	CIP - LIGHTING RETROFIT CIP - UPS REBATE	22,209.15
Total for Check/Tran - 89532:					18,744.46
Total for Check/Tran - 89532:					40,953.61
89533 7/3/25	CHK	9997	LOUIS VILLAUME	INACTIVE REFUND	206.31
89534 7/3/25	CHK	3535	WATSON COMPANY	CANDY FOR PARADE	484.97
89535 7/3/25	CHK	55	WESCO RECEIVABLES CORP.	ARRESTER BRACKET	827.40
89537 7/10/25	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	VISION INSURANCE - AUG 2025 VISION INSURANCE - AUG 2025	271.71
Total for Check/Tran - 89537:					84.33
Total for Check/Tran - 89537:					356.04

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89538 7/10/25	CHK	9997	MATTHEW BOUNDS	Credit Balance Refund	413.20
89539 7/10/25	CHK	9997	CAPSTONE HOMES	Credit Balance Refund	134.04
89540 7/10/25	CHK	9997	CAPSTONE HOMES	Credit Balance Refund	135.89
89541 7/10/25	CHK	803	D & T LANDSCAPING & IRRIGATION	YMCA IRRIGATION REPAIR YMCA IRRIGATION REPAIR	960.05 -35.05
Total for Check/Tran - 89541:					925.00
89542 7/10/25	CHK	517	EAST SIDE OIL COMPANIES, INC	WASTE OIL PICK-UP	45.00
89543 7/10/25	CHK	631	HEALTHPARTNERS	DENTAL EE INSURANCE - AUG 2025 DENTAL ER INSURANCE - AUG 2025 MEDICAL EE INSURANCE - AUG 2025 MEDICAL ER INSURANCE - AUG 2025 DENTAL EE INSURANCE - AUG 2025 DENTAL ER INSURANCE - AUG 2025 MEDICAL EE INSURANCE - AUG 2025 MEDICAL ER INSURANCE - AUG 2025	791.26 2,143.43 10,460.45 56,073.59 140.04 650.44 2,695.55 15,154.05
Total for Check/Tran - 89543:					88,108.81
89544 7/10/25	CHK	9997	JAMES HOVANETZ	Credit Balance Refund	43.96
89545 7/10/25	CHK	5381	INSIGHT PUBLIC SECTOR	ADOBE SUBSCRIPTION - INTERN ADOBE SUBSCRIPTION - INTERN	249.54 62.38
Total for Check/Tran - 89545:					311.92
89546 7/10/25	CHK	5202	JOHN HENRY FOSTER COMPANY, INC	AIR COMPRESSOR REPAIR	774.00
89547 7/10/25	CHK	756	KJ BRANDING	ACRYLIC MAP ACRYLIC MAP	248.98 35.56
Total for Check/Tran - 89547:					284.54
89548 7/10/25	CHK	736	KLM ENGINEERING, INC.	PLAN REVIEW - AT&T	1,600.00
89549 7/10/25	CHK	9997	JOAN KONNAD	Credit Balance Refund	162.36

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89550 7/10/25	CHK	9997	ELEANOR MADSEN	Credit Balance Refund	26.84
89551 7/10/25	CHK	8605	MARCO TECHNOLOGIES, LLC	Teams Elk	5,067.75
				Teams Orono	3,842.55
				Teams Small	3,513.18
				Teams Elk	723.97
				Teams Orono	548.93
				Teams Small	878.30
Total for Check/Tran - 89551:					14,574.68
89552 7/10/25	CHK	145	MENARDS	BULB - OFFICE FRIDGE	1.72
				BULB - OFFICE FRIDGE	0.43
				MISC PARTS & SUPPLIES - WELL #6	18.70
				FURNACE PIPE	18.29
				SNIP - UNIT #31	12.72
				MISC PARTS & SUPPLIES	12.88
				MISC PARTS & SUPPLIES	38.71
				MISC PARTS & SUPPLIES	16.14
				REBATE	-39.49
				REBATE	-8.86
				REBATE	-4.28
Total for Check/Tran - 89552:					66.96
89553 7/10/25	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 6/12 to 7/22/25	114.66
				COPIER MTC CONTRACT - 6/12 to 7/22/25	28.66
Total for Check/Tran - 89553:					143.32
89554 7/10/25	CHK	705	NATIONAL ENERGY FOUNDATION	ENERGY EDUCATION PROGRAM	7,306.00
89555 7/10/25	CHK	811	PRIME ADVERTISING & DESIGN, INC.	WEBSITE DESIGN - DISCOVERY	1,250.00
				WEBSITE DESIGN	7,474.00
				WEBSITE DESIGN	1,868.50
Total for Check/Tran - 89555:					10,592.50

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89556 7/10/25	CHK	3218	RDO EQUIPMENT CO.	NOZZLE - UNIT #50	-13.21
				NOZZLE - UNIT #50	180.90
Total for Check/Tran - 89556:					167.69
89557 7/10/25	CHK	248	RIVERSIDE DEVELOPMENT COMPANY	MR Refund	3,511.46
89558 7/10/25	CHK	9997	KEVIN SCHWINKENDORF	Credit Balance Refund	70.70
89559 7/10/25	CHK	804	ST CLOUD REFRIGERATION INC	REPAIRED TUBE HEATER	-47.04
				REPAIRED TUBE HEATER	1,309.25
Total for Check/Tran - 89559:					1,262.21
89560 7/10/25	CHK	3360	THE UPS STORE 5093	SHIPPING - TOOLS FOR REPAIR	105.98
89561 7/10/25	CHK	331	TRANSUNION	SKIP TRACING - MAY 2025	60.00
				SKIP TRACING - MAY 2025	15.00
Total for Check/Tran - 89561:					75.00
89562 7/10/25	CHK	222	UC LABORATORY	WATER SAMPLES	32.34
89563 7/17/25	CHK	5342	ALTERNATE BUSINESS FURNITURE, IN	Chairs	1,507.41
				Delivery	110.75
				Labor	116.94
				Table	344.23
				Chairs	215.34
				Delivery	15.81
				Labor	16.71
				Table	49.18
Total for Check/Tran - 89563:					2,376.37
89564 7/17/25	CHK	439	ARCMAN CORPORATION	RETIREMENT LAMP - 19	-47.16
				RETIREMENT LAMP - 19	646.11
Total for Check/Tran - 89564:					598.95
89565 7/17/25	CHK	805	BD&T UNDERGROUND FAULT FIND SP	FAULT LOCATE	412.60

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89566 7/17/25	CHK	9997	MEGHAN BROWN	INACTIVE REFUND	88.88
89567 7/17/25	CHK	54	CORE & MAIN LP	MISC PARTS & SUPPLIES	200.94
				MISC PARTS & SUPPLIES	345.57
Total for Check/Tran - 89567:					546.51
89568 7/17/25	CHK	9997	JAMES CRUMP	INACTIVE REFUND	590.16
89569 7/17/25	CHK	9997	NICHOLAS EIGENHEER	INACTIVE REFUND	457.66
89570 7/17/25	CHK	587	ELECTRICAL POWER PRODUCTS	Relay Panel	23,898.00
89571 7/17/25	CHK	24	ELK RIVER PRINTING & VENTURE PRO	AMI WATER POSTCARDS	61.63
89572 7/17/25	CHK	122	ELK RIVER WINLECTRIC	CONDUIT	180.97
				CONDUIT	-13.21
				WIRE	21,053.52
				BATTERY PACK & HATCHET	-60.17
				Battery	566.36
				Saw	257.81
				HATCHET	-18.83
				Saw	257.83
				HATCHET	-18.83
				Saw	257.83
				LED LIGHT CONVERSION	2,285.88
				LED LIGHT CONVERSION	-166.88
				GLOVES	638.50
				Gloves	-811.80
Total for Check/Tran - 89572:					24,408.98
89573 7/17/25	CHK	9997	TYLER ERICKSON	INACTIVE REFUND	412.47
89574 7/17/25	CHK	9997	JESSICA FAVRE	Credit Balance Refund	205.42
89575 7/17/25	CHK	9997	ADAM FLYNN	INACTIVE REFUND	54.35

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89576 7/17/25	CHK	80	GRAINGER	BYPASS PORT	94.73
89577 7/17/25	CHK	9997	KATHI HEDSTROM	INACTIVE REFUND	18.88
89578 7/17/25	CHK	9997	HEIDI HOGANSON	INACTIVE REFUND	315.12
89579 7/17/25	CHK	9997	CORY ILL	INACTIVE REFUND	8.07
89580 7/17/25	CHK	5381	INSIGHT PUBLIC SECTOR	APC Smart UPS SRT 2200VA APC Smart UPS SRT 2200VA	1,980.49 495.12
Total for Check/Tran - 89580:					2,475.61
89581 7/17/25	CHK	9997	MEGAN LEVANDER	Credit Balance Refund	266.55
89582 7/17/25	CHK	9997	ELIZABETH LOHSE	INACTIVE REFUND	24.13
89583 7/17/25	CHK	8605	MARCO TECHNOLOGIES, LLC	Teams Elk Teams Orono Teams Small Teams Elk Teams Orono ACE PROGRAM - 5/29 to 6/28/25 ACE PROGRAM - 5/29 to 6/28/25	1,873.66 1,543.29 1,763.75 267.67 220.46 1,471.06 367.77
Total for Check/Tran - 89583:					7,507.66
89584 7/17/25	CHK	9997	ANN MCCORMICK	Credit Balance Refund	231.31
89585 7/17/25	CHK	145	MENARDS	LAUNDRY DETERGENT LAUNDRY DETERGENT	35.52 8.88
Total for Check/Tran - 89585:					44.40
89586 7/17/25	CHK	520	MICHELS UTILITY SERVICES, INC	TRENCHING - BRADFORD PARK	8,505.46
89587 7/17/25	CHK	9997	DAVE MURPHY	INACTIVE REFUND	439.52
89588 7/17/25	CHK	9997	CARL PETERSON	INACTIVE REFUND	375.59
89589 7/17/25	CHK	9997	SHAWN PETSCH	INACTIVE REFUND	204.32

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07/01/2025 To 07/31/2025

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89590 7/17/25	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING SERVICE	170.21
				TRASH & RECYCLING SERVICE	1,915.80
				TRASH & RECYCLING SERVICE	24.32
				TRASH & RECYCLING SERVICE	273.69
				TRASH & RECYCLING SERVICE	401.36
				TRASH & RECYCLING SERVICE	72.87
				TRASH & RECYCLING SERVICE	10.41
Total for Check/Tran - 89590:					2,868.66
89591 7/17/25	CHK	9997	STEEZE LLC	Credit Balance Refund	135.50
89592 7/17/25	CHK	6107	STUART C. IRBY CO.	Storage Bag	89.10
89593 7/17/25	CHK	55	WESCO RECEIVABLES CORP.	COLD SHRINK TERMINATOR	501.24
89594 7/23/25	CHK	5342	ALTERNATE BUSINESS FURNITURE, IN	Cubicle	2,414.04
				Cubicle	344.83
				Chair	1,774.54
				Chair	253.51
Total for Check/Tran - 89594:					4,786.92
89595 7/23/25	CHK	1327	AUTOMATIC SYSTEMS CO	GEMS FLOAT SWITCH	-37.91
				GEMS FLOAT SWITCH	519.21
Total for Check/Tran - 89595:					481.30
89596 7/23/25	CHK	805	BD&T UNDERGROUND FAULT FIND SP	FAULT LOCATE	411.20
89597 7/23/25	CHK	5592	CITY OF DAYTON	2025 QTR 2 FRANCHISE FEE	2,488.22
89598 7/23/25	CHK	3498	CITY OF OTSEGO	FRANCHISE FEES - JUNE 2025	18,481.24
89599 7/23/25	CHK	54	CORE & MAIN LP	CURB BOX	230.12
				COUPLING	739.24
Total for Check/Tran - 89599:					969.36
89600 7/23/25	CHK	767	DAVE PERKINS CONTRACTING, INC	VALVE BOX REPLACEMENT	4,800.00

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07/01/2025 To 07/31/2025

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89601 7/23/25	CHK	723	DEM-CON COMPANIES, LLC	DUMPSTER	420.00
89602 7/23/25	CHK	5204	DIVERSIFIED ADJUSTMENT SERVICE, I	COMMISSIONS DUE COLLECTION AGENCY	186.00
89603 7/23/25	CHK	8949	FS3 INC.	CAVITY BUMPER - UNIT #56	22.27
89604 7/23/25	CHK	659	HOLLAN IRRIGATION INC	Repair	913.45
89605 7/23/25	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT HOME DEPOT	441.74 993.84
Total for Check/Tran - 89605:					1,435.58
89606 7/23/25	CHK	5381	INSIGHT PUBLIC SECTOR	APC Smart UPS SRT 72V battery pack APC Smart UPS SRT 72V battery pack	1,857.00 464.25
Total for Check/Tran - 89606:					2,321.25
89607 7/23/25	CHK	9997	KAAP ENTERPRISES LLC	Credit Balance Refund	1,267.06
89608 7/23/25	CHK	9997	ALEC KLEIN	INACTIVE REFUND	410.00
89609 7/23/25	CHK	736	KLM ENGINEERING, INC.	VERIZON DRAWINGS & INSPECTION	1,600.00
89610 7/23/25	CHK	9997	CAROL LAGER	INACTIVE REFUND	208.62
89611 7/23/25	CHK	9997	KYLEAH LEACH	INACTIVE REFUND	75.06
89612 7/23/25	CHK	9997	SORA LEE	INACTIVE REFUND	206.34
89613 7/23/25	CHK	8605	MARCO TECHNOLOGIES, LLC	MICR TONER CARTRIDGE MICR TONER CARTRIDGE	210.78 52.70
Total for Check/Tran - 89613:					263.48
89614 7/23/25	CHK	8340	MI-TECH SERVICES, INC	POLE TESTING	6,173.49
89615 7/23/25	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - AUG 2025 LIFE,STD & LTD INSURANCE - AUG 2025 ELEC LIFE INSURANCE - AUG 2025 LIFE,STD & LTD INSURANCE - AUG 2025	216.81 2,468.25 202.94 606.87

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07/01/2025 To 07/31/2025

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 89615:					3,494.87
89616 7/23/25	CHK	630	PRINCETON RENTAL INC	DRILL CORE & BIT RENTAL	127.56
89617 7/23/25	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES LAWN MOWING SERVICES	867.69 2,155.57
Total for Check/Tran - 89617:					3,023.26
89618 7/23/25	CHK	804	ST CLOUD REFRIGERATION INC	RTU REPAIR RTU REPAIR	383.91 54.84
Total for Check/Tran - 89618:					438.75
89619 7/23/25	CHK	6107	STUART C. IRBY CO.	WIRE Warning Label FUSES	983.75 782.09 1,202.10
Total for Check/Tran - 89619:					2,967.94
89620 7/23/25	CHK	3360	THE UPS STORE 5093	SHIPPING & BOXES	140.59
89621 7/23/25	CHK	9997	SHANE THOMPSON	INACTIVE REFUND	150.00
89622 7/23/25	CHK	783	VICTORY CLEANING SERVICES	MONTHLY CLEANING FOR THE PLANT-JUNE 2025 MONTHLY CLEANING FOR THE PLANT-JUNE 2025	2,968.59 424.08
Total for Check/Tran - 89622:					3,392.67
89623 7/23/25	CHK	55	WESCO RECEIVABLES CORP.	Mtce of URD Primary	998.38
89624 7/31/25	CHK	97	BRENTESON COMPANIES, INC	STREET PATCH POLK STREET WATERMAIN REPAIR GARY STREET WATER TOWER VALVE	3,679.00 17,950.00 30,000.00
Total for Check/Tran - 89624:					51,629.00
89625 7/31/25	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE & CABLE OFFICE TELEPHONE & CABLE	197.38 49.34
Total for Check/Tran - 89625:					246.72
89626 7/31/25	CHK	28	CINTAS	MATS & TOWELS	429.42

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MATS & TOWELS	61.35
				MATS & TOWELS	429.42
				MATS & TOWELS	61.35
Total for Check/Tran - 89626:					981.54
89627 7/31/25	CHK	54	CORE & MAIN LP	Meter	2,244.00
				VALVE BOX WATER ASSY	590.56
				CLAMP	426.12
				24" EXTENSION	-395.50
Total for Check/Tran - 89627:					2,865.18
89628 7/31/25	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES	234.00
				PROFESSIONAL SERVICES	23,726.50
Total for Check/Tran - 89628:					23,960.50
89629 7/31/25	CHK	517	EAST SIDE OIL COMPANIES, INC	WASTE OIL PICKUP	160.00
89630 7/31/25	CHK	9192	ELK RIVER CUB FOODS	COOKIES FOR MEETINGS	14.99
89631 7/31/25	CHK	4252	ELK RIVER HEATING & AIR CONDITIONHVAC Unit		1,750.00
89632 7/31/25	CHK	5980	ELK RIVER PROPERTIES	CIP - LIGHTING RETROFIT	6,978.22
89633 7/31/25	CHK	8247	FERGUSON WATERWORKS #2516	Tools	-89.23
				Probe	130.90
Total for Check/Tran - 89633:					41.67
89634 7/31/25	CHK	8247	FERGUSON WATERWORKS #2516	Hydrant Parts	119.04
				PROBE	-3.40
				Probe	46.45
Total for Check/Tran - 89634:					162.09
89635 7/31/25	CHK	53	GREAT RIVER ENERGY	2025 QTR 2 CONNECTION SERVICES	1,875.00
89636 7/31/25	CHK	806	HERITAGE MILLWORK	CIP - LIGHTING RETROFIT	20,944.00
89637 7/31/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	132.75

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07/01/2025 To 07/31/2025

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89638 7/31/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	207.85
89639 7/31/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	126.34
89640 7/31/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	166.87
89641 7/31/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	198.71
89642 7/31/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	200.36
89643 7/31/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	142.80
89644 7/31/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	3,313.12
89645 7/31/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	231.34
89646 7/31/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	211.94
89647 7/31/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	223.06
89648 7/31/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	225.45
89649 7/31/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	164.59
89650 7/31/25	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 6/24 to 7/23/25	1,314.18
				OFFICE 365 - 6/24 to 7/23/25	305.35
				Total for Check/Tran - 89650:	1,619.53
89651 7/31/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	2.14
				REBATE	-20.30
				REBATE	-7.67
				REBATE	-0.04
				MISC PARTS & SUPPLIES	34.32
				MISC PARTS & SUPPLIES	23.74
				Total for Check/Tran - 89651:	32.19
89652 7/31/25	CHK	120	NAPA AUTO PARTS	Transportation Exp	47.36
				EXHAUST FAN BELTS	40.95

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07/01/2025 To 07/31/2025

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FAULT INDICATOR PLUGS	8.68
Total for Check/Tran - 89652:					96.99
89653 7/31/25	CHK	8702	OMANN CONTRACTING COMPANIES, I	GARY STREET TOWER PATCH	3,000.00
				STREET PATCH	4,650.00
				POLK STREET WATERMAIN REPAIR	9,650.00
Total for Check/Tran - 89653:					17,300.00
89654 7/31/25	CHK	463	ST LOUIS MRO, INC	DRUG SCREENING - 194	25.00
89655 7/31/25	CHK	6107	STUART C. IRBY CO.	Mtce of URD Primary	1,895.00
89656 7/31/25	CHK	55	WESCO RECEIVABLES CORP.	Measuring Stick	3,482.79
				Parts	80.01
				Panduit	482.33
				Mtce of OH Primary	228.16
Total for Check/Tran - 89656:					4,273.29
Total for Bank Account - 5 :					(246) 6,170,378.38
Grand Total :					(247) 6,180,011.51

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PARAMETERS ENTERED:

Check Date: 07/01/2025 To 07/31/2025

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
REGULAR MEETING OF THE UTILITIES COMMISSION
HELD AT THE UTILITIES CONFERENCE ROOM**

July 8, 2025

Members Present: Chair John Dietz, Vice Chair Mary Stewart, Commissioners Jill Larson-Vito, 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
Chris Sumstad, Electric Superintendent
Dave Ninow, Water Superintendent
Jenny Foss, Communications & Administrative Coordinator
Katy Olson, Water Operations Foreperson

Others Present: None

1.0 GOVERNANCE

1.1 Call Meeting to Order

The regular 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

Moved by Commissioner Westgaard and seconded by Commissioner Larson-Vito to approve the July 8, 2025, agenda. Motion carried 5-0

1.4 Recognition of Employee Longevity – Katy Olson, 8 years

Water Operations Foreperson Katy Olson was recognized for eight years of dedicated service, particularly her passion and commitment to the water department. Katy shared reflections on teamwork, purpose, and the importance of supporting one another as a work family.

2.0 CONSENT AGENDA (Approved By One Motion)

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

2.1 Check Register – June 2025

2.2 Regular Meeting Minutes – June 3, 2025

2.3 Water Tower Attachment – Lease Amendment (Verizon)

Motion carried 5-0.

3.0 OPEN FORUM

No one appeared for open forum.

4.0 POLICY & COMPLIANCE

4.1 Commission Policy Review – G.4d – Customer Interests

The Commission reviewed the policy, which outlines expectations for management’s understanding and response to customer needs.

Commissioners agreed the policy remains aligned with core values. No action was required.

5.0 BUSINESS ACTION

5.1 Financial Report – May 2025

Ms. Karpinski presented the report, noting that her second slide was labelled “January 2025 – April 2025” when it should say “January 2025 – May 2025.” She went on to highlight statistics in the report including a year-to-date budget net of \$735,000 which is a 3.8% margin. Electric operations were at a 6.89% margin, \$700,000 favorable to budget, and about \$700,000 above prior year. Water operations was at a loss of 46.29%, which is typical for this time of year. The water budget is \$214,000 favorable to budget but \$120,000 below prior year.

Receivables are 93% current with only 3% over 90 days past due thanks to the efforts of the customer service team.

There was an increase in revenue from new tower lease agreements. In response to a question, Ms. Karpinski confirmed that the budget has to show the full lease amount including any likely extensions.

There was discussion about how weather has impacted the budget. Ms. Karpinski added that she expected increased connection fees, reduced expenses, and investment revenue to aid the water budget.

There was a distribution for the Per- and Polyfluoroalkyl Substances (PFAS) settlement with an initial amount received of \$18,000, less \$9,000 for legal fees. Staff expects future disbursements to have lower legal fees. These funds will offset increased PFAS testing costs.

Moved by Commissioner Stewart and seconded by Commissioner Westgaard to receive the May 2025 Financial Report. Motion carried 5-0.

6.0 BUSINESS DISCUSSION

6.1 Staff Updates

Ms. Youngs shared that a customer service representative vacancy has been posted and closes next week.

Ms. Youngs provided an Advanced Metering Infrastructure (AMI) meter installation update including:

- Water: 221 meters remain to be exchanged, 70 are commercial. While customers are able to opt out of the remote meter reading function provided by AMI, all physical meters in the system will need to be replaced. The opt-out process has been communicated to customers who expressed interest in exercising that option. A monthly manual meter read fee will begin August 1 for those customers, totaling either \$50 or \$60 depending on the number of meters the customer has.
- Electric: 1,771 meters remain to be replaced.

6.2 City Council Update

Chair Dietz provided a City Council update.

6.3 American Public Power Association (APPA) National Conference Discussion

In June, Commissioners Stewart, Westgaard, and Zerwas, along with Mr. Hanson attended the APPA National Conference in New Orleans, LA. In discussing the conference, the Commission reached consensus to prepare an initial budget for sending all commissioners to the conference in 2026, citing its value for information, keynote speakers, and networking. ERMU's power provider covers the cost for its board members to attend, currently Commissioner Stewart and Mr. Hanson.

Commissioner Zerwas recommended attempting to set up a meeting with U.S. Representative Tom Emmer while he is in the district for the August congressional recess. The Commission agreed this would be a beneficial opportunity.

6.4 **Future Planning**

Chair Dietz announced the following:

- a. Scott Thoreson Retirement – July 15 – Field Services Building
- b. Sherburne County Parade – July 19
- c. MMPA Annual Meeting – July 22 – Canterbury Park, Shakopee, MN
- d. Regular Commission Meeting – August 12, 2025
- e. 2025 Governance Agenda

6.5 **Other Business**

There was no other business.

7.0 **ADJOURN REGULAR MEETING**

Moved by Commissioner Westgaard and seconded by Commissioner Larson-Vito to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 4:23 p.m. Motion carried 5-0.

Minutes prepared by Tony Mauren.

John J. Dietz, ERMU Commission Chair

Tina Allard, City Clerk

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 2.3
SUBJECT: 2025 Second Quarter Utilities Performance Metrics Scorecard Statistics	
ACTION REQUESTED: None	

BACKGROUND:

Following the Commission’s adoption of the Performance Metrics program in December 2012 and the latest revision in 2024, we will be tracking the progress for 2025, to be awarded in 2026. This is a company performance-based program designed to incentivize employee commitment towards the company’s success. Divided into categories representing core values of the company and again into sub-categories that are quantifiable, this program is designed to track goals that require companywide support from the employees to continually achieve. When the employees work together as a team to achieve these goals, the company recognizes a corresponding increase in value to our customers.

DISCUSSION:

At close of the fiscal 2025 year, and completion of the audit, the final scorecard will be evaluated and presented to the Commission for awarding the related distribution in 2026. We will be tracking the progress of the company and the related scorecard quarterly throughout 2025. The second quarter scorecard is attached, with some notes for the second quarter results.

FINANCIAL IMPACT:

None, until awarded the following year.

ATTACHMENTS:

- Performance Metrics and Incentive Compensation Policy Scorecard – 2025 2nd Quarter

Elk River Municipal Utilities
G.4g1a - Performance Metrics and Incentive Compensation Policy Scorecard - 2025

Category	Percent	Sub-Category	Sub-Percent	Goal	Score	Awarded Multiplier Percent
Safety, Reliability and Quality of Utility Services	40	Water Quality Standards	5	Meet Requirements		met requirement
		Lead and Copper quality	5	90th percentile		met requirement
		Bacteria Detection	5	0 positive samples		0 on target
		CAIDI	5	<120 Min		58 on target
		SAIDI	5	<60 Min		14 on target
		SAIFI	5	<0.4		0.2 on target
		Line Loss	5	<5%		3% on target
		Water Loss	5	<12%		10% on target
Workforce Development	20	Employee Turnover	10	< 7.5%		0% on target
		Participation in Recommended and Mandatory Trainings	10	95%		98% on target
Financial Goals	20	Margins/Net Profit	15	> Budget		on target
		Inventory Accuracy	5	≥98%		100% on target
Communications/ Customer Service	10	Clean Energy Choice Program Participation	5	+30 net		+27 on target
		Conservation Improvement Program	5	≥95%		98% on target
Strategic Plan	10	Dashboard Progress (Average)	10	≥50%		63% on target
Total Multiplier:						2.0%

Adopted December 12, 2012
 Revised October 11, 2016
 Revised December 17, 2019
 Revised December 14, 2021
 Revised December 13, 2022
 Revised December 12, 2023
 Revised December 10, 2024

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 2.4
SUBJECT: 2025 Second Quarter Delinquent Items	
ACTION REQUESTED: Approve the 2025 second quarter delinquent items submitted.	

BACKGROUND:

Second quarter delinquent items are presented for your review. We have previously reported on four different categories of delinquents as follows:

- Assessments are delays in collecting the money owed and is assessed to the property taxes in the fall. *Please note this number will only be presented in the fourth quarter.*
- Collections amounts are those we send to the collection agency to try and collect after we have exhausted all our internal collection efforts. We receive 70%-75% of the amounts collected after the agency receives their split, as we have started placing new accounts with a different agency.
- Revenue Recapture (RR) is the program through the state where funds are collected from individuals' tax refunds and remitted to us, with the balance (if any) remitted to the individual. It presents an opportunity to collect funds rather than splitting with a collection agency or having to write them off completely. There is a six-year limit for keeping items on RR and if uncollected at this time, amounts are removed and written off.
- Write Offs are amounts removed from the books with no further collection efforts being extended.

DISCUSSION:

I have for review recap comparisons with last year, identifying the categories and amounts for each quarter and the running totals. Regarding the second quarter totals:

- The amounts listed for assessments culminate in the fourth quarter and include items previously submitted to other collection services, and if not collected, are removed and assessed. The assessment amount for 2025 is \$0.00 as there has been no activity yet for this year.
- The amounts submitted **only** to Collection Agencies for 2025 is \$147.98. (Please note that amounts submitted to Revenue Recapture were also submitted to Collection Agencies.)

- The amounts submitted to Revenue Recapture were more than the prior year. The Q2 2025 RR amount is \$6,313.45. We collected a total of \$5,004.02 from RR in Q2 2025.
- Write Offs for Q2 2025 of \$2,082.66, which is significantly less than the prior year. The biggest impact to Write Offs is due to the removal of old account balances due to a six-year limit mandated by the state. We have had to remove, and write-off, a total of \$1,432.33 in Q2 2025 due to the statute of limitations.

The attached report shows those dollars submitted to both the Collection Agency and RR. The second quarter totals are \$6,461.43. To break these totals down by provider, it is \$5,181.87 for Electric, \$537.54 for Franchise Fees, \$328.01 for Sewer, \$213.20 for Water, \$123.73 for Trash, and \$77.08 for Storm Water.

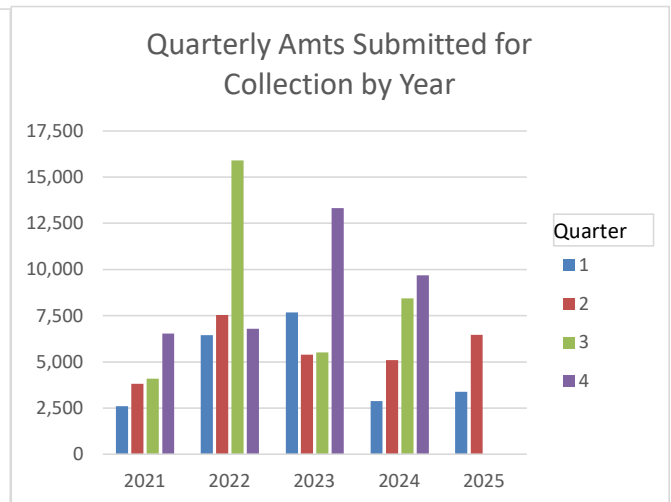
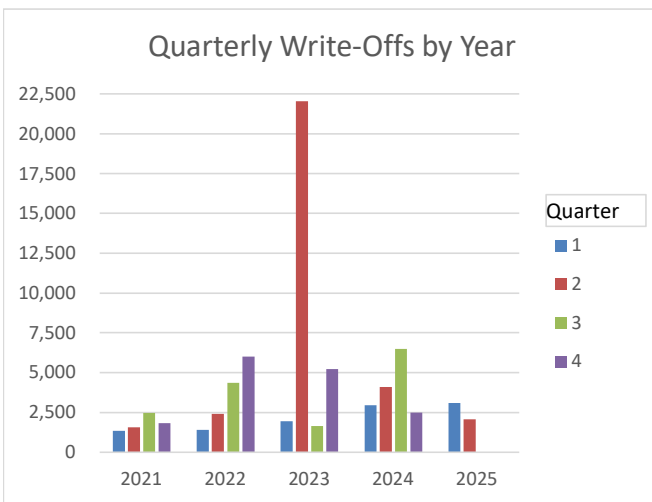
Our allowance for doubtful accounts (a reserve for bad debt/write-offs) is \$25,605 or .05% uncollectible accounts per revenue dollar. According to the American Public Power Association's most recent published standard ratios (2021) the industry standard is between .15% and 1.49%. Interestingly, the Northern/Central Plains average is .15%. Our totals for the year are below the national average, at .02%.

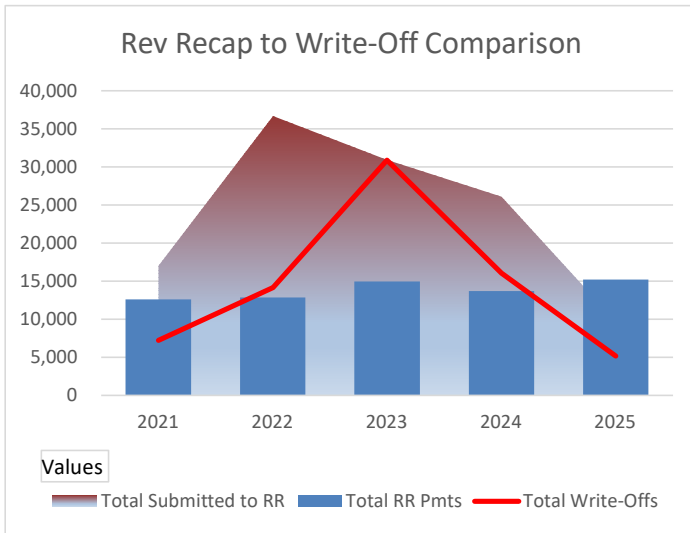
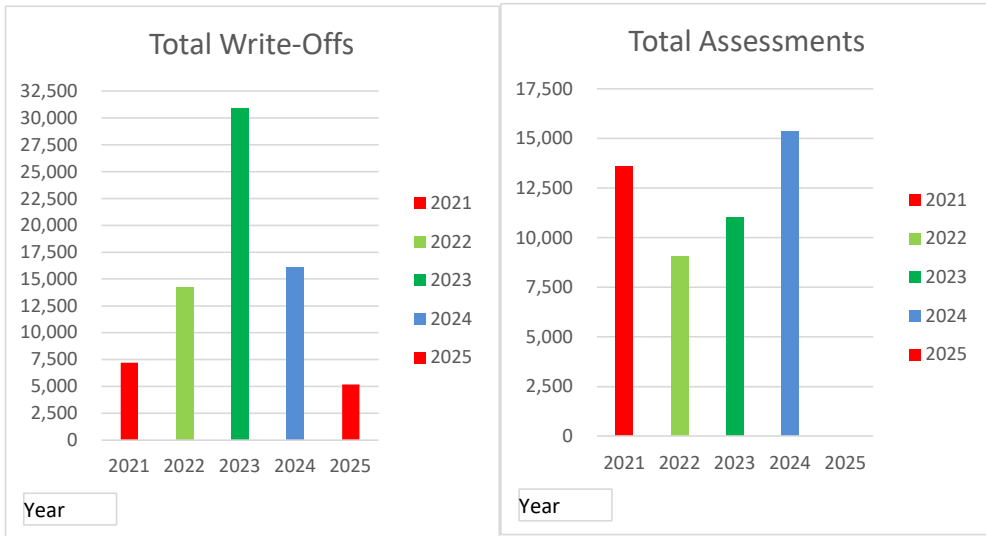
ATTACHMENTS:

- 2025 Second Quarter Delinquent Items Comparison
- 2025 Second Quarter Delinquent Items Submitted

Delinquent Items Comparisons

Year	Quarter	Assessments	Collection Agency	Revenue Recapture	Rev Recap/Coll Agen	Write-Offs	Rev Recap Pmts
2021	1	-	-	2,600.71	2,600.71	1,362.30	5,875.40
2021	2	-	-	3,802.55	3,802.55	1,559.69	1,841.70
2021	3	-	-	4,085.99	4,085.99	2,482.70	2,132.85
2021	4	13,572.01	-	6,532.49	6,532.49	1,819.22	2,784.22
2022	1	-	-	6,446.46	6,446.46	1,405.27	6,749.22
2022	2	-	-	7,547.92	7,547.92	2,402.70	3,648.77
2022	3	-	-	15,900.91	15,900.91	4,364.37	2,285.05
2022	4	9,042.25	-	6,796.66	6,796.66	6,008.66	167.94
2023	1	-	520.00	7,160.11	7,680.11	1,961.37	7,179.17
2023	2	-	-	5,379.18	5,379.18	22,049.08	3,449.26
2023	3	-	-	5,514.33	5,514.33	1,643.54	2,723.58
2023	4	10,994.99	465.14	12,853.33	13,318.47	5,222.43	1,564.65
2024	1	-	-	2,879.26	2,879.26	2,962.89	8,955.64
2024	2	-	-	5,095.50	5,095.50	4,102.00	3,166.13
2024	3	-	-	8,444.30	8,444.30	6,495.34	1,322.98
2024	4	15,379.59	-	9,691.36	9,691.36	2,498.27	258.83
2025	1	-	-	3,379.27	3,379.27	3,097.48	10,193.73
2025	2	-	147.98	6,313.45	6,461.43	2,082.66	5,004.02
2025	3	-	-	-	-	-	-
2025	4	-	-	-	-	-	-





Sum of Total AR Provider	Agency		Grand Total
	B	C	
1ERUE	5,057.11	124.76	5,181.87
2ERUW	213.20		213.20
3CTYS	328.01		328.01
4CTYT	123.73		123.73
6CTYF	514.32	23.22	537.54
7CTYS	77.08		77.08
Grand Total	6,313.45	147.98	6,461.43

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 2.5
SUBJECT: Employee Safety Manual	
ACTION REQUESTED: None	

BACKGROUND/ DISCUSSION:

ERMU Governance Policy G.4f Employee Interests (attached for reference) states that “The General Manager shall not operate without an Employee Safety Manual.”

In compliance with this policy, ERMU has historically employed the American Public Power Association Safety Manual. Staff is seeking to reconfirm this practice by naming the American Public Power Association Safety Manual, as amended from time to time, as the official employee safety manual. The current version, in effect, is the 17th Addition.

This manual is made available to all employees and is an integral part of the ERMU safety program which includes additional safety policies, procedures, rules, programs, and required safety trainings.

ATTACHMENT:

ERMU Governance Policy – G.4f – Employee Interests

Section: Governance	Category: Delegation to Management Policies
Policy Reference: G.4f	Policy Title: Employee Interests

PURPOSE:

With this policy, the Commission sets forth its expectations for the General Manager concerning the employment, termination of employment, management, compensation and treatment of employees.

POLICY:

In all ERMU interactions with and among the employees of ERMU, the General Manager shall not intentionally allow situations, processes, actions, behaviors or attitudes that are unsafe, illegal, undignified, inattentive or unresponsive to employee needs or requests, or otherwise in conflict with the organizational values advocated by the Commission. (See *Organizational Values Policy*).

Consistent with this general statement:

1. The General Manager shall not allow ERMU management or the Commission to be inadequately informed about, or fail to exercise reasonable judgment and discretion regarding appropriate and timely action on, any issue of material significance concerning employee safety and health, performance, satisfaction and morale, or employment policies and processes.
2. The General Manager shall not operate without an Employee Safety Manual.
3. The General Manager shall not operate without proactive management support for a safety culture that includes expected compliance with the Safety Manual, participation in ongoing safety training, consistent use of safe work practices and personal protective equipment, reporting of unsafe conditions and safety incidents/near misses, and accountabilities for safety at the organizational, work group, and individual level.

4. The General Manager shall not operate without documented employment policies, processes, and practices that have been adopted by the Commission and communicated to employees in the form of an ERMU Employee Handbook.
5. The General Manager shall exercise reasonable judgment and discretion to avoid operating ERMU in material contravention of the Commission-approved employment policies, processes, and practices or any applicable employment law or regulation.
6. The General Manager shall adopt a reasonable process for notifying employees of material changes to the ERMU Employee Handbook and other applicable employee policies.
7. The General Manager shall adopt a reasonable process for conducting and documenting annual employee performance planning and evaluation in a manner consistent with the nature of each employee's duties.
8. Within the financial limitations of the budget approved by the Commission, the General Manager shall provide employees with safe working conditions, adequate facilities and equipment, and other support needed to enable high levels of employee performance, job satisfaction, and career development.
9. The General Manager shall not use methods of collecting, reviewing, transmitting, or storing employee information that fail to protect the information against improper access and use, damage or loss, or unauthorized destruction.

POLICY HISTORY:

Adopted August 8, 2017

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 2.6
SUBJECT: East Substation Foundation Installation Bid	
ACTION REQUESTED: Adopt Resolution 25-5 awarding contracts for East Substation Foundation Installation	

BACKGROUND/ DISCUSSION:

The East Substation capital project requires the installation of concrete foundations for the structures and equipment. To meet ERMU’s needs for this project, staff decided to contract out this installation work to a qualified company. Staff worked with DGR Engineering to develop the bid package and create the advertisement for bids. On July 2, 2025, the package was made available for bidders on QuestCDN’s bid management system as well as on ERMU’s website.

On July 31, 2025, ERMU held a bid opening for the East Substation Foundation Installation. With support from DGR Engineering, the bids were reviewed for mathematical accuracy and compliance with bid specifications. The following recommendation was provided by DGR:

There were three (3) responsive bids received ranging in price from \$199,755.00 to \$353,300.00. The apparent low bid evaluated was received from U.S. SiteWork, Inc. of Elk River, who submitted a total price of \$199,755.00. U.S. SiteWork has successfully completed similar projects for us in the past, and we know of no reasons why they would not perform well on this project. We recommend that you award the contract to U.S. SiteWork for a total price of \$199,755.00.

Staff is asking that the Commission adopt the attached resolution to award the contract to U.S. SiteWork, Inc.

FINANCIAL IMPACT:

This budgeted within 2025 Capital Projects

ATTACHMENTS:

- Letter of Recommendation – DGR Engineering
- Resolution No. 25-5 East Substation Foundation Installation



August 4, 2025

Elk River Municipal Utilities
Attn: Mike Tietz, Technical Services Superintendent
13069 Orono Pkwy, PO Box 430
Elk River, MN 55330

RE: **Recommendation of Award of Contract
East Substation Foundation Installation**
DGR Project No. 429902

Dear Mike:

We have reviewed the bids received on July 31, 2025 for the above-referenced project. A bid summary form and detailed tabulation of the bid results is enclosed. We have checked the bids for mathematical accuracy and compliance with the bid specifications. We are hereby prepared to offer the following recommendation.

There were three (3) responsive bids received ranging in price from \$199,755.00 to \$353,300.00. The apparent low bid evaluated was received from U.S. SiteWork, Inc. of Elk River, who submitted a total price of \$199,755.00. U.S. SiteWork has successfully completed similar projects for us in the past, and we know of no reasons why they would not perform well on this project. We recommend that you award the contract to U.S. SiteWork for a total price of \$199,755.00.

Please review our recommendation and feel free to contact us with any questions you or the Commission may have. Please let us know when an award has been made, and we will proceed with preparing the Contract Documents for signatures. We will be sending a copy of the bid summary to all bidders and plan holders.

Best Regards,

DGR Engineering

A handwritten signature in blue ink that reads 'Brenton Thompson'.

Brenton Thompson, P.E.
Enclosure: Bid Summary and Tabulation
BWT:ste

RESOLUTION NO. 25-5

BOARD OF COMMISSIONERS
ELK RIVER MUNICIPAL UTILITIES

**A RESOLUTION AWARDING CONTRACTS FOR EAST SUBSTATION FOUNDATION
INSTALLATION**

WHEREAS, pursuant to an advertisement for bids for Elk River Municipal Utilities East Substation Foundation Installation, bids were received, opened, and tabulated according to State law, and the following bids were received complying with the advertisements:

East Substation Foundation Installation

Bidder and Address	Bid Security	Bid Price
U.S. SiteWork, Inc. 11040 183rd Circle NW, Ste B Elk River, MN 55330	10% Bid Bond	\$199,755.00
New Look Contracting, Inc. 14045 Northdale Blvd Rogers, MN 55374	10% Bid Bond	\$323,950.00
Urban Companies, LLC 3781 Labore Road St. Paul, MN 55110	10% Bid Bond	\$353,300.00

WHEREAS, it appears that for the installation of pier and slab type foundations at the East substation in Elk River, MN, U.S. SiteWork, Inc. of Elk River, MN is the lowest responsible bidder at \$199,755.00; and

WHEREAS, Staff recommends awarding the contracts for East Substation Foundation Installation to U.S. SiteWork, Inc. of Elk River, Minnesota.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES, BASED UPON THE FOREGOING RECITALS INCORPORATED HEREIN, AS FOLLOWS:

1. That the contract for the East Substation Foundation Installation is awarded to U.S. SiteWork, Inc., in the amount of \$199,755.00.
2. That the Chair and General Manager are authorized and directed to execute the contract with U.S. SiteWork, Inc.

This Resolution Passed and Adopted this 12th day of August 2025.

John J. Dietz, Chair

Mark Hanson, General Manager

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 4.1
SUBJECT: Commission Policy Review – G.4d1 – Customer Data Privacy	
ACTION REQUESTED: Review the policy and provide comment	

BACKGROUND/DISCUSSION:

This month commissioners are reviewing policy G.4d1 – Customer Data Privacy to make comments, ask questions, or recommend updates.

With policy G.4d1, ERMU recognizes its responsibility to keep information about customers secure and confidential and commits our best efforts to protect their private data. Staff is not recommending any changes to the policy.

For the Commission’s information, staff has also attached the ERMU Customer Privacy Notice which is sent to all customers annually. The flyer informs customers of the purpose and intended use of all the data ERMU collects, whether they may refuse to provide the data, the consequences of providing or refusing to provide the data, and the types of entities that are authorized to access that data.

ATTACHMENTS:

- ERMU Policy – G.4d1 – Customer Data Privacy
- ERMU Customer Privacy Notice

Section: Governance	Category: Delegation to Management Policies
Policy Reference: G.4d1	Policy Title: Customer Data Privacy

1.0 POLICY

Elk River Municipal Utilities (ERMU) recognizes our responsibility to keep information about our customers secure and confidential. We are committed to using our best efforts to protect our customers’ private information and have taken the following steps to ensure that our customers’ privacy is protected.

2.0 INFORMATION WE COLLECT

ERMU is the sole owner of the information collected from our customers. We collect personally identifiable information, such as name, address, account number, phone number, financial information, social security number, email addresses, etc. that is required for business purposes. This information will be maintained as confidential business information for which access is strictly limited. We do not sell or rent any information to others. We do not disclose any non-public personal information about our customers to any, except as permitted by law.

3.0 SECURITY

We restrict access to non-public personal information about our customers to those employees who need to know specific information to provide products or services to our customers. Our employees are trained to respect customer privacy and to access customer information only when they have a business reason to know information. We maintain physical, electronic, and procedural safeguards that comply with federal and state standards to guard our customers’ non-public personal information.

4.0 NOTIFICATION

This policy will be provided to customers as requested and distributed on an annual basis in the form of a customer privacy notice. Changes to this privacy policy will occasionally be updated to reflect company and customer needs.

POLICY HISTORY:

Adopted November 14, 2006

Revised November 9, 2021

In order to provide you service, we need to collect and use certain data on our customers. Under state law, data on our customers is generally classified as private data. The legal terminology when the data subject is not an individual person is "nonpublic", but the effect is the same: The data is accessible to the subject of the data but not the general public. The law also requires us to tell you the purpose and intended use of the data we request, whether you may refuse or are legally required to provide the requested data, the consequences of providing or refusing to provide the data, and the identity of other persons or entities that are authorized to access that data. Please read this notice carefully to understand what we do.

FACTS	WHAT DOES ELK RIVER MUNICIPAL UTILITIES DO WITH YOUR PERSONAL INFORMATION?
Why?	All utilities need to obtain and share customers' personal information to run their business. We collect this data to properly identify you and the services you receive, to bill you for those services, collect payments, and report to state and federal authorities. If you do not provide the information, we will be unable to provide you with the requested services. We will share the information you provide only as necessary to provide the services, to obtain payment, and to report to other governmental authorities as required.
What?	The types of personal information we collect and share depend on the product or service you have with us. This information can include: <ul style="list-style-type: none"> • Social Security number and income • Account balances and payment history • Credit history and credit scores • Financial banking information and/or credit card information
How?	When you are no longer our customer, we continue to retain and share your information as described in this notice. In the section below we list the reasons Elk River Municipal Utilities chooses to obtain and share, and whether you can limit this sharing.

Reasons we can share your personal information	Does Elk River Municipal Utilities share?	Can you limit this sharing?
For our everyday business purposes - such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes - to offer our products and services to you	Yes	No
For joint marketing with other financial companies	No	No
For our affiliates' everyday business purposes - information about your transactions and experiences	No	No
For our affiliates' everyday business purposes - information about your credit worthiness	No	No
For our affiliates to market to you	No	No
For our nonaffiliates to market to you	No	No

Who we are

Who is providing this notice?

Elk River Municipal Utilities

What we do

How does Elk River Municipal Utilities protect my personal information?

To protect your personal information from unauthorized access and use, we use security measures that comply with federal and state law. These measures include computer safeguards and secured files and buildings.

How does Elk River Municipal Utilities collect my personal information?

We collect your personal information, for example, when you:

- Open a utility account
- Pay your bill

We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.

Why can't I limit all sharing?

Federal law gives you the right to limit only:

- Sharing for affiliates' everyday business purposes — information about your creditworthiness
- Affiliates from using your information to market to you
- Sharing for nonaffiliates to market to you

State laws and individual companies may give you additional rights to limit sharing.

Definitions

Affiliates

Companies related by common ownership or control. They can be financial and nonfinancial companies.

Nonaffiliates

Companies not related by common ownership or control. They can be financial and nonfinancial companies.

Joint marketing

A formal agreement between nonaffiliated financial companies that together market financial products or services to you.

- Elk River Municipal Utilities does not have joint marketing arrangements

Other important information

Elk River Municipal Utilities is already very limited on what data can be shared due to Government Data Practices Law.

TO: ERMU Commission	FROM: Mark Hanson - General Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 4.2
SUBJECT: Annual Strategic Plan Review	
ACTION REQUESTED: Consensus on high level strategic themes and dashboard initiatives	

BACKGROUND:

In August 2017, the Commission adopted a comprehensive manual of governance policies based on the Carver Model of governance. Per the Governance Policy G4.c Strategic and Business Planning, and consistent with Policy G.2c Agenda Planning, the Commission and management shall review an annual update of the strategic plan in July and review and adopt the financial plan for the succeeding five-year period in December. This review was moved to August in 2025 due to staff schedules.

Per policy, the strategic plan shall provide “strategic direction for a period of not less than three (3) future fiscal years in terms of high-level elements such as vision, core purpose, core values, mission, key result areas, and broadly stated strategic objectives that are intended to achieve the organizational outcomes contained in the Commission’s Authority and Purpose Policies.” Included in the Commission’s Authority and Purpose Policies are the bylaws, organizational core purpose, mission, vision, values, fundamentals, and planning themes. These policies are summarized in the attached document.

All policies, decisions, initiatives, and tasks by ERMU on behalf of our consumer owners should be in direct line with the Commission’s authority and purpose. All planning is conducted through a process which categorizes initiatives under commission-adopted planning themes aligned with our mission, vision, values, and fundamentals. This process is intentionally transparent to our consumer owners and clearly defines how ERMU is expected to operate.

DISCUSSION:

The purpose of a Strategic Plan is to establish long-term direction and goals for an organization and develop a plan to get there. The leadership team underwent a lengthy process to review the existing authority and purpose policies and identify new initiatives for consideration in the annual strategic and business planning process.

The 2024-2026 Strategic Planning Dashboard had nine initiatives. One initiative, Wall Art for Field Services Building, was closed in 2024. Staff expects to close the remaining 2024 initiatives by the end of 2025:

- Theme 1, Initiative 2: Evaluate Role of Committees/Develop Engagement Committee
- Theme 2, Initiative 1: Update Management Policy Manual
- Theme 3, Initiative 1: Review/Update Authority and Purpose Policies

All 2025 initiatives are on schedule and expected to close by the end of 2025:

- Theme 1, Initiative 1: Disaster Recovery Plan
- Theme 4, Initiative 1: Completion of AMI
- Theme 5, Initiative 1: Planning for Future Wells, Treatment and Storage
- Theme 6, Initiative 1: Renew Rate/Cost of Service Study; Develop Load Management

One existing 2026 initiative was included in last year's Strategic Plan:

- Theme 3, Initiative 2: Volt/VAR Control

Staff propose adding five strategic initiatives for 2026-2027:

- Theme 1, Initiative 3: Evaluate New NISC Offerings
- Theme 2, Initiative 2: Evaluate IT/OT Needs
- Theme 4, Initiative 2: Outage Management System
- Theme 5, Initiative 2: East Substation
- Theme 6, Initiative 2: Review AppSuite Processes

In summary, staff proposes 13 initiatives for the 2025-2027 Strategic Plan, including seven initiatives that are expected to close by the end of 2025. The proposed dashboard may continue to change as the management team evaluates our Authority and Purpose Policies, specifically our Mission, Vision and Values. Any recommended changes will be discussed at a future commission meeting.

As we head into the 2026 budgeting process, staff desires confirmation that these priorities align with the Commission's strategic direction for the organization.

ATTACHMENTS:

- ERMU Mission, Vision, Values, Fundamentals, and Themes
- ERMU Dashboard 2025-2027

OUR MISSION

To provide our customers with safe, reliable, cost-effective and quality long-term electric and water utility services. To communicate and educate our customers in the use of utility services, programs, policies and future plans. These products and services will be provided in an environmentally and financially responsible manner.

OUR VISION

Provide exceptional services and value to those we serve.

OUR FUNDAMENTALS

Safety, Reliability and Quality of Utility Services.

Customer Service and Employee Development.

Competitive Rates, and Financial and Organizational Health.

OUR VALUES



INTEGRITY

Honest, accountable and united in all that we do.



QUALITY

Services that reflect excellence, dependability and expertise.



COMMUNICATION

Respectful and engaged interactions that are timely and clear.



SAFETY

A culture that protects our customers, employees, and assets.



COMPETITIVE

Provide the best value for the services we deliver.

OUR PLANNING THEMES

THEME 1 | **COMMUNICATION**

Improve the effectiveness of our communications inside the organization, with our customers and with the community.

THEME 2 | **PERSONNEL AND GOVERNANCE**

Develop our most valuable and vulnerable assets - our commissioners, employees, leaders, and future leaders.

THEME 3 | **STRATEGIC THINKING**

Create a culture of strategic thinking and ensure line of sight from mission to vision.

THEME 4 | **TECHNOLOGY**

Implement the prudent use of technology to improve efficiency and increase customer choice, communication and value.

THEME 5 | **GROWTH**

Assess the growth curve to make decisions regarding organizational change.

THEME 6 | **PROCESS, MEASUREMENT AND FINANCIAL HEALTH**

Improve processes and measurement to better determine and report efficiency and effectiveness of organization and to ensure financial and organizational health.

ERMU Initiatives Dashboard, 2025-2027 (Updates in Red Text)

Updated: 8/1/2025

Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
Theme 1: Communication - Improve the effectiveness of our communications inside the organization, with our customers, and with the community.							
1	Disaster Recovery Plan	Develop a disaster recovery/emergency response plan. (Prereq for Reliable Public Power Provider Designation Renewal.)	MT/TG	2024-25	60%	8/1/2025	Several examples from peer utilities were discussed and a working draft has been created and reviewed. A follow up meeting was held 7/14/25 to work through edits and additions. Additional meeting will be needed to refine the plan until a final version is ready.
2	Evaluate role of all Committees; Develop Community Engagement Committee	Look at responsibilities, membership and frequency of all committees. Create a committee to identify and track potential internal initiatives (annual company meeting) and external opportunities (National Energy Foundation partnership for school district engagement).	TM/SY	2024 2024-25	90%	7/10/2025	All committees have been evaluated. Enhancements will include ensuring at least one manager from both the office and field locations will participate on all committees. Additionally, all committees will have a charter explaining their purpose, budget and meeting frequency. A community engagement committee will not be created. Draft charters have been created in review process.
3	Evaluate New NISC Offerings	Review new NISC offerings including Security Setting, Messenger, SmartHub, and Bidgley tools.	SY/TM	2026	0%		
Theme 2: Personnel and Governance - Develop our most valuable and vulnerable assets....our commissioners, employees, leaders, and future leaders.							
1	Management Policy Manual	Format policy manual. Review and revise policies.	GM/TM	2023-24 2023-25	99%	6/26/2025	Staff is performing final edits to a few remaining policies.
2	Wall Art for Field Services Building	Determine best way to enhance the FSB office environment through art and sound panels.	TM/TG	2024	100%	10/16/2024	KJ Branding Completed installation on October 16, 2024. COMPLETE
2	Evaluate IT /OT Needs	Review current MOU with the City as ERMU evaluates future IT/OT needs.	GM/SY/TG	2026	0%		
Theme 3: Strategic Thinking - Create a culture of strategic thinking and ensure line of sight from mission to vision.							
1	Review/Update Authority and Purpose Polices	Review the need to update our strategic guidance to ensure relevancy to current industry trends and the changing socio-economic environment.	MH	2025	50%	7/10/2025	The management team is reviewing potential edits to our mission, mission and values.
2	Volt/VAR Control	Investigate methods to identify/predict peak usage times and implement Volt/VAR control strategies to reduce peak usage.	MT	2026-27	0%	7/17/2025	On hold until after the AMI deployment is completed.

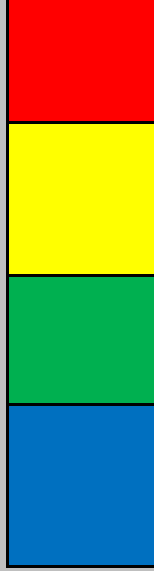
ERMU Initiatives Dashboard, 2025-2027 (Updates in Red Text)

Updated: 8/1/2025

Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
Theme 4: Technology - Implement the prudent use of technology to improve efficiency and increase customer choice, communication, and value.							
1	Completion of AMI	Complete system wide implementation of an Advanced Metering Infrastructure (AMI) system to empower our customers with control, choice and convenience.	MT	2023-25	90%	6/26/2025	Allegiant Close out meeting held on May 16, 2025. All remaining water and electric meter replacements will be completed internally.
2	Outage Management System	Explore options for Outage Management System.	MT/SY/T G	2026-27	0%		
Theme 5: Growth - Assess the growth curve to make decisions regarding organizational change.							
1	Planning for future Wells, Treatment and Storage in NE area	Create a long-term plan for the installation of needed infrastructure to support the northeast expansion of the urban services area.	DN	2024-25	75%	6/26/2025	Now that we have received support from ISD 728 staff for ERMU to obtain a section of land owned by the district near Twin Lakes Elementary School, we are moving forward with having S.E.H. with the assistance of Elfering & Associates conduct a well and water treatment plant feasibility study. This study will compare the suitability of this site with another proposed site located further north.
2	East Sub Station	Construction of East Sub Station.	MT	2025-26	5%	7/31/2025	Sub-grade work has been completed. Perimeter fencing has been installed. Foundation bid opening on 7/31.
Theme 6: Process, Measurement, and Financial Health - Improve processes and measurement to better determine and report efficiency and effectiveness of organization and to ensure financial and organizational health.							
1	Renew Rate/Cost of Service Study; Develop Load Management Programs	Develop appropriate demand response/load management programs to best utilize capabilities of new AMI meters.	MH	2025	25%	6/26/2025	Moved (and retitled) from Theme 6. On hold until rate study is completed. Will need to evaluate the costs and benefits of direct load control versus time-of-use rates. If TOU rates are the method of choice staff should work on a rate analysis to determine the number of time periods and rates associated with time periods. Due to delays in the supply chain and the receipt of electric meters, the rate study has been postponed to Q3 2025. Planning session with Dave Berg on June 25, 2025 - waiting on a quote.
2	Review AppSuite Processes	Review and evaluate AppSuite related processes and service orders.	SJY/DN	2026	0%		

ERMU Initiatives Dashboard, 2025-2027 (Updates in Red Text)

Updated: 8/1/2025

Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
Definition of Roles:				Key and Color Code:  <p>Critically behind schedule, over budget, and/or short of resources. Will affect other dependent steps.</p> <p>At risk, behind schedule, over budget, and/or short of resources.</p> <p>On schedule, within budget, sufficiently allocated resources to complete as planned.</p> <p>Completed.</p>			
Project Lead:	Ultimately answerable for the success of an initiative. Prioritizes action items based on company values. Critically analyze and ensure best practices. Allocate/organize resources to ensure successful completion. Develops RACI team.						
RACI Team	Responsible:	Ultimately answerable for the correct and thorough completion of the action item; delegates the work to those responsible. Makes decisions as authorized by Project Lead. Oversees item documentation.					
	Accountable:	Those who do the work to achieve the action item. Internal and/or external. Group or individuals.					
	Consultant:	Those whose opinions are sought, typically subject matter experts; and with who there is two-way communication. Not typically involve in all aspects of action item. Not a decision maker.					
	Informed:	Those who are kept up-to-date on progress; often only one-way communication.					

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
COMBINED BALANCE SHEET
FOR PERIOD ENDING JUNE 2025**

	ELECTRIC	WATER
ASSETS		
CURRENT ASSETS		
CASH	4,600,195	5,794,255
ACCOUNTS RECEIVABLE	2,726,509	5,189,452
INVENTORIES	2,280,292	44,880
PREPAID ITEMS	198,422	45,046
CONSTRUCTION IN PROGRESS	1,463,245	215,583
TOTAL CURRENT ASSETS	11,268,663	11,289,217
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	7,566,150	4,269,978
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	9,345,166	4,269,978
FIXED ASSETS		
PRODUCTION	795,920	17,177,471
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	55,014,802	30,835,323
GENERAL	25,605,389	1,615,537
FIXED ASSETS (COST)	83,721,134	49,628,332
LESS ACCUMULATED DEPRECIATION	(38,094,268)	(24,603,090)
TOTAL FIXED ASSETS, NET	45,626,866	25,025,242
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	7,169,412	0
LESS ACCUMULATED AMORTIZATION	(4,508,762)	0
TOTAL INTANGIBLE ASSETS, NET	24,206,862	0
OTHER ASSETS AND DEFERRED OUTFLOWS		
	322,181	61,420
TOTAL ASSETS	90,769,738	40,645,856
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	5,453,772	273,901
SALARIES AND BENEFITS PAYABLE	1,221,874	178,215
DUE TO CITY	889,618	2,115
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	480,000	65,000
UNEARNED REVENUE	9,660	393,197
TOTAL CURRENT LIABILITIES	8,054,924	912,428
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	27,180,469	1,486,969
PENSION LIABILITIES	1,708,036	328,984
TOTAL LONG TERM LIABILITIES	28,888,505	1,815,953
TOTAL LIABILITIES	36,943,428	2,728,382
DEFERRED INFLOWS OF RESOURCES		
	1,206,975	4,689,086
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	49,623,773	33,451,758
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	1,216,547	(223,369)
TOTAL FUND EQUITY	52,619,335	33,228,389
TOTAL LIABILITIES & FUND EQUITY	90,769,738	40,645,856

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

	<u>June 30, 2025</u>	<u>May 31, 2025</u>	<u>Current Month Change from Prior Month</u>
ASSETS			
CURRENT ASSETS			
CASH	4,600,195	3,532,425	1,067,770
ACCOUNTS RECEIVABLE	2,726,509	2,883,269	(156,760)
INVENTORIES	2,280,292	2,337,096	(56,804)
PREPAID ITEMS	198,422	223,835	(25,413)
CONSTRUCTION IN PROGRESS	1,463,245	1,194,065	269,181
TOTAL CURRENT ASSETS	<u>11,268,663</u>	<u>10,170,690</u>	<u>1,097,973</u>
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	7,566,150	7,534,597	31,553
TOTAL RESTRICTED ASSETS	<u>9,345,166</u>	<u>9,313,613</u>	<u>31,553</u>
FIXED ASSETS			
PRODUCTION	795,920	795,920	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	55,014,802	54,925,596	89,206
GENERAL	25,605,389	25,605,389	0
FIXED ASSETS (COST)	<u>83,721,134</u>	<u>83,631,928</u>	<u>89,206</u>
LESS ACCUMULATED DEPRECIATION	(38,094,268)	(37,861,914)	(232,354)
TOTAL FIXED ASSETS, NET	<u>45,626,866</u>	<u>45,770,014</u>	<u>(143,148)</u>
INTANGIBLE ASSETS			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	7,169,412	7,169,412	0
LESS ACCUMULATED AMORTIZATION	(4,508,762)	(4,453,084)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	<u>24,206,862</u>	<u>24,262,540</u>	<u>(55,678)</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>322,181</u>	<u>322,181</u>	<u>0</u>
TOTAL ASSETS	<u><u>90,769,738</u></u>	<u><u>89,839,038</u></u>	<u><u>930,700</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	5,453,772	4,628,547	825,224
SALARIES AND BENEFITS PAYABLE	1,221,874	1,176,759	45,115
DUE TO CITY	889,618	785,765	103,853
BONDS PAYABLE-CURRENT PORTION	480,000	480,000	0
UNEARNED REVENUE	9,660	11,270	(1,610)
TOTAL CURRENT LIABILITIES	<u>8,054,924</u>	<u>7,082,342</u>	<u>972,582</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	27,180,469	27,185,457	(4,989)
PENSION LIABILITIES	1,708,036	1,708,036	0
TOTAL LONG TERM LIABILITIES	<u>28,888,505</u>	<u>28,893,493</u>	<u>(4,989)</u>
TOTAL LIABILITIES	<u>36,943,428</u>	<u>35,975,835</u>	<u>967,593</u>
DEFERRED INFLOWS OF RESOURCES	<u>1,206,975</u>	<u>1,206,975</u>	<u>0</u>
FUND EQUITY			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	49,623,773	49,623,773	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	1,216,547	1,253,440	(36,893)
TOTAL FUND EQUITY	<u>52,619,335</u>	<u>52,656,228</u>	<u>(36,893)</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>90,769,738</u></u>	<u><u>89,839,038</u></u>	<u><u>930,700</u></u>

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

	<u>June 30, 2025</u>	<u>May 31, 2025</u>	<u>Current Month Change from Prior Month</u>
ASSETS			
CURRENT ASSETS			
CASH	5,794,255	5,251,732	542,523
ACCOUNTS RECEIVABLE	5,189,452	5,114,041	75,411
INVENTORIES	44,880	48,617	(3,737)
PREPAID ITEMS	45,046	51,676	(6,630)
CONSTRUCTION IN PROGRESS	215,583	199,991	15,592
TOTAL CURRENT ASSETS	<u>11,289,217</u>	<u>10,666,057</u>	<u>623,159</u>
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	4,269,978	4,262,090	7,888
TOTAL RESTRICTED ASSETS	<u>4,269,978</u>	<u>4,262,090</u>	<u>7,888</u>
FIXED ASSETS			
PRODUCTION	17,177,471	17,177,471	0
DISTRIBUTION	30,835,323	30,835,173	150
GENERAL	1,615,537	1,615,537	0
FIXED ASSETS (COST)	<u>49,628,332</u>	<u>49,628,182</u>	<u>150</u>
LESS ACCUMULATED DEPRECIATION	(24,603,090)	(24,487,959)	(115,131)
TOTAL FIXED ASSETS, NET	<u>25,025,242</u>	<u>25,140,223</u>	<u>(114,981)</u>
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	61,420	61,420	0
TOTAL ASSETS	<u><u>40,645,856</u></u>	<u><u>40,129,790</u></u>	<u><u>516,066</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	273,901	270,574	3,328
SALARIES AND BENEFITS PAYABLE	178,215	164,430	13,785
DUE TO CITY	2,115	2,884	(769)
BONDS PAYABLE-CURRENT PORTION	65,000	65,000	0
UNEARNED REVENUE	393,197	188,234	204,963
TOTAL CURRENT LIABILITIES	<u>912,428</u>	<u>691,122</u>	<u>221,306</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,486,969	1,487,523	(554)
PENSION LIABILITIES	328,984	328,984	0
TOTAL LONG TERM LIABILITIES	<u>1,815,953</u>	<u>1,816,507</u>	<u>(554)</u>
TOTAL LIABILITIES	<u>2,728,382</u>	<u>2,507,630</u>	<u>220,752</u>
DEFERRED INFLOWS OF RESOURCES	4,689,086	4,689,086	0
FUND EQUITY			
RETAINED EARNINGS	33,451,758	33,451,758	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(223,369)	(518,684)	295,315
TOTAL FUND EQUITY	<u>33,228,389</u>	<u>32,933,074</u>	<u>295,315</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>40,645,856</u></u>	<u><u>40,129,790</u></u>	<u><u>516,066</u></u>

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JUNE 2025

	2025 JUNE	2025 YTD	2025 YTD BUDGET	YTD Budget Variance	2025 YTD Bud Var%	2025 ANNUAL BUDGET	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%	Variance Item
Electric Revenue											
Operating Revenue											
Elk River	3,633,233	18,831,321	18,848,514	(17,192)	(0)	41,085,728	3,311,783	17,571,359	1,259,962	7	
Otsego	355,161	1,946,957	1,843,896	103,061	6	4,073,730	314,597	1,743,931	203,026	12	
Rural Big Lake	16,245	104,419	109,296	(4,878)	(4)	231,863	15,177	98,097	6,322	6	
Dayton	20,814	132,075	130,035	2,040	2	281,987	18,562	117,481	14,594	12	
Public St & Hwy Lighting	23,883	141,303	130,500	10,803	8	261,000	21,725	130,317	10,986	8	
Other Electric Sales	400	2,400	2,400	0	0	4,800	400	2,400	0	0	
Total Operating Revenue	4,049,736	21,158,474	21,064,641	93,833	0	45,939,108	3,682,244	19,663,585	1,494,890	8	
Other Operating Revenue											
Interest/Dividend Income	52,471	234,850	175,000	59,850	34	350,000	34,275	101,878	132,973	131	(1)
Customer Penalties	19,399	129,519	142,500	(12,981)	(9)	285,000	17,799	120,058	9,461	8	
Connection Fees	60,028	124,921	75,000	49,921	67	150,000	20,425	150,851	(25,930)	(17)	(2)
Misc Revenue	110,644	849,249	473,750	375,499	79	972,500	64,983	765,624	83,626	11	(3)
Total Other Revenue	242,542	1,338,540	866,250	472,290	55	1,757,500	137,482	1,138,410	200,130	18	
Total Revenue	4,292,278	22,497,014	21,930,891	566,123	3	47,696,608	3,819,727	20,801,995	1,695,020	8	
Expenses											
Purchased Power	3,143,850	14,131,972	13,892,220	239,752	2	30,599,628	2,756,342	13,416,219	715,753	5	
Operating & Mtce Expense	19,714	156,507	181,100	(24,593)	(14)	341,000	16,177	137,999	18,508	13	
Transmission Expense	3,203	17,327	38,000	(20,673)	(54)	76,000	5,034	30,508	(13,181)	(43)	
Distribution Expense	33,117	275,080	260,750	14,330	5	521,500	26,403	248,125	26,955	11	
Maintenance Expense	125,647	925,055	1,142,250	(217,195)	(19)	2,144,500	153,321	1,024,027	(98,972)	(10)	(4)
Depreciation & Amortization	288,032	1,726,360	1,669,776	56,584	3	3,339,552	275,101	1,651,074	75,285	5	
Interest Expense	61,983	373,172	373,172	0	0	735,069	65,175	392,285	(19,112)	(5)	
Other Operating Expense	4,358	44,352	31,700	12,652	40	482,400	5,020	33,924	10,427	31	
Customer Accounts Expense	33,208	204,722	235,000	(30,278)	(13)	470,000	35,888	205,846	(1,123)	(1)	
Administrative Expense	344,844	2,267,724	2,454,251	(186,527)	(8)	4,783,849	302,345	2,053,887	213,837	10	
General Expense	105,439	282,133	319,900	(37,767)	(12)	639,800	63,050	266,597	15,537	6	
Total Expenses(before Operating Transfers)	4,163,396	20,404,404	20,598,119	(193,714)	(1)	44,133,298	3,703,856	19,460,492	943,913	5	
Operating Transfer											
Operating Transfer/Other Funds	146,077	757,698	753,941	3,757	0	1,643,429	133,173	707,061	50,636	7	
Utilities & Labor Donated	19,698	118,365	132,500	(14,135)	(11)	265,000	20,024	111,664	6,702	6	
Total Operating Transfer	165,776	876,063	886,441	(10,377)	(1)	1,908,429	153,197	818,725	57,338	7	
Net Income Profit(Loss)	(36,893)	1,216,547	446,332	770,215	173	1,654,881	(37,326)	522,778	693,769	133	

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

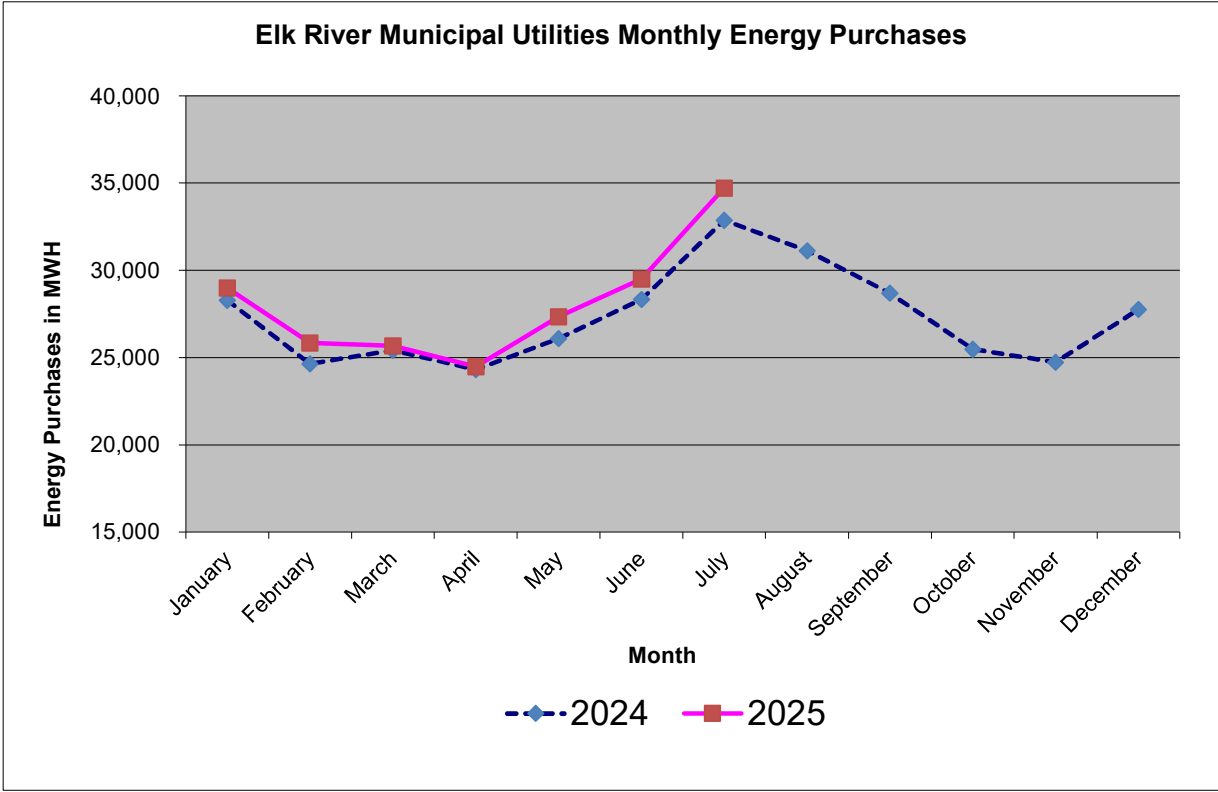
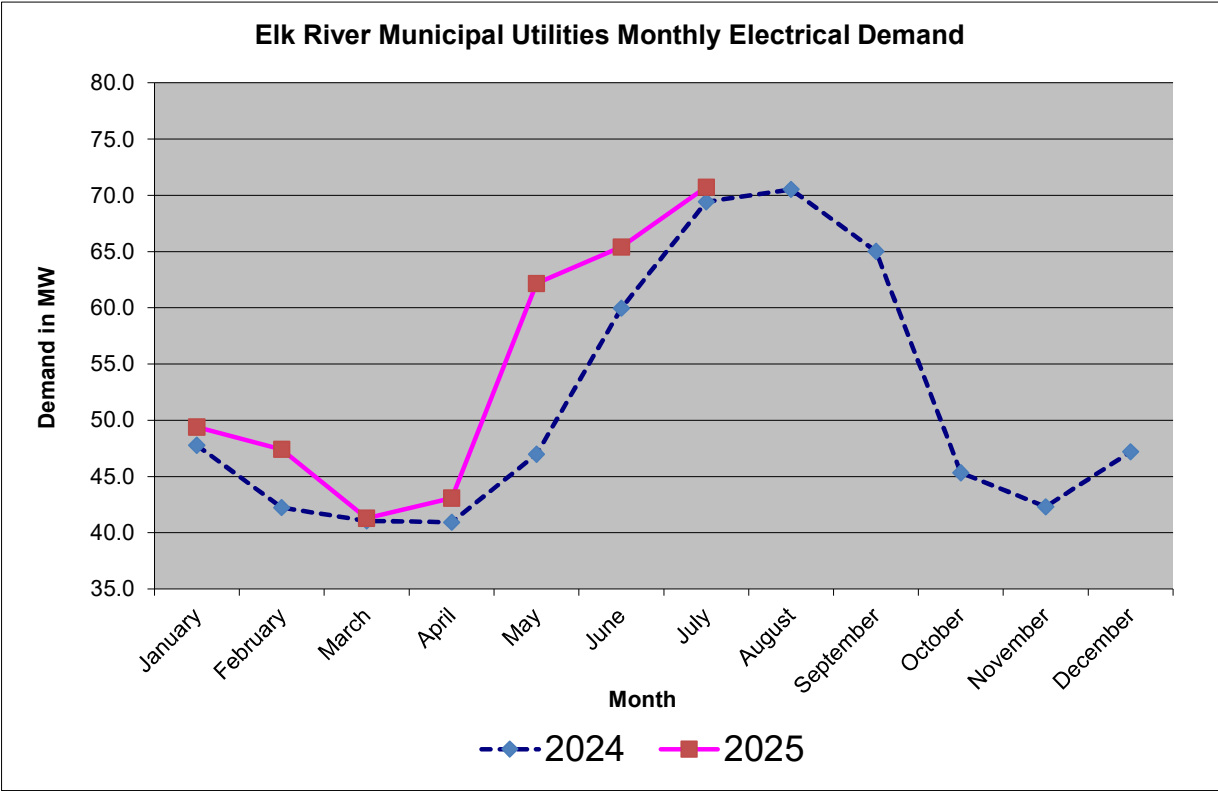
- (1) YTD budget variance is due to a conservative budget amount. PYTD variance is mainly due to more funds being invested with UBS and change in Fair Market Value.
- (2) YTD budget variance is due to a large agreement in June. PYTD variance due to large a large connection agreement in January 2024.
- (3) YTD budget variance is mainly due to Contributions from Customers having large SOWs for additional service and/or upgrade.
- (4) YTD budget variance is mainly due to less Tree Trimming expense than budgeted and Mtce of Substation Equipment, Mtce of Primary, and Mtce of Meters timing as these are an even budget spread.

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JUNE 2025

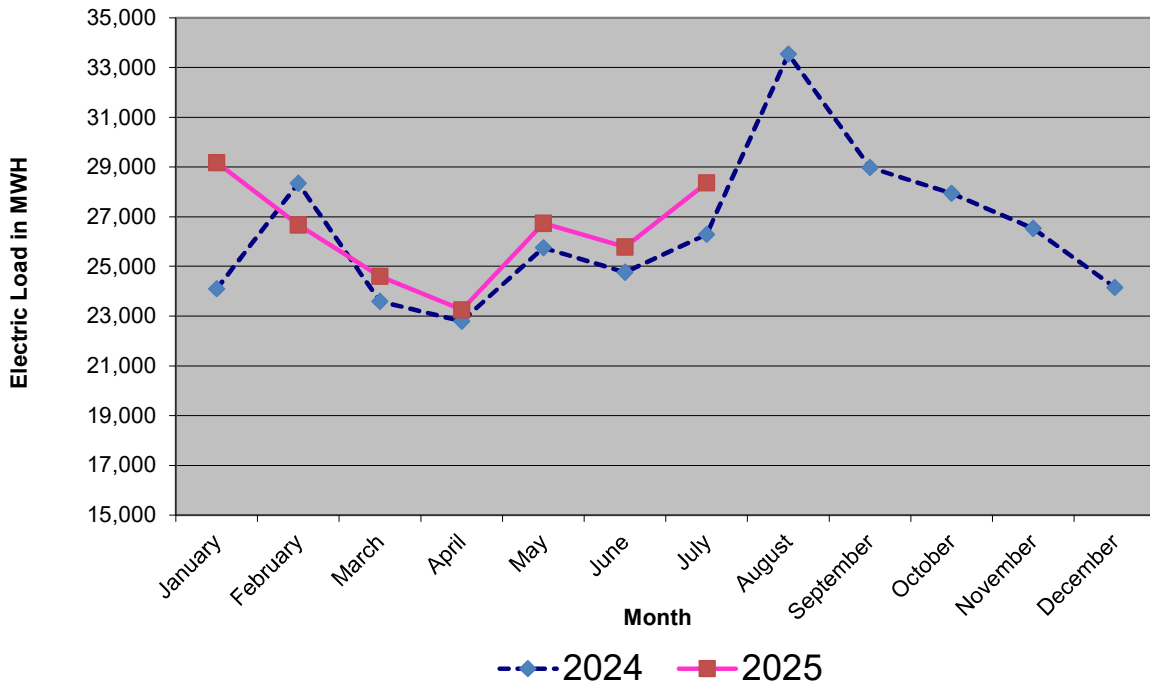
	2025 JUNE	2025 YTD	2025 YTD BUDGET	YTD Budget Variance	2025 YTD Bud Var%	2025 ANNUAL BUDGET	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%	Variance Item
Water Revenue											
Operating Revenue											
Water Sales	325,738	1,164,373	1,043,553	120,820	12	3,143,314	267,693	1,047,184	117,189	11	
Total Operating Revenue	325,738	1,164,373	1,043,553	120,820	12	3,143,314	267,693	1,047,184	117,189	11	
Other Operating Revenue											
Interest/Dividend Income	13,951	64,659	75,500	(10,841)	(14)	151,000	9,214	35,135	29,524	84	(1)
Customer Penalties	3,305	14,553	14,000	553	4	28,000	1,080	9,873	4,680	47	
Connection Fees	214,516	409,296	159,250	250,046	157	318,500	25,940	212,900	196,395	92	(2)
Misc Revenue	45,565	70,640	7,800	62,840	806	426,100	1,496	7,217	63,423	879	(3)
Total Other Revenue	277,336	559,148	256,550	302,598	118	923,600	37,730	265,125	294,023	111	
Total Revenue	603,074	1,723,521	1,300,103	423,418	33	4,066,914	305,423	1,312,309	411,211	31	
Expenses											
Production Expense	8,691	63,496	67,500	(4,004)	(6)	135,000	7,965	64,810	(1,313)	(2)	
Pumping Expense	57,045	305,639	336,075	(30,436)	(9)	672,150	45,006	261,277	44,362	17	(4)
Distribution Expense	32,243	256,214	243,250	12,964	5	459,660	23,209	174,175	82,039	47	(5)
Depreciation & Amortization	115,131	692,382	662,933	29,450	4	1,325,866	101,672	605,562	86,820	14	
Interest Expense	2,712	16,275	16,275	0	0	31,466	2,912	17,475	(1,200)	(7)	
Other Operating Expense	206	(15,775)	16,375	(32,150)	(196)	60,750	219	782	(16,556)	(2,117)	(6)
Customer Accounts Expense	8,034	49,462	52,625	(3,163)	(6)	105,250	8,277	46,229	3,233	7	
Administrative Expense	83,534	577,418	610,006	(32,587)	(5)	1,199,700	75,084	499,222	78,196	16	(7)
General Expense	164	1,777	6,125	(4,348)	(71)	12,250	626	1,923	(146)	(8)	
Total Expenses(before Operating Transfers)	307,760	1,946,890	2,011,163	(64,273)	(3)	4,002,092	264,969	1,671,454	275,436	16	
Operating Transfer											
Utilities & Labor Donated	0	0	1,000	(1,000)	(100)	2,000	0	0	0	0	
Total Operating Transfer	0	0	1,000	(1,000)	(100)	2,000	0	0	0	0	
Net Income Profit(Loss)	295,315	(223,369)	(712,060)	488,691	69	62,822	40,454	(359,144)	135,775	38	

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

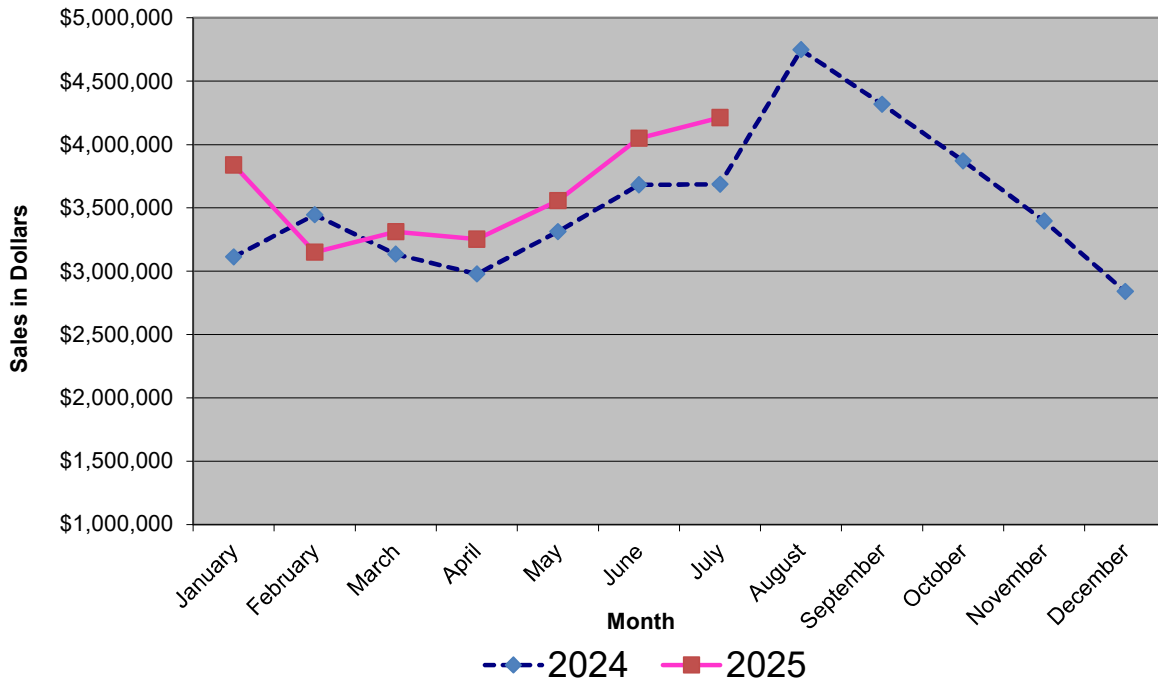
- (1) PYTD budget variance is mainly due to more funds being invested with UBS and change in Fair Market Value.
- (2) YTD budget variance is due to connection fees being budgeted conservatively and PYTD variance is due to more WAC fees in 2025.
- (3) YTD budget variance and PYTD variance is due to Contributions from Developers and initial 3M settlement.
- (4) PYTD variance is mainly due to new well planning and higher electric usage in 2025.
- (5) PYTD variance is mainly due to two large watermain repairs in 2025 and AMI project (water meter repairs).
- (6) YTD budget variance and PYTD variance is due AMI (timing).
- (7) PYTD variance is mainly due to consulting (Cty Rd 44, Power Plant, Scada, Service Line Inventory), and Salaries (Comp Study change and COLA), Medical Insurance, and Sick Pay (change in accrual).

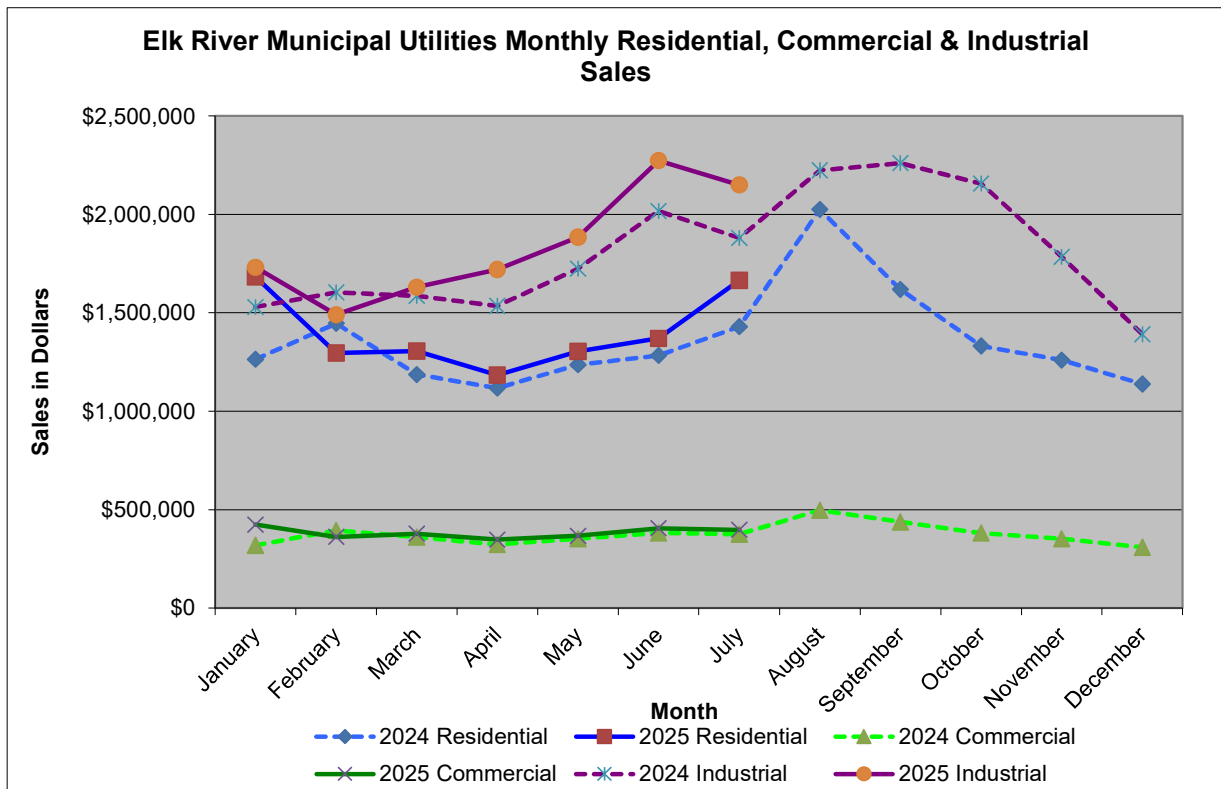
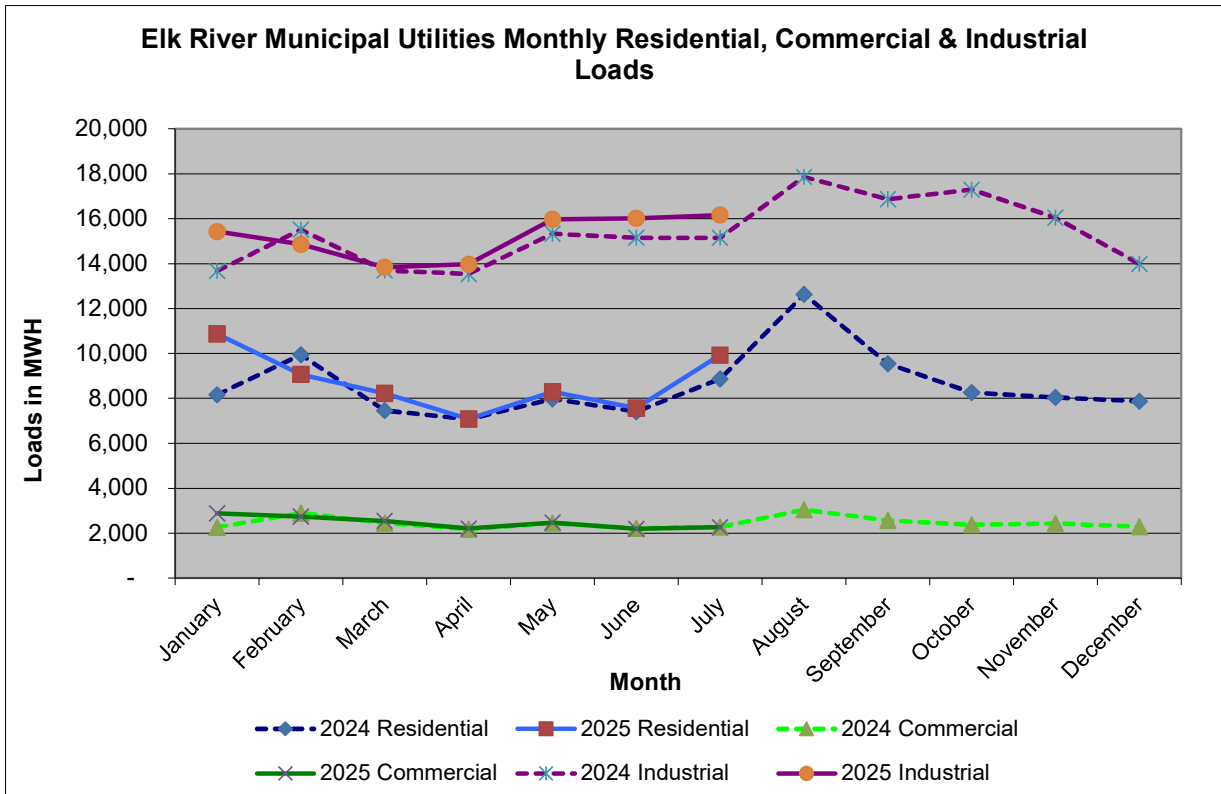


Elk River Municipal Utilities Monthly Total Electric Load

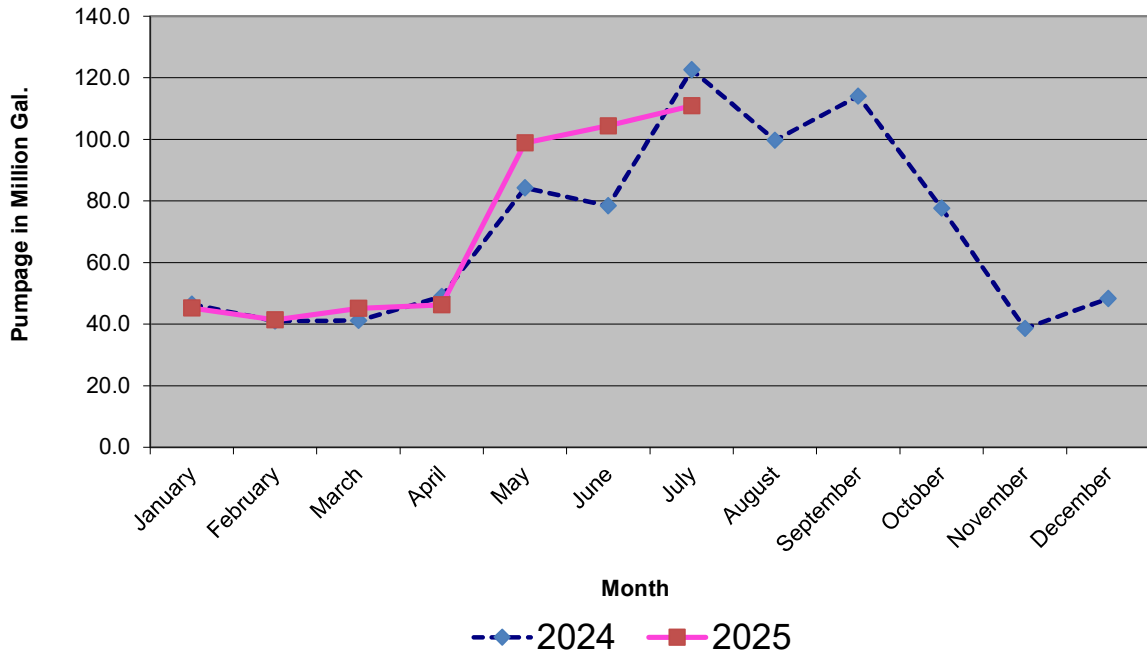


Elk River Municipal Utilities Monthly Electric Sales

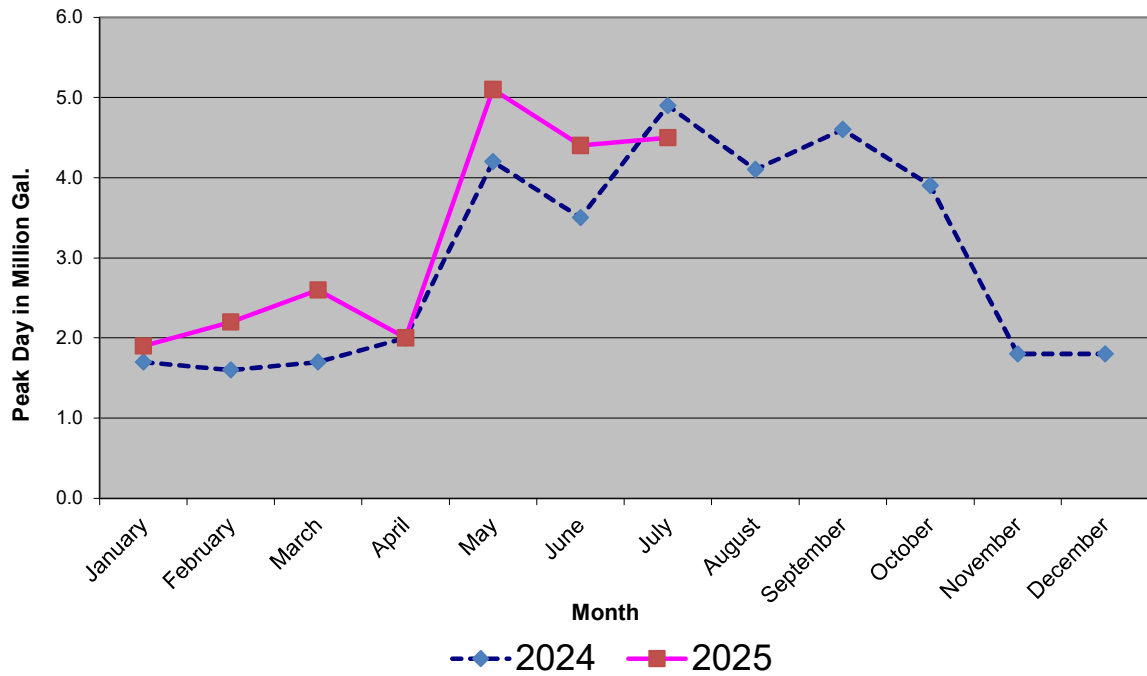




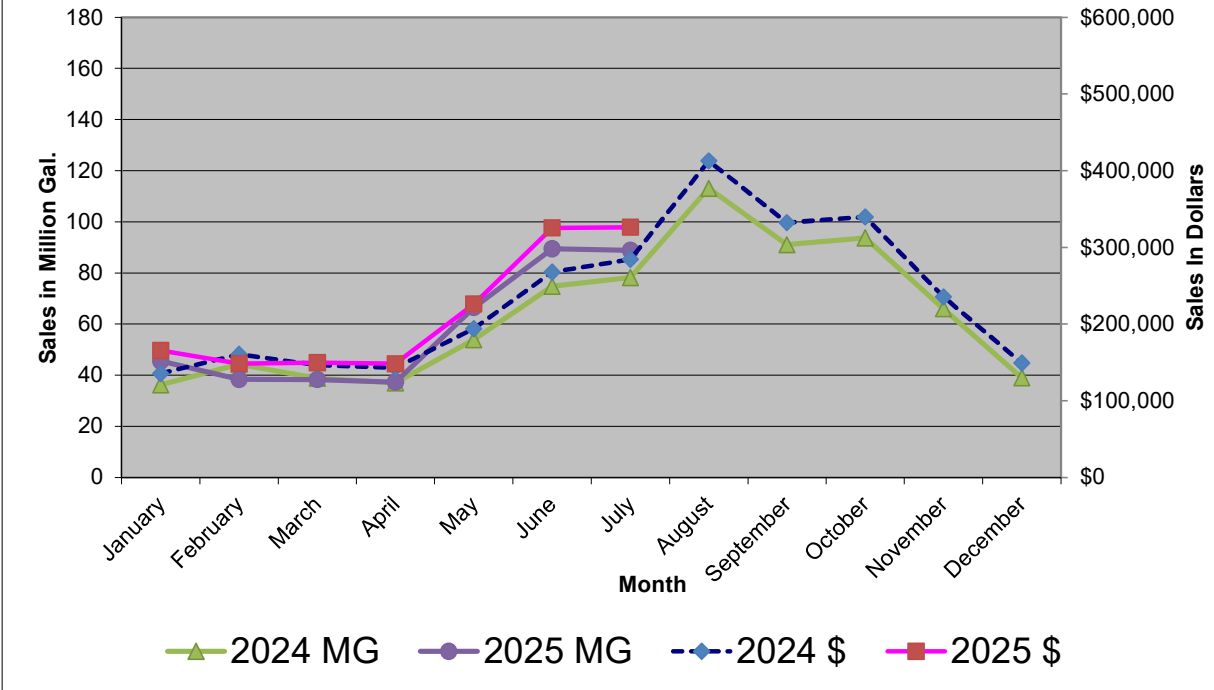
Elk River Municipal Utilities Monthly Water Pumpage



Elk River Municipal Utilities Peak Day Pumpage



Elk River Municipal Utilities Monthly Water Sales



ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JUNE 2025

	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric Revenue									
Operating Revenue									
Elk River									
ELECT SALES - ELK RIVER RESID	1,029,279	6,405,690	6,401,943	14,008,158	0	1,013,730	6,056,237	349,452	6
ELECT SALES - ELK RIVER NON-D	278,652	1,662,790	1,692,116	3,561,584	(2)	280,019	1,606,301	56,488	4
ELECT SALES - ELK RIVER DEMA	1,725,101	8,477,561	8,442,511	18,661,634	0	1,620,394	8,175,006	302,555	4
PCA SALES REVENUE - ELK RIVE	168,832	710,396	710,774	1,522,421	0	114,560	531,341	179,055	34
PCA SALES REVENUE - ELK RIVE	46,969	199,858	205,819	423,421	(3)	32,678	156,225	43,632	28
PCA SALES REVENUE - ELK RIVE	384,397	1,375,024	1,395,349	2,908,507	(1)	250,399	1,046,246	328,777	31
Total For Elk River:	<u>3,633,233</u>	<u>18,831,321</u>	<u>18,848,513</u>	<u>41,085,728</u>	<u>0</u>	<u>3,311,783</u>	<u>17,571,359</u>	<u>1,259,962</u>	<u>7</u>
Otsego									
ELECT SALES - OTSEGO RESIDEN	118,232	720,704	698,017	1,546,756	3	110,421	680,293	40,411	6
ELECT SALES - OTSEGO NON-DEM	46,038	242,765	210,499	499,327	15	41,107	211,883	30,881	15
ELECT SALES - OTSEGO DEMAND	134,537	753,025	723,455	1,587,577	4	126,636	686,491	66,534	10
PCA SALES REVENUE - OTSEGO R	19,156	79,441	79,841	168,103	0	12,259	58,304	21,137	36
PCA SALES REVENUE - OTSEGO N	8,087	31,005	23,812	46,753	30	4,918	20,755	10,250	49
PCA SALES REVENUE - OTSEGO D	29,108	120,013	108,270	225,212	11	19,253	86,202	33,810	39
Total For Otsego:	<u>355,160</u>	<u>1,946,956</u>	<u>1,843,895</u>	<u>4,073,730</u>	<u>6</u>	<u>314,597</u>	<u>1,743,930</u>	<u>203,026</u>	<u>12</u>
Rural Big Lake									
ELECT SALES - BIG LAKE RESIDE	13,509	92,628	96,043	199,359	(4)	13,151	88,896	3,732	4
ELECT SALES - BIG LAKE NON-DE	444	1,374	1,530	4,810	(10)	486	1,353	20	2
PCA SALES REVENUE - BIG LAKE	2,224	10,287	9,922	21,666	4	1,485	7,753	2,533	33
PCA SALES REVENUE - BIG LAKE	67	128	1,800	6,026	(93)	52	93	34	37
Total For Rural Big Lake:	<u>16,245</u>	<u>104,418</u>	<u>109,296</u>	<u>231,863</u>	<u>(4)</u>	<u>15,176</u>	<u>98,096</u>	<u>6,321</u>	<u>6</u>
Dayton									
ELECT SALES - DAYTON RESIDEN	14,764	99,937	97,501	212,063	2	13,812	90,455	9,482	10
ELECT SALES - DAYTON NON-DE	3,191	19,171	19,163	40,465	0	2,927	17,837	1,333	7
PCA SALES REVENUE - DAYTON R	2,368	10,822	10,370	23,047	4	1,521	7,666	3,155	41
PCA SALES REVENUE - DAYTON	489	2,143	3,000	6,410	(29)	301	1,521	622	41
Total For Dayton:	<u>20,813</u>	<u>132,074</u>	<u>130,035</u>	<u>281,986</u>	<u>2</u>	<u>18,561</u>	<u>117,480</u>	<u>14,593</u>	<u>12</u>
Public St & Hwy Lighting									
ELECT SALES - SEC LTS	23,883	141,302	130,500	261,000	8	21,725	130,317	10,985	8
Total For Public St & Hwy Lighting:	<u>23,883</u>	<u>141,302</u>	<u>130,500</u>	<u>261,000</u>	<u>8</u>	<u>21,725</u>	<u>130,317</u>	<u>10,985</u>	<u>8</u>
Other Electric Sales									
SUB-STATION CREDIT	400	2,400	2,400	4,800	0	400	2,400	0	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
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FOR PERIOD ENDING JUNE 2025

	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
Total For Other Electric Sales:	400	2,400	2,400	4,800	0	400	2,400	0	0
Total Operating Revenue	<u>4,049,735</u>	<u>21,158,474</u>	<u>21,064,640</u>	<u>45,939,108</u>	<u>0</u>	<u>3,682,244</u>	<u>19,663,584</u>	<u>1,494,889</u>	<u>8</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	52,471	234,850	175,000	350,000	34	34,274	101,877	132,972	131
Total For Interest/Dividend Income:	52,471	234,850	175,000	350,000	34	34,274	101,877	132,972	131
Customer Penalties									
CUSTOMER DELINQUENT PENALT	19,398	129,519	142,500	285,000	(9)	17,799	120,057	9,461	8
Total For Customer Penalties:	19,398	129,519	142,500	285,000	(9)	17,799	120,057	9,461	8
Connection Fees									
DISCONNECT & RECONNECT CHA	60,028	124,921	75,000	150,000	67	20,425	150,851	(25,929)	(17)
Total For Connection Fees:	60,028	124,921	75,000	150,000	67	20,425	150,851	(25,929)	(17)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	0	2,640	1,249	2,500	111	220	1,100	1,540	140
STREET LIGHT	13,000	13,000	5,000	10,000	160	0	12,600	400	3
TRANSMISSION INVESTMENTS	67,587	326,230	300,000	600,000	9	57,149	289,786	36,443	13
MISC NON-UTILITY	17,761	58,720	55,000	110,000	7	7,613	52,153	6,566	13
GAIN ON DISPOSITION OF PROPER	0	22,755	0	25,000	0	0	0	22,755	0
CONTRIBUTIONS FROM CUSTOME	12,294	425,903	112,500	225,000	279	0	409,983	15,919	4
Total For Misc Revenue:	110,643	849,249	473,750	972,500	79	64,982	765,623	83,625	11
Total Other Revenue	<u>242,542</u>	<u>1,338,539</u>	<u>866,250</u>	<u>1,757,500</u>	<u>55</u>	<u>137,482</u>	<u>1,138,409</u>	<u>200,130</u>	<u>18</u>
Total For Total Other Revenue:	242,542	1,338,539	866,250	1,757,500	55	137,482	1,138,409	200,130	18
Total Revenue	<u>4,292,278</u>	<u>22,497,014</u>	<u>21,930,890</u>	<u>47,696,608</u>	<u>3</u>	<u>3,819,726</u>	<u>20,801,994</u>	<u>1,695,019</u>	<u>8</u>
Expenses									
Purchased Power									
PURCHASED POWER	2,345,898	10,538,696	10,418,026	23,315,290	1	2,212,337	10,022,751	515,945	5
ENERGY ADJUSTMENT CLAUSE	797,952	3,593,275	3,474,193	7,284,337	3	544,004	3,393,466	199,808	6
Total For Purchased Power:	3,143,850	14,131,971	13,892,219	30,599,628	2	2,756,341	13,416,218	715,753	5
Operating & Mtce Expense									
OPERATING SUPERVISION	12,409	79,121	75,000	150,000	5	9,558	67,381	11,739	17
DIESEL OIL FUEL	0	0	0	0	0	0	159	(159)	(100)
NATURAL GAS	464	15,764	19,100	30,000	(17)	394	11,812	3,952	33

ELK RIVER MUNICIPAL UTILITIES
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FOR PERIOD ENDING JUNE 2025

	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
ELECTRIC & WATER CONSUMPTI	4,098	30,815	32,500	65,000	(5)	4,174	28,320	2,495	9
PLANT SUPPLIES & OTHER EXPEN	791	4,671	7,500	15,000	(38)	507	5,618	(946)	(17)
MISC POWER GENERATION EXPE	32	728	499	1,000	46	16	501	227	45
MAINTENANCE OF STRUCTURE -	931	7,414	10,000	20,000	(26)	606	5,284	2,129	40
MTCE OF PLANT ENGINES/GENER	50	729	2,500	5,000	(71)	490	3,824	(3,095)	(81)
MTCE OF PLANT/LAND IMPROVE	935	17,261	34,000	55,000	(49)	429	15,096	2,164	14
Total For Operating & Mtce Expense:	19,714	156,507	181,100	341,000	(14)	16,177	137,999	18,507	13
Transmission Expense									
TRANSMISSION MTCE AND EXPE	3,202	17,327	37,999	76,000	(54)	5,034	30,508	(13,181)	(43)
Total For Transmission Expense:	3,202	17,327	37,999	76,000	(54)	5,034	30,508	(13,181)	(43)
Distribution Expense									
REMOVE EXISTING SERVICE & M	0	492	1,000	2,000	(51)	0	0	492	0
SCADA EXPENSE	8,657	30,940	30,000	60,000	3	3,292	19,747	11,193	57
TRANSFORMER EXPENSE OH & U	1,794	7,833	12,499	25,000	(37)	1,092	7,961	(127)	(2)
MTCE OF SIGNAL SYSTEMS	0	704	1,500	3,000	(53)	327	1,010	(306)	(30)
METER EXPENSE - REMOVE & RE	0	726	750	1,500	(3)	225	466	259	56
TEMP SERVICE - INSTALL & REM	0	1,801	4,999	10,000	(64)	0	222	1,579	712
MISC DISTRIBUTION EXPENSE	22,664	232,580	210,000	420,000	11	21,464	218,716	13,864	6
Total For Distribution Expense:	33,116	275,079	260,749	521,500	5	26,402	248,124	26,955	11
Maintenance Expense									
MTCE OF STRUCTURES	7,907	51,103	46,000	92,000	11	6,042	42,749	8,354	20
MTCE OF SUBSTATIONS	558	2,117	22,500	45,000	(91)	1,054	7,525	(5,408)	(72)
MTCE OF SUBSTATION EQUIPME	4,226	25,621	75,000	150,000	(66)	12,544	75,021	(49,399)	(66)
MTCE OF OH LINES/TREE TRIM	425	155,946	220,000	300,000	(29)	1,220	206,861	(50,915)	(25)
MTCE OF OH LINES/STANDBY	4,294	22,359	25,000	50,000	(11)	3,685	21,113	1,245	6
MTCE OF OH PRIMARY	19,978	53,584	94,999	190,000	(44)	16,295	79,036	(25,452)	(32)
MTCE OF URD PRIMARY	16,156	172,440	150,000	300,000	15	28,448	117,714	54,726	46
LOCATE ELECTRIC LINES	9,742	47,344	62,500	125,000	(24)	9,537	46,558	785	2
LOCATE FIBER LINES	456	1,598	1,249	2,500	28	403	929	668	72
MTCE OF LINE TRANSFORMERS	4,207	32,182	37,500	75,000	(14)	11,362	24,983	7,199	29
MTCE OF STREET LIGHTING	1,984	23,868	34,500	69,000	(31)	15,224	40,219	(16,350)	(41)
MTCE OF SECURITY LIGHTING	1,442	10,733	12,499	25,000	(14)	1,332	10,043	689	7
MTCE OF METERS	2,103	8,880	40,000	80,000	(78)	4,774	38,344	(29,463)	(77)
VOLTAGE COMPLAINTS	0	2,550	6,000	12,000	(57)	951	3,088	(538)	(17)
SALARIES TRANSMISSION & DIST	2,686	17,555	18,000	36,000	(2)	2,032	14,941	2,614	18

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	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
ELECTRIC MAPPING	14,450	81,627	77,500	155,000	5	4,040	92,814	(11,186)	(12)
FIBER MAPPING	0	0	7,500	15,000	(100)	0	0	0	0
MTCE OF OH SECONDARY	3,217	15,450	11,500	23,000	34	1,857	9,163	6,286	69
MTCE OF URD SECONDARY	9,765	40,660	37,500	75,000	8	3,140	22,810	17,850	78
TRANSPORTATION EXPENSE	22,042	159,430	162,499	325,000	(2)	29,372	170,107	(10,677)	(6)
Total For Maintenance Expense:	125,647	925,055	1,142,250	2,144,500	(19)	153,321	1,024,027	(98,972)	(10)
Depreciation & Amortization									
DEPRECIATION	232,353	1,392,292	1,335,707	2,671,415	4	219,423	1,317,006	75,285	6
AMORTIZATION	55,677	334,067	334,068	668,136	0	55,677	334,067	0	0
Total For Depreciation & Amortization:	288,031	1,726,359	1,669,775	3,339,551	3	275,101	1,651,074	75,285	5
Interest Expense									
INTEREST EXPENSE - BONDS	66,971	403,103	403,103	794,932	0	70,163	422,215	(19,112)	(5)
AMORTIZATION OF DEBT DISCOU	(4,988)	(29,931)	(29,931)	(59,863)	0	(4,988)	(29,931)	0	0
Total For Interest Expense:	61,982	373,172	373,171	735,069	0	65,174	392,284	(19,112)	(5)
Other Operating Expense									
EV CHARGING EXPENSE	107	1,055	700	1,400	51	218	1,324	(268)	(20)
LOSS ON DISPOSITION OF PROP (C	0	18,258	0	160,000	0	0	4,105	14,152	345
OTHER DONATIONS	105	322	1,000	2,000	(68)	0	0	322	0
PENSION EXPENSE	0	0	0	259,000	0	0	0	0	0
INTEREST EXPENSE - METER DEP	4,144	24,714	30,000	60,000	(18)	4,801	28,494	(3,779)	(13)
Total For Other Operating Expense:	4,357	44,351	31,700	482,400	40	5,020	33,924	10,427	31
Customer Accounts Expense									
METER READING EXPENSE	3,158	17,968	17,500	35,000	3	4,461	20,712	(2,743)	(13)
DISCONNECT/RECONNECT EXPEN	88	249	4,999	10,000	(95)	1,463	6,589	(6,339)	(96)
MISC CUSTOMER ACCOUNTS EXP	29,730	181,674	199,999	400,000	(9)	29,708	171,973	9,701	6
BAD DEBT EXPENSE & RECOVER	230	4,829	12,499	25,000	(61)	254	6,569	(1,740)	(26)
Total For Customer Accounts Expense:	33,208	204,722	234,999	470,000	(13)	35,888	205,845	(1,123)	(1)
Administrative Expense									
SALARIES OFFICE & COMMISSION	76,550	482,772	542,500	1,085,000	(11)	65,984	441,120	41,651	9
TEMPORARY STAFFING	0	0	1,999	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	16,309	50,656	67,500	135,000	(25)	13,551	47,906	2,749	6
ELECTRIC & WATER CONSUMPTI	2,214	11,687	16,000	32,000	(27)	2,429	13,009	(1,322)	(10)
BANK FEES	204	1,348	1,500	3,000	(10)	206	1,295	52	4
LEGAL FEES	1,376	7,771	15,000	30,000	(48)	2,631	7,467	303	4
AUDITING FEES	1,720	10,320	10,320	20,640	0	1,640	9,040	1,280	14

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	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
INSURANCE	14,853	89,160	97,500	195,000	(9)	15,414	92,804	(3,644)	(4)
UTILITY SHARE - DEFERRED COM	6,866	79,279	64,249	128,500	23	7,871	77,310	1,968	3
UTILITY SHARE - MEDICAL/DENT	65,390	511,558	529,237	942,322	(3)	59,895	486,022	25,536	5
UTILITY SHARE - PERA	26,415	167,692	160,750	321,500	4	22,315	153,023	14,669	10
UTILITY SHARE - FICA	26,740	164,189	157,750	315,500	4	21,815	148,665	15,523	10
EMPLOYEE SICK PAY	14,832	125,963	102,000	204,000	23	10,258	60,934	65,028	107
EMPLOYEE HOLIDAY PAY	15,279	78,552	80,875	194,100	(3)	14,362	74,588	3,964	5
EMPLOYEE VACATION & PTO PA	25,390	187,936	178,818	325,000	5	21,746	168,616	19,319	11
UPMIC DISTRIBUTION	22,209	40,315	43,000	86,000	(6)	16,709	43,795	(3,479)	(8)
LONGEVITY PAY	0	8,245	8,246	9,945	0	0	1,680	6,565	391
CONSULTING FEES	1,170	50,958	119,500	239,000	(57)	0	27,954	23,003	82
TELEPHONE	2,811	17,030	19,000	38,000	(10)	2,902	17,490	(459)	(3)
ADVERTISING	1,250	7,005	10,000	20,000	(30)	825	6,956	48	1
DUES & SUBSCRIPTIONS - FEES	11,039	74,461	76,004	152,009	(2)	9,904	62,398	12,063	19
SCHOOLS & MEETINGS	11,353	95,629	147,000	292,333	(35)	11,036	106,735	(11,105)	(10)
MTCE OF GENERAL PLANT & OFFI	865	5,190	5,500	11,000	(6)	845	5,070	120	2
Total For Administrative Expense:	344,844	2,267,723	2,454,251	4,783,849	(8)	302,345	2,053,887	213,836	10
General Expense									
CIP REBATES - RESIDENTIAL	8,124	40,240	45,379	90,758	(11)	6,410	40,494	(253)	(1)
CIP REBATES - COMMERCIAL	43,104	51,840	55,999	112,000	(7)	20,871	42,099	9,741	23
CIP - ADMINISTRATION	32,808	88,698	91,482	182,965	(3)	20,792	80,144	8,553	11
CIP - MARKETING	9,747	27,840	25,617	51,235	9	2,735	27,498	342	1
CIP - LABOR	8,194	52,967	66,910	133,822	(21)	6,995	50,477	2,489	5
CIP REBATES - LOW INCOME	0	0	9,360	18,720	(100)	1,865	3,468	(3,468)	(100)
CIP - LOW INCOME LABOR	816	5,132	4,999	10,000	3	744	4,728	403	9
ENVIRONMENTAL COMPLIANCE	2,677	15,179	17,500	35,000	(13)	2,612	15,477	(298)	(2)
MISC GENERAL EXPENSE	(32)	235	2,650	5,300	(91)	22	2,208	(1,973)	(89)
Total For General Expense:	105,439	282,133	319,899	639,800	(12)	63,049	266,596	15,536	6
Total Expenses(before Operating Transfers)	4,163,395	20,404,404	20,598,118	44,133,298	(1)	3,703,856	19,460,491	943,912	5
Operating Transfer									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	146,077	757,697	753,940	1,643,429	0	133,172	707,061	50,636	7
Total For Operating Transfer/Other Funds:	146,077	757,697	753,940	1,643,429	0	133,172	707,061	50,636	7

Utilities & Labor Donated

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 FOR PERIOD ENDING JUNE 2025

	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
UTILITIES & LABOR DONATED TO	19,698	118,365	132,499	265,000	(11)	20,024	111,663	6,701	6
Total For Utilities & Labor Donated:	19,698	118,365	132,499	265,000	(11)	20,024	111,663	6,701	6
Total Operating Transfer									
Total For Total Operating Transfer:	165,775	876,063	886,440	1,908,429	(1)	153,196	818,724	57,338	7
Net Income Profit(Loss)	(36,893)	1,216,546	446,331	1,654,880	173	(37,326)	522,778	693,768	133

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	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Water Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	179,678	694,612	637,976	1,768,457	9	142,170	617,745	76,866	12
WATER SALES COMMERCIAL	100,591	405,627	363,504	1,024,735	12	93,121	379,190	26,436	7
WATER SALES IRRIGATION	45,467	64,133	42,071	350,120	52	32,400	50,247	13,886	28
Total For Water Sales:	<u>325,738</u>	<u>1,164,373</u>	<u>1,043,552</u>	<u>3,143,313</u>	<u>12</u>	<u>267,692</u>	<u>1,047,184</u>	<u>117,188</u>	<u>11</u>
Total Operating Revenue	<u>325,738</u>	<u>1,164,373</u>	<u>1,043,552</u>	<u>3,143,313</u>	<u>12</u>	<u>267,692</u>	<u>1,047,184</u>	<u>117,188</u>	<u>11</u>
Total For Total Operating Revenue:	<u>325,738</u>	<u>1,164,373</u>	<u>1,043,552</u>	<u>3,143,313</u>	<u>12</u>	<u>267,692</u>	<u>1,047,184</u>	<u>117,188</u>	<u>11</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	13,950	64,659	75,000	150,000	(14)	9,213	35,135	29,524	84
OTHER INTEREST/MISC REVENUE	0	0	499	1,000	(100)	0	0	0	0
Total For Interest/Dividend Income:	<u>13,950</u>	<u>64,659</u>	<u>75,499</u>	<u>151,000</u>	<u>(14)</u>	<u>9,213</u>	<u>35,135</u>	<u>29,524</u>	<u>84</u>
Customer Penalties									
CUSTOMER PENALTIES	3,304	14,552	13,999	28,000	4	1,080	9,872	4,680	47
Total For Customer Penalties:	<u>3,304</u>	<u>14,552</u>	<u>13,999</u>	<u>28,000</u>	<u>4</u>	<u>1,080</u>	<u>9,872</u>	<u>4,680</u>	<u>47</u>
Connection Fees									
WATER/ACCESS/CONNECTION FE	202,688	368,942	127,500	255,000	189	21,600	187,430	181,512	97
CUSTOMER CONNECTION FEES	9,760	30,344	16,249	32,500	87	2,783	12,976	17,368	134
BULK WATER SALES/HYDRANT R	2,067	10,008	15,499	31,000	(35)	1,556	12,493	(2,484)	(20)
Total For Connection Fees:	<u>214,515</u>	<u>409,295</u>	<u>159,249</u>	<u>318,500</u>	<u>157</u>	<u>25,940</u>	<u>212,900</u>	<u>196,395</u>	<u>92</u>
Misc Revenue									
MISC NON-UTILITY	0	310	49	100	522	0	20	290	1,455
GAIN ON DISPOSITION OF PROPER	0	0	0	8,000	0	0	0	0	0
MISCELLANEOUS REVENUE	0	19,889	250	500	7,856	521	521	19,368	3,717
HYDRANT MAINTENANCE PROGR	975	5,850	7,500	15,000	(22)	975	6,675	(825)	(12)
CONTRIBUTIONS FROM DEVELOP	44,590	44,590	0	0	0	0	0	44,590	0
WATER TOWER LEASE	0	0	0	327,500	0	0	0	0	0
LEASE INTEREST REVENUE	0	0	0	75,000	0	0	0	0	0
Total For Misc Revenue:	<u>45,565</u>	<u>70,639</u>	<u>7,800</u>	<u>426,100</u>	<u>806</u>	<u>1,496</u>	<u>7,216</u>	<u>63,423</u>	<u>879</u>
Total Other Revenue	<u>277,336</u>	<u>559,147</u>	<u>256,549</u>	<u>923,600</u>	<u>118</u>	<u>37,730</u>	<u>265,125</u>	<u>294,022</u>	<u>111</u>
Total For Total Other Revenue:	<u>277,336</u>	<u>559,147</u>	<u>256,549</u>	<u>923,600</u>	<u>118</u>	<u>37,730</u>	<u>265,125</u>	<u>294,022</u>	<u>111</u>

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JUNE 2025

Water	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Total Revenue	<u>603,074</u>	<u>1,723,520</u>	<u>1,300,102</u>	<u>4,066,913</u>	<u>33</u>	<u>305,423</u>	<u>1,312,309</u>	<u>411,211</u>	<u>31</u>
Expenses									
Production Expense									
MTCE OF STRUCTURES	8,690	63,496	67,500	135,000	(6)	7,964	64,809	(1,313)	(2)
Total For Production Expense:	<u>8,690</u>	<u>63,496</u>	<u>67,500</u>	<u>135,000</u>	<u>(6)</u>	<u>7,964</u>	<u>64,809</u>	<u>(1,313)</u>	<u>(2)</u>
Pumping Expense									
SUPERVISION	6,439	39,516	37,999	76,000	4	5,274	34,257	5,259	15
ELECTRIC & GAS UTILITIES	25,091	136,520	154,999	310,000	(12)	21,886	119,172	17,348	15
SAMPLING	1,245	10,876	12,075	24,150	(10)	1,038	8,107	2,769	34
CHEMICAL FEED	5,186	22,463	25,000	50,000	(10)	3,087	16,184	6,279	39
MTCE OF WELLS	18,152	89,458	100,000	200,000	(11)	13,322	79,182	10,276	13
SCADA - PUMPING	929	6,803	6,000	12,000	13	396	4,374	2,429	56
Total For Pumping Expense:	<u>57,045</u>	<u>305,639</u>	<u>336,075</u>	<u>672,150</u>	<u>(9)</u>	<u>45,005</u>	<u>261,276</u>	<u>44,362</u>	<u>17</u>
Distribution Expense									
MTCE OF WATER MAINS	14,311	95,391	87,499	175,000	9	4,599	37,881	57,510	152
LOCATE WATER LINES	1,329	15,543	10,000	20,000	55	1,301	6,795	8,747	129
MTCE OF WATER SERVICES	0	0	250	500	(100)	0	0	0	0
WATER METER SERVICE	6,443	44,168	34,999	70,000	26	2,067	20,979	23,188	111
BACKFLOW DEVICE INSPECTION	1,703	8,445	11,500	23,160	(27)	2,268	9,163	(718)	(8)
MTCE OF CUSTOMERS SERVICE	2,693	16,965	17,500	35,000	(3)	2,551	15,973	991	6
WATER MAPPING	1,175	16,715	8,500	17,000	97	1,111	12,138	4,577	38
FIBER MAPPING	0	0	7,500	15,000	(100)	0	0	0	0
MTCE OF WATER HYDRANTS - PU	910	9,404	10,999	22,000	(15)	2,590	17,289	(7,885)	(46)
MTCE OF WATER HYDRANTS - PR	486	486	3,000	6,000	(84)	2,068	3,621	(3,135)	(87)
WATER CLOTHING/PPE	971	10,756	7,500	15,000	43	456	9,097	1,659	18
WAGES WATER	722	4,422	4,999	10,000	(12)	555	3,829	592	15
TRANSPORTATION EXPENSE	1,495	13,531	12,000	24,000	13	3,637	11,148	2,382	21
WATER PERMIT	0	20,382	27,000	27,000	(25)	0	26,255	(5,873)	(22)
Total For Distribution Expense:	<u>32,242</u>	<u>256,213</u>	<u>243,250</u>	<u>459,660</u>	<u>5</u>	<u>23,208</u>	<u>174,174</u>	<u>82,039</u>	<u>47</u>
Depreciation & Amortization									
DEPRECIATION	115,131	692,382	662,932	1,325,865	4	101,671	605,562	86,820	14
Total For Depreciation & Amortization:	<u>115,131</u>	<u>692,382</u>	<u>662,932</u>	<u>1,325,865</u>	<u>4</u>	<u>101,671</u>	<u>605,562</u>	<u>86,820</u>	<u>14</u>
Interest Expense									
INTEREST EXPENSE - BONDS	3,266	19,600	19,600	38,117	0	3,466	20,800	(1,200)	(6)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JUNE 2025

	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Water									
AMORTIZATION OF DEBT DISCOU	(554)	(3,325)	(3,325)	(6,651)	0	(554)	(3,325)	0	0
Total For Interest Expense:	2,712	16,274	16,274	31,466	0	2,912	17,474	(1,200)	(7)
Other Operating Expense									
LOSS ON DISPOSITION OF PROP (C	0	0	16,000	16,000	(100)	0	0	0	0
LOSS ON DISPOSITION OF PROP (N	0	(16,271)	0	0	0	0	0	(16,271)	0
DAM MAINTENANCE EXPENSE	154	184	0	0	0	158	177	7	5
PENSION EXPENSE	0	0	0	44,000	0	0	0	0	0
INTEREST EXPENSE - METER DEP	51	312	375	750	(17)	60	604	(292)	(48)
Total For Other Operating Expense:	206	(15,774)	16,375	60,750	(196)	218	781	(16,556)	(2,117)
Customer Accounts Expense									
METER READING EXPENSE	569	3,368	3,499	7,000	(4)	610	1,845	1,523	83
MISC CUSTOMER ACCOUNTS EXP	7,464	46,093	49,000	98,000	(6)	7,666	44,383	1,709	4
BAD DEBT EXPENSE & RECOVER	0	0	124	250	(100)	0	0	0	0
Total For Customer Accounts Expense:	8,033	49,462	52,624	105,250	(6)	8,277	46,229	3,232	7
Administrative Expense									
SALARIES OFFICE & COMMISSION	22,394	146,750	144,000	288,000	2	19,396	128,814	17,935	14
TEMPORARY STAFFING	0	0	499	1,000	(100)	0	0	0	0
OFFICE SUPPLIES	3,459	12,061	15,000	30,000	(20)	3,074	10,384	1,677	16
ELECTRIC & WATER CONSUMPTI	553	2,923	3,499	7,000	(16)	607	3,253	(330)	(10)
BANK FEES	50	342	349	700	(2)	51	336	6	2
LEGAL FEES	344	10,743	2,500	5,000	330	657	1,837	8,905	484
AUDITING FEES	430	3,126	3,349	6,700	(7)	410	2,806	319	11
INSURANCE	3,480	20,903	22,000	44,000	(5)	3,460	20,842	61	0
UTILITY SHARE - DEFERRED COM	1,293	13,282	12,049	24,100	10	1,340	12,625	656	5
UTILITY SHARE - MEDICAL/DENT	17,442	127,075	146,171	269,977	(13)	14,704	113,468	13,606	12
UTILITY SHARE - PERA	5,323	32,966	34,249	68,500	(4)	4,323	29,514	3,452	12
UTILITY SHARE - FICA	5,412	32,417	33,000	66,000	(2)	4,416	28,985	3,431	12
EMPLOYEE SICK PAY	2,984	22,665	17,500	35,000	30	1,604	12,460	10,205	82
EMPLOYEE HOLIDAY PAY	3,283	16,122	17,302	41,525	(7)	2,876	13,153	2,969	23
EMPLOYEE VACATION & PTO PA	4,738	36,026	36,545	66,000	(1)	4,015	31,066	4,960	16
UPMIC DISTRIBUTION	4,862	8,505	9,250	18,500	(8)	3,918	9,752	(1,247)	(13)
WELLHEAD PROTECTION	0	0	1,020	2,000	(100)	0	0	0	0
LONGEVITY PAY	0	155	156	2,130	(1)	0	420	(265)	(63)
CONSULTING FEES	2,634	29,056	28,699	57,400	1	0	7,996	21,060	263
TELEPHONE	717	4,056	3,750	7,500	8	644	4,069	(13)	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JUNE 2025

	2025 JUNE	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JUNE	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Water									
ADVERTISING	312	5,766	2,500	5,000	131	206	1,932	3,834	198
DUES & SUBSCRIPTIONS - FEES	1,826	40,254	46,461	89,961	(13)	1,808	41,840	(1,586)	(4)
SCHOOLS & MEETINGS	1,771	10,920	28,775	60,956	(62)	7,356	22,393	(11,472)	(51)
MTCE OF GENERAL PLANT & OFFI	216	1,296	1,375	2,750	(6)	211	1,266	30	2
Total For Administrative Expense:	83,533	577,418	610,005	1,199,699	(5)	75,083	499,222	78,196	16
General Expense									
CIP REBATES - RESIDENTIAL	101	162	2,500	5,000	(94)	237	312	(150)	(48)
CIP REBATES - COMMERCIAL	0	0	250	500	(100)	0	0	0	0
CIP - MARKETING	0	0	1,000	2,000	(100)	336	1,277	(1,277)	(100)
CIP - LABOR	0	0	1,249	2,500	(100)	0	0	0	0
ENVIRONMENTAL COMPLIANCE	62	1,614	1,000	2,000	62	52	332	1,282	386
MISC GENERAL EXPENSE	0	0	124	250	(100)	0	0	0	0
Total For General Expense:	163	1,777	6,125	12,250	(71)	626	1,922	(145)	(8)
Total Expenses(before Operating Transfers)	307,759	1,946,889	2,011,163	4,002,091	(3)	264,969	1,671,453	275,436	16
Operating Transfer									
Utilities & Labor Donated									
WATER & LABOR DONATED TO CI	0	0	1,000	2,000	(100)	0	0	0	0
Total Operating Transfer									
Total For Total Operating Transfer:	0	0	1,000	2,000	(100)	0	0	0	0
Net Income Profit(Loss)	295,314	(223,369)	(712,060)	62,821	69	40,453	(359,144)	135,775	38



June 2025 Financials

Report Highlights

June YTD Profit & Profit Margin %

Profit & Profit Margins % January 2025 – June 2025

\$993,178

4.10%

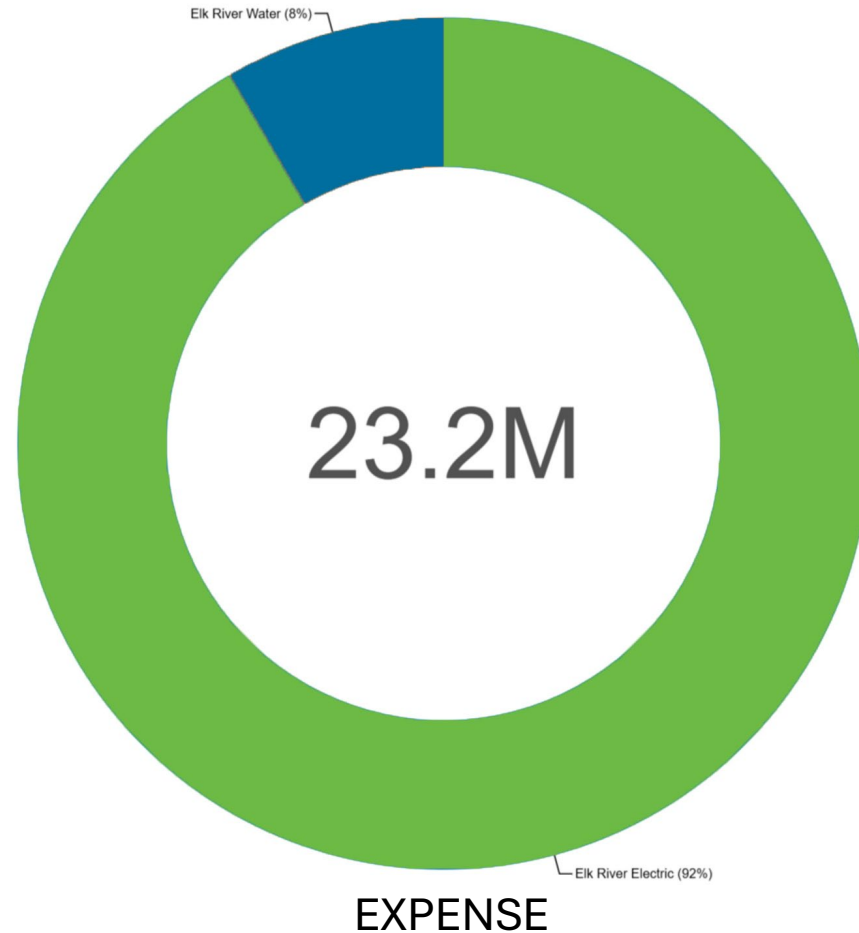
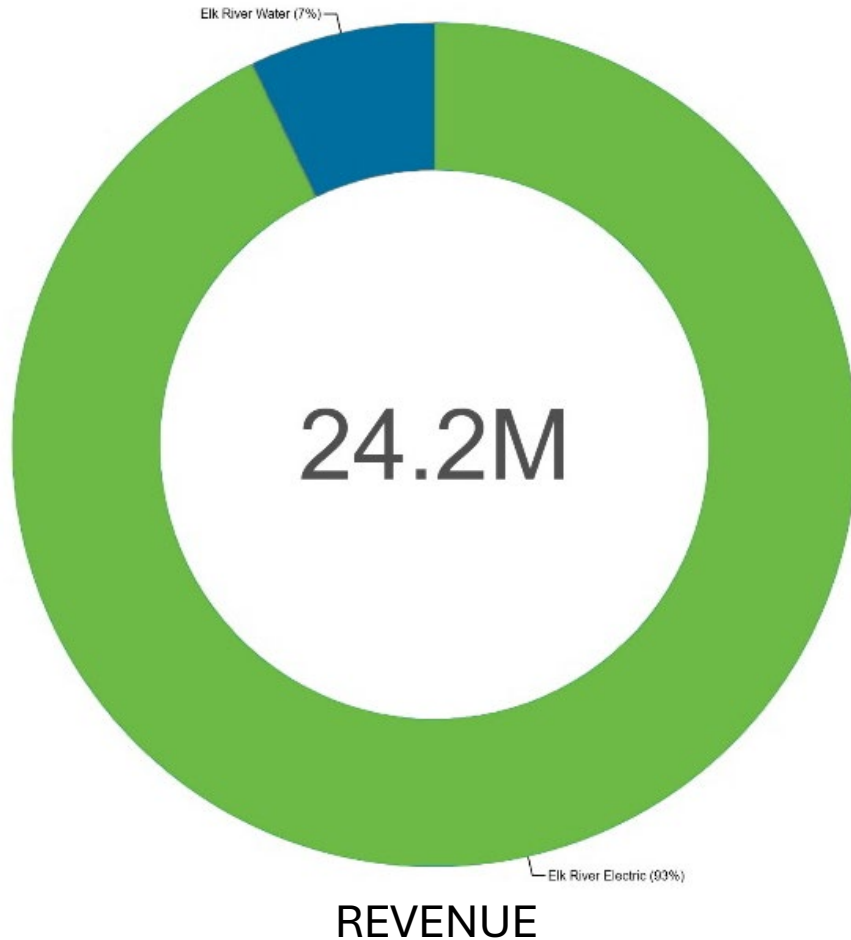
Revenue
\$24,220,535

Expense
\$23,227,357

Purpose: To show the overall health of the organization.

- YTD ERMU's revenue is exceeding expenses by \$993k
- Resulting in a profit margin of 4.10%

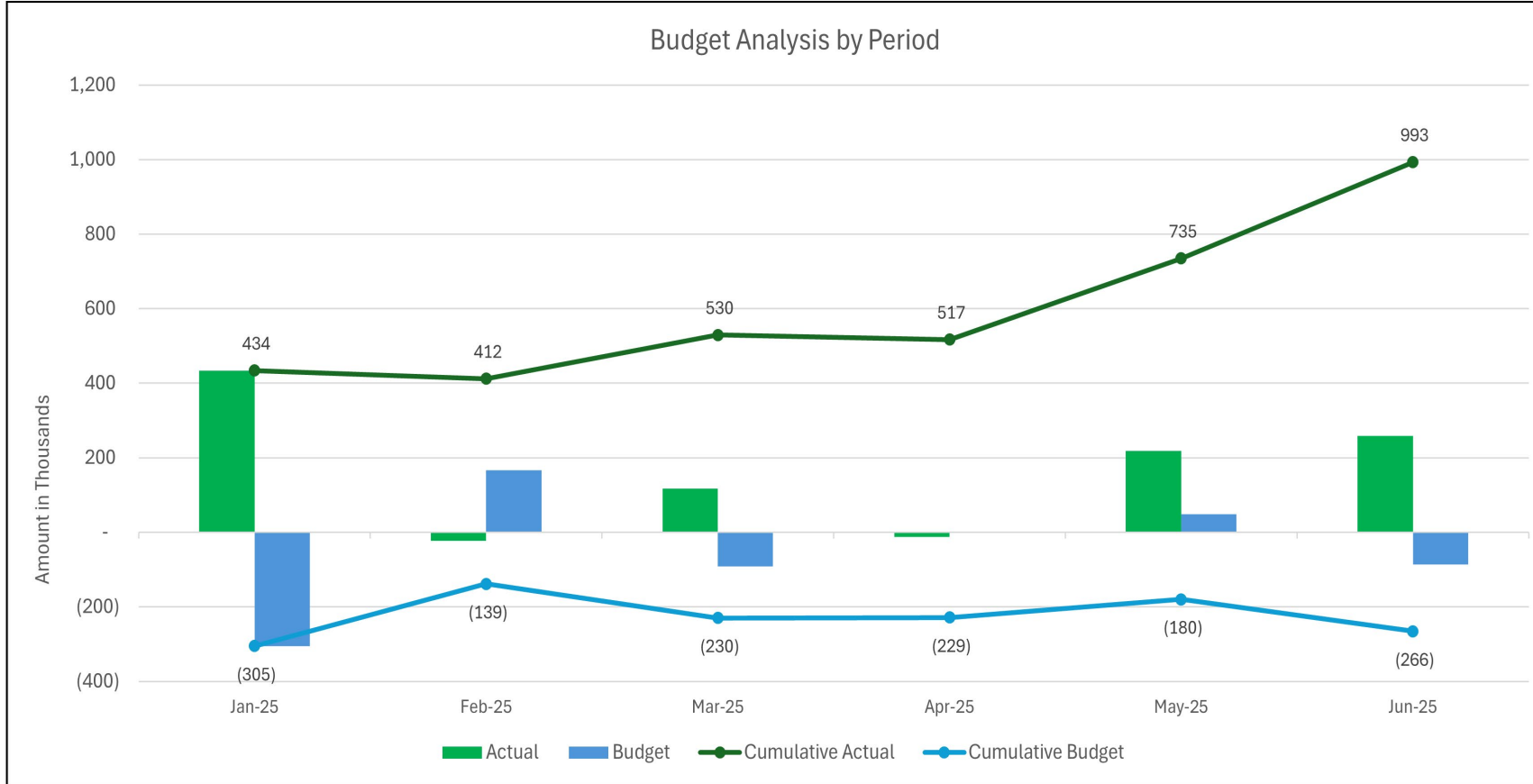
Revenue vs Expense (January – June)



Purpose: To compare revenue vs expense by utility service.

- Green illustrates electric and blue illustrates water.
- Overall, revenue is greater than expense.

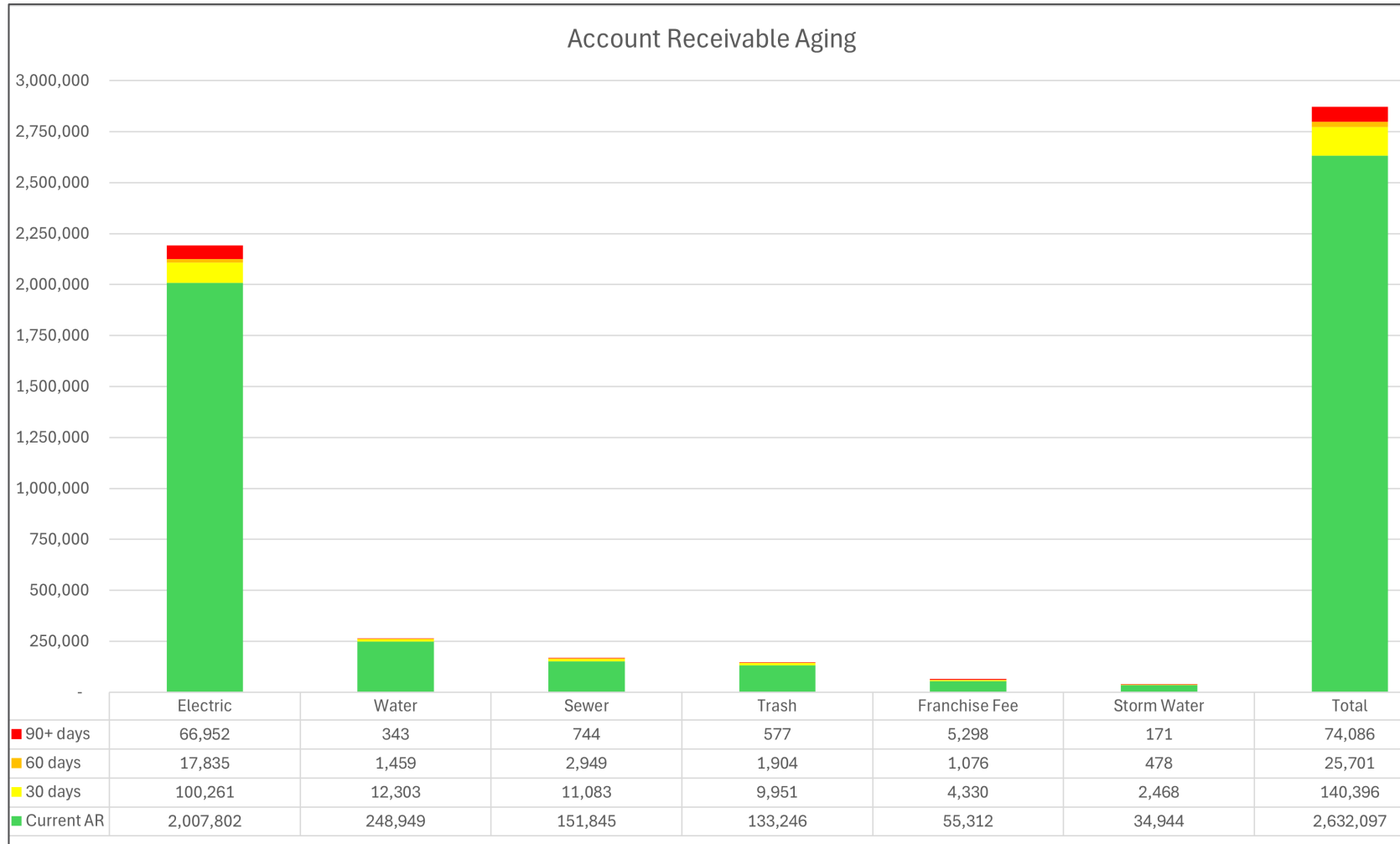
June YTD Actuals to Budget Comparison



Purpose: To illustrate the combined net position actuals versus budgeted amounts.

- Overall, ERMU is favorable to budget YTD
- ERMU has been favorable to budget each month except February

Accounts Receivable-Utility Aging 6/30/2025

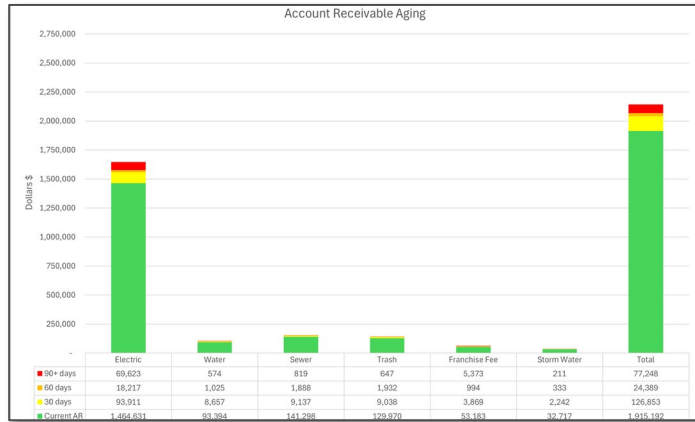


Purpose: an overview of outstanding payments from customers and how long they are past due.

- City services make up \$416k of total A/R balances of \$2.873M
- Over 90 days is only 3% of total A/R compared to 92% being current

**GREEN
IS
GOOD!**

Accounts Receivable-Utility Aging 6/30/2025

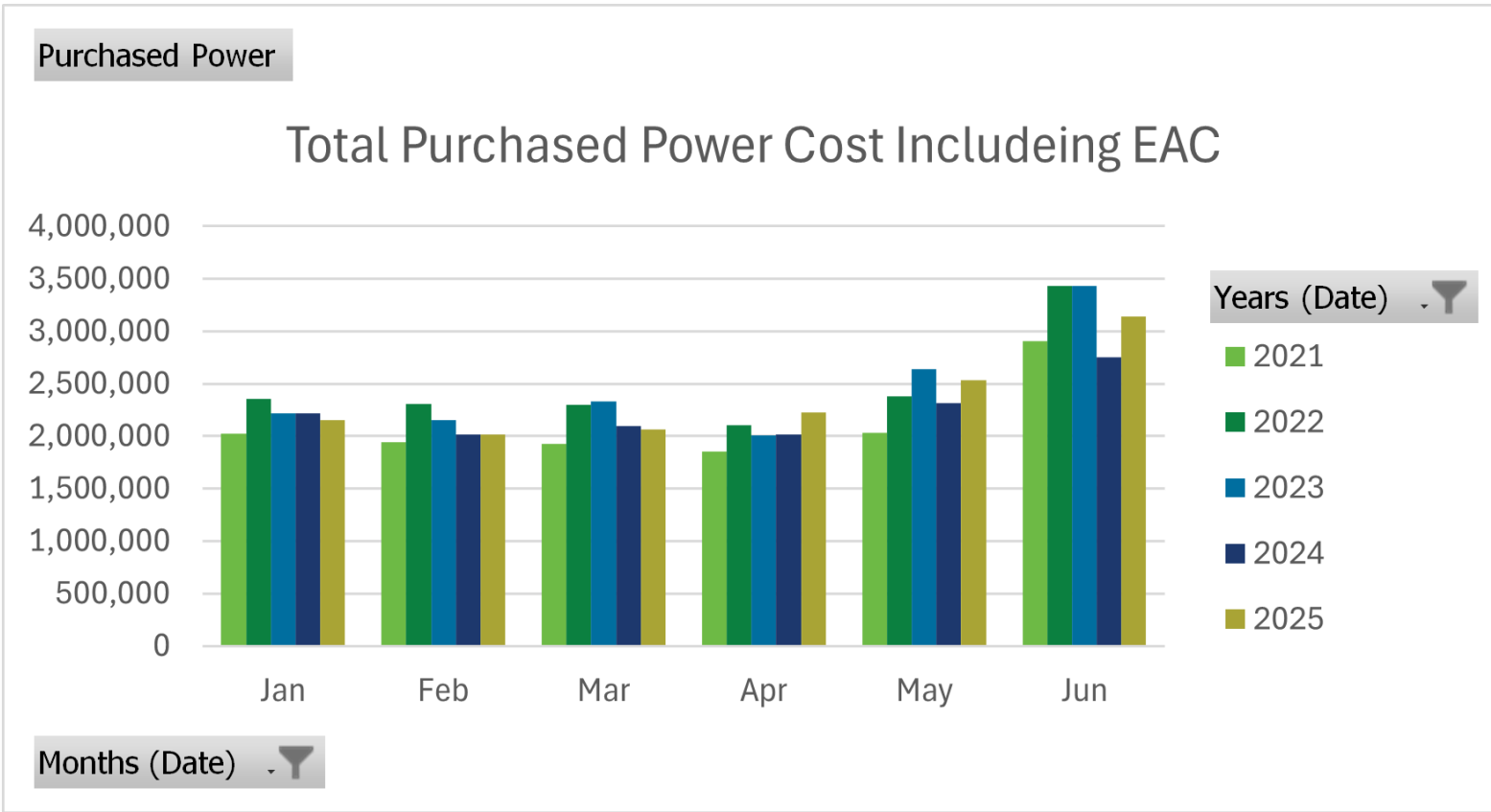


Note: Electric and water accounts receivable can be reviewed separately on the “Combined Balance Sheet” provided in the packet.



ELK RIVER MUNICIPAL UTILITIES ELK RIVER, MINNESOTA COMBINED BALANCE SHEET FOR PERIOD ENDING JUNE 2025		
	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	4,600,195	5,794,255
ACCOUNTS RECEIVABLE	2,726,509	5,189,452
INVENTORIES	2,280,292	44,880
PREPAID ITEMS	198,422	45,046
CONSTRUCTION IN PROGRESS	1,463,245	215,583
TOTAL CURRENT ASSETS	11,268,663	11,289,217

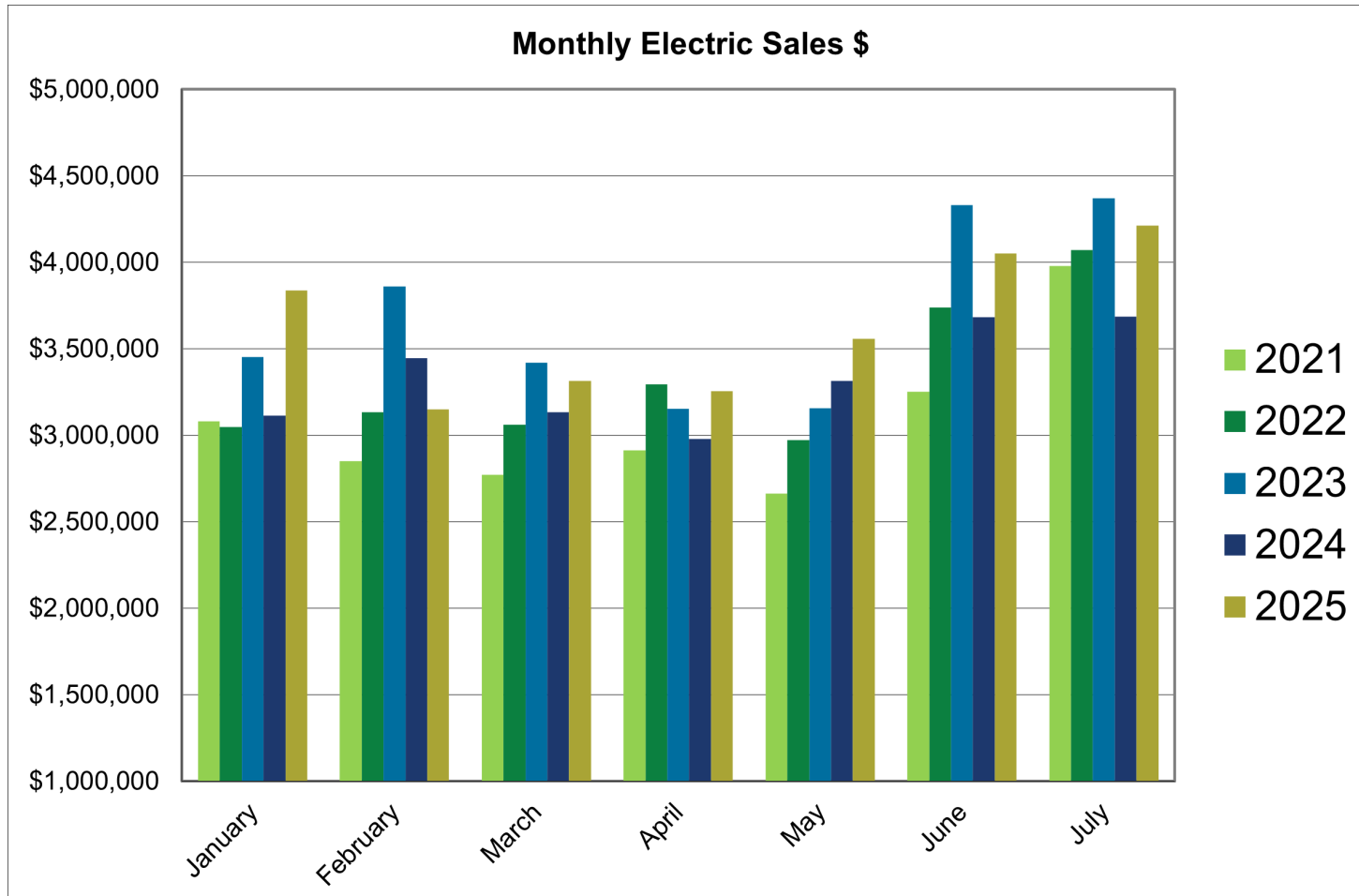
Electric Department – Purchased Power



Purpose: To illustrate trends in purchased power costs.

- Purchased power 2025 YTD is approximately 66% of total expenses.
- 2025 YTD purchased power is unfavorable to budget 2%.
- 2025 is 5% higher than 2024. YTD 2025 is \$716k more than 2024. 3% higher kWh purchased which also results in higher EAC charges.

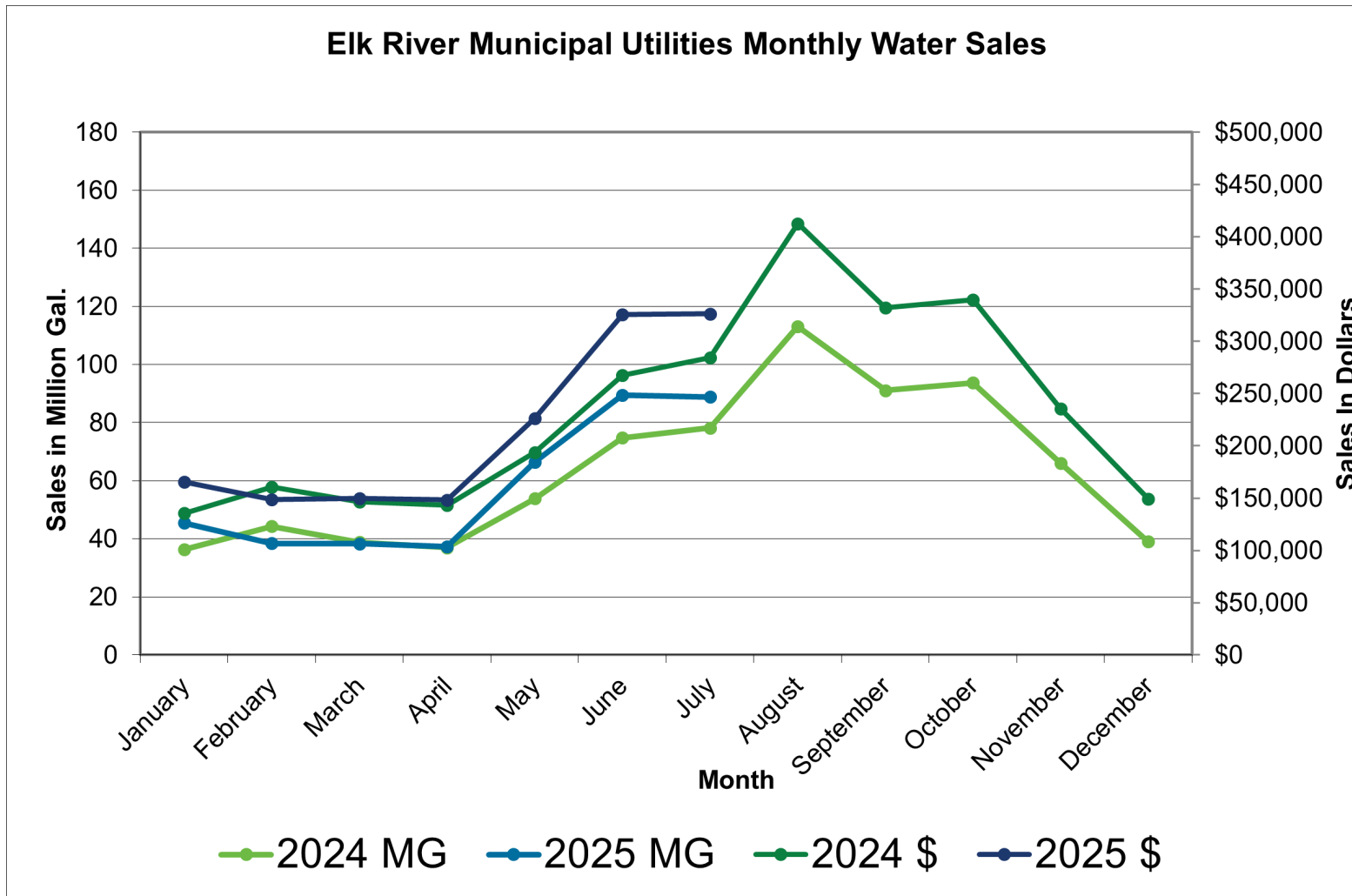
Electric Department – Electric Usage Sales



Purpose: To illustrate a 5-year comparison in electric usage sales.

- Usage can vary greatly from year to year with weather being a primary factor.
- Electric kWh usage is 5.1% higher in 2025 as compared to 2024.
- ***Through July 2025***

Water Department – Water Usage Sales



Purpose: To illustrate trends and view comparisons in water usage sales.

- Usage can vary greatly from year to year based on a variety of factors such as weather.
- The water sales graph highlights both usage and revenue dollars.
- Water usage is up YTD 11% over prior year.
- Revenue is up YTD 12% over prior year due to increased usage and rates.

• *****Through July 2025***



Thank You!

Melissa Karpinski, CPA - Finance Manager
mkarpinski@ermumn.com

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 5.2
SUBJECT: 2026 Annual Business Plan: Travel & Training Budget; Dues & Subscriptions - Fees Budget	
ACTION REQUESTED: No action is required.	

DISCUSSION:

The 2026 budgeting process has begun. Per the 2025 Governance Agenda the budgeting process schedule is as follows:

August Meeting:	Travel & Training Dues & Subscriptions - Fees
September Meeting:	20 Year Capital Projections Capital Projections
October Meeting:	Projected Purchased Power Costs Projected Expenses Conservation Improvement Program
November Meeting:	Completed Budget with Rate Analysis Projected Sales Revenues
December Meeting:	Adopt Budget with Rate changes (if any)

FINANCIAL IMPACT:

The Travel & Training budget has a 2% decrease compared to the prior year. Proposed additions for 2026 are as follows:

- MMUA DUEL (new leadership program)
- Additional IT training/conference
- Additional customer service training

The Dues & Subscriptions - Fees budget has a 15% increase over the prior year. The largest increase is due to bonding expenses for water and increased MDH safe drinking water fees. Excluding the bonding expenses the budget has a 5% increase over the prior year. All other increases are immaterial in nature.

ATTACHMENTS:

- Proposed 2026 Travel & Training Budget
- Proposed 2026 Dues & Subscriptions - Fees Budget

**ELK RIVER MUNICIPAL UTILITIES
TRAVEL & TRAINING BUDGET FOR 2026**

	# Attending	Budget 2026	Budget 2025	Budget 2024	Comments
Electric					
Advanced Staking Workshop	1 staff	-	-	1,900	
APPA Linemen Rodeo team	3 staff	7,000	7,000	4,500	1 team - Huntsville, AL
Apprenticeship	2 staff	1,250	625	625	
Chippewa Valley Tech - Electric Training Non-Lineman	2 staff	2,800	2,800	2,800	
Commercial Driving School	1 staff	-	-	3,000	
Competent Person training	2 staff	-	1,300	1,220	
Cross Training School	2 staff	-	-	1,960	
Midwest User Group GIS	3 staff	3,000	-	-	
Member Information Conf (NISC)	1 staff	2,500	2,500	2,500	Inventory attending
MMUA Emergency Preparedness	1 staff	700	-	-	
MMUA Locator Workshop	1 staff	365	350	720	
MMUA Meter School	2 staff	1,980	1,900	1,830	
MMUA Overhead Hot Line School	2 staff	2,704	2,600	2,575	
MMUA Stepping Into Leadership		-	3,600	3,600	not offered anymore
MMUA Substation Workshop	2 staff	2,600	2,500	2,240	
MMUA T&O Conference	2 staff	520	500	460	Inventory Foreperson and Assistant attending partial
MMUA Transformer School	2 staff	2,500	2,400	2,370	
MMUA Underground School	2 staff	2,700	2,600	2,575	
PCB Training	2 staff	2,500	1,250	1,250	
Regional Workshop	8 staff	1,000	1,000	920	
Tree Trimming/Chainsaw Workshop	2 staff	1,030	1,030	2,060	
Leadership Training		5,543	7,500	6,900	
Additional Training		3,000	3,000	3,000	
	5%	43,692	41,655	46,205	
Water					
APWA Underground Utilities Inspector School	1 staff	700	-	-	
AWWA National Conference	0 staff	-	-	2,000	June 21-24, 2026 in Washington, D.C.
AWWA MN	2 staff	500	500	-	
Backflow Tester Certification Class	0 staff	-	1,125	1,125	
Backflow Tester Re-Certification Class	1 staff	700	1,000	1,000	Every 3 years
Commercial Driving School	0 staff	-	3,400	6,000	
MMUA Electrical Skills	1 staff	700	-	1,000	
MMUA Competent Person Training	1 staff	1,000	-	-	
Professional Operator and Development	0 staff	-	-	750	
Public Works Certificate Program	0 staff	-	-	2,350	
Staking University	0 staff	-	-	2,000	
Unlicensed Electrician Continuing Education	1 staff	60	60	60	
Wastewater Certification Continuing Education	4 staff	2,000	2,000	2,000	
Water Certification Continuing Education	5 staff	4,000	3,000	2,668	
Leadership Training		1,630	2,500	1,725	
Additional Training		3,000	3,000	2,500	
	-14%	14,290	16,585	25,178	
Technical Services					
Advanced Staking Workshop	1 staff	1,900	1,900	-	
Commercial Driving School	1 staff	-	3,400	-	
Engineering MPSYCON	1 staff	700	500	-	
ESRI User Conference	1 staff	2,000	2,000	2,000	
Infrared Camera training	1 staff	2,200	2,200	2,200	
Midwest ESRI User Group	1 staff	1,000	1,000	800	
MMUA Generation School	2 staff	-	-	1,850	
MMUA Locator Workshop	1 staff	365	-	-	
MMUA Stepping Into Leadership		-	-	3,100	
MN Electric Meter School	1 staff	700	700	700	
Power Quality training	2 staff	1,100	1,100	1,100	
Staking University	1 staff	-	-	1,100	
Substation School	1 staff	1,250	1,250	1,000	
UMMA summer mtg	1 staff	800	800	800	
UMMA winter mtg	1 staff	750	750	750	
Xylem Reach Conference	1 staff	3,000	3,000	5,300	AMI
Leadership Training		1,304	2,500	2,150	
Additional Training		2,500	2,500	2,500	
	-17%	19,569	23,600	25,350	

**ELK RIVER MUNICIPAL UTILITIES
TRAVEL & TRAINING BUDGET FOR 2026**

	# Attending	Budget 2026	Budget 2025	Budget 2024	Comments
Management/Commission					
Advanced Training	1 staff	-	-	1,900	
APPA Customer Connections Conference	1 staff	3,000	3,000	3,000	
APPA E&O Conference	3 staff	6,000	6,500	6,000	Huntsville, AL
APPA Legal & Regulatory Conference	1 staff	4,000	4,000	-	
APPA Legislative Round-up	4 staff/comm	9,000	9,000	8,600	
APPA National Conference	4 comm	3,000	5,000	9,150	
APPA Rodeo	2 staff	2,500	2,500	2,500	Huntsville, AL
APPA Training (Mgmt, CS, Fin, Eng, CIP, etc)	2 staff	7,000	7,000	7,000	
AWWA	1 staff	1,500	3,000	3,000	Water Certification Continuing Education
AWWA National Conference	1 staff/ 1 comm	5,000	5,000	2,000	D.C
Clerk's Conference	1 staff	500	-	800	
CPA CPE	1 staff	1,500	1,500	1,500	
Engineering MPSYCON	1 staff	700	500	1,000	
Engineering seminar	1 staff	-	-	2,000	
JTS Spring and Fall Meeting	1 staff	500	500	500	
Kentucky Equipment Show	2 staff	-	3,000	-	odd year
Member Information Conf (NISC)	4 staff	7,500	5,000	4,850	Las Vegas, NV
MMUA Annual Summer Meeting	3 staff/ 5 comm	7,800	7,500	7,500	
MMUA DUEL	1 staff	3,725	-	-	
MMUA Emergency Preparedness	3 staff	2,080	2,000	1,365	
MMUA Legislative Round-up	1 staff/1 comm	1,040	1,500	1,400	
MMUA Stepping Into Leadership		-	-	3,600	not offered anymore
MMUA T&O Conference	5 staff	3,640	3,500	3,325	
MRWA	2 staff	1,000	1,000	1,000	Water Certification Continuing Education
PCB Workshop	1 staff	2,500	1,250	-	
Project Management Certification Training	1 staff	-	-	1,400	
UMMA Meter Workshop	1 staff	800	450	435	
UMMA winter mtg	1 staff	750	750	750	
Wastewater Certification Continuing Education	1 staff	500	500	500	
Xylem Reach Conference	1 staff	3,000	3,000	-	
Management Training		5,000	5,000	10,000	
Leadership/Mgmt Training		2,609	5,000	5,000	
Additional Training		3,000	3,000	3,000	
		-4%	89,144	92,750	95,875
Office					
APPA Customer Connections Conference	1 staff	3,000	3,000	3,000	Communications
APPA Cybersecurity Summit	1 staff	1,500	1,500	1,500	IT
Chamber Leadership Program	1 staff	600	600	475	
Clerk's Conference	1 staff	800	800	-	Communications
IT SCCP Online Education	1 staff	500	500	500	IT
Member Information Conf (NISC)	3 staff	7,500	7,500	7,250	IT, Comms, and CS
MMUA Stepping Into Leadership		-	3,600	-	not offered anymore
MRA Employment Law Update	1 staff	250	250	250	
SHRM Conference	1 staff	3,000	3,000	3,000	HR
Customer Service		6,000	3,000	3,000	DUEL, Fred Pryor, NISC, Misc
Communications Training	1 staff	3,000	1,000	1,000	Government Social Media, Misc
Financial/Accounting (APA, NISC & Misc)		3,000	3,000	3,000	APA Continuing Ed, Misc PR, Excel, Accounting Misc
IT Training (NISC/Misc)	1 staff	5,000	1,000	1,000	IT
Xylem Reach Conference	1 staff	3,000	3,000	-	AMI
Leadership Training	11 staff	3,913	5,000	5,175	
Additional Training		1,000	1,000	1,000	
		11%	42,063	37,750	30,150
Safety Training					
Safe Driver Training	6 staff	2,070	2,350	2,100	2026 cost increased \$10/student to \$315
Additional Training		1,000	1,000	1,000	
Hearing Test		800	600	550	
Labor		130,000	134,000	106,560	
		-3%	133,870	137,950	110,210
Education					
		3,000	3,000	3,000	
		3,000	3,000	3,000	
Total		345,629	353,290	335,968	
Total Change			-2%		

**ELK RIVER MUNICIPAL UTILITIES
DUES & SUBSCRIPTIONS - FEES BUDGET FOR 2026**

Description	Budget 2026	Budget 2025	Actual 2024	
accessiBe	500	500	490	
Adobe Products	8,000	8,000	1,149	Includes creative cloud, pro and sign
AMI	-	11,000	-	
Annual Water Quality Report	-	3,500	3,359	Moved to advertising in 2025
APPA DEED Program Dues	4,000	3,820	3,593	
APPA Dues	19,000	18,630	17,964	
AWWA Annual Fee Dues	2,400	2,300	2,256	
AWWA Partnership Safe Water Treatment/Distribution	-	100	-	
Bond Administrative & Management Fees	4,900	6,500	4,260	City (Disclosure Fees), Moody's, Ehlers
Citizen Serve	4,000	4,000	-	
Drug and Alcohol Random Testing	1,500	2,000	-	Annual Random Pool Employee Participant Fee
Elk River Chamber Membership	650	650	630	
ESRI Small Govt Enterprise agreement	32,578	31,000	29,727	
Government Jobs	-	1,000	-	
Homeland Security (Hazardous Chemical Fee)	700	700	700	MN Dept of Public Safety Hazardous Material Fee Wells
HR professional membership(s)	1,500	1,500	1,398	SHRM and MRA
MMUA Membership Dues	37,350	36,500	35,403	
MMUA Monthly Safety Meetings	36,000	40,000	35,020	
MPCA Permit Fee - Engines	25	370	25	Air annual fee and wastewater fee 1705
MPCA Permit Fee - WTP	-	350	-	
MRWA Annual Fee	400	400	400	
Quarterly MN Dept of Health Water Connection Fee	88,550	57,000	55,715	2026 increase of \$5.50/ connection from \$9.72 to \$15.22
Rotary	300	300	-	
Survey Monkey	500	500	468	
SUSA Membership	125	250	-	
Miscellaneous	10,022	11,100	9,292	Detail can be provided
Bond Underwriter's Discount	15,000	-	-	Water Bonding 2026
Bond Service Professional Fee	10,000	-	-	Water Bonding 2026
Total	278,000	241,970	201,848	
			-	
Budget Change	15%			
<i>Budget Change without Bonding Expenses</i>	5%			

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 5.3
SUBJECT: 2025 National Energy Foundation Report	
ACTION REQUESTED: None	

BACKGROUND:

It is a standing priority at ERMU to find ways to engage with the young people we serve, specifically by educating them on the utilities that support their community and how to be smart consumers of energy and water. We also seek to partner with schools in ERMU’s service territory whenever possible. In 2023, staff learned about a program from the National Energy Foundation (NEF) that met both of those priorities.

After multiple planning sessions with NEF, the Think! Energy program was launched in spring 2024, based in part on the service NEF was already providing locally to Austin and Rochester Utilities. In this program fourth grade students received a classroom presentation by NEF staff on energy and water conservation, which corresponds to Minnesota Academic Standards. After the presentation, students were sent home with an ERMU-branded energy saving kit to apply their knowledge and teach their families what they had learned. They then reported their efforts at home back to NEF who compiled the conservation data and awarded a small classroom grant to teachers based on their students’ response rates.

With the success of that first year’s efforts and the positive feedback from students, parents, and schools, ERMU continued the initiative in the spring 2025.

DISCUSSION:

Staff is glad to report another successful year with NEF. Our Think! Energy program reached 389 students in 14 fourth-grade classrooms across Lincoln, Meadowvale, Parker, and Twin Lakes Elementaries from April 29-May 1, 2025. Key results include:

- 42% return rate on energy kit installation data
- 91% of parents stating they would like to see the program continued in local schools
- 88% of parents said they will continue to use the products after the completion of the program
- An estimated net savings of 96,058.14 kWh from the energy saving kit products

We look forward to continuing this successful program in 2026.

FINANCIAL IMPACT:

\$14,612, for in-person presentations delivered by NEF staff, energy saving kits, and the Think! Energy program suite. This was a budgeted item for 2025.

ATTACHMENTS:

- 2025 National Energy Foundation Report



TAKE ACTION! | Spring 2025

Program Report



TAKE ACTION! | Spring 2025

Program Report

Prepared for:

Tony Mauren and Jennifer Foss | Governance & Communications Manager
Elk River Municipal Utilities
13069 Orono Parkway, Elk River, MN 55330

Prepared by:

Chaise Ewert-Meyer | Program Director
National Energy Foundation
1100 Corporate Dr., Suite 110, Milford, MI 48381

June 26, 2025



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TAKE ACTION! | Spring 2025

Program Overview



PARTICIPANTS



389 TOTAL PARTICIPANTS



14 TEACHERS



4 SCHOOLS



PROGRAM DESCRIPTION

“Thank you, all these products were useful to our family.”

“This is a great way to help save electricity.”

“You should keep doing this.”

“Great to get students to think about energy improvements! Our household has been very proactive with this. Good program!”

“This really helps me save money and electricity, thank you.”

-2025 PARENT PARTICIPANTS

Think! Energy is a collaborative partnership between Elk River Municipal Utilities and the National Energy Foundation (NEF). It encourages teachers, students and families to “Think!” “Talk!” and “Take Action!” with their energy and water use. The program objective is to build energy awareness throughout the school year, with an engaging presentation and robust energy efficiency curriculum. The program also expands enthusiasm to homes via Elk River Municipal Utilities branded curriculum, games, online resources and measurable savings from the *Take Action Kit*.



PROGRAM REGISTRATION

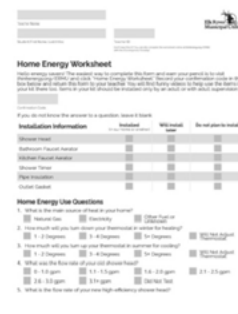
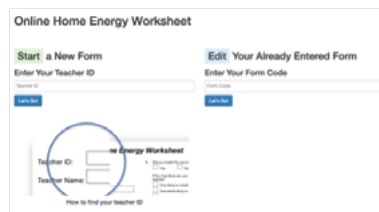
Teachers were invited to participate in Think! Energy via phone and personal email communications. The program director, Chaise Ewert-Meyer, reached out to each lead teacher to invite them to participate. Teachers could enroll either through a registration form on thinkenergy.org/ERMU or over phone/email with Chaise. After enrolling, teachers received immediate confirmation. Presentations were scheduled for April 29th-May 1st and were conducted by Chaise. The teacher materials and kits shipments were sent before the presentations, so everything was ready on the presentation day. The program fully enrolled with 389 participants.

BUILDING COLLABORATIONS

The program provided energy efficiency content that was custom developed to support the Minnesota Academic Standards in fourth grade subjects. Curriculum correlation charts were posted to the program website to demonstrate these strong curriculum ties to teachers and administration. This highly focused curriculum ensured strong program enthusiasm within the education community.

NEF utilized multiple strategies to support teacher, student and parent participants:

- Installation videos for items in the *Take Action Kit*
- Dedicated educational service representative
- Custom toll-free number
- *Family Introduction Letter*
- *Implementation Checklist* for teachers
- Spanish *Home Energy Worksheet*
- Online and hard copy *Home Energy Worksheets*
- Amazon gift cards for teachers with a qualifying *Home Energy Worksheet* return
- Automated emails to communicate program details
- Real time ability for teachers to determine students completing *Home Energy Worksheets* online through the Teacher Portal
- Updates on progress toward teacher gift card incentive
- Communication of additional resources to families at thinkenergy.org/ERMU



PROGRAM IMPLEMENTATION

All program materials were delivered to classrooms in the beginning of April in 2025. Before each delivery, NEF confirmed the school address, student numbers, teacher contact information and other details. The NEF registration suite automatically emailed tracking numbers for teacher materials, *Take Action Kit* shipments and teacher action items needed to prepare for a successful implementation.

The teacher materials box was delivered first to individual teachers. In it, the *Implementation Checklist* instructed educators to prepare families for the arrival of the kits by sending home the *Family Introduction Letter*.

The presentation introduced the school-to-home Family Guide as a way for students to share efficiency knowledge with their families. The presentation introduced teachers and students to the contents of their *Take Action Kit* and many no-cost, low-cost ways to reduce energy and water use in the home.

Students were motivated to complete the *Home Energy Worksheet* (HEW) as they installed their efficient technologies with a parent or guardian. The Think! Energy color-changing pencil increased this enthusiasm when offered upon return of each worksheet. In addition, teachers were given the opportunity to earn a \$50 Amazon gift card with a 50-79% return of their student's *Home Energy Worksheets* or a \$75 e-gift card for a 80%+ return. Three teachers received the \$75 classroom award and five received the \$50 classroom award.

Families were prepared for the presentation and letter with background knowledge to teach and build enthusiasm in the home for their installations. When the second shipment of *Take Action Kits* arrived in classrooms, students could then take their kits and *Family Guides* home to share after the presentation. The students like having program technologies delivered in the string backpacks, which they can bring home and reuse after the program. The backpack also contributes to ERMU name recognition in the community.



TAKE ACTION KIT CONTENTS

- High efficiency shower head
- Kitchen aerator
- Bathroom aerator
- Water pipe insulation
- Outlet gasket
- Toilet leak tablets
- Hot water temperature card
- Night light



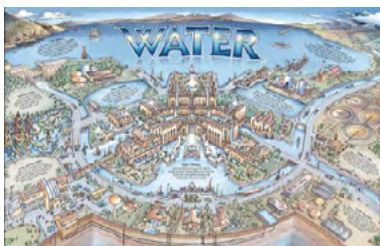
PROGRAM MATERIALS

The full-color *Family Guide* engaged students and families alike with interactive activities, games and efficiency tips. The guide is a tour through an efficient home. Families checked behaviors and technologies that they incorporated to save energy and water, then totaled their points to evaluate their progress toward an efficient lifestyle.



The program *Teacher Guide* incorporates concepts that teachers need to instruct, such as natural resources, energy and efficiency. Lessons in the guide address valuable STEM concepts as well as social studies, language, math and art to provide support to diverse teacher and student needs and interests.

The *Electrical Generation*, *Energy Efficiency* and *Wise Use Behaviors* and *Water Posters*, each with eight lesson panels on the back, as well as various teacher communication fliers, helped to provide further curriculum and program support to participants.



PROGRAM WEBSITE

The Think! Energy website was housed at thinkenergy.org/ERMU. It was communicated to families and teachers in written materials, through the automatic emails and through the educational service representative. The website served multiple purposes for participating teachers, students and families:

Teachers

- Program overview
- Program registration
- Access to an online evaluation
- Access to program documents
- Program FAQs
- Links to additional resources



Families

- Program overview
- Access to parent/guardian program documents
- An efficiency education video



All Participants

- Educational service representative contact information
- Installation videos
- Access to the online Home Energy Worksheet
- Five energy efficiency games
- LED fun facts
- Renewables game
- E-learning course



PROGRAM ACCOMPLISHMENTS

The National Energy Foundation is pleased to have partnered with Elk River Municipal Utilities on this exciting new program. Enthusiastic enrollment, teacher evaluation comments, and savings documented through *Home Energy Worksheets* prove the program to be an asset to participants in the service territory.

- 42% Home Energy Worksheet returned
- 91% of parents said they would like to see the program continued in local schools
- 88% of parents said they will continue to use the products after the completion of the program

ACCOMPLISHMENTS IN 2025:

- New design for the Family Guide and access to it online
- Teacher Guide on the website with printable lessons
- Increase in HEW return from 37% to 42% in 2025
- 8 teachers received classroom rewards nearly one third more than the previous year.

RECOMMENDATIONS FOR 2026:

- Bring back Energy Sticks for every teacher with the lesson or new lesson
- Add more outlet gaskets to kit
- Continue with live presentations, stressing the importance of the HEW

FINAL PARENT COMMENT:

“Love his enthusiasm after seeing this at school. Please keep doing hands on activities/events.”

TAKE ACTION! | Spring 2025

Program Attachments



SCHOOL AND TEACHER INFORMATION

SCHOOL NAME	TEACHER FIRST NAME	TEACHER LAST NAME	KITS	HEW RETURNED	GRANT \$
Parker Elementary	Kim	Shepard	28	5	\$-
Parker Elementary	Lori	Troiden	30	0	\$-
Parker Elementary	Erinn	Weinmann	28	17	\$50.00
Lincoln Elementary School	Peter	Belde	29	1	\$-
Lincoln Elementary School	Michael	Humphrey	27	0	\$-
Lincoln Elementary School	Cassandrajo	Ott	28	1	\$-
Twin Lakes Elementary	Emily	Friestad	29	24	\$75.00
Twin Lakes Elementary	Tyler	Billman	29	2	\$-
Twin Lakes Elementary	Jacob	Carlson	29	17	\$50.00
Twin Lakes Elementary	Dean	Hietala	29	24	\$75.00
Meadowvale Elementary	Marla	Hietala	26	18	\$50.00
Meadowvale Elementary	Alexis	Gagner	26	16	\$50.00
Meadowvale Elementary	Amanda	Timp	25	14	\$50.00
Meadowvale Elementary	Stacy	Manthy	26	23	\$75.00
Totals			389	162	\$475.00

HOME ENERGY WORKSHEET SUMMARY

Elk River Municipal Utilities Student Program Home Energy Worksheet Summary Report

Installation: Shower Head

Response	Frequency	Percent
Installed (in our home or another)	26	16.0%
Will install later	70	43.2%
Do not plan to install	66	40.7%

Total: 162 

Installation: Bathroom Faucet Aerator

Response	Frequency	Percent
Installed (in our home or another)	31	19.1%
Will install later	63	38.9%
Do not plan to install	68	42.0%

Total: 162 

Installation: Kitchen Faucet Aerator

Response	Frequency	Percent
Installed (in our home or another)	28	17.5%
Will install later	49	30.6%
Do not plan to install	83	51.9%

Total: 160 

Installation: Shower Timer

Response	Frequency	Percent
Installed (in our home or another)	118	73.8%
Will install later	26	16.3%
Do not plan to install	16	10.0%

Total: 160 

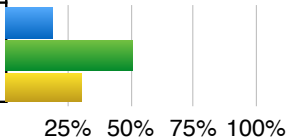
Installation: Pipe Insulation

Response	Frequency	Percent
Installed (in our home or another)	63	38.9%
Will install later	52	32.1%
Do not plan to install	47	29.0%

Total: 162 

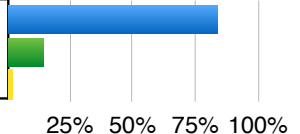
Installation: Outlet Gasket

Response	Frequency	Percent
Installed (in our home or another)	31	19.1%
Will install later	82	50.6%
Do not plan to install	49	30.2%

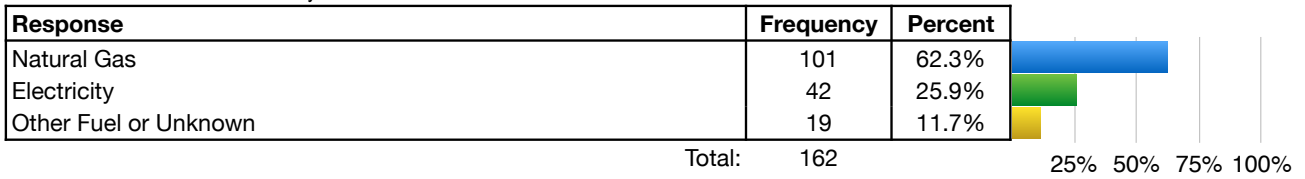
Total: 162 

Installation: LED night light

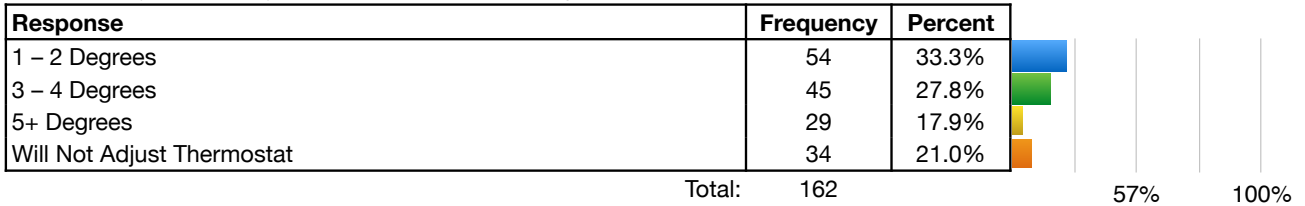
Response	Frequency	Percent
Installed (in our home or another)	135	83.3%
Will install later	23	14.2%
Do not plan to install	4	2.5%

Total: 162 

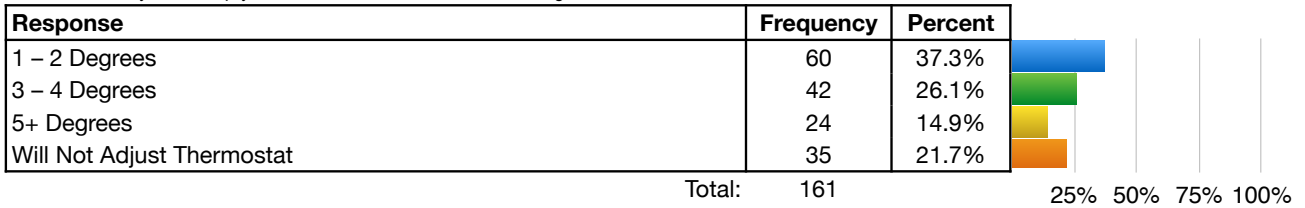
What is the main source of heat in your home?



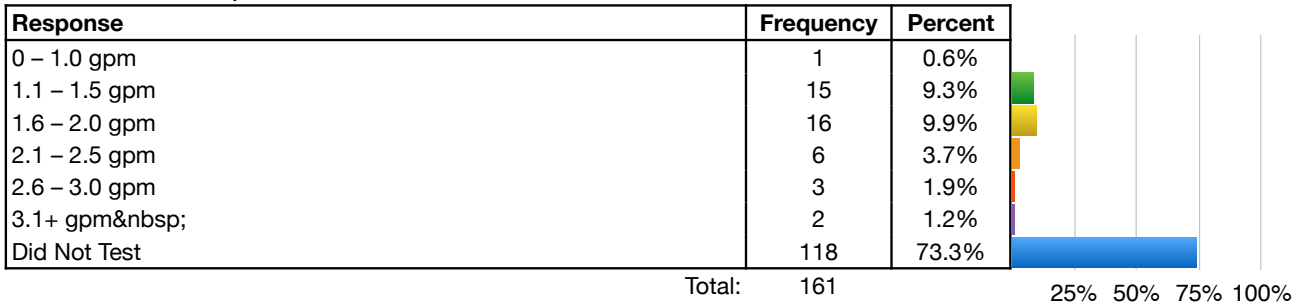
How much will you turn down your thermostat in winter for heating?



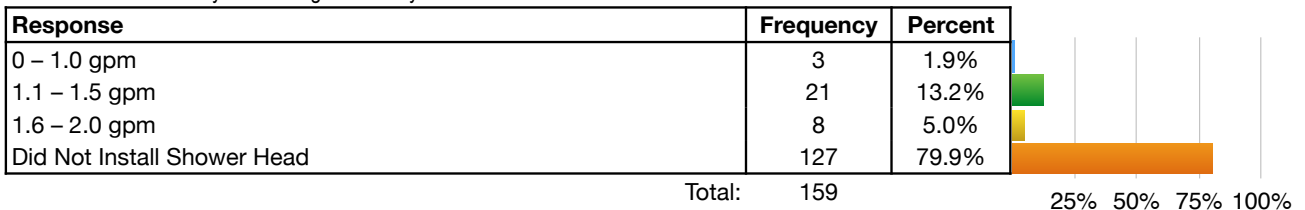
How much will you turn up your thermostat in summer for cooling?



What was the flow rate of your old shower head?



What is the flow rate of your new high-efficiency shower head?



How is your water heated?

Response	Frequency	Percent
Natural Gas	97	60.6%
Electricity	45	28.1%
Propane or Other Method	18	11.3%

Total: 160 25% 50% 75% 100%

How much did you lower your water heater setting?

Response	Frequency	Percent
1 – 5 Degrees	35	21.7%
6 – 10 Degrees	7	4.3%
11+ Degrees	2	1.2%
Did Not Adjust Setting	117	72.7%

Total: 161 25% 50% 75% 100%

Has participation in this program changed the way you use energy in your home?

Response	Frequency	Percent
Yes	122	75.8%
No	39	24.2%

Total: 161 25% 50% 75% 100%

Were the kit and products easy for you and your child to install and use?

Response	Frequency	Percent
Yes	148	91.4%
No	14	8.6%

Total: 162 25% 50% 75% 100%

Will you continue to use the kit items after the completion of the program?

Response	Frequency	Percent
Yes	143	88.3%
No	19	11.7%

Total: 162 25% 50% 75% 100%

Would you like to see this program continued in local schools?

Response	Frequency	Percent
Yes	146	90.7%
No	15	9.3%

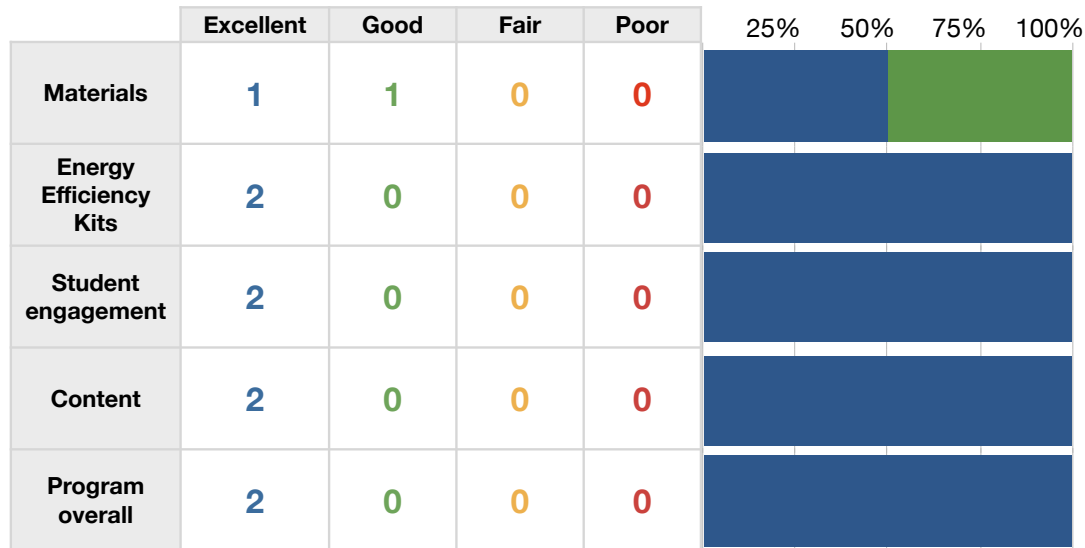
Total: 161 25% 50% 75% 100%

TEACHER EVALUATION SUMMARY



Program Evaluation Elk River Municipal Utilities Program

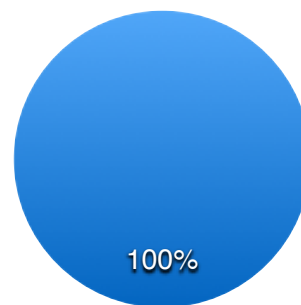
Impressions of the program from **2** educators.



Was the educational mini-grant a good incentive to participate in the program?

	Yes	No
Mini-grant	2	0

● Yes ● No



What additional activities did you or will you use from the Teacher Guide?

Tie it into our water unit in Science and discuss the importance of reducing the amount of water we use each day
I haven't used the online materials.

What would you tell other teachers about the program?

To try it
It's great for kids and get them thinking about conserving.

How can we improve the program?

I think what you have is already great
More gamified

Additional comments and recommendations:

The kits are a great way to have families talk about ways to save on energy.
--

COST SAVINGS ANALYSIS

ERMU SCHOOL KIT PROGRAM

Savings Estimates - Spring 2025

# of Kits Distributed	390
Total kWh	96,058
Total kW	2.67
Total Therms	8,604



KIT PRODUCTS	QTY	UNIT SAVINGS (NET)			TOTAL SAVINGS (NET)		
		KWH	KW	THERMS	KWH	KW	THERMS
Showerhead, 1.5 gpm	1	78.44	0.0018	7.74	30,590.50	0.6992	3,019.12
Bath Aerator, 1.0 gpm	1	14.45	0.0005	1.43	5,636.08	0.2056	556.25
Kitchen Aerator, 1.5 gpm	1	15.64	0.0006	1.54	6,099.48	0.2176	601.99
Shower Timer	1	85.13	0.0007	8.40	33,199.89	0.2860	3,276.66
1/2" Pipe Insulation	1	21.10	0.0024	1.55	8,230.85	0.9396	605.11
Outlet Gaskets	1	0.82	0.000003	0.13	320.22	0.0010	50.70
LED Night Light	1	23.15	0.000000	-0.39	9,029.15	0.0000	-153.95
Temperature Setback	1	7.57	0.0008	1.66	2,951.97	0.3244	648.13
Totals	8	246.30	0.007	22.06	96,058.14	2.6734	8,604.01

PRESENTATION



**Elk River
Municipal Utilities**

An Energy Efficiency Education Program



What will we do today?

- Learn about energy.
- Learn about properties of electrical generation.
- Participate in an electric circuit activity.

Learn how to use the contents of the Think! Energy *Take Action Kit*.

Share tips that help you and your family use energy wisely.

2



What is Energy?



Energy is the ability to do work.



3

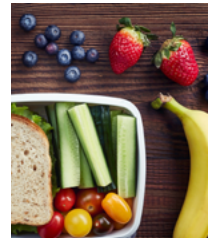


What is Energy?

Kinetic energy:
energy in motion



Potential energy:
energy that is waiting to be released



4



Forms of Energy

ENERGY



5



Natural Resources



All the energy we have on earth comes from natural resources.

6



Elk River Municipal Utilities **Electrical Generation**

Elk River Municipal Utilities

Let's make a **circuit**.

10

Experiment Time

How can we make a human circuit?

What happens when paper is put into our circuit?

What happens when foil is put in our circuit?

What did the energy stick contain?

Battery:
energy source

Wires:
conductors to carry electricity

Lights and noisemaker:
loads to use the energy



Open and Closed Circuits



We can use...

Technology



Behavior

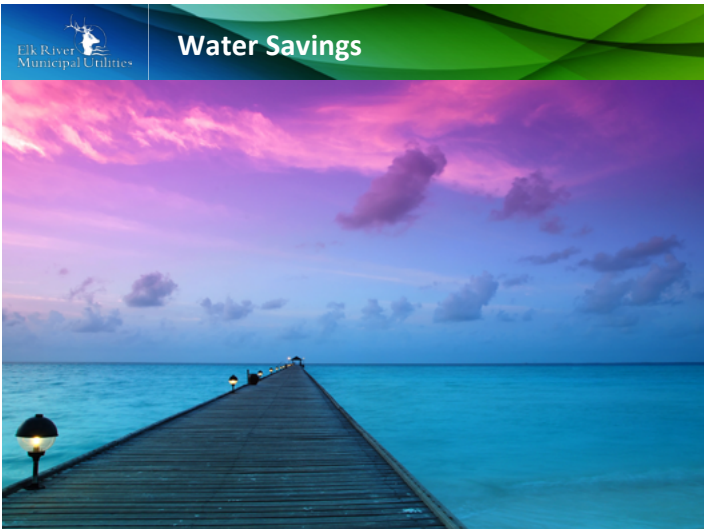


+

To reduce energy use



Energy Savings



Which device do you think uses the most water in the average home?



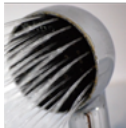
19%
Faucet



17%
Clothes washer



24%
Toilet



20%
Shower

Toilet Leak Detector Tablets



High-efficiency Shower Head and Timer



Bathroom and Kitchen Aerators



Use pipe insulation.



Hot Water Card





Outlet Gasket



LED Night Light



Energy Jobs



Install the items in your kit, then...



Be a **changemaker** in your community!

- **Endless** possibilities
- **Something** for everyone
- **Help** develop new technologies
- **Always** in demand
- **High paying** jobs

Do the...



Home



Energy



Worksheet

Find Your Teacher ID

1 Find Your School

2 Find Your Teacher

3 Submit Your Form

Enter the keyword of your school's name. Example - Kennedy for John F Kennedy



Earn Rewards

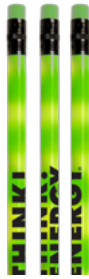
Home Energy Worksheet

Installation Information

	Installed	Not Installed	Do not plan to install
Shower Head	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ballcock/Pushout Valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Saving Toilet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shower Panes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Cooled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Home Energy Use Questions

- What is the main source of heat in your home?
 - Propane Gas
 - Electricity
 - Oil
 - Gas
 - Other
- How much will you save from your thermostat in winter for heating?
 - 1 - 2 Degrees
 - 3 - 4 Degrees
 - 5+ Degrees
 - Not Not Adjusted
- How much will you save from your thermostat in summer for cooling?
 - 1 - 2 Degrees
 - 3 - 4 Degrees
 - 5+ Degrees
 - Not Not Adjusted
- What was the flow rate of your old shower head?
 - 0.1 - 0.2 gpm
 - 0.3 - 0.5 gpm
 - 0.6 - 0.8 gpm
 - 0.9 - 1.2 gpm
 - 1.3 - 1.5 gpm
 - 1.6 - 2.0 gpm
 - 2.1 - 2.5 gpm
 - Not Not Test
- What is the flow rate of your new high-efficiency shower head?
 - 0.1 - 0.2 gpm
 - 0.3 - 0.5 gpm
 - 0.6 - 0.8 gpm
 - 0.9 - 1.2 gpm
 - 1.3 - 1.5 gpm
 - 1.6 - 2.0 gpm
 - 2.1 - 2.5 gpm
 - Not Not Test



thinkenergy.org/ERMU

You can make a difference!



Thank You!

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TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 6.1a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- As we work to close out the residential Advanced Metering Infrastructure meter replacements, staff continue to explore various messaging and installation options to address non-responsive customers and feedback received from holdout customers.
- Staff have received several customer complaints regarding aggressive sales tactics by at least one rooftop solar installation vendor. We are working with our legal counsel and our City counterparts to identify potential courses of action that may include amending, and possibly revoking, their solicitor’s license.
- Minnesota Municipal Utilities Association’s Summer Conference will be Monday, August 18 - Wednesday, August 20 in Rochester, MN. The hotel and conference registrations for all five commissioners, Admissions Director Sara Youngs, and myself have been confirmed.
- The Minnesota Municipal Power Agency (MMPA) Board of Directors met on July 22, 2025, at Canterbury Park in Shakopee, Minnesota, and via videoconference. Commissioner Stewart and I attended. The public summary follows:
 - The Board reviewed the Agency’s financial and operating performance for June 2025.
 - Participation in the residential Clean Energy Choice program increased by 65 customers. Customer penetration for the program is 6.5%.
 - The Board discussed the status of renewable projects the Agency is pursuing.
 - The Board discussed the Federal Budget Reconciliation Bill and the effect it will have on MMPA’s projects.
- MMPA’s annual dinner meeting was held the evening of Tuesday, July 22 at Canterbury Park in Shakopee, MN. Leadership from MMPA’s managing consultant, Avant Energy, presented a lookback from 2008 to 2025, an update on current and future projects, and a summary of the Agency’s Integrated Resource Plan.

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 6.1b
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Office walk-in traffic for July consisted of 146 customers, averaging 37 per week over the four-week period.
- ERMU disconnections for July
 - Cycle 1 – 27 disconnections.
 - Cycle 2 – 7 disconnections.
 - Cycle 3 – 17 disconnections.
 - Cycle 4 – 7 disconnections.
- Currently there are five active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- The IT department has been managing multiple projects, and the addition of an intern has been a valuable support. The intern has taken on smaller tasks like inventory management and daily help desk tickets, which has allowed Parker to dedicate more time to larger, high-priority projects.
- Advanced Metering Infrastructure efforts continue to demand significant attention, with a strong focus on communication and coordination to schedule the remaining water meter replacement appointments. Beginning with the August billing cycle, a manual meter reading fee will be applied to customers who have not completed the opt-out form, do not meet opt-out requirements, or have not scheduled their water meter replacement. These service fees start at \$50 per month.
- Customer service representative interviews continue.
- I will be attending the Minnesota Municipal Utilities Association Summer Conference in Rochester, MN, August 18–20, 2025.
- A big thank you to Jenny Foss, our Communications Coordinator, for all of her valuable contributions and behind-the-scenes efforts in supporting our summer outreach initiatives.

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 6.1c
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- We received our property and liability insurance renewal for July 1, 2025 to July 1, 2026. The total premium decreased \$50,501. A breakdown of the premium decrease is below.

Coverage	Premium		% Change
	2025	2024	
Property	\$ 51,806	\$ 58,352	-11.22%
Mobile Property	\$ 1,355	\$ 1,743	-22.26%
First Party Cyber	\$ 5,425	\$ 5,897	-8.00%
Municipal Liability	\$ 27,530	\$ 30,238	-8.96%
Auto Liability	\$ 3,898	\$ 3,915	-0.43%
Auto Physical Damage	\$ 4,320	\$ 4,296	0.56%
Bond	\$ 611	\$ 589	3.74%
Equipment breakdown	\$ 6,027	\$ 46,443	-87.02%
Total Premium	\$ 100,972*	\$ 151,473	-33.34%

*This revision is updating the replacement cost limits at location #1 (Power Plant) (No longer covering the decommissioned engines, just the building). Also updated is the equipment breakdown coverage, since the equipment breakdown coverage is no longer needed on the decommissioned engines.

- Bi-annual bond payments due July 31 and totaling \$966,428.13 have been paid. The bond payments due were: the bonds from 2016 and 2018 for our Minnesota Municipal Power Agency (MMPA) buy-in maturing in 2036 and 2048, respectively; and 2021 electric bond and 2021 water bond for the new field services building maturing in 2051 and 2041, respectively.
 - Interest rates on our outstanding bonds have a variable interest rate over their lifetime. Remaining rates are as follows:
 - 2016A Bonds 2%-3%

- 2018A Bonds 3.5%-5%
- 2021B Bonds 2%-5%
- 2021C Bonds 2%-4%
- The bond pre-payment provisions are as follows:
 - 2016A Bonds on or after February 1, 2025
 - 2018A Bonds on or after February 1, 2028
 - 2021B Bonds on or after August 1, 2031
 - 2021C Bonds on or after August 1, 2030
- Met with Abdo on August 6 for our annual listening call. During this call we discussed how the prior audit went and current happenings at the utility.
- Staff is compiling 2026 budget information.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 6.1d
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The bill inserts for August 2025 are the Residential Clean Energy Choice and EV Charger Rebate flyers sent to all residential electric customers. We are also sending the Business Clean Energy Choice flyer to all commercial electric customers.
- In addition to the bill insert topic, social media posts this month feature community engagement events (Night to Unite and Touch-A-Truck), the commission meeting notice, window AC unit and dehumidifier rebates, and the Labor Day closure.
- In response to comments received from customers who interacted with a residential solar solicitor in the community, [ERMU posted information on Facebook](#) to clarify the utilities’ role and relationship with these types of companies. The key point of this message being, “Although ERMU works with customers that choose to explore solar options, we do not endorse, partner, or affiliate with any solar companies.” Luckily, it has become one of our most shared posts, as our audience helps us communicate accurate information.
- On August 5, ERMU staff participated in Night to Unite. As you can see from our [social media post](#) it was another great opportunity to connect with the community!
- ERMU staff is excited to launch a new event at the Elk River Farmers Market on August 14 featuring vehicles from city police, fire, and ERMU. Touch-A-Truck is a free, family-friendly event offering kids a chance to explore the vehicles they see around town. Special thanks to City of Elk River Event Coordinator Karen Wingard, Fire Chief Mark Dickinson, Police Chief David Kuhnly, and First Bank Elk River for supporting this event.
- As a member of the Minnesota Clerks and Finance Officer Association’s Record Retention Task Force, Tony is reviewing utilities-focused portions of the General Record Retention Schedule for Minnesota Cities, in preparation for a 2025 update. The retention schedule is a reference for municipal staff across the state that provides data privacy classifications and explains how long records are required to be maintained for public access. The task force’s recommendations are reviewed by a panel in St. Paul, consisting of the attorney general, state auditor, legislative auditor, and the director of the Minnesota Historical Society for final approval. The last update was in 2021.

- ERMU’s Safety Training Work Group had its quarterly meeting on July 30. Representatives from every department gathered to discuss their thoughts on current safety practices and ideas for future trainings. The group commits thoughtful consideration to this effort and including Minnesota Municipal Utilities Association’s safety trainer Joe Schmidt in these meetings helps ensure that the recommendations provided are put into action.
- If the Commission wishes to follow previous year’s schedules, staff suggests holding the annual employee lunch on October 14 (that month’s meeting date). We are hoping to carve out additional time for safety training that would be beneficial for staff and commissioners.
- On July 23, Communications & Administrative Coordinator Jenny Foss graduated from the Elk River Area Chamber of Commerce Community Leadership program. This nine-month program fosters a deeper understanding of the Elk River community, develops leadership skills, and provides opportunities for community involvement. If any commissioners have interest in participating in this program as an ERMU representative you can find more information [here](#) and let staff know.

ATTACHMENTS:

- Bill Insert – Residential Clean Energy Choice
- Bill Insert – EV Charger Rebate
- Bill Insert – Business Clean Energy Choice



Powering Your Home with **Renewable Energy**

Clean Energy Choice provides residential customers an affordable and convenient way to receive their electricity from environmentally friendly, renewable sources. No contracts. No equipment. You can become a sustainability leader in your community for a small increase in your electric bill.



EASY SIGN UP

Three simple options to enroll:
Call ERMU at 763.441.2020
Visit cleanenergychoice.com/elk-river
Mail in the form on the back



FIXED COST

For an additional monthly cost, a percentage of your electricity can be sourced from renewable resources.
\$3=100%, \$2=75%, \$1=50%



NO CONTRACTS

The subscription appears as a surcharge on your monthly electric bill. There is no minimum term commitment for Clean Energy Choice.

Three options to enroll in the Clean Energy Choice program

CALL ERMU at 763.441.2020

VISIT cleanenergychoice.com/elk-river

MAIL Fill out the form on the back and mail it in

Frequently Asked Questions



CLEAN ENERGY CHOICE

What is renewable energy?

Renewable energy is generated from facilities powered by wind, solar, bioenergy, water, and more.

Where does the renewable energy for Clean Energy Choice come from?

The renewable energy for the Clean Energy Choice program is supplied by Minnesota Municipal Power Agency's renewable resources. MMPA's renewable resources include: wind, solar, and biomass.

For more information please visit <http://www.mmpa.org/sustainable-energy/overview/>

How much does Clean Energy Choice cost?

Clean Energy Choice is an affordable way for residential electric customers to support renewable energy. For an additional \$3 a month, 100% of your electricity can be sourced from renewable resources. Alternatively, for \$2 a month, 75% of your electricity can be sourced from renewable resources, or for \$1 a month, 50% of your electricity can be sourced from renewable resources.

Does renewable energy flow directly to my home or rental unit?

No. The renewable energy that's generated enters into the "electric grid," so it's difficult to pinpoint exactly where the specific electricity supplying your home or rental unit originates. However, Renewable Energy Certificates (RECs) provided as part of the Clean Energy Choice program guarantee that your renewable purchases are certified renewable energy in Minnesota.

What are Renewable Energy Certificates (RECs)?

Every kilowatt-hour of renewable energy generated by MMPA is assigned a unique REC number to ensure that each unit of renewable energy is accurately tracked. The State of Minnesota also uses RECs to track renewable energy use. The Clean Energy Choice program utilizes these RECs to ensure that you are helping to support sustainable energy systems for the future.

Am I committed to a contract term?

No. The subscription appears as a surcharge on your monthly electric bill. There is no minimum term commitment for Clean Energy Choice. You can choose to unsubscribe at any time.

For more information call ERMU at **763.441.2020** or visit cleanenergychoice.com/elk-river

SIGN UP TODAY

Enroll on line at cleanenergychoice.com/elk-river or send in the form below.

Please select one of the following:

50% \$1/month

75% \$2/month

100% \$3/month

Name

Utility Account#

Address

City

State

Zip Code

Phone

Email

Enroll by returning this form to: Elk River Municipal Utilities, 13069 Orono Parkway, PO Box 430, Elk River, MN 55330

By subscribing to Clean Energy Choice you are acknowledging that an incremental charge will appear on your monthly electric bill.



See back for details regarding specific rebate requirements.

When the time comes for you to make the switch to an electric vehicle, we want the process to be as convenient and easy as possible. Receive up to a \$700 rebate toward the purchase and installation of a hardwired (non-portable) 240-volt electric vehicle (EV) charger for your home. Installation automatically qualifies for Electric Vehicle Charging Rates saving you even more money.

How to Receive a Rebate

(Valid for residential customers of Elk River Municipal Utilities only. Rebates come in the form of a bill credit.)

- 1 Complete the front and back of this rebate form.
 - 2 Include a copy of the original itemized sales receipt and/or invoice indicating the brand and model purchased.
 - 3 Installation of a 200-amp bypass meter socket and passed inspection report from a state certified electrical inspector.
 - 4 Mail or bring to
Elk River Municipal Utilities
ATTN Rebate Program
13069 Orono Pkwy NW, Elk River, MN 55330
- OR** Email customerservice@ermumn.com



CUSTOMER INFORMATION (please complete all information below)

Name _____ Phone _____ County _____
 Install Address _____ City _____ State _____ Zip _____
 Email _____ Account # _____

RETAILER / CONTRACTOR / INSTALLER INFORMATION

Company Name _____ Phone _____ Email Address _____
 Mailing Address _____ City _____ State _____ Zip _____

CERTIFICATIONS AND SIGNATURE

I hereby certify that

- The information contained in this application is accurate and complete.
- All installation is complete, and the unit(s) is operational prior to submitting application.
- All rules of this rebate program have been followed.

I agree to verification of equipment installation which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one rebate from this program on any piece of equipment. I agree to indemnify, defend, hold harmless and release ERMU from any claims, damages, liabilities, costs and expenses (including reasonable attorney's fees) arising from or relating to the removal, disposal, installation or operation of any equipment or related materials in connection with the programs described in this application, including any incidental, special or consequential damages.

ERMU reserves the right to reject any rebate application submitted as a result of work performed by a contractor who has failed to adhere to the terms and conditions established for the rebate program.

Homeowner Signature _____ Print Name _____ Date _____

EV CHARGER REBATE QUALIFYING INFORMATION (Rebates valid up to one year after date of installation)

ELECTRIC VEHICLE CHARGER REBATE REQUIREMENTS

- This rebate is available to residential electric customers only.
- The hardwired EV charger must be for on-road vehicles only.
- Energy supplied to the EV service must be used for the sole purpose of electric vehicle charging. All other uses are prohibited.
- The residential electric customer is responsible for the installation of a 200-amp bypass meter socket connected directly to the property's electrical panel. (Upgrades to existing electrical systems may be necessary.)
- An inspection of the hardwired installation must be performed by a state certified electrical inspector.
- Upon completion of inspection, ERMU meter technicians will install the meter.

ELECTRIC VEHICLE CHARGING RATES

- Residential electric customers that install a qualifying hardwired electric vehicle charger automatically qualify for the special Electric Vehicle Charging Rates outlined in Elk River Municipal Utilities' Schedule of Rates & Fees.
- The Schedule of Rates & Fees can be found by visiting our website at ERMUMN.COM.

HARDWIRED ELECTRIC VEHICLE CHARGER

REBATE: Up to \$700

(Must pass an inspection performed by a state certified electrical inspector)

Quantity _____ Amps _____

EV Make/Model _____ EV Type (select one) Plug-in Hybrid Fully Electric

Charger Manufacturer Name _____ Charger Make/Model _____

Date of Install _____ *Installation of a hardwired EV charger automatically qualifies for Electric Vehicle Rates*



POWER YOUR FUTURE



Powering Your Business with **Renewable Energy**

Clean Energy Choice for Business provides Elk River Municipal Utilities customers with the opportunity to have **100%** of their electricity come from environmentally responsible, renewable sources. Commercial electric customers who participate are making a choice to support the environment as well as their community and its future.



EASY ENROLLMENT

- Contact Elk River Municipal Utilities at 763.441.2020 to enroll in the Clean Energy Choice for Business program.
- Participation is based on a calendar-year term.
- We can help you determine how this program will affect your monthly electric bill.



AFFORDABLE COST

- The program adds an incremental charge to the standard electric rate.
- As an example, a customer with usage of 10,000 kWh per month would pay an additional \$15 based on the following formula: $(10,000 \times [100\% - 25\%] \times \$0.002) = \$15$. See the back of this form for details.



PROGRAM BENEFITS

- Convenient and affordable way to power your business with 100% renewable energy
- Meet your company's sustainability goals without investing in equipment
- Position your business as an environmentally responsible leader in the community

BECOME A SUSTAINABILITY LEADER IN YOUR COMMUNITY. ENROLL IN CLEAN ENERGY CHOICE TODAY!

FREQUENTLY ASKED QUESTIONS

What is renewable energy?

Renewable energy is generated by resources that naturally replenish like wind, solar, bioenergy, and hydro.



**CLEAN ENERGY
CHOICE**

Where does the renewable energy for the Clean Energy Choice for Business program come from?

The renewable energy for the Clean Energy Choice for Business program is supplied by Minnesota Municipal Power Agency's renewable resources or MMPA's purchases from other utilities. *For more information on MMPA's renewable energy resources, please visit mmpa.org/sustainable-energy/overview/*

Is renewable energy provided directly to my business?

Electricity flows along the path of least resistance through the transmission and distribution system. It is impossible to know where the electricity supplying your business was generated. By participating in the Clean Energy Choice for Business program, renewable energy is being provided by MMPA equal to your business's energy usage.

What are Renewable Energy Certificates (RECs) and how are they verified?

Every kilowatt-hour of renewable energy created is assigned a unique REC number to ensure that each unit of renewable energy is accurately tracked. RECs are also known as "green certificates" or "renewable energy credits." The State of Minnesota uses RECs to track renewable energy generation and use. An independent third party selected by the State of Minnesota tracks the creation and retirement of RECs. Generation is metered to ensure the correct number of RECs are allocated to each renewable generation facility.

Am I committed to a contract term?

Yes. Participation in the Clean Energy Choice for Business program is based on an annual contract term. In return, the per-kWh surcharge is fixed for the same time period. You will be informed of any change in the per-kWh surcharge for the upcoming year by November 1, and you have until December 1 to inform us if you want to continue your contract in the new year.

How much does Clean Energy Choice for Business Cost?

An incremental charge of \$0.002 per kilowatt-hour (kWh) is added to the standard electric rate. The charge is applied to all kWh in excess of the Minnesota Renewable Energy Standard, which is currently 25% of all electric sales. An example fee table is listed below.

Formula: (kWh per month (10,000 x [100%-25%] x \$.002) = Clean Energy Choice Additional Surcharge

kWh per Month	Approximate Electric Charge	Clean Energy Choice Additional Surcharge
1,000	\$100	\$1.50
10,000	\$1,000	\$15
100,000	\$10,000	\$150

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: August 12, 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 71 are complete.
- Still working through the lack of communication and action regarding the reclosers that were recalled. We continue to wait for our 30 units to be repaired.
- Staff and I are working through ERMU’s Disaster Recovery Plan.
- Staff and I are working through ERMU’s spill prevention plan at all substation locations with DGR Engineering.
- Staff and I are working on ERMU’s substation and well security measures that includes sitting in on vendor demos.
- Working with Minnesota Municipal Power Agency on their landfill gas project which is on hold for now.
- Working through future development plans.
- Working with Altec on Digger #9 and Bucket #5 drawings.
- Working with Leidos on Verizon pole attachment reviews.
- Working with staff on RP3 application that is due by September 30.
- Working with DGR Engineering on ERMU’s fuse and fault current coordination study along with future system study.

TO: ERMU Commission	FROM: Chris Sumstad – Electric Superintendent
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 6.1f
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Installed 23 new residential services, which involves the connection of a secondary line once the customer requests service.
- Minnesota Municipal Utilities Association’s (MMUA) safety instructor Joe Schmidt was here July 30-31 and performed building inspections related to OSHA rules.
- Crews removed the EV charger located in downtown Elk River this past month.
- Jay Reading, Job Training & Safety Instructor from MMUA, was here July 22, and held safety training on digger derrick operations, focusing on slings and rigging.
- Crews relocated electric cabinets at the corner of 5th Street and Line Avenue for the Elk River city street realignment project.
- The July 28 storm caused a tree to fall on our power lines along County Road 30 west of Elk River. This resulted in an outage to 100 customers for 3 hours.
- Four linemen from ERMU assisted Connexus Energy in restoring power on Tuesday, July 29, from the July 28 storm.
- Crews installed a new three-phase service for a tire shop at 8690 Parkview Avenue in Otsego.
- The bore crew has finished primary wire replacement in the Elk Hills Drive area. Their next stop is streetlight wire replacement along Auburn Place, north of 5th Street.
- Crews are replacing old fault indicators and adding a few new ones to areas in their spare time. Fault indicators blink after seeing fault current, allowing crews to pinpoint problems quicker and shorten outage times.
- Crews are currently moving power poles along Parrish Avenue to make way for a new walking trail the City of Otsego will soon install.

TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 6.1g
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In July, the locators processed 554 locate tickets. These consisted of 481 normal tickets, 7 emergency tickets, 44 updated tickets, 12 meetings, 3 planning, 1 boundary survey, 3 corrections, and 3 cancellations. This resulted in a 2.8% increase in tickets from the previous month and a 34.5% increase from the prior July.
- In July, the electrical technicians completed 456 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- 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 previous Automated Meter Reading meters to AMI for small non-demand commercial customers. We did receive some of our returned merchandise authorization/warranty meters back from Sensus. We have approximately 5,590 (98%) water meters and 12,676 (90%) electric meters that are installed within the system and our overall AMI project is approximately 92% completed.
- On July 31, staff received three bids that were opened and reviewed for accuracy and completeness for the East substation concrete foundation installation work. The fencing contractor will finish the initial fence installation in August and will return to complete the remaining fence work after the foundations have been poured. The East transformer’s load tap change will match the Otsego transformer. Conduit and ground grid installation will take place early this winter, with assembly of the structures being built late winter by ERMU staff. The prefab control building has been completed ahead of schedule, and we are looking at a November 2025 delivery. Commissioning of the substation should be completed by September 1, 2026.
- Our monthly peak was 71.2 MW on July 15, at 3:09pm.

TO: ERMU Commission	FROM: Dave Ninow – Water Superintendent
MEETING DATE: August 12, 2025	AGENDA ITEM NUMBER: 6.1h
SUBJECT: Staff Update	
ACTION REQUESTED: None	

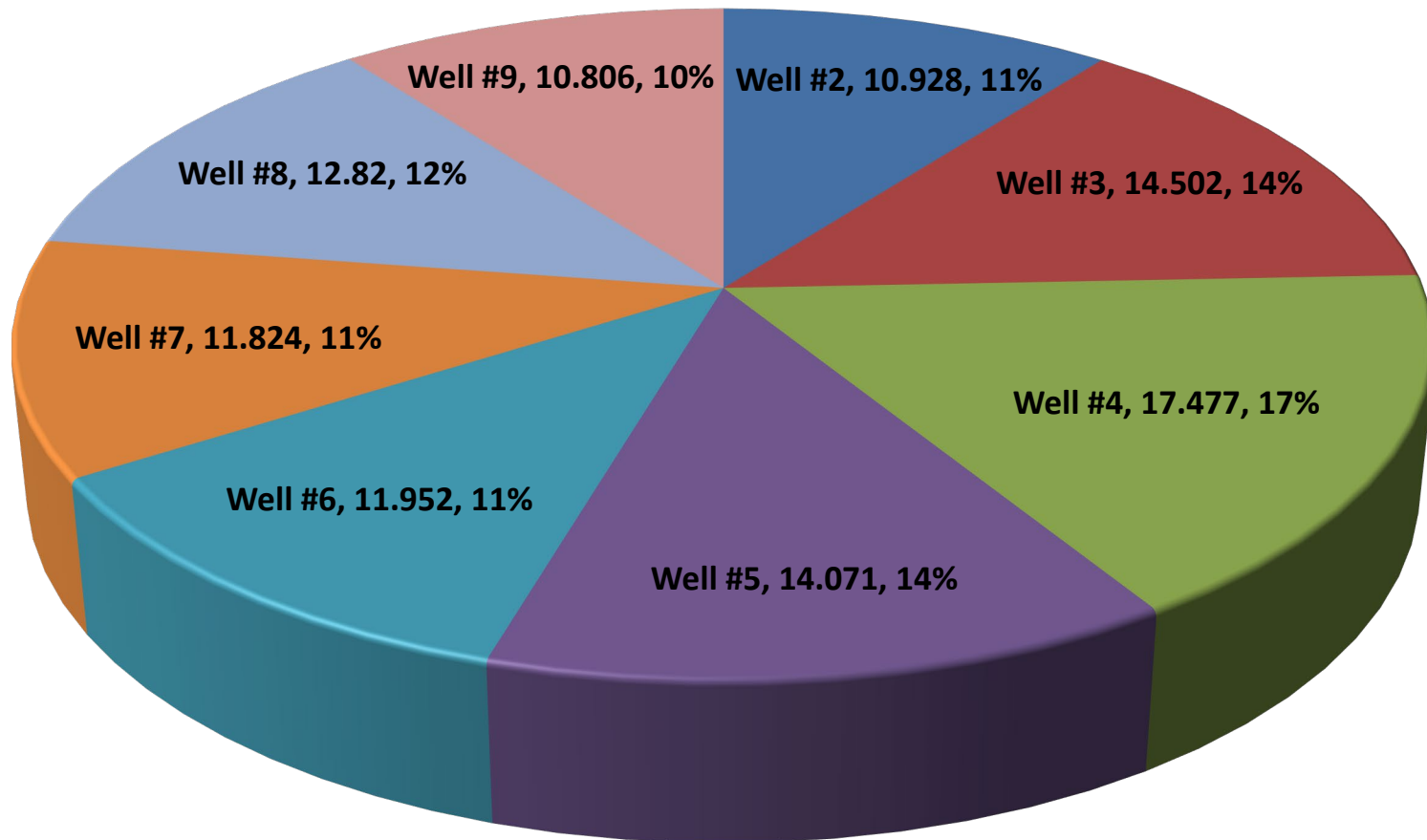
DISCUSSION:

- Delivered 15 new water meters, installed a Smart Point module, and took curb stop ties.
- Completed 20 BACTI/Total Chlorine Residual Samples
 - All confirmed negative for Coliform Bacteria.
 - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 22 routine fluoride samples
 - All samples met MDH standards
 - Submitted MDH Fluoride Report
- Submitted Discharge Monitoring Report (DMR) for the Water Treatment Plants to the Minnesota Pollution Control Agency (MPCA).
- Submitted DMR for the Diesel Generation Plant to the MPCA.
- Results of the latest round of PFAS testing conducted in cooperation with the Minnesota Department of Health again show no detection above guidance levels.
- With residential water meter exchange appointments slowing down, both Archer Plumbing and water department staff have shifted more to performing commercial water meter exchanges.
- Water department staff have been performing annual testing of backflow prevention devices on residential irrigation systems as part of ERMU’s backflow prevention program.
- On July 24, water department staff responded to a report of water coming up through cracks in the Walmart parking lot. We determined that the water was coming from multiple leaks in the water service lines to their building. Water service to the property was shut off until Walmart had the leaks repaired. Our staff spent a good deal of time helping guide Walmart staff and their contractors on repairing the leaks properly.
- Water department staff have been working on preventative maintenance for fire hydrants and repairing issues identified during flushing.
- Water department staff have also been exercising distribution system gate valves as part of the annual gate valve exercising program.

ATTACHMENTS:

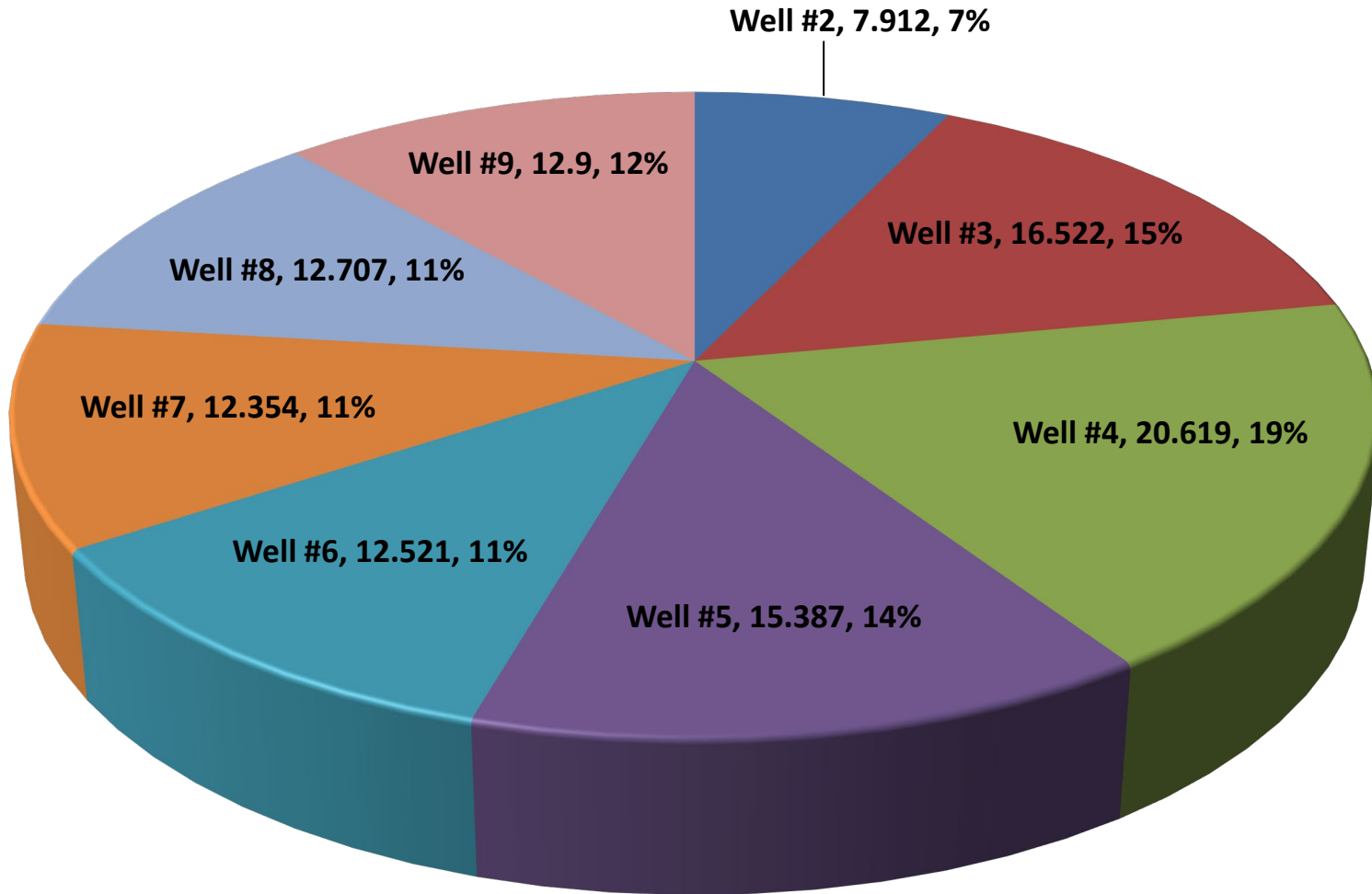
- June 2025 Pumping by Well
- July 2025 Pumping by Well

June 2025 Monthly Pumping By Well



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

July 2025 Monthly Pumping By Well



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

<p>Tuesday, January 14:</p> <ul style="list-style-type: none"> • Annual Review of Committee Charters 	<p>Tuesday, February 11:</p> <ul style="list-style-type: none"> • Review Strategic Plan and 2024 Annual Business Plan Results
<p>Tuesday, March 11:</p> <ul style="list-style-type: none"> • Oath of Office • Election of Officers • Annual Commissioner Orientation and Review Governance Responsibilities and Role 	<p>Tuesday, April 8:</p> <ul style="list-style-type: none"> • Audit of 2024 Financial Report • Financial Reserves Allocations • Review 2024 Performance Metrics
<p>Tuesday, May 13:</p> <ul style="list-style-type: none"> • Annual General Manager Performance Evaluation and Goal Setting 	<p>Tuesday, June 3:</p> <ul style="list-style-type: none"> • Annual Commission Performance Evaluation
<p>Tuesday, July 8:</p>	<p>Tuesday, August 12:</p> <ul style="list-style-type: none"> • Annual Business Plan – Review Proposed 2026 Travel, Training, Dues, Subscriptions, and Fees Budget • Review and Update Strategic Plan
<p>Tuesday, September 9:</p> <ul style="list-style-type: none"> • Annual Business Plan – Review Proposed 2026 Capital Projects Budget 	<p>Tuesday, October 14:</p> <ul style="list-style-type: none"> • Annual Business Plan – Review Proposed 2026 Expenses Budget
<p>Wednesday, November 12:</p> <ul style="list-style-type: none"> • Annual Business Plan - Review Proposed 2026 Rates and Other Revenue • Adopt 2026 Fee Schedule • 2026 Stakeholder Communication Plan 	<p>Tuesday, December 9:</p> <ul style="list-style-type: none"> • 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