



PUBLIC UTILITIES COMMISSION AGENDA

City of Brainerd, Minnesota
BPU Service Center, 8027 Highland Scenic Rd, Commission Room
Tuesday, February 27, 2024 @ 9:00 AM

The public is invited to attend these meetings in person

1. **Call To Order**

2. **Roll Call**

___M. Angland ___T. Johnson ___M. O'Day ___T. Erickson ___D.Matten

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Commission and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Commission votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Minutes**

B. **Approval of Bills**

C. **Minger Construction Change Order 3: Bolt Down Casting \$2,376.13**

6. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Commission -
Time limits may be imposed

7. **Commission Committee Reports**

A. **Personnel Committee**

B. **Finance Committee**

8. **Unfinished Business**

A. **Adoption of Frozen Water Lines Policy 2024-01**

B. **Approval of Revised Job Descriptions**

C. **Alley Project Ronald to Joseph**

- D. **See attached separate memo regarding updates on unfinished business**
- 9. **New Business**
See attached memo for unfinished business.
 - A. **Approve Amendment 16 with AEP Energy Partners**
 - B. **Discuss Hydro Generation options**
 - C. **Distributed Energy Resources (DER)**
- 10. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **City Administrator Report**
 - B. **Council Liaison Report**
 - C. **Public Utilities Director Report**
 - D. **HR Director Report**
 - E. **Finance Manager**
 - F. **Managers Reports**
- 11. **Commission Member Reports**
- 12. **Adjourn**
 - A. **Adjourn to closed session pursuant to Statute 13D.05 to discuss the purchase of Roberts property.**

Visit Brainerd Public Utilities website at www.bpu.org

MISSION

"The mission of Brainerd Public Utilities is to provide safe, reliable, environmentally friendly electric, water and sewer services to our customers at the lowest reasonable cost."



BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401

Business Office: 218.829.8726 ■ **Repair Service:** 218.829.2193

www.bpu.org

The regular meeting of the Brainerd Public Utilities Commission was held at 9:00 AM on January 30, 2024.

Commission Vice President Matten called the meeting to order at 9:00 AM.

Commission Roll Call

Mike Angland – Present

Mark O'Day – Present

Tad Johnson – Present

Dolly Matten – Present

Utility Staff Present

Public Utilities Director

Todd Wicklund

Operations Manager

Trent Hawkinson

Water/Wastewater Manager

Charlie Gammon

Finance Manager

Danny Loch

Business Office Supervisor

Jana Pernula

Recording Secretary

Mandy Selisker

Others in Attendance

Interim City Administrator

Patrick Wussow

HR Director

Kris Schubert

Bolton & Menk

Morgan Salo, PE

Widseth

Bill Westerberg, PE

City Liaison

Jeff Czczok

Commissioner Matten opened the meeting with the Pledge of Allegiance.

Election of 2024 Officers

Commissioner Matten requested nominations for 2024 Commission President and Vice President.

Motion by Commissioner Johnson and seconded by Commissioner Angland to nominate Commissioner Matten as 2024 Commission President. There was a unanimous vote in favor of the motion. Motion carried.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to nominate Commissioner Angland as 2024 Commission Vice President. There was a unanimous vote in favor of the motion. Motion carried.

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Approval of Agenda Items

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve the agenda. There was a unanimous vote in favor of the motion. Motion carried.

Approval of Consent Items

Motion by Commissioner O'Day and seconded by Commissioner Johnson to approve the minutes of the regular monthly meeting of December 19, 2023, approval of current month's bills, and approval of partial pay request No. 3 received from Minger Construction for \$498,503.00 for Directional Drilling Forcemain River Crossing Project (see attached payment application). There was a unanimous roll call vote in favor of the motion. Motion carried.

Public Forum

None

Commission Committee Reports

Personnel

Commissioner O'Day reported that he and Commissioner Matten met with the joint work group for the hiring of the Public Utilities Director position. Commissioner O'Day reviewed the following: Recommendation from the work group was to move Step 6 of the wage grid (\$151,875) to Step 4, noting there was a split vote. The City Council Personnel & Finance Committee further decided to make Step 6 \$140,000. The same joint work group is set to review applications on February 12th.

Commissioner Matten noted that the revised job description was approved and requested a review of the timeline of the next steps. HR Director Schubert reported the following tentative dates:

- February 8th: Start reviewing applications.
- February 12th: Selecting applicants to interview.
- Week of February 19th: Conduct interviews
- Mid-April: Target starting date for new Public Utilities Director

HR Director Schubert reported that as of January 25th there were three applicants. Commissioner Matten also verified that the Commission Personnel Committee will be part of the interview process.

Finance

Commissioner Johnson reported the following:

- Correspondence took place on reviewing and discussing credit card transaction fees.
- Commissioner Johnson and Commissioner O'Day assisted in reviewing bids for the advertised backwash reclamation project.

Appointment of Commission Committees

Commissioner Matten requested recommendations for the Personnel and Finance Committees. Commissioner O'Day and Commissioner Johnson were both in favor of leaving the existing committees in place. Commissioner Matten confirmed the committees will remain as:

- Personnel: Commissioner O'Day and Commissioner Matten

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- Finance: Commissioner Angland and Commissioner Johnson

Unfinished Business - See board packet for staff memo.

The following significant unfinished business items were noted and presented by Public Utilities Director Wicklund and Finance Manager Loch:

Roberts Gravel Pit Purchase

Field work has been completed by the appraisers and a phone conversation with Mr. Robert's has taken place.

Hydro Generation/Automation

Loch noted BARR Engineering was expecting to have numbers to review by February 16th to be able to review at next month's Commission meeting. Discussion included:

- Commissioner O'Day inquired if BARR Engineering was currently getting paid for work while waiting for estimates. Wicklund explained that there is likely an apparent delay due to several things; noting a crane system for future ease of repairs and access to the other pits and looking into a second pit to determine if there are additional efficiencies to upgrade two generators simultaneously.
- Commissioner Matten inquired if the Commission could get a quarterly budget performance to assess budget to help analyze spending vs. results.
- Operations Manager Hawkinson reported that part of this project is also building BPU's portfolio for the 2040 Carbon Free initiative. Renewable energy is not going to be the same price as current energy prices but essential for future generation goals and regulations. Commissioner Matten inquired on potential partnerships and joint projects to work towards the Carbon Free mandate. Hawkinson highlighted the following: Joint projects with another community could have potential with a future solar project. Pricing on Renewable Energy Credits (REC) would be another option, but pricing is high and will continue to rise as we near 2030 and 2040.

Current Open Positions at BPU

Loch noted the three approved positions that are waiting to be posted. HR Director Schubert noted that the wage for these positions have not been agreed upon with the union and until wages are agreed upon, the positions cannot be posted. Wages were presented to the Union in October. Schubert also noted that mediation with IBEW 31 is scheduled for February 8th.

Commissioner Angland inquired on how BPU is doing as an organization with these vacancies. Wicklund and Hawkinson both agreed it is not working and has been a challenge. Wicklund noted that the revised Organization Chart last year formed groups with positions critical to make these groups work. Some positions have been approved and vacant since May of 2023 and it has been frustrating. Hawkinson noted that it really speaks to the resiliency of BPU's current staff and their willingness to step up, noting many employees are stepping up and filling roles but noted staff are getting burnt out.

Organizational Restructuring

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HR Director Schubert provided the following updates:

- HR Assistant Boser helped complete the first draft of changes after the recent reorganization.
- Water/Wastewater Manager Gammon and Schubert met to review the job description for Gammon's position and those Gammon directly supervises at the water plant.
- Schubert hopes to meet with Hawkinson in the next couple weeks related to job descriptions.
- Schubert inquired if the Commission would like to see the revised job descriptions before being approved by the council. Commissioner Matten stated that she would appreciate seeing a draft before it moves onto City Council for approval.

Commissioner Angland inquired on the expected timeline for updates to be completed, noting it would be nice to have these finalized by the time the new Public Utilities Director is on board. Schubert noted that the goal is to have those ready for the February Commission meeting.

Schedule of Authority Roles of Commission and Council in Operation of BPU

Loch noted that this was addressed at the joint session, but it was not really discussed. Commissioner Matten agreed and noted that this conversation will need to be continued.

Directional Drilling Forcemain River Crossing Project

Loch noted that the Forcemain has been operational and in use since December 13, 2024. Bill Westerberg, PE discussed that they are negotiating some extras and then waiting until Spring to do the turf restoration and landscaping. Commission agreed to remove this item from the unfinished business agenda.

Electric Transmission Service to Brainerd

Commissioner Angland inquired if this is related to Crypto Mining load or more related to the one-time curtailment event last summer by Minnesota Power (MP). Discussion occurred relating to MP load curtailment and sizing of substation that was added in 2008, and increased capacity from this sizing that made BPU appealing to the miners.

Crypto Mining Activity

Loch provided the following update:

- JFK is ramping up to 20MWs.
- VCV is having some ongoing discussions with BPU staff.

Credit Card Transaction Fees

Loch provided the following update:

- A great deal of information is being received regarding credit card fees and what can be charged for different transactions. Staff are working through all of this.
- There is a specific utility billing rate which is not being received by BPU currently from Global Payments (credit card processing company).
 - A utility company cannot receive this reduced rate if a convenience fee is being charged.

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- BPU staff is working with Global Payments to complete paperwork to get further information on the utility billing rate and potential savings. The process of getting this information from Global Payments has been a struggle for staff.
- Bremer Bank consultants noted that it would be a savings but unsure of how much.
- The Utility Billing Rate is a negotiated rate between all credit card processors (VISA, Mastercard, etc.) and further based on their specific card types.

New Business

Accept the Resignation of Water Plant Relief Operator Tanner Josephson

Motion by Commissioner O'Day and seconded by Commissioner Angland to recommend to City Council to accept with regret the resignation of Tanner Josephson effective January 30, 2024. There was a unanimous vote in favor of the motion. Motion carried.

Approval of Engineering Services Request for Proposals (RFP)

- Loch presented that the BPU Commission Finance Commission along with BPU staff met to discuss the five bids that were received for the reclamation and backwash integration project. Recommendation from the Finance Committee and BPU staff is to accept the proposal from Bolton & Menk, low bidder at \$390,494. Wicklund noted that there were five good proposals from five good firms. The final decision came down to pricing. Commissioner O'Day noted that Commissioner Angland is normally on the Finance Committee but requested Commissioner O'Day step in on his behalf to ensure there was no conflict of interest.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve the proposal from Bolton & Menk for \$390,494 for the water reclamation and backwash integration project. There was a unanimous vote in favor of the motion. Motion carried.

Surplus Auction Items –see board packet for auction request.

Loch presented the three vehicles that would be listed on the Online Auction with the Minnesota Department of Administration – Surplus Services that are beyond their useful life for BPU.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve the surplus items presented to be sold on the Minnesota Department of Administration Surplus Services Auction. There was a unanimous vote in favor of the motion. Motion carried.

Adopt Policy 2024-01 Frozen Water Lines-see board packet for policy draft.

Loch presented the draft resolution of Frozen Water Lines. Loch reviewed the past practice going back to 2019 noting there was no official adopted policy. This draft policy was put together with research and review of other policies from MRWA (Minnesota Rural Water Association), past practices, and staff input. Commissioner O'Day requested clarification on the responsibility of the water line from the main to the house, noting the difficulty of this for homeowners should they have to replace a service line. Hawkinson stated the current ownership of water service lines for Commercial properties is from the water main to the meter inside the building and residential properties is from the curb stop into the house.

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Commissioner O'Day stated that he is not in favor of ownership going to the main for residential properties. Hawkinson requested guidance on how to handle frozen lines as it relates to thawing service lines for customers.

City Liaison Czczok inquired on the 13 properties identified to run water are due to BPU assets and if any of those identified have frozen. Hawkinson verified no. Hawkinson briefly explained the process and having to separate the residents' pipe from BPU assets. The practice of using a welder to thaw lines was discontinued in 2015. City Liaison Czczok was also in favor of the residential properties' ownership going to the curb stop rather than the main.

Commissioner Johnson inquired on policies for Commercial properties and if they identified responsibility of main to the house. Hawkinson verified that it is main to the building on all Commercial related policies.

Commissioner Matten requested that the draft policy be reworded to clarify the differences for Commercial and Residential ownership, topics clarified, and a final draft be presented at next month's meeting.

Wastewater Management Board Meeting

Water/Wastewater Manager Gammon reported: A letter was received back from the MPCA with remarks back from the public comment that was sent in during the public notification timeframe. A joint meeting to work through the user agreement will be taking place soon. Deadline is April 1st. City Liaison Czczok inquired on the goal or desired outcome of the meeting. Gammon clarified with mercury minimization and phosphorus reduction, an agreement between the two cities to manage their systems need to further clarify enforcement action and the ability to potentially leverage fines onto another municipality. Wicklund additionally noted that the goal will be reviewing the agreement done in 2006-2007, and adding an amendment which points to each city's sewer code with delegation language and to allow enforcement action if there is a problem.

Office Closure – Safety Meeting (February 13, 2024)

Loch presented the upcoming safety meeting and to allow all staff to attend, a partial day office closure. Commissioner Matten noted to include the city for any office closures going forward. City Liaison Czczok inquired on public notification of closure. Commissioner O'Day recommended notifications via the website, Facebook, and office/door postings.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve closing the BPU Business Office from 9:30am to 2:30pm on February 13, 2024, for an all-staff safety meeting. There was a unanimous vote in favor of the motion. Motion carried.

Customer Communications

Hawkinson reported on the following: BPU is looking towards moving away from 24-hour staffing at the water plant and looking for after-hours messaging. Notification options exist through both our billing software and mapping system for outage notifications. He noted that the billing software can also generate general notifications on frozen water lines and general notices. The cost from the billing software is \$0.10 per message and less within the public outage notification system. Commissioner Johnson liked

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the general concept discussed and outlined but would like to see a draft policy, as would staff. Commissioner Matten verified with Hawkinson that this would be an opt-in service for customers to receive messages.

Motion by Commissioner Johnson and seconded by Commissioner O'Day to approve BPU to provide text message services for customers notifying them when they are out of power and that after the business and repair offices are closed, customer calls are answer by an automatic dialer. There was a unanimous vote in favor of the motion. Motion carried.

Alley Project – Joseph to Ronald Street

Hawkinson reviewed an upcoming 2025 Street Project that City Engineer Dehn notified BPU of. Discussion occurred relating to the costs and effects the construction would have on the residents and the need of replacement with anticipated installation of 1940's era water infrastructure and the need to change lead service lines as applicable for the residents. Additionally, communication will have to occur with homeowners as if not done now, will be done in the next 10 years due to the lead service line replacement requirements. City Liaison Czczok noted that the sanitary line is at a similar depth and would be reviewed by the City Engineer.

This alley was not budgeted but rather a petition that was added later so not included in the original budget and there are no estimates of cost yet. BPU proposed project would have a target date of May. Timing may come at an increased cost, but Hawkinson noted that in the last 10 years BPU has dug to repair three times and has 2 broken gate valves that need to be replaced. Interim City Administrator Wussow noted that bids could be solicited and if not meeting economies of scale, request to have street project delayed a year.

Motion by Commissioner Johnson and seconded by Commissioner Angland to approve soliciting bids for the water main replacement project for the alley of Joseph to Ronald Street. There was a unanimous vote in favor of the motion. Motion carried.

Payment of Administrator Salary

Interim City Administrator Wussow reviewed the previous City Council request to have BPU pay a portion of the City Administrator's salary. Current request is 12.5% for 2024. Interim City Administrator Wussow discussed history with billing of City Administration salary within the City departments was never done at BPU, with recent Charter change, the City Administrator's authority has changed. Noting the Economic Development Authority (EDA) is billed staff specific time for the City Administrator and City Engineer. A discussion was had related to these costs and the effects charging the inter-departmental costs can have going forward.

Commissioner Matten summarized the request to discuss the talking points and that the BPU Commission would like to negotiate and discuss further, keeping the lines of communication open. The City Administrator can track their time in 2024 and may re-request in 2025 budget. Additionally, the clarification of authority of roles will remain on unfinished business to further continue discussion of the BPU Commission's authority.

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City Administrator Report

Interim City Administrator Wussow reported on the following:

Wussow deferred to City Liaison Czeczok for an update on the City Administrator hiring process.

- City Staff and City Council ranked finalists based on interviews, resumes, and references. Individual Nick Broyles was selected and extended an offer.
- Staff are making the updating of job descriptions a priority with the goal of having them completed by Wussow's departure at the end of February.

Thanks were expressed by the Commission for Wussow's work as Interim City Administrator.

City Liaison Report

Nothing to report.

Public Utility Director's Report

Wicklund reported on the following:

- Currently working on three different grants.

HR Director's Report – *see board packet for report.*

Managers Reports

Finance Manager Loch - Nothing additional to report.

Operations Manager Hawkinson reported on the following:

- Water Service Requests:
 - January 12th: broken service line on homeowner side – BPU equipment seems ok.
 - Commissioner Matten inquired on notifications for usage. Hawkinson noted that residents can enroll in notifications via the website for high usage.
 - January 24th: flange bolt leaking on 13th Street. Gasket maintenance done – reoccurring scenario on water lines.
 - January 26th: Standby on Mississippi Terrace dryer fire (both electric and water)
- Electric Service Requests:
 - January 13th: VFI failure on Cypress drive. Temps were -10/-20. Technology equipment part failure took down maps. Staff did excellent with restoration of just under a thousand meters.
 - Other outages included a transformer failure and house fire.

Water/Wastewater Manager Gammon reported:

- Lift Station/SW 6th Street & Riverside Booster Station:
 - Training completed and standby generation is operational.
- Outage (January 13th):
 - The outage also affected the Wastewater system with the loss of access to SCADA and staff were called out to maintain service. Excellent communication.

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Commission Members – Future Agenda Items

Commissioner O'Day reported:

- Inquired on the status of completed performance reviews.
 - HR Director Schubert reported receiving 8 to date.
 - Wicklund confirmed the rest should be received soon.
- Sought insight from Commission members on an alleged comment that was made regarding BPU Staff to former City Administrator Bergman. Commissioner Matten addressed that Bergman confirmed the comment mentioned was not made nor the indication that communication wasn't open during the recent boil order.

Commissioner Angland reported on the following community outreach opportunities:

- Brainerd High School Eco Club is looking to have BPU staff back to speak in April.
- Environmental Science class has an opportunity for an all-day event.
- The Career Technical Education Department is also interested in having BPU make a presentation.

Commissioner Matten reported on another community event:

- Bridges Career Day at CLC - upcoming on March 8th.

Next Board meeting is scheduled for February 27, 2024.

Adjournment

Motion by Commissioner Johnson and seconded by Commissioner O'Day to adjourn to the Hector Speaks Safety Training on February 13th. Motion carried at 11:07 AM.

Dolly Matten, Commission Vice-President

Danny Loch, Finance Manager/Secretary



Brainerd Public Utilities, MN

Check Report

By Check Number

Date Range: 01/25/2024 - 02/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP2-BREMER BANK						
05948	MICROSOFT	01/26/2024	EFT	0.00	50.47	174
E0200QI489	Invoice	01/25/2024	ONLINE SERVICES: 01/2024	0.00	50.47	
10095	AEP ONSITE PARTNERS, LLC	02/16/2024	EFT	0.00	18,052.27	176
419-21477372	Invoice	02/15/2024	Invoice Period: 01/01/24-01/31/24	0.00	18,052.27	
06208	MN PUBLIC FACILITIES AUTHORITY	02/16/2024	EFT	0.00	136,675.08	177
MPFA-08-0038-R...	Invoice	02/15/2024	PFA LOAN: MPFA-08-0038-R-FY09: 02/20...	0.00	136,675.08	
00140	AEP ENERGY PARTNERS, INC.	02/20/2024	EFT	0.00	1,699,478.14	178
175-21477267	Invoice	02/16/2024	Invoice Period: 01/01/2024-01/31/2024	0.00	1,699,478.14	
05948	MICROSOFT	02/22/2024	EFT	0.00	378.42	180
E0200QVWES	Invoice	02/21/2024	ONLINE SERVICES: 01/20/24-02/19/24	0.00	378.42	
03695	GOPHER STATE ONE-CALL	01/25/2024	Regular	0.00	-121.50	81359
00105	ACE HARDWARE-BRAINERD	01/25/2024	Regular	0.00	13.65	81535
321443	Invoice	01/25/2024	UTILITY KNIFE/HEX KEYS	0.00	13.65	
00250	AMARIL UNIFORM COMPANY	01/25/2024	Regular	0.00	174.76	81536
IV254825	Invoice	01/25/2024	FLEECE HATS	0.00	174.76	
00226	AMERICAN DOOR WORKS	01/25/2024	Regular	0.00	1,215.60	81537
03-014190	Invoice	01/25/2024	PARTS REPLACEMENT/SERVICE/ADJ @ SE...	0.00	1,215.60	
00315	AMERICAN STEEL INC	01/25/2024	Regular	0.00	3,585.16	81538
118748	Invoice	01/25/2024	SHEET 16GA	0.00	66.26	
118780	Invoice	01/25/2024	SS PIPE	0.00	3,473.44	
118946	Invoice	01/25/2024	SHEET ALUM	0.00	45.46	
05380	ANNMARIE LAMSER	01/25/2024	Regular	0.00	70.00	81539
01/21/24-SAFETY...	Invoice	01/25/2024	REIMBURSE SAFETY BOOTS @ 50%	0.00	70.00	
00497	AUTO VALUE	01/25/2024	Regular	0.00	67.30	81540
17352524	Invoice	01/25/2024	7 RV BLADE TO 6 ROUND	0.00	22.43	
17352525	Invoice	01/25/2024	7 RV BLADE TO 6 ROUND	0.00	44.87	
00670	BARR ENGINEERING CO	01/25/2024	Regular	0.00	32,345.02	81541
23181016.06-24	Invoice	12/31/2023	Work Order #6: Hydro Project 12/02/23-1...	0.00	26,552.02	
23181016.07-3	Invoice	12/31/2023	Hydro Project/Generation Study: 12/2/23-...	0.00	5,793.00	
00692	BATTERIES PLUS # 035	01/25/2024	Regular	0.00	52.50	81542
P69558368	Invoice	01/25/2024	6V BATTERIES	0.00	33.98	
P69707256	Invoice	01/25/2024	3.7V BATTERY	0.00	18.52	
00735	BEST OIL COMPANY	01/25/2024	Regular	0.00	2,129.40	81543
5621	Invoice	01/25/2024	DIESEL	0.00	577.92	
5622	Invoice	01/25/2024	GAS	0.00	244.59	
5623	Invoice	01/25/2024	DIESEL	0.00	562.50	
5695	Invoice	01/25/2024	GAS	0.00	482.26	
5696	Invoice	01/25/2024	DIESEL	0.00	262.13	
00780	BLAEDC	01/25/2024	Regular	0.00	5,050.00	81544
2024 10	Invoice	01/25/2024	AFFILIATE MEMBERSHIP: 2024	0.00	5,050.00	
00825	BORDER STATES ELECTRIC	01/25/2024	Regular	0.00	15,225.60	81545
927544135	Credit Memo	12/31/2023	COLD SHRINK TERM KIT/CREDIT MEMO-R...	0.00	-2,377.90	
927544147	Credit Memo	12/31/2023	COLD SHRINK TERM KIT/CREDIT MEMO-R...	0.00	-2,377.90	

Check Report

Date Range: 01/25/2024 - 02/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
927638483	Invoice	01/25/2024	INV EU3642	0.00	506.40	
927638490	Invoice	01/25/2024	INV EU3640 T-OP II KIT	0.00	17,908.38	
927638498	Invoice	01/25/2024	INV 35KV 600A ADAPTERS	0.00	294.90	
927646006	Invoice	01/25/2024	PUR SAFETY GLASSES	0.00	49.89	
927653712	Invoice	01/25/2024	PUR POLYWATER POWER PATCH	0.00	226.67	
927694745	Invoice	01/25/2024	PUR SAFETY GLASSES	0.00	142.92	
927694768	Invoice	01/25/2024	INV EC0490	0.00	852.24	
10140	Brainerd Lakes Regional Airport	01/25/2024	Regular	0.00	7,987.50	81546
23-0003763	Invoice	12/31/2023	GROUND LEASE: Q4 2023	0.00	3,993.75	
24-0004100	Invoice	01/25/2024	GROUND LEASE: Q1 2024	0.00	3,993.75	
03330	Calibrations and Controls, Inc.	01/25/2024	Regular	0.00	2,340.00	81547
23878	Invoice	12/31/2023	6 FLOW METERS / VERIFICATION - WATER...	0.00	2,340.00	
02002	CITY OF BAXTER	01/25/2024	Regular	0.00	966.32	81549
007335-000-01/1...	Invoice	01/25/2024	STORMWATER - ACCT# 007335-000	0.00	966.32	
03275	FASTENAL COMPANY	01/25/2024	Regular	0.00	94.54	81550
MNBAX265780	Invoice	01/25/2024	BATTERIES	0.00	6.05	
MNBAX265801	Invoice	01/25/2024	BATTERIES	0.00	88.49	
07691	FERGUSON ENTERPRISES INC #3326	01/25/2024	Regular	0.00	1,428.75	81551
WW049876	Invoice	01/25/2024	PUR HYDRANT METER	0.00	1,428.75	
03282	FERGUSON WATERWORKS #2518	01/25/2024	Regular	0.00	524.10	81552
0524123	Invoice	01/25/2024	INV 1 1/4 LIDS AND PLUGS	0.00	524.10	
03327	FIRST SUPPLY LLC-BRAINERD	01/25/2024	Regular	0.00	121.65	81553
3552304-00	Invoice	01/25/2024	TUBE/ADAPTERS/VALVES	0.00	107.29	
3552304-01	Invoice	01/25/2024	PROPEX RING	0.00	13.32	
3552830-00	Invoice	01/25/2024	ADAPTER	0.00	13.11	
3552982-00	Credit Memo	01/25/2024	RETURN/CREDIT: ADAPTER	0.00	-12.07	
03580	FS3, INC.	01/25/2024	Regular	0.00	866.49	81554
86899	Invoice	01/25/2024	INV EC0500 TRACER WIRE	0.00	866.49	
03666	GENERATOR POWER SYSTEMS, LLC	01/25/2024	Regular	0.00	88,491.15	81555
26891	Invoice	01/25/2024	PUR WATER RIVERSIDE EMERGENCY STAN...	0.00	43,590.91	
26892	Invoice	01/25/2024	PUR WW SW 6TH ST EMERGENCY STANDBY	0.00	44,900.24	
03687	GOODIN COMPANY	01/25/2024	Regular	0.00	496.33	81556
6652268-01	Invoice	12/31/2023	ADAPTERS/PVC UNION SOC	0.00	140.13	
6652268-02	Invoice	12/31/2023	ADAPTERS	0.00	53.99	
6653238-00	Invoice	01/25/2024	COP TEE/PRESS SLEEVES	0.00	20.26	
665870-00	Invoice	01/25/2024	BRASS VALVES	0.00	281.95	
03699	GRAINGER	01/25/2024	Regular	0.00	482.30	81557
994517761	Invoice	12/31/2023	REFRACTOMETER	0.00	83.35	
9945668425	Invoice	12/31/2023	LUBRICATOR BOWL	0.00	44.38	
9951795575	Invoice	01/25/2024	RADIAL BALL	0.00	14.64	
9969444620	Invoice	01/25/2024	PINTLE HOOK/BALL	0.00	105.27	
9970588332	Invoice	01/25/2024	PINTLE MOUNTS	0.00	202.20	
9970588340	Invoice	01/25/2024	PINTLE HOOK MOUNTING KIT	0.00	21.64	
9970594447	Invoice	01/25/2024	PINTLE HOOK MOUNTING KIT	0.00	10.82	
03710	GRANITE ELECTRONICS, INC.	01/25/2024	Regular	0.00	265.94	81558
2236278	Invoice	12/31/2023	ROOF MOUNTING ASSEMBLY	0.00	79.10	
2240346	Invoice	01/25/2024	SPEAKER TRUMPET HORNS	0.00	186.84	
03915	HACH COMPANY	01/25/2024	Regular	0.00	604.39	81559
13856778	Invoice	12/31/2023	BUFFER SOLN/STORAGE SOLN/CLEANING ...	0.00	179.61	
13871050	Invoice	01/25/2024	VIALS/CHLORINE RGT	0.00	424.78	

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04050	HAWKINS INC.	01/25/2024	Regular	0.00	5,170.71	81560
6663779	Invoice	01/25/2024	CHLORINE/SODIUM HYDROXIDE	0.00	5,160.71	
6665047	Invoice	01/25/2024	CHLORINE CYLINDER	0.00	10.00	
04096	HENGEL READY MIX & CONST	01/25/2024	Regular	0.00	180.00	81561
227699	Invoice	12/31/2023	6 YARDS LANDFILL	0.00	60.00	
227715	Invoice	12/31/2023	6 YDS LANDFILL	0.00	60.00	
227717	Invoice	12/31/2023	6 YARDS LANDFILL	0.00	60.00	
04317	HUBER TECHNOLOGY INC.	01/25/2024	Regular	0.00	14,895.87	81562
I110006978	Invoice	01/25/2024	PUR EVERGREEN AND RIVERSIDE LIFT PAR...	0.00	14,895.87	
05335	LAKES AREA MAT SERVICE II, INC	01/25/2024	Regular	0.00	194.88	81564
20231211	Invoice	12/31/2023	MAT/TOWEL SERVICE	0.00	51.36	
20231225	Invoice	12/31/2023	MAT/TOWEL SERVICE	0.00	47.47	
20240108	Invoice	01/25/2024	MAT/TOWEL SERVICE	0.00	47.47	
20240122	Invoice	01/25/2024	MAT/TOWEL SERVICE	0.00	48.58	
05415	LANDIS-GYR TECHNOLOGY, INC/FKA CELLNET	01/25/2024	Regular	0.00	1,419.70	81565
90387348	Invoice	01/25/2024	MONTHLY ENDPOINT FEE: 01/2024	0.00	1,419.70	
05530	LEAGUE OF MN CITIES INS. TRUST WC	01/25/2024	Regular	0.00	28,462.50	81566
10002612-W/C Q...	Invoice	01/25/2024	ACCT: 10002612 - WORK COMP Q1 2024 ...	0.00	28,462.50	
05972	MID AMERICAN RESEARCH CHEMICAL CORP	01/25/2024	Regular	0.00	708.27	81567
0807808-IN	Invoice	12/31/2023	CLEANING SUPPLIES	0.00	708.27	
06080	MILSOFT UTILITY SOLUTIONS	01/25/2024	Regular	0.00	3,000.00	81568
20240488	Invoice	01/25/2024	MILSOFT MODEL EDITING - T.MALLOY	0.00	1,500.00	
20240489	Invoice	01/25/2024	WINDMIL BASIC ANALYSIS - T. MALLOY	0.00	1,500.00	
06085	Minger Construction Companies, Inc	01/25/2024	Regular	0.00	498,503.00	81569
01/04/24-PYMT...	Invoice	01/25/2024	DIRECTIONAL DILLING/FORCEMAIN-PYMT ...	0.00	498,503.00	
06190	MINNESOTA MUNICIPAL UTILITIES ASSOCIATION	01/25/2024	Regular	0.00	36,748.00	81570
63152	Invoice	01/25/2024	ELEC. UTILITY MEMBER DUES: 2024	0.00	34,458.00	
63360	Invoice	01/25/2024	EMERGENCY PREPARDNESS CONF-M. LAC...	0.00	400.00	
63375	Invoice	01/25/2024	SECURITY THREATS/PREPARATION WORK...	0.00	1,890.00	
06266	MINNESOTA VALLEY	01/25/2024	Regular	0.00	932.00	81571
1235672	Invoice	01/25/2024	TESTING	0.00	88.00	
1236355	Invoice	01/25/2024	TESTING	0.00	358.00	
1236356	Invoice	01/25/2024	TESTING	0.00	486.00	
06154	MN DNR - ECOLOGICAL & WATER RESOURCES	01/25/2024	Regular	0.00	13,133.65	81572
1977-3523-2024	Invoice	01/25/2024	WATER PERMIT INVOICE: 2024 MPARS	0.00	13,133.65	
06790	NAPA AUTO PARTS BAXTER	01/25/2024	Regular	0.00	296.84	81573
667780	Invoice	12/31/2023	TORQUE QRENCH / BELT DRESSING/ZERO ...	0.00	112.72	
671603	Invoice	01/25/2024	INDICATOR LIGHTS	0.00	42.76	
671692	Invoice	01/25/2024	TOGGLE	0.00	13.81	
671693	Invoice	01/25/2024	TOGGLE	0.00	6.90	
672279	Invoice	01/25/2024	BULK TRAILER WIRE	0.00	69.04	
674303	Invoice	01/25/2024	AIR DOOR ACTUATOR	0.00	28.59	
674444	Invoice	01/25/2024	CABIN AIR FILTERS	0.00	23.02	
07110	NORTHERN SAFETY TECHNOLOGY, INC	01/25/2024	Regular	0.00	523.19	81574
56967	Invoice	01/25/2024	MINI CENTURY AMBER MAGS	0.00	523.19	
07735	POWER MONITORS INC	01/25/2024	Regular	0.00	5,546.50	81575
I0042697	Invoice	01/25/2024	PUR GUARDIAN 1P VOLTAGE RECORDER	0.00	5,546.50	
08430	SHORT ELLIOT HENDRICKSON, INC	01/25/2024	Regular	0.00	2,682.13	81576
460766	Invoice	12/31/2023	PROJECT: 157774 - 2MG SOTRAGE & BW ...	0.00	2,682.13	

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08895	STUART C. IRBY CO	01/25/2024	Regular	0.00	903.42	81577
S013860073.001	Invoice	01/25/2024	INV EC0330 BARE COPPER WIRE	0.00	903.42	
09651	VESSCO, INC.	01/25/2024	Regular	0.00	301.12	81578
092966	Invoice	01/25/2024	VESSCO DEZURIK WWTP REPLACEMENT P...	0.00	301.12	
09663	VIKING ELECTRIC SUPPLY, INC	01/25/2024	Regular	0.00	1,618.95	81579
S007649088.001	Invoice	12/31/2023	INDICATOR	0.00	9.06	
S007649088.002	Invoice	12/31/2023	INDICATOR	0.00	9.06	
S007678423.001	Invoice	01/25/2024	MULTI GRIP COND CLAMP	0.00	16.90	
S007692992.001	Invoice	01/25/2024	CONDUIT/VOLTAGE SENSOR/CORD CONN...	0.00	157.57	
S007693883.001	Invoice	01/25/2024	BURIAL GROUND CLAMP	0.00	1,149.95	
S007713196.001	Invoice	01/25/2024	OUTDOOR TIES/ RECEPTACLES	0.00	142.17	
S007713647.001	Invoice	01/25/2024	CONDUIT	0.00	134.24	
09899	WESCO RECEIVABLES CORP	01/25/2024	Regular	0.00	978.00	81580
335936	Invoice	01/25/2024	INV NEW EPIC FIXTURE	0.00	978.00	
03695	GOPHER STATE ONE-CALL	01/25/2024	Regular	0.00	121.50	81581
3110110	Invoice	12/14/2023	GSOC TICKETS: 11/2023	0.00	121.50	
05895	MCMMASTER CARR SUPPLY CO	01/29/2024	Regular	0.00	175.81	81583
20675807	Invoice	01/29/2024	PRESSURE RELIEF VALVE	0.00	175.81	
03180	EVOLVING SOLUTIONS, INC.	02/05/2024	Regular	0.00	1,690.00	81592
202880	Invoice	02/05/2024	Data Center Switches- Term: 02/02/24-02...	0.00	1,690.00	
03321	FIRST IMPRESSION PRINTING	02/05/2024	Regular	0.00	541.50	81594
90046	Invoice	02/05/2024	PRINTING/PUBLISHING FORMS: Checks	0.00	541.50	
10226	FPH MORRIES LLC	02/05/2024	Regular	0.00	78,187.44	81595
3029 - 77937	Invoice	02/05/2024	Deal:3029/Cust:77937-2024 Ram 5500 Ch...	0.00	78,187.44	
06268	Ryan Churchill	02/05/2024	Regular	0.00	640.00	81597
5529488	Invoice	02/05/2024	WEBSITE SUPPORT / TRAINING	0.00	640.00	
08812	STATE OF MINNESOTA	02/05/2024	Regular	0.00	60.00	81598
2024 Inspec Decal	Invoice	02/05/2024	2024 Inspection Program Decal Order - 16...	0.00	60.00	
07335	OFFICE SHOP	02/07/2024	Regular	0.00	1,735.65	81599
1136733-0	Invoice	02/07/2024	OFFICE SUPPLIES: WWT	0.00	149.95	
1136784-0	Invoice	02/07/2024	OFFICE SUPPLIES	0.00	27.94	
1136784-1	Invoice	02/07/2024	OFFICE SUPPLIES	0.00	7.67	
1136784-2	Invoice	02/07/2024	OFFICE SUPPLIES: Toner	0.00	300.89	
1136801-0	Invoice	02/07/2024	OFFICE SUPPLIES	0.00	128.41	
1136885-0	Invoice	02/07/2024	OFFICE SUPPLIES: CHAIR MAT	0.00	82.69	
1137456-0	Invoice	02/07/2024	OFFICE SUPPLIES	0.00	226.21	
1137456-1	Invoice	02/07/2024	OFFICE SUPPLIES: YE Storage boxes	0.00	273.25	
1137456-2	Invoice	02/07/2024	OFFICE SUPPLIES	0.00	21.81	
1137714-0	Invoice	02/07/2024	OFFICE SUPPLIES: Plotter Paper	0.00	58.84	
1137714-1	Invoice	02/07/2024	OFFICE SUPPLIES: Toner paper	0.00	36.46	
330218-0	Invoice	02/07/2024	COPIER/PRINTER MAINTENANCE	0.00	421.53	
04068	Hector Speaks LLC	02/13/2024	Regular	0.00	3,920.00	81601
02/13/24 Presen...	Invoice	02/13/2024	Top EE Performance/Responding to clients...	0.00	3,920.00	
06055	RYAN MILLER	02/15/2024	Regular	0.00	19.00	81604
01/01/24-CLASS A	Invoice	02/15/2024	REIMBURSE DIFF FOR CLASS A - RENEWAL	0.00	19.00	
02960	STEVEN W. DRYBURGH	02/15/2024	Regular	0.00	66.00	81606
01/29/24-SAFETY...	Invoice	02/15/2024	REIMBURSE SAFETY BOOTS @ 50%	0.00	66.00	
00825	BORDER STATES ELECTRIC	02/21/2024	Regular	0.00	8,267.78	81627
927723394	Invoice	02/21/2024	INV EC0456	0.00	4,845.15	
927793749	Invoice	02/21/2024	PUR SAFETY GLASSES	0.00	82.98	

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927825177	Invoice	02/21/2024	01-M0975	0.00	1,988.30	
927825196	Invoice	02/21/2024	EL HARDWARE	0.00	1,180.25	
927825211	Invoice	02/21/2024	INV FUSES TYPE K	0.00	171.10	
07333	BRADLEY J. OLSON	02/21/2024	Regular	0.00	100.76	81628
02/18/24-OUTAGE	Invoice	02/21/2024	Outage Meals - Reimbursement	0.00	100.76	
10301	Danny Loch	02/21/2024	Regular	0.00	58.50	81629
02/16/24-SAFETY..	Invoice	02/21/2024	REIMBURSE SAFETY BOOTS @ 50%	0.00	58.50	
03295	DYLAN FERRARI	02/21/2024	Regular	0.00	75.17	81630
02/02/24-SAFETY..	Invoice	02/21/2024	REIMBURSE SAFETY BOOTS @ 50%	0.00	75.17	
03282	FERGUSON WATERWORKS #2518	02/21/2024	Regular	0.00	153.46	81631
0508859-2	Invoice	02/21/2024	INV WATER PARTS	0.00	102.47	
0525208	Invoice	02/21/2024	PUR 3/4" METER GASKET	0.00	50.99	
05238	MITCH LACHELT	02/21/2024	Regular	0.00	192.20	81632
113-8618697-84...	Invoice	02/21/2024	REIMBURSEMENT FOR 7" WET CORE DRILL...	0.00	192.20	
08058	RESCO	02/21/2024	Regular	0.00	792.60	81633
3021050	Invoice	02/21/2024	INV ELEC METER BASE U2594-X/E2872-XT-...	0.00	645.03	
3021809	Invoice	02/21/2024	INV BAY-O-NET FUSES	0.00	147.57	
04940	THOMAS VAVRA	02/21/2024	Regular	0.00	1,617.82	81634
JT24-046-03	Invoice	02/21/2024	INV DECORATIVE GLOBES	0.00	1,617.82	
09651	VESSCO, INC.	02/21/2024	Regular	0.00	5,312.00	81635
093299	Invoice	02/21/2024	PUR WW DEZURIK PARTS	0.00	5,312.00	
09899	WESCO RECEIVABLES CORP	02/21/2024	Regular	0.00	39,815.70	81637
347603	Invoice	02/21/2024	INV ET 1P PAD MOUNTS	0.00	6,050.00	
347604	Invoice	02/21/2024	INV EU3603 BUSHING EXTENDER	0.00	3,854.88	
348229	Invoice	02/21/2024	01-ec0480	0.00	6,560.00	
348754	Invoice	02/21/2024	INV PRIMARY METERING CABINET	0.00	18,974.30	
349909	Invoice	02/21/2024	PUR HASTINGS EV-40 HOTSTICK	0.00	670.12	
355641	Invoice	02/21/2024	INV EB/EH HARDWARE	0.00	1,061.00	
356818	Invoice	02/21/2024	PUR SMALL SECURITY LIGHT REFRACTORS	0.00	185.40	
358125	Invoice	02/21/2024	INV ET POLE MOUNT	0.00	2,460.00	
04613	JACO ANALYTICAL, INC.	02/22/2024	Regular	0.00	264.06	81638
38E90841	Invoice	02/22/2024	PUR SUB STATION TESTING	0.00	125.61	
39E90068	Invoice	02/22/2024	PUR SUBSTATION TESTING	0.00	138.45	
09899	WESCO RECEIVABLES CORP	02/22/2024	Regular	0.00	1,184.80	81641
355546	Invoice	02/22/2024	PUR VOLTAGE METERS	0.00	296.20	
358126	Invoice	02/22/2024	PUR VOLTAGE METERS	0.00	592.40	
358245	Invoice	02/22/2024	PUR VOLTAGE METERS	0.00	296.20	
00105	ACE HARDWARE-BRAINERD	02/22/2024	Regular	0.00	1,274.39	81642
321323	Invoice	02/22/2024	WALL THERMOMETERS	0.00	23.99	
321447	Invoice	02/22/2024	FIREMAN NOZZLES/SPOUT BRUSHES	0.00	40.36	
321516	Invoice	02/22/2024	REDUCING UNIONS	0.00	19.22	
321748	Invoice	02/22/2024	HOOK ROPE / FASTENERS	0.00	8.83	
321749	Invoice	02/22/2024	MURIATIC ACID/FASTENERS	0.00	14.87	
321848	Invoice	02/22/2024	WIRE BRUSH	0.00	4.80	
321907	Invoice	02/22/2024	GORILLA MOUNTING TAPE	0.00	19.22	
321913	Invoice	02/22/2024	COUPLINGS	0.00	19.22	
321997	Invoice	02/22/2024	HEX BUSHINGS/ COUPLINGS/BALL VALVES	0.00	340.09	
322102	Invoice	02/22/2024	HEX BUSHINGS/ELBOWS/COUPLINGS	0.00	774.59	
322188	Invoice	02/22/2024	VINEGAR	0.00	9.20	
00133	AGC NETWORKS, LLC	02/22/2024	Regular	0.00	5,140.16	81643

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9500097551	Invoice	02/22/2024	UPGRADE: IP OFFICE & VOICEMAIL PRO TO..	0.00	5,140.16	
00185	ALL STATE COMMUNICATIONS, INC	02/22/2024	Regular	0.00	600.00	81644
341162	Invoice	02/22/2024	Fire Alarm Monitoring: #451-439 - (2024)	0.00	300.00	
341163	Invoice	02/22/2024	Fire Alarm Monitoring: #451-4188 (2024) /...	0.00	300.00	
10188	ALPENGLOW TECHNOLOGIES, LLC	02/22/2024	Regular	0.00	400.00	81645
10253	Invoice	02/22/2024	Monthly IT Billing: 02/2024	0.00	400.00	
00250	AMARIL UNIFORM COMPANY	02/22/2024	Regular	0.00	673.77	81646
IV255865	Invoice	02/22/2024	PERSONAL PROTECTIVE: Tyler Malloy	0.00	447.51	
IV255992	Invoice	02/22/2024	PERSONAL PROTECTIVE: Tyler Malloy	0.00	226.26	
00315	AMERICAN STEEL INC	02/22/2024	Regular	0.00	58.74	81647
119097	Invoice	02/22/2024	American Steel: Flat 3/16 x 1 1/2 Alum	0.00	58.74	
00337	AMERICAN WELDING & GAS INC	02/22/2024	Regular	0.00	161.16	81648
09847188	Invoice	02/22/2024	Nitrogen K	0.00	76.31	
09889185	Invoice	02/22/2024	CYLINDER RENTAL INVOICE	0.00	84.85	
00340	ARAMARK UNIFORM SERVICES	02/22/2024	Regular	0.00	141.35	81649
2530233418	Invoice	02/22/2024	WORK UNIFORMS	0.00	33.77	
2530235919	Invoice	02/22/2024	WORK UNIFORMS	0.00	33.67	
2530238448	Invoice	02/22/2024	WORK UNIFORMS	0.00	33.77	
2530240973	Invoice	02/22/2024	WORK UNIFORMS	0.00	40.14	
00497	AUTO VALUE	02/22/2024	Regular	0.00	34.19	81650
17353501	Invoice	02/22/2024	Classical Section	0.00	34.19	
00422	Barriersafe Solutions International Inc.	02/22/2024	Regular	0.00	297.20	81651
207119	Invoice	02/22/2024	MICROFLEX SG-375 SAFEGRIP	0.00	297.20	
00692	BATTERIES PLUS # 035	02/22/2024	Regular	0.00	69.98	81652
P70402301	Invoice	02/22/2024	12V 9AH BATTERIES	0.00	69.98	
00698	BAYCOM, INC.	02/22/2024	Regular	0.00	4,820.00	81653
EQUIPINV_047680	Invoice	02/22/2024	TOUGHBOOK CF-33 - CUST iID: 40946	0.00	4,820.00	
00730	BERT'S TRUCK EQUIPMENT OF MOORHEAD	02/22/2024	Regular	0.00	492.62	81654
599894	Invoice	02/22/2024	POWER CONTROL MODULE, SPREADER	0.00	492.62	
00735	BEST OIL COMPANY	02/22/2024	Regular	0.00	5,893.22	81655
33864	Invoice	02/22/2024	INVOICED: SHELL- DIALA / DEPOSIT 30 & 5...	0.00	1,581.15	
33874	Invoice	02/22/2024	DIESEL - CLEAR	0.00	407.00	
33875	Invoice	02/22/2024	GAS	0.00	772.50	
33960	Invoice	02/22/2024	DIESEL	0.00	521.25	
33961	Invoice	02/22/2024	GAS	0.00	877.25	
5726	Invoice	02/22/2024	GAS	0.00	602.70	
5727	Invoice	02/22/2024	DIESEL	0.00	423.50	
5778	Invoice	02/22/2024	DIESEL	0.00	351.62	
5780	Invoice	02/22/2024	DIESEL	0.00	356.25	
00820	BOLTON & MENK, INC.	02/22/2024	Regular	0.00	5,003.50	81656
0329729	Invoice	02/22/2024	BIOSOLIDS DEWATERING PROJECT: 12/09/...	0.00	110.50	
0329731	Invoice	02/22/2024	WHPP PART 2: 12/09/23-01/19/24	0.00	3,366.00	
0329732	Invoice	02/22/2024	WTP ASSET INVENTORY: 12/09/23-01/19/...	0.00	1,527.00	
00825	BORDER STATES ELECTRIC	02/22/2024	Regular	0.00	4,755.80	81657
927786296	Invoice	02/22/2024	7664-S-8 COLD SHRINK TERM KIT	0.00	2,377.90	
927786310	Invoice	02/22/2024	7664-S-8 COLD SHRINK TERM KIT	0.00	2,377.90	
01402	BUILDERS FIRSTSOURCE	02/22/2024	Regular	0.00	82.68	81658
70052745	Invoice	02/22/2024	RADAR CEILING TILES	0.00	82.68	
03330	Calibrations and Controls, Inc.	02/22/2024	Regular	0.00	895.00	81659

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Date Range: 01/25/2024 - 02/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
42124	Invoice	02/22/2024	VERIFICATION OF 2 BAXTER INFLUENT FL...	0.00	895.00	
01805	CENTERPOINT ENERGY	02/22/2024	Regular	0.00	1,963.76	81660
8000014432-1-1/...	Invoice	02/22/2024	MONTHLY GAS BILL - WTR PROD/WTR DIS...	0.00	1,963.76	
01837	CENTURYLINK	02/22/2024	Regular	0.00	480.37	81661
218201-0080497...	Invoice	02/22/2024	MONTHLY PHONE BILL: 02/2024	0.00	480.37	
01890	CHARTER COMMUNICATIONS	02/22/2024	Regular	0.00	39.47	81662
175590201020124	Invoice	02/22/2024	TV SERVICE: 02/2024	0.00	39.47	
02002	CITY OF BAXTER	02/22/2024	Regular	0.00	966.32	81664
007335-000-02/1...	Invoice	02/22/2024	STORMWATER - ACCT# 007335-000	0.00	966.32	
02025	CITY OF BRAINERD	02/22/2024	Regular	0.00	1,025,112.96	81665
01/2024 MILL RA...	Invoice	02/22/2024	MONTHLY TRANSFER: 01/2024	0.00	62,648.92	
01/31/24-SAN/S...	Invoice	02/22/2024	SANITARY & STORM SWR BILLING/COLLEC...	0.00	122,144.76	
24-0004088	Invoice	02/22/2024	INTEGRITY EE BENEFITS INVOICE #BC215/...	0.00	950.40	
24-0004120	Invoice	02/22/2024	12/2023 RATWIK, ROSZAK, & MALONEY-R...	0.00	1,377.63	
24-0004132	Invoice	02/22/2024	MN GO BONDS: 2015A, 2018A, 2021A	0.00	837,991.25	
02842	DIAMOND INDUSTRIAL CLEANING EQUIPMENT	02/22/2024	Regular	0.00	249.95	81666
25016	Invoice	02/22/2024	Aluminum Telescoping Wand	0.00	249.95	
03118	ESSENTIA HEALTH	02/22/2024	Regular	0.00	6,829.59	81667
02/15/24-CIP RE...	Invoice	02/22/2024	CIP REBATE: New ICU Chiller @ 523 N 3rd ...	0.00	6,829.59	
03275	FASTENAL COMPANY	02/22/2024	Regular	0.00	597.87	81668
MNBAX265853	Invoice	02/22/2024	BINS	0.00	531.38	
MNBAX265870	Invoice	02/22/2024	10 X 1/2 HWH SDS Z	0.00	6.58	
MNBAX266118	Invoice	02/22/2024	4-1/2X.04X7/8 A60TZ	0.00	26.22	
MNBAX266279	Invoice	02/22/2024	CABLE TIES / AG JOBBER	0.00	33.69	
03495	FLAHERTY & HOOD, P.A.	02/22/2024	Regular	0.00	765.00	81669
20717	Invoice	02/22/2024	NPDES Permit Issues / Professional Services	0.00	765.00	
03542	FORUM COMMUNICATIONS	02/22/2024	Regular	0.00	603.12	81670
MP3168200124	Invoice	02/22/2024	RFP- WATER RECLAMATION PROJ. / RESO...	0.00	603.12	
03557	FRONTIER ENERGY, INC.	02/22/2024	Regular	0.00	7,236.00	81671
193819	Invoice	02/22/2024	CIP SERVICES - 01/01/24-01/31/24	0.00	7,236.00	
03687	GOODIN COMPANY	02/22/2024	Regular	0.00	281.95	81672
6653870-00	Invoice	02/22/2024	1-1/2 600# BRASS THRD FP / 2PC BV	0.00	281.95	
03695	GOPHER STATE ONE-CALL	02/22/2024	Regular	0.00	85.10	81673
4010110	Invoice	02/22/2024	GSOC TICKETS / ANNUAL OPERATOR FEE	0.00	85.10	
03699	GRAINGER	02/22/2024	Regular	0.00	922.18	81674
9002793900	Invoice	02/22/2024	SAFETY SIGN	0.00	161.04	
9008018856	Invoice	02/22/2024	HAND PUMP-LIQUID	0.00	17.32	
9013589818	Invoice	02/22/2024	WEB SLINGS	0.00	183.05	
9013589826	Invoice	02/22/2024	Web Slings	0.00	203.92	
9016831787	Invoice	02/22/2024	Tire Pressure Gauge	0.00	64.77	
9973535223	Invoice	02/22/2024	WEB SLING	0.00	12.97	
9974758394	Invoice	02/22/2024	WORKLIGHT BAR / MAGNET MOUNT	0.00	279.11	
03710	GRANITE ELECTRONICS, INC.	02/22/2024	Regular	0.00	275.09	81675
2240739	Invoice	02/22/2024	Program/create ID's/code plug to create A...	0.00	275.09	
03915	HACH COMPANY	02/22/2024	Regular	0.00	528.01	81676
13883296	Invoice	02/22/2024	Fluoride	0.00	528.01	
04050	HAWKINS INC.	02/22/2024	Regular	0.00	7,873.01	81677
6675553	Invoice	02/22/2024	HYDROFLUOSILICIC ACID/SODIUM HYDRO...	0.00	6,152.97	

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Date Range: 01/25/2024 - 02/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
6684655	Invoice	02/22/2024	Chem Pump-Riverside Booster - LMB3TA-...	0.00	1,700.04	
6689207	Invoice	02/22/2024	Chlorine Cylinder	0.00	20.00	
09540	HD SUPPLY, INC.	02/22/2024	Regular	0.00	270.77	81678
INV00239859	Invoice	02/22/2024	Diecut Lettering	0.00	54.93	
INV00250434	Invoice	02/22/2024	Wall Bracket	0.00	130.50	
INV00258421	Invoice	02/22/2024	Channel nuts	0.00	5.98	
INV00258814	Invoice	02/22/2024	Channel Nuts	0.00	8.95	
INV00258826	Invoice	02/22/2024	Channel nuts / Gloves	0.00	52.07	
INV00259483	Invoice	02/22/2024	Adj pipe clamp	0.00	9.39	
INV00261073	Invoice	02/22/2024	Channel nuts	0.00	8.95	
04066	HEARTLAND TIRE, INC.	02/22/2024	Regular	0.00	37.55	81679
3046883	Invoice	02/22/2024	Tire Repair - FA #3009	0.00	37.55	
04096	HENGEL READY MIX & CONST	02/22/2024	Regular	0.00	1,275.08	81680
228286	Invoice	02/22/2024	Class 5 / Delivery	0.00	1,275.08	
04275	HOLDEN ELECTRIC CO., INC.	02/22/2024	Regular	0.00	5,185.10	81681
74947	Invoice	02/22/2024	2" Raceway for security at Water Plant	0.00	5,185.10	
04555	INTEGRATED PROTECTION SYSTEMS, INC.	02/22/2024	Regular	0.00	655.59	81682
81439	Invoice	02/22/2024	Central Cameras - Service Maint. - Job 348...	0.00	305.00	
81440	Invoice	02/22/2024	Hydro Tainter Gate/Dam - Camera Maint. ...	0.00	350.59	
04580	IP NETWORKS, INC.	02/22/2024	Regular	0.00	1,625.00	81683
20248155	Invoice	02/22/2024	Fortimail - Spam Filtering Service	0.00	1,625.00	
05168	KURITA AMERICA INC.	02/22/2024	Regular	0.00	15,892.60	81684
INV802209	Invoice	02/22/2024	Kurifloc	0.00	15,892.60	
05340	LAKES UTILITY COORDINATING COMMITTEE	02/22/2024	Regular	0.00	25.00	81685
202406	Invoice	02/22/2024	2024 LUCC Membership Dues	0.00	25.00	
05415	LANDIS-GYR TECHNOLOGY, INC/FKA CELLNET	02/22/2024	Regular	0.00	1,464.05	81686
90388939	Invoice	02/22/2024	MONTHLY ENDPOINT FEE: 02/2024	0.00	1,464.05	
05420	LANDWEHR CONSTRUCTION INC	02/22/2024	Regular	0.00	6,561.36	81687
SC6408	Invoice	02/22/2024	Labor/Materials - Transformer @ 205 Was...	0.00	6,561.36	
05889	MCGRANN SHEA CARNIVAL STRAUGH & LAMB	02/22/2024	Regular	0.00	288.75	81688
147040	Invoice	02/22/2024	Large Industrial Power Agreements: 61350...	0.00	288.75	
06177	MEI TOTAL ELEVATOR SOLUTIONS	02/22/2024	Regular	0.00	855.00	81689
1058036	Invoice	02/22/2024	YEARLY SERVICE - CONTRACT: 1422	0.00	855.00	
05972	MID AMERICAN RESEARCH CHEMICAL CORP	02/22/2024	Regular	0.00	178.47	81690
0810857-IN	Invoice	02/22/2024	Cleaning Supplies	0.00	136.54	
0810986-IN	Invoice	02/22/2024	Cleaning Supplies	0.00	41.93	
05976	MIDWEST MACHINERY CO.	02/22/2024	Regular	0.00	16.49	81691
9924958	Invoice	02/22/2024	Buffer - Chainsaw	0.00	16.49	
06190	MINNESOTA MUNICIPAL UTILITIES ASSOCIATION	02/22/2024	Regular	0.00	1,605.00	81692
63397	Invoice	02/22/2024	2024 Substation School - Yaunick/Malloy/...	0.00	1,605.00	
06266	MINNESOTA VALLEY	02/22/2024	Regular	0.00	2,220.00	81693
1236540	Invoice	02/22/2024	TESTING	0.00	88.00	
1237988	Invoice	02/22/2024	TESTING	0.00	358.00	
1237990	Invoice	02/22/2024	TESTING	0.00	486.00	
1238150	Invoice	02/22/2024	TESTING	0.00	1,200.00	
124035	Invoice	02/22/2024	TESTING	0.00	88.00	
06200	MPCA	02/22/2024	Regular	0.00	14,695.00	81694
10000177238	Invoice	02/22/2024	Water Permit - Annual Fees: 1630/WTP	0.00	345.00	

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Date Range: 01/25/2024 - 02/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
10000178167	Invoice	02/22/2024	Water Permit - Annual Fees: 1629/WWTP	0.00	14,350.00	
06556	MPOWER TECHNOLOGIES, INC.	02/22/2024	Regular	0.00	10,640.00	81695
5596	Invoice	02/22/2024	Annual Maint: Integrator-OM-Editor/MMS...	0.00	8,140.00	
5597	Invoice	02/22/2024	Work Mgmt Software - Annual Maintenanc...	0.00	2,500.00	
06780	Nagell Appraisal Incorporated	02/22/2024	Regular	0.00	2,800.00	81696
32085	Invoice	02/22/2024	1702 Pennsylvania Ave - Residential Land /...	0.00	2,800.00	
06790	NAPA AUTO PARTS BAXTER	02/22/2024	Regular	0.00	1,933.10	81697
675179	Credit Memo	02/22/2024	Disc Brake Rotor Only - Orig Inv: 2400-674...	0.00	-133.55	
675799	Invoice	02/22/2024	Bulk Welding Cables/Battery Cables - FA #...	0.00	1,195.15	
676037	Invoice	02/22/2024	Battery Terminals/Guards/Solder Pellets	0.00	46.48	
676846	Invoice	02/22/2024	Toggle	0.00	12.19	
677389	Invoice	02/22/2024	Air Filter / Oil Filter	0.00	101.21	
678184	Invoice	02/22/2024	Valve Cover Gasket / Set - FA # 2013	0.00	224.83	
678185	Invoice	02/22/2024	Crankcase Filter - FA # 2013	0.00	98.06	
678654	Invoice	02/22/2024	Oil Filters	0.00	23.00	
679341	Invoice	02/22/2024	Lens	0.00	2.24	
679343	Invoice	02/22/2024	Lens	0.00	2.13	
679379	Invoice	02/22/2024	Brake Away Kits / Lens	0.00	25.83	
679903	Invoice	02/22/2024	Terminals	0.00	46.41	
680226	Invoice	02/22/2024	Battery/Deposit - FA # 1042	0.00	248.32	
680255	Credit Memo	02/22/2024	Warranty/Core Deposit - Purchased Date: ...	0.00	-146.67	
680317	Invoice	02/22/2024	PX Prem Blk Silicon	0.00	11.96	
680867	Invoice	02/22/2024	Toggle 20A Brass	0.00	13.48	
680897	Invoice	02/22/2024	Battery/Deposit - FA# 1039	0.00	181.45	
680990	Credit Memo	02/22/2024	Deposit- Orig Inv: 2400-680897	0.00	-19.42	
10147	NATHAN WILLIAM DYKES	02/22/2024	Regular	0.00	773.85	81698
12538	Invoice	02/22/2024	CALIBRATE INFLUENT/EFFLUENT OCMS @...	0.00	773.85	
07339	ONLINE INFORMATION SERVICES, INC.	02/22/2024	Regular	0.00	192.40	81699
1236477	Invoice	02/22/2024	ONLINE UTILITY EXCHANGE REPORT: 01/2...	0.00	192.40	
07642	PITNEY BOWES BANK INC. PURCHASE POWER	02/22/2024	Regular	0.00	75.00	81700
02/16/24 Statem...	Invoice	02/22/2024	8000-9090-1100-6348-QUARTERLY SUBSC...	0.00	75.00	
07665	PITNEY BOWES GLOBAL FINANCIAL SERV. LLC	02/22/2024	Regular	0.00	1,557.09	81701
3106524278	Invoice	02/22/2024	CONTRACT: 0040216585 -POSTAGE MACH...	0.00	1,557.09	
07920	QUALITY FLOW SYSTEMS, INC.	02/22/2024	Regular	0.00	45.00	81702
46383	Invoice	02/22/2024	Boerger Rotex 42 Spider 98 Shore A	0.00	45.00	
10144	RAMSTAD TECHNOLOGIES, INC	02/22/2024	Regular	0.00	4,774.00	81703
1713	Invoice	02/22/2024	Fiber Splicing/SCADA	0.00	4,774.00	
08410	SCR-NORTHERN	02/22/2024	Regular	0.00	9,245.28	81704
W48188	Invoice	02/22/2024	Couple Replacement @ Service Center	0.00	396.41	
W48328	Invoice	02/22/2024	Add Glycol - Boiler System @ Service Cent...	0.00	3,048.95	
W48336	Invoice	02/22/2024	Main Pump Pressure Maint @ Service Cen...	0.00	1,659.65	
W48389	Invoice	02/22/2024	Contactore @ Evergreen Lift Station	0.00	503.38	
W48467	Invoice	02/22/2024	Replenish Site- Boiler Condensate @ Servi...	0.00	339.61	
W48470	Invoice	02/22/2024	Glycol refill - WWT - Digester	0.00	3,297.28	
09663	VIKING ELECTRIC SUPPLY, INC	02/22/2024	Regular	0.00	145.80	81705
S006702591.003	Credit Memo	02/22/2024	60W 48IN REC - ORIG INV: S006702591.001	0.00	-982.20	
S007722079.001	Invoice	02/22/2024	BEAM ANGLE BALLAST BYPASS	0.00	100.71	
S007739695.001	Invoice	02/22/2024	LUMINAIRE DISC JAR	0.00	132.22	
S007742547.001	Invoice	02/22/2024	DRILL/TAP BIT, BEAM ANGLE BALLAST BYP...	0.00	265.79	
S007746961.001	Invoice	02/22/2024	LIQ CONN/ANCHOR/VOLTAGE SENSOR	0.00	149.13	
S007746961.003	Invoice	02/22/2024	18/2 ST OAS CMP/FT6	0.00	211.70	
S007746961.004	Invoice	02/22/2024	4 SQ COVER RECEIPT	0.00	2.14	

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Date Range: 01/25/2024 - 02/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
S0077469661.002	Invoice	02/22/2024	FLUTED PLUGS	0.00	19.33	
S007747306.001	Invoice	02/22/2024	182 STR PLENUM OAS CL3P	0.00	227.56	
S007755403.001	Invoice	02/22/2024	CABLE TIE MOUNTS	0.00	19.42	
09265	W.W. THOMPSON CONCRETE PRODUCTS	02/22/2024	Regular	0.00	25.00	81706
2402-689128	Invoice	02/22/2024	30-60 BLACK MAGIC 80LB	0.00	25.00	
09728	WASTE PARTNERS	02/22/2024	Regular	0.00	1,534.59	81707
41X00114	Invoice	02/22/2024	TRASH/RECYCLING SERVICE: ACCT#242053	0.00	1,534.59	
09832	W-E INSURANCE	02/22/2024	Regular	0.00	33,080.38	81708
02/21/24-EQUIP...	Invoice	02/22/2024	SUBSTATION/HYDRO EQUIPMENT RENEW...	0.00	33,080.38	
09925	WEX HEALTH, INC	02/22/2024	Regular	0.00	27.50	81709
0001899935-IN	Invoice	02/22/2024	MONTHLY COBRA BILLING: 01/2024	0.00	27.50	
09995	ZEP SALES & SERVICE	02/22/2024	Regular	0.00	172.53	81710
9009455774	Invoice	02/22/2024	ZEP PROLIFT	0.00	172.53	
09996	ZIEGLER INC.	02/22/2024	Regular	0.00	496.81	81711
IN001348784	Invoice	02/22/2024	FILTERS/ELEMENTS - BACKHOE	0.00	496.81	
00472	AT&T MOBILITY	01/25/2024	Bank Draft	0.00	633.07	DFT0000964
287260682523X...	Invoice	01/25/2024	AT & T MONTHLY BILL	0.00	633.07	
01191	BREMER BANK - CC	01/25/2024	Bank Draft	0.00	17,124.27	DFT0000965
12/22/23-CC Stat...	Invoice	12/31/2023	Bremer CC Statement: 12/22/2023	0.00	17,124.27	
01655	CANON FINANCIAL SERVICES, INC	01/25/2024	Bank Draft	0.00	598.10	DFT0000966
31922979	Invoice	01/25/2024	3-COPIERS-CAPITAL LEASE/CANON	0.00	598.10	
01805	CENTERPOINT ENERGY	01/25/2024	Bank Draft	0.00	18.37	DFT0000968
11582840-2-01/1...	Invoice	01/25/2024	1602 E RIVER RD	0.00	18.37	
01805	CENTERPOINT ENERGY	01/25/2024	Bank Draft	0.00	227.53	DFT0000969
11595232-7-02/1...	Invoice	01/25/2024	50 JENNY STREET	0.00	227.53	
02455	CTC	01/25/2024	Bank Draft	0.00	2,105.90	DFT0000970
21317738	Invoice	01/25/2024	MONTHLY BILL: 01/12/24-02/11/24	0.00	2,105.90	
06171	MN DEPT OF REVENUE	01/25/2024	Bank Draft	0.00	120,476.00	DFT0000971
12/2023 - SALES ...	Invoice	12/31/2023	SALES TAX DRAFT: 12/2023	0.00	120,476.00	
09961	XCEL ENERGY	01/25/2024	Bank Draft	0.00	4,221.61	DFT0000972
859993556	Invoice	12/31/2023	Xcel Energy - Service Center/WWT	0.00	4,221.61	
07640	PITNEY BOWES, INC.	01/25/2024	Bank Draft	0.00	3,500.00	DFT0000981
01/25/24-POSTA...	Invoice	01/25/2024	POSTAGE REFILL	0.00	3,500.00	
00472	AT&T MOBILITY	02/21/2024	Bank Draft	0.00	1,636.24	DFT0000991
287302792515X...	Invoice	02/21/2024	AT & T MONTHLY BILL:12/26-01/25	0.00	1,636.24	
01655	CANON FINANCIAL SERVICES, INC	02/21/2024	Bank Draft	0.00	598.10	DFT0000992
32095627	Invoice	02/21/2024	Canon Invoice - Contract Charge	0.00	598.10	
02455	CTC	02/21/2024	Bank Draft	0.00	2,101.86	DFT0000994
21332674	Invoice	02/21/2024	MONTHLY BILL: 02/12-03/11	0.00	2,101.86	
02717	CULLIGAN	02/21/2024	Bank Draft	0.00	100.99	DFT0000995
150-01059575-2-...	Invoice	02/21/2024	150-01059575-2 Service Center	0.00	100.99	
02717	CULLIGAN	02/21/2024	Bank Draft	0.00	59.00	DFT0000996
150-10024107-7-...	Invoice	02/21/2024	150-10024107-7 Hydro	0.00	59.00	
06171	MN DEPT OF REVENUE	02/21/2024	Bank Draft	0.00	124,468.00	DFT0000999
01/2024-SALES T...	Invoice	02/21/2024	SALES TAX DRAFT: 01/2024	0.00	124,468.00	

Check Report

Date Range: 01/25/2024 - 02/23/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
09961	XCEL ENERGY	02/21/2024	Bank Draft	0.00	4,594.38	DFT0001001
864092295	Invoice	02/21/2024	Xcel Energy - Service Center/WWT	0.00	4,594.38	
00472	AT&T MOBILITY	02/21/2024	Bank Draft	0.00	629.14	DFT0001002
28726068253X0...	Invoice	02/21/2024	AT & T MONTHLY BILL:01/05-02/04	0.00	629.14	
07640	PITNEY BOWES, INC.	02/22/2024	Bank Draft	0.00	3,500.00	DFT0001004
02/21/24-POSTA...	Invoice	02/22/2024	POSTAGE REFILL	0.00	3,500.00	

Bank Code AP2 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	307	136	0.00	2,131,761.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-121.50
Bank Drafts	18	18	0.00	286,592.56
EFT's	5	5	0.00	1,854,634.38
	330	160	0.00	4,272,867.02

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	307	136	0.00	2,131,761.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-121.50
Bank Drafts	18	18	0.00	286,592.56
EFT's	5	5	0.00	1,854,634.38
	330	160	0.00	4,272,867.02

Fund Summary

Fund	Name	Period	Amount
9	POOLED CASH CONTROL	1/2024	929,928.31
9	POOLED CASH CONTROL	2/2024	3,342,938.71
			4,272,867.02

CHANGE ORDER NO.: 3

Owner: **Brainerd Public Utilities** Owner's Project No.:
Engineer: **Widseth Smith Nolting & Assoc Inc.** Engineer's Project No.: **2022-11121**
Contractor: **Minger Construction Companies, Inc.** Contractor's Project No.:
Project: **Directional Drilling Forcemain River Crossing**
Contract Name: **Directional Drilling Forcemain River Crossing**
Date Issued: **February 6, 2024** Effective Date of Change Order: **February 27, 2024**

The Contract is modified as follows upon execution of this Change Order:

Description:

The casting on the air release manhole on the east side of the river in Brainerd is susceptible to vandalism. The Owner would like to replace casting.

It is proposed to salvage the existing casting and provide bolt down casting.

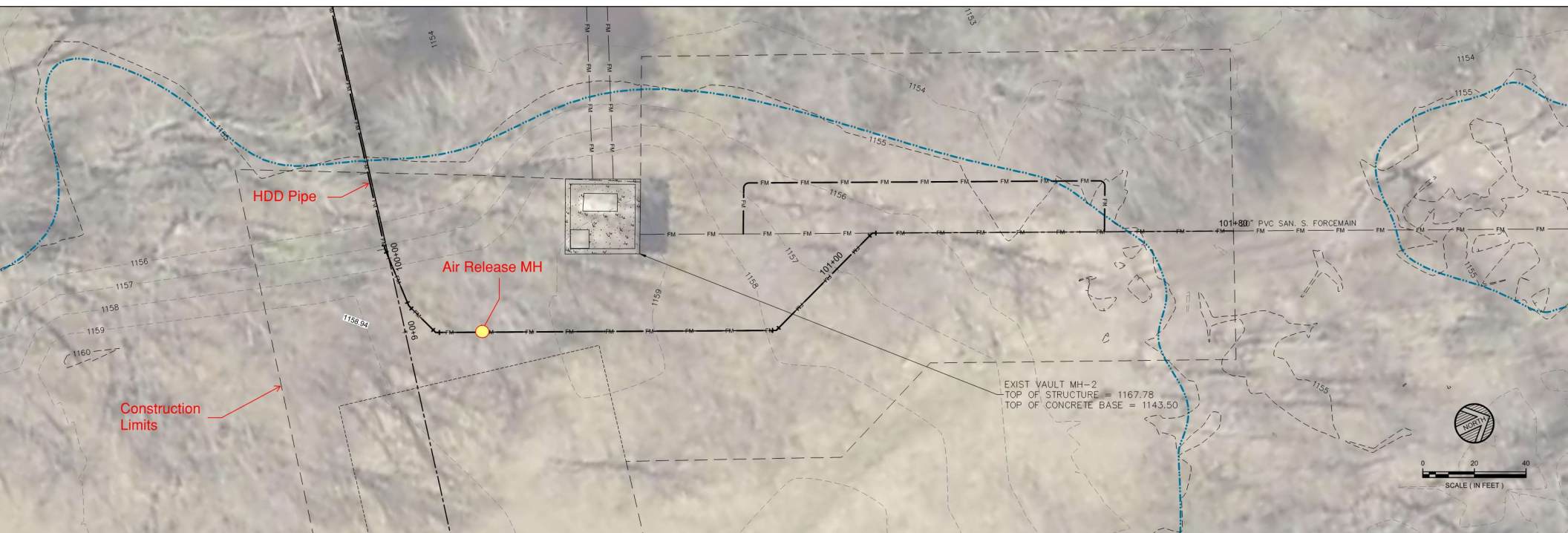
This will require salvaging the existing manhole casting, provide new lockable casting, provide Infiltration barrier around rings, backfill, and rough grading around casting.

Attachments:

Site Plan sheet showing the location of Air Release Manhole highlighted in yellow
Minger Construction Quote
Detail from Neenah Foundry of Lockable Casting R-1916-F

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>1,727,164.08</u>	Original Contract Times: Substantial Completion: <u>March 1, 2024</u> Ready for final payment: <u>June 1, 2026</u>
\$ _____	[Increase] [Decrease] from previously approved Change Orders No.1 to No. [Number of previous Change Order] : Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ <u>1, 751,708.18</u>	Contract Times prior to this Change Order: Substantial Completion: <u>March 1, 2024</u> Ready for final payment: <u>June 1, 2026</u>
[Increase] [Decrease] this Change Order: \$ <u>2,376.13</u>	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ <u>1,754,084.31</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>March 1, 2024</u> Ready for final payment: <u>June 1, 2026</u>

	Recommended by Engineer (if required)	Accepted by Contractor
By:		Mike Urban 
Title:	Widseth Civil Engineer	Project Manager
Date:	2/6/24	2/6/24
	Authorized by Owner	Approved by Funding Agency (if applicable)
By:		
Title:		
Date:		





Minger Construction Co., Inc.

620 Corporate Drive
Jordan, MN 55352

PHONE: 952-368-9200

FAX: 952-368-9311

To: Brainerd Public Utilities Address: Brainerd, MN	Contact: Phone: Fax:
Project Name: Brainerd - Forcemain River Crossing Project Location:	Bid Number: Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
310	Remove And Replace Air Release MH Casting With 1916 -F Bolt Down Casting	1.00	EACH	\$4,310.36	\$4,310.36

\$2,376.13

Total Bid Price: ~~\$4,310.36~~

Notes:

- This Quote Includes:
 - Exposing existing manhole casting
 - Remove existing manhole casting and chimney seal
 - Install new 1916-F bolt down casting and I&I barrier
 - Backfill and rough grading around casting
- This quote excludes:
 - Restoration (any restoration items will be paid at the contract unit prices)
- The quote above is for changing out the casting as soon as possible and includes a separate mobilization. If the casting change can wait until next spring while crews are on site to finish up the project, the price for removing and replacing the casting would be \$2376.13. If you have any questions or concerns regarding this quote, please let me know. 507-317-8687

BPU will wait
until Minger
Construction
crews onsite

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

Minger Construction Co., Inc.

Authorized Signature: _____

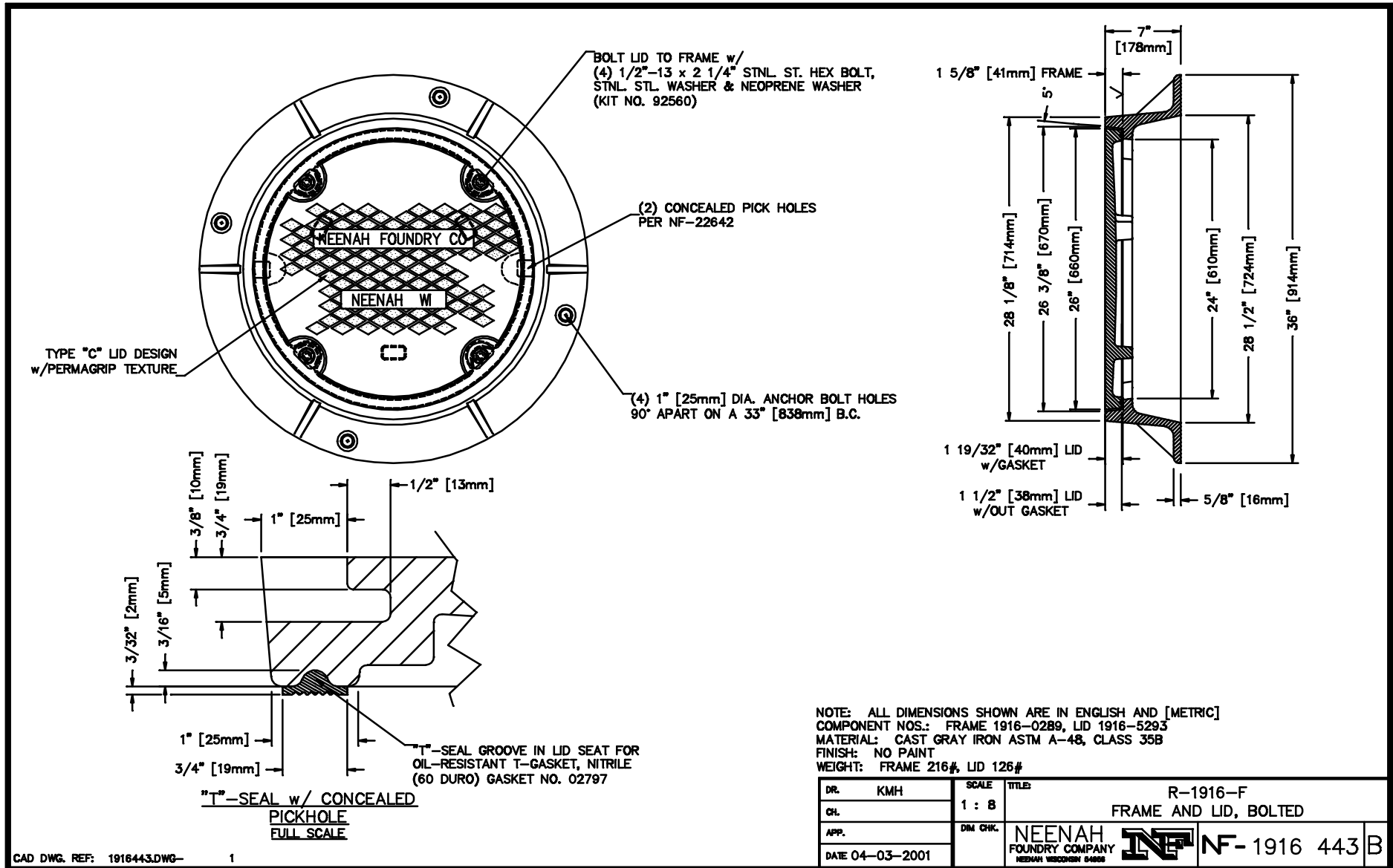
Estimator: Mike Urban

mikeu@mingerconst.com

1916443-

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B8





Public Utilities Commission Agenda Request

MEETING DATE: February 27, 2024

TITLE OF ITEM: Adoption of Frozen Water Lines Policy 2024-01

AGENDA: Approve

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: A draft of the frozen water lines policy 2024-01 was presented at the previous commission meeting. The commission discussion lead to changes in the first paragraph clarifying the responsibility of the frozen lines for residential, commercial customers and that of BPU. The attached draft is presented for adoption with the changes as discussed in the last meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: It is recommended the commission adopt the attached policy with the change noted as discussed at the last commission meeting.

FINANCIAL IMPACT:

BRAINERD PUBLIC UTILITIES POLICY 2024-01

ADOPTED _____

FROZEN WATER SERVICE LINES

Brainerd Public Utilities (BPU) is responsible for frozen water mains. Residential customers are responsible from the curb stop to their home and business customers are responsible for a frozen water service line from the main to their business.

Property owners are responsible for hiring and paying a licensed plumber, or other firm, capable of safely thawing their service lines. Property owners will assume all risk and liabilities of using a line thawing service.

If BPU is notified of a frozen water line, BPU staff will investigate the problem and determine if it's the main or service line. Notifications received during regular working hours shall be responded to within that business day. Notifications received after working hours will be responded to the following working day, unless deemed an emergency for shut off.

If the water meter is damaged due to the frozen water service, the customer will be billed per the fee schedule to replace the meter. BPU may require this payment before installing the meter.

Customers are responsible for taking all the necessary precautions to avoid frozen water lines. These precautions can be found at www.bpu.org. The costs associated with this preventative measure will be incurred by the customer; If BPU determines it is necessary for the customer to run their water to avoid a water main freeze up, the customer's water and wastewater charges will be adjusted to what their average monthly water consumption is.

BPU reserves the right to deviate from this policy at any time if deemed to be in the best interest of BPU and its customers based on safety and economic considerations. Any deviation and the reason for the deviation shall be documented in writing.



Public Utilities Commission Agenda Request

MEETING DATE: February 27, 2024

TITLE OF ITEM: Approval of Revised Job Descriptions

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

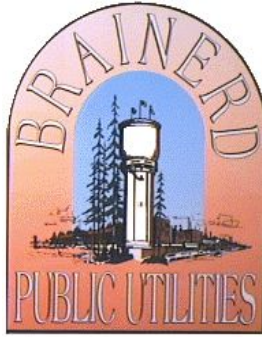
ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Several job descriptions were recently updated due to the recent reorganization of the Public Utilities Department. Attached are redlined and final versions of the updated job descriptions for the Commission's review.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Please note we are still reviewing the job descriptions for the Maintenance Mechanic, Operations Manager and Water/Wastewater Manager positions and hope to have those available for the Commission's review at its March 26th meeting.

RECOMMENDED ACTION/MOTION: Motion to recommend approval of the updated job descriptions to the City Council for the Water Crew Chief, Water Serviceworker, Water Plant Chief Operator, Water Plant Operator, and Wastewater Crew Chief classifications as presented.

FINANCIAL IMPACT: n/a



Water Crew Chief

Department: Public Utilities—~~Water~~

FLSA Status: Non-Exempt

General Definition of Work

Performs responsible supervisory work overseeing and participating in the maintenance and repair of the utility's water distribution system, assigning and scheduling work, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Operations Manager~~Water Supervisor~~. Supervision is exercised over Water construction crew personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes, directs, and inspects the work of crews engaged in the installation and maintenance of watermain, fire hydrants, services, valves, meters and other related water distribution components; may operate heavy machinery necessary for installation and maintenance work.
- Coordinates and inspects water system work performed by contractors for private services or for system maintenance.
- Assists and advises Engineering Division inspectors for new and reconstruction infrastructure projects.
- ~~Supervises subordinate personnel; may provide coaching and/or recommend disciplinary action up to and including dismissal.~~
- Instructs subordinates in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by water construction crew personnel.
- Ensures that water system operations and work assignments are carried out within acceptable standards and assists with research and make recommendations for capital purchases.
- Locates and repairs leaks, low pressure, and other trouble reports in the water distribution system.
- Maintains vehicles, equipment and shop areas; works with purchasing staff to maintain inventory of appropriate levels of materials.
- Provides guidance to the Operations Manager regarding water main standards and specifications for upcoming projects; Assists with research and make recommendations for capital purchases.
- Participating in the on-call rotation is required; Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- ~~Prepares and maintains records of work performed.~~
- Maintains state certifications for operations by attending training seminars.
- Assists other ~~Brainerd~~ Public Utilities service crews as needed and in emergencies.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of water lines and related equipment;
- General knowledge of the layout of the existing water distribution network.;

- Thorough knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools of the plumbing and pipe fitting trades.
- Thorough knowledge of the hazards connected with water system maintenance and the necessary safety precautions to comply with BPU and OSHA safety requirements;
- Knowledge of chemicals used for water treatment and disinfection.

Water Crew Chief

Page 2

Knowledge, Skills and Abilities (Cont.)

- General knowledge of, and the ability to operate use, electronic locators and other equipment used in the water distribution system which may include meters, gauges, and connection with underground locatorsing.
- Ability to plan and supervise the work of subordinates.
- Leadership including problem solving and decision making.
- Ability to read and interpret documents such as blueprints, BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Working knowledge of computers and related BPU software and communications systems.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to respond to inquiries in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Ability to deal with angry and hostile customers in water turnoff situations.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED).
- Four (4) years of training and/or experience in any combination of:
 - Operating and servicing of a variety of heavy, medium and small-sized equipment in the water utility trade;
 - Installation, maintenance and repair of water production and distribution systems; or
 - Relevant technical training.
- Possession of a MDH Class D Water Operators.
- Minnesota Class A commercial driver's license with air brake endorsement or ability to obtain within one year of hire.

The following are highly desirable qualifications when hiring:

- Possession of a MDH Class C Water Operators Certificate or higher.
- Graduation from Technical/Community College training program with specialized training in water operations.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely – not daily, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting, frequently requires standing, walking, climbing or balancing and repetitive motions and occasionally requires sitting and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and night vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and sometimes exposed to extreme weather temperatures including wind chill, frequently requires exposure to wet, humid conditions (non-weather), working near

moving mechanical parts and exposure to fumes or airborne particles and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~January 1, 2018~~ February 22, 2024



Water Crew Chief

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

Performs responsible supervisory work overseeing and participating in the maintenance and repair of the utility's water distribution system, assigning and scheduling work, maintaining records, preparing reports, and related work as apparent or assigned. Work is performed under the limited supervision of the Operations Manager. Supervision is exercised over Water construction crew personnel.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes, directs, and inspects the work of crews engaged in the installation and maintenance of watermain, fire hydrants, services, valves, meters and other related water distribution components; may operate heavy machinery necessary for installation and maintenance work.
- Coordinates and inspects water system work performed by contractors for private services or for system maintenance.
- Assists and advises Engineering Division inspectors for new and reconstruction infrastructure projects.
- Instructs subordinates in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by water construction crew personnel.
- Ensures that water system operations and work assignments are carried out within acceptable standards.
- Locates and repairs leaks, low pressure, and other trouble reports in the water distribution system.
- Maintains vehicles, equipment and shop areas; works with purchasing staff to maintain inventory of appropriate levels of materials.
- Provides guidance to the Operations Manager regarding water main standards and specifications for upcoming projects; Assists with research and makes recommendations for capital purchases.
- Participating in the on-call rotation is required; Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Prepares and maintains records of work performed.
- Maintains state certifications for operations by attending training seminars.
- Assists other Public Utilities service crews as needed and in emergencies.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of water lines and related equipment;
- General knowledge of the layout of the existing water distribution network.
- Thorough knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools of the plumbing and pipe fitting trades.

Water Crew Chief

Page 2

Knowledge, Skills and Abilities (Cont.)

- Thorough knowledge of the hazards connected with water system maintenance and the necessary safety precautions to comply with BPU and OSHA safety requirements;
- Knowledge of chemicals used for water treatment and disinfection.
- General knowledge of, and the ability to operate equipment used in the water distribution system which may include meters, gauges, and underground locators.
- Ability to plan and supervise the work of subordinates.
- Leadership including problem solving and decision making.
- Ability to read and interpret documents such as blueprints, BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Working knowledge of computers and related BPU software and communications systems.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Ability to respond to inquiries in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Ability to deal with angry and hostile customers in water turnoff situations.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED).
- Four (4) years of training and/or experience in any combination of:
 - Operating and servicing of a variety of heavy, medium and small-sized equipment in the water utility trade;
 - Installation, maintenance and repair of water production and distribution systems; or
 - Relevant technical training.
- Possession of a MDH Class D Water Operators.
- Minnesota Class A commercial driver's license with air brake endorsement or ability to obtain within one year of hire.

The following are highly desirable qualifications when hiring:

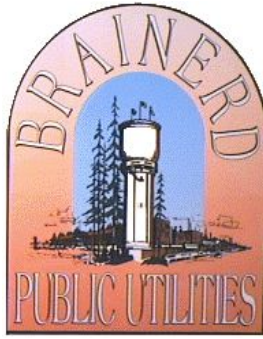
- Possession of a MDH Class C Water Operators Certificate or higher.
- Graduation from Technical/Community College training program with specialized training in water operations.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely – not daily, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting, frequently requires standing, walking, climbing or balancing and repetitive motions and occasionally requires sitting and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and night vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and sometimes exposed to extreme weather temperatures including wind chill, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: February 22, 2024



Water Serviceworker

Department: ~~Public Utilities~~—~~Water~~
Status: Non-Exempt

FLSA

General Definition of Work

Performs responsible skilled trades work installing and maintaining the utility's water distribution system including water lines, hydrants, meters and related work as apparent or assigned. Work is performed under the moderate supervision of the Water ~~LeadCrew Chief~~.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Installs and maintains watermains, fire hydrants, services, valves, meters and other related water distribution components; may operate heavy machinery necessary for installation and maintenance work. Oversees water system work performed by contractors.
- Locates and repairs leaks, low pressure, and other trouble reports in the water distribution system.
- Maintains vehicles, equipment and shop areas.
- Participation in the on-call rotation is required; Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Prepares and maintains records of work performed.
- Maintains state certifications for operations by attending training seminars.
- Assists other ~~Brainerd~~ Public Utilities service crews as needed and in emergencies.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of water lines and related equipment;
- General knowledge of the layout of the existing distribution network and ~~Public UtilitiesBPU~~ service territory.
- General knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools of the plumbing and pipe fitting trades.
- Knowledge of chemicals used for water treatment and disinfection.
- Thorough knowledge of the hazards connected with water system maintenance and the necessary safety precautions to comply with ~~Public UtilitiesBPU~~ and OSHA safety requirements.

- General knowledge of, and the ability to operate, equipment used in the water distribution system. May include meters, gauges, and underground locators.

Water Serviceworker

Page 2

Knowledge, Skills and Abilities (Cont.)

- Ability to read and interpret documents such as [Public UtilitiesBPU](#) safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Working knowledge of computers and related [Public UtilitiesBPU](#) software and communication system.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers and supervisors; responds to inquiries when in the field in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Ability to deal with angry and hostile customers in water turnoff situations.

Education, Experience and Special Requirements:

- High School Diploma or general education degree (GED).
- Must have a minimum of two (2) years technical training and/or applicable job experience in the operation and maintenance of a water utility system.
- Possession of a MDH Class D Water Operators Certificate or ability to obtain within eighteen (18) months of hire.
- Minnesota Class A Commercial Driver's License with air brake endorsement or ability to obtain within one year of hire.

The following are highly desirable qualifications when hiring:

- Possession of a MDH Class C Water Operators Certificate or higher.
- Graduation from Technical/Community College training program with specialized training in water operations.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely – not daily, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting, frequently requires standing, walking, climbing or balancing and repetitive motions and occasionally requires sitting and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and night vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and sometimes exposed to extreme weather temperatures including wind chill, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~October 25, 2018~~February 8, 2024



Water Serviceworker

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

Performs responsible skilled trades work installing and maintaining the utility's water distribution system including water lines, hydrants, meters and related work as apparent or assigned. Work is performed under the moderate supervision of the Water Crew Chief.

Qualification Requirement

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Installs and maintains watermains, fire hydrants, services, valves, meters and other related water distribution components; may operate heavy machinery necessary for installation and maintenance work. Oversees water system work performed by contractors.
- Locates and repairs leaks, low pressure, and other trouble reports in the water distribution system.
- Maintains vehicles, equipment and shop areas.
- Participation in the on-call rotation is required; Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Prepares and maintains records of work performed.
- Maintains state certifications for operations by attending training seminars.
- Assists other Public Utilities service crews as needed and in emergencies.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of water lines and related equipment;
- General knowledge of the layout of the existing distribution network and Public Utilities service territory.
- General knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools of the plumbing and pipe fitting trades.
- Knowledge of chemicals used for water treatment and disinfection.
- Thorough knowledge of the hazards connected with water system maintenance and the necessary safety precautions to comply with Public Utilities and OSHA safety requirements.
- General knowledge of, and the ability to operate, equipment used in the water distribution system. May include meters, gauges, and underground locators.

Water Serviceworker

Page 2

Knowledge, Skills and Abilities (Cont.)

- Ability to read and interpret documents such as Public Utilities safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Working knowledge of computers and related Public Utilities software and communication system.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers and supervisors; responds to inquiries when in the field in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Ability to deal with angry and hostile customers in water turnoff situations.

Education, Experience and Special Requirements:

- High School Diploma or general education degree (GED).
- Must have a minimum of two (2) years technical training and/or applicable job experience in the operation and maintenance of a water utility system.
- Possession of a MDH Class D Water Operators Certificate or ability to obtain within eighteen (18) months of hire.
- Minnesota Class A Commercial Driver's License with air brake endorsement or ability to obtain within one year of hire.

The following are highly desirable qualifications when hiring:

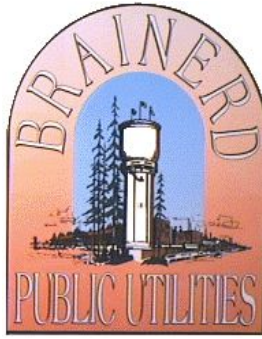
- Possession of a MDH Class C Water Operators Certificate or higher.
- Graduation from Technical/Community College training program with specialized training in water operations.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely – not daily, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work regularly requires speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting, frequently requires standing, walking, climbing or balancing and repetitive motions and occasionally requires sitting and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and night vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and sometimes exposed to extreme weather temperatures including wind chill, frequently requires exposure to wet, humid conditions (non-weather), working near moving mechanical parts and exposure to fumes or airborne particles and occasionally requires working in high, precarious places, exposure to toxic or caustic chemicals, and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: February 8, 2024



Water Plant Chief Operator

Department: Public Utilities—~~Water~~
Exempt

FLSA Status: Non-

General Definition of Work

Performs difficult skilled trades work overseeing and participating in the operation, maintenance and repair of the municipal water supply system that includes a Class B water treatment plant and related facilities, and related work as apparent or assigned. Work is performed under the general supervision of the Water/Wastewater Manager-Supervisor. Supervision is exercised over all Water Plant personnel and other personnel as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- ~~Plans, organizes, directs, and inspects the work of subordinate plant personnel; gives instructions regarding shift assignments and enforces general operating procedures. Is responsible for the operation, repair, and maintenance of the water treatment plant, with duties that include operating, monitoring, and/or troubleshooting of control panels, SCADA system, booster stations, service pumps, wells, water towers, and ground reservoirs.~~
- Operates water treatment facility and outside assets including booster stations, water towers, and wells.
- Operates a water supply system in compliance with operating guidelines; ensures safe drinking water.
- Assists in the recruitment and hiring of staff; supervises, assigns, and schedules staff; ~~may provide coaching and/or recommend disciplinary action up to and including dismissal.~~
- Instructs personnel in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by personnel by inspecting the plant and equipment to ascertain that it is in proper operation at all times; monitors treatment process and flow throughout plant; performs repair and maintenance of equipment and reports major repair needs to the Water/Wastewater Manager-Supervisor; troubleshoots electricity, telemetry, mechanical, chemical, hydraulic and pneumatic systems; conducts repairs.
- Maintains inventory of supplies and equipment; places orders to ensure crews have appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Coordinates activities with other departments and supervisors.
- Performs facility custodial and grounds maintenance duties.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Assists Water-~~Supervisor~~/Wastewater Manager in researching and making recommendations for capital equipment purchases.
- Covers shifts for Water Plant Operators on an as needed basis.
- Reads various charts, graphs, gauges and meters to record plant operations and prepares reports for submission to regulatory agencies, superiors or others as required.
- Analyzes water samples; adjusts proper chemical feeds.
- After business hours receives and dispatches calls for water, wastewater and electric crews. Assists with trouble calls if requested.
- Maintains security of treatment plant; responds to alarms and emergency situations.
- Monitors all Public Utilities-BPU systems using SCADA.
- Maintains state certifications for operations by attending training seminars.

- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other ~~Brainerd~~ Public Utilities service crews as needed and in emergencies.
- Performs related tasks as assigned.

Water Plant Chief Operator

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Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, equipment, tools and materials used in water treatment and distribution system; thorough knowledge of general equipment, repair and maintenance.
- Ability to plan and supervise the work of subordinates.
- Leadership including problem solving and decision making.
- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to water treatment industry, including MPCA, MDH, EPA, NELAC, and OSHA;
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements;
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists;
- Considerable knowledge of BPU's communication systems and procedures;
- General knowledge of the geography of BPU service territory including location of important buildings;
- Ability to read meters and gauges accurately and to maintain records of operations;
- Ability to write routine reports and correspondence;
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to plan work load to meet time requirements
- Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to deal with the public under stressful conditions;
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Must have a minimum of five years experience and/or technical training in the operation and maintenance of a comparable water treatment system;
- Valid driver's license;
- Possess MDH Class B Water Operator Certificate or the ability to obtain within six (6) months from bid award; and
- Minnesota Special Class Boilers Operating Engineers License or ability to obtain within one (1) year of hire.

The following are desirable qualifications:

- Possession of MDH Water Class A Operator certificate.
- Possession of MPCA Wastewater Class "D" or higher Operator certificate.
- Graduation from Technical/Community College training program with specialized training in water operations.
- A one (1) year combination of training and experience in the operation of utility water, wastewater, and electric systems or the equivalent technical training.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing, reaching with hands and arms and repetitive motions, frequently using hands to finger, handle or feel, tasting or smelling and lifting and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~February~~ January 1, 2024, 2018



Water Plant Chief Operator

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled trades work overseeing and participating in the operation, maintenance and repair of the municipal water supply system that includes a Class B water treatment plant and related facilities, and related work as apparent or assigned. Work is performed under the general supervision of the Water/Wastewater Manager. Supervision is exercised over all Water Plant personnel and other personnel as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Operates water treatment facility and outside assets including booster stations, water towers, and wells.
- Operates a water supply system in compliance with operating guidelines; ensures safe drinking water.
- Assists in the recruitment and hiring of staff; supervises, assigns, and schedules staff.
- Instructs personnel in safety, methods of operation and maintenance of equipment.
- Participates in the work performed by personnel by inspecting the plant and equipment to ascertain that it is in proper operation at all times; monitors treatment process and flow throughout plant; performs repair and maintenance of equipment and reports major repair needs to the Water/Wastewater Manager; troubleshoots electricity, telemetry, mechanical, chemical, hydraulic and pneumatic systems; conducts repairs.
- Maintains inventory of supplies and equipment; places orders to ensure crews have appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Coordinates activities with other departments and supervisors.
- Performs facility custodial and grounds maintenance duties.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Assists Water/Wastewater Manager in researching and making recommendations for capital equipment purchases.
- Covers shifts for Water Plant Operators on an as needed basis.
- Reads various charts, graphs, gauges and meters to record plant operations and prepares reports for submission to regulatory agencies, superiors or others as required.
- Analyzes water samples; adjusts proper chemical feeds.
- After business hours receives and dispatches calls for water, wastewater and electric crews. Assists with trouble calls if requested.
- Maintains security of treatment plant; responds to alarms and emergency situations.
- Monitors all Public Utilities systems using SCADA.
- Maintains state certifications for operations by attending training seminars.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assists other Public Utilities service crews as needed and in emergencies.
- Performs related tasks as assigned.

Water Plant Chief Operator

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Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, equipment, tools and materials used in water treatment and distribution system; thorough knowledge of general equipment, repair and maintenance.
- Ability to plan and supervise the work of subordinates.
- Leadership including problem solving and decision making.
- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to water treatment industry, including MPCA, MDH, EPA, NELAC, and OSHA;
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements;
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists;
- Considerable knowledge of BPU's communication systems and procedures;
- General knowledge of the geography of BPU service territory including location of important buildings;
- Ability to read meters and gauges accurately and to maintain records of operations;
- Ability to write routine reports and correspondence;
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to plan work load to meet time requirements
- Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to deal with the public under stressful conditions;
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Must have a minimum of five years experience and/or technical training in the operation and maintenance of a comparable water treatment system;
- Valid driver's license;
- Possess MDH Class B Water Operator Certificate or the ability to obtain within six (6) months from bid award; and
- Minnesota Special Class Boilers Operating Engineers License or ability to obtain within one (1) year of hire.

The following are desirable qualifications:

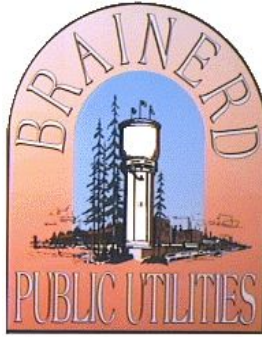
- Possession of MDH Water Class A Operator certificate.
- Possession of MPCA Wastewater Class "D" or higher Operator certificate.
- Graduation from Technical/Community College training program with specialized training in water operations.
- A one (1) year combination of training and experience in the operation of utility water, wastewater, and electric systems or the equivalent technical training.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing, reaching with hands and arms and repetitive motions, frequently using hands to finger, handle or feel, tasting or smelling and lifting and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: February 1, 2024



Water Plant Operator

Department: ~~Water~~ Public Utilities
Exempt

FLSA Status: Non-

General Definition of Work

Performs intermediate skilled trades work operating the municipal water supply system. Work involves shift responsibility for the operation, repair, and maintenance of the water treatment plant, central station and related facilities. with duties that include operating, monitoring, and/or troubleshooting of control panels, SCADA system, booster stations, service pumps, wells, water towers, and ground reservoirs; and related work as apparent or assigned. Work is performed under the limited supervision of the Water Plant Chief Operator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Operates a water supply system in compliance with operating guidelines; to ensures safe drinking water.
- Makes regular inspection of plant and equipment to ascertain that it is in proper operation at all times; monitors treatment process and flow throughout plant; performs repair and maintenance of equipment and reports major repair needs to Water Plant Crew Chief; troubleshoots electricity, telemetry, mechanical, chemical, hydraulic and pneumatic systems; conducts repairs.
- Collects data from various charts, graphs, gauges and meters of plant operations to assist in preparation of reports for submission to regulatory agencies, superiors or others as required.
- Analyzes water samples; adjusts proper chemical feeds.
- Reads; monitors and regulates tank levels and flow pressures to document operations and prepare reports.
- After business hours receives and dispatches calls for water, wastewater and electric crews. Assists with trouble calls if requested.
- ~~Monitors Maintains~~ security of treatment plant; responds to water plant alarms and emergency situations, ~~responsible for and follows the~~ emergency action plan in case of leak.
- Monitors all BPU systems using SCADA.
- Performs facility custodial and grounds maintenance duties.
- Assists in training personnel in water procedures, requirements, and equipment.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Maintains state certifications for operations by attending training seminars.
- Assists other Brainerd Public Utilities service crews as needed and in emergencies.
- Performs related tasks as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of the water treatment plant and related facilities;
- Thorough knowledge of hydraulic, chemical and mechanical principles pertinent to water treatment plant operations;
- Ability to deal with the public under stressful conditions.

Water Plant Operator

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Knowledge, Skills and Abilities (Cont.)

- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to water treatment industry, including MPCA, MDH, EPA, NELAC, and OSHA;
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements;
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; skilled in the use and care of hand tools;
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists;
- General knowledge of BPU's communication systems and procedures;
- General knowledge of the geography of BPU service territory including location of important buildings;
- Ability to read meters and gauges accurately and to maintain records of operations;
- Ability to write routine reports and correspondence;
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Valid driver's license.
- Possession of or ability to obtain within eighteen (18) months of hire;
 - MDH Class D Water Operator Certificate; and
 - Minnesota Special Class Boilers Operating Engineers License;
- Advancement to MDH Class B Water Operator Certificate as permitted by in-service time and training not to exceed a maximum of six (6) years from bid award.

The following are highly desirable qualifications when hiring:

- Graduation from Technical/Community College training program with specialized training in water operations.
- Training and/or experience in the operation, maintenance, repair and service of a water treatment facility/central station plant including wells, pumps, reservoirs, storage tanks, and system related equipment.
- Possession of MDH Water Class C or higher Operator certificate.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing, reaching with hands and arms and repetitive motions, frequently using hands to finger, handle or feel, tasting or smelling and lifting and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Water Plant Operator

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled trades work operating the municipal water supply system. Work involves shift responsibility for the operation, repair, and maintenance of the water treatment plant, central station, and related facilities. with duties that include operating, monitoring, and/or troubleshooting of control panels, SCADA system, booster stations, service pumps, wells, water towers, and ground reservoirs; and related work as apparent or assigned. Work is performed under the limited supervision of the Water Plant Chief Operator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Operates a water supply system in compliance with operating guidelines; to ensure safe drinking water.
- Makes regular inspection of plant and equipment to ascertain that it is in proper operation at all times; monitors treatment process and flow throughout plant; performs repair and maintenance of equipment and reports major repair needs to Water Plant Crew Chief; troubleshoots electricity, telemetry, mechanical, chemical, hydraulic and pneumatic systems; conducts repairs.
- Collects data from various charts, graphs, gauges and meters of plant operations to assist in preparation of reports for submission to regulatory agencies, superiors or others as required.
- Analyzes water samples; adjusts proper chemical feeds.
- Reads; monitors and regulates tank levels and flow pressures to document operations and prepare reports.
- After business hours receives and dispatches calls for water, wastewater and electric crews. Assists with trouble calls if requested.
- Monitors security of treatment plant; responds to water plant alarms and emergency situations; and follows the emergency action plan in case of leak.
- Monitors all BPU systems using SCADA.
- Performs facility custodial and grounds maintenance duties.
- Assists in training personnel in water procedures, requirements, and equipment.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Maintains state certifications for operations by attending training seminars.
- Assists other Brainerd Public Utilities service crews as needed and in emergencies.
- Performs related tasks as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of the water treatment plant and related facilities;
- Thorough knowledge of hydraulic, chemical and mechanical principles pertinent to water treatment plant operations;
- Ability to deal with the public under stressful conditions.

Water Plant Operator

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Knowledge, Skills and Abilities (Cont.)

- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to water treatment industry, including MPCA, MDH, EPA, NELAC, and OSHA;
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements;
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; skilled in the use and care of hand tools;
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists;
- General knowledge of BPU's communication systems and procedures;
- General knowledge of the geography of BPU service territory including location of important buildings;
- Ability to read meters and gauges accurately and to maintain records of operations;
- Ability to write routine reports and correspondence;
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.

Education, Experience and Special Requirements

- High School Diploma or general education degree (GED);
- Valid driver's license.
- Possession of or ability to obtain within eighteen (18) months of hire;
 - MDH Class D Water Operator Certificate; and
 - Minnesota Special Class Boilers Operating Engineers License;
- Advancement to MDH Class B Water Operator Certificate as permitted by in-service time and training not to exceed a maximum of six (6) years from bid award.

The following are highly desirable qualifications when hiring:

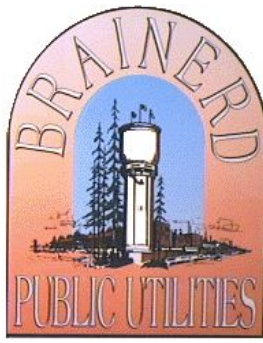
- Graduation from Technical/Community College training program with specialized training in water operations.
- Training and/or experience in the operation, maintenance, repair and service of a water treatment facility/central station plant including wells, pumps, reservoirs, storage tanks, and system related equipment.
- Possession of MDH Water Class C or higher Operator certificate.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, sitting, speaking or hearing, reaching with hands and arms and repetitive motions, frequently using hands to finger, handle or feel, tasting or smelling and lifting and occasionally requires walking, climbing or balancing, stooping, kneeling, crouching or crawling and pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; worker is frequently exposure to outdoor weather conditions and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration, wearing a self contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: February 1, 2024



Wastewater Crew Chief

Department: Public Utilities — ~~Wastewater~~
Non-Exempt

FLSA Status:

General Definition of Work

Performs difficult technical work overseeing and participating in the operation and maintenance of a Class A Major wastewater treatment plant, collection system lift stations, and related work as apparent or assigned. Work is performed under the general supervision of the Water/Wastewater Treatment Supervisor/Manager. Supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes, directs, assigns, and inspects the work of subordinate plant personnel; gives instructions and enforces general operating procedures; ~~may provide coaching and/or recommend disciplinary action up to and including dismissal.~~
- Assists the Water/Wastewater Treatment Supervisor/Manager and participates in the overall operation, repair, and maintenance of the wastewater treatment plant with duties that include operating, monitoring, and/or troubleshooting of control panels, SCADA system, and lift stations.
- Advises and consults with Water/Wastewater Treatment Supervisor/Manager on unusual operating problems or the need for major repairs to equipment.
- Oversees all aspects of the biosolids application process.
- Responds to sewer calls; participates in an on-call rotation providing first response to after-hour alarms or calls.
- Instructs subordinates in safety, methods of operation and maintenance of equipment.
- Assists in the training and instruction of department staff in appropriate procedures regarding system operations.
- Maintains records of plant operations and prepares periodic reports for submission to local, state and federal regulatory agencies, superiors or others as required.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Oversees pretreatment and long-term monitoring programs.
- Maintains inventory of supplies and equipment; places orders to ensure crew has appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Participates in work performed by crew including assisting with major repairs and installations and performing facility custodial and grounds maintenance duties.
- Maintains state certifications for operations by attending training seminars.
- Assists other Brainerd Public Utilities service crews as needed and in emergencies.
- Coordinates activities with other departments and supervisors.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant and collection system lift stations.
- Thorough knowledge of hydraulic, chemical and mechanical principles pertinent to wastewater treatment plant operations.

- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to wastewater treatment industry, including MPCA, EPA, NELAC, and OSHA.
- Ability to plan and supervise the work of subordinates to meet requirements.

Wastewater Crew Chief

Page 2

Knowledge, Skills and Abilities (Cont.)

- Leadership including problem solving and decision making.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; skilled in the use and care of hand tools.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to read meters and gauges accurately and to maintain records of operations.
- Ability to write routine reports and correspondence.
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments.
- General knowledge of chemistry as applied to wastewater and water treatment.
- General knowledge of testing and procedures for wastewater and water sampling.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrates the ability to adapt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintains skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience and Special Requirements

- Must have a minimum of five years technical training and/or applicable job experience in the operation and maintenance of a wastewater treatment plant.
- Possess a MPCA Class B Wastewater Operator Certificate.
- Possess a MDH Class D Water Operator Certificate or higher.
- Possess a MPCA Type IV Biosolid Certificate.
- Possess an applicable State of MN Department of Labor and Industry Boiler License.
- Possess a Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within six months of hire.

The following are desirable qualifications:

- Possess a MPCA Class A Wastewater Operator Certificate.
- ~~Possess a MDH Class D Water Operator Certificate or higher.~~
- Graduation from Technical/Community College training program with specialized training in wastewater operations.
- Experience in a Certified Laboratory.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work regularly requires speaking or hearing, using hands to finger, handle or feel and tasting or smelling; frequently requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; and occasionally requires sitting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), exposure to toxic or caustic chemicals and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to extreme heat (non-weather), exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~January 1, 2018~~ [February 1, 2024](#)



Wastewater Crew Chief

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult technical work overseeing and participating in the operation and maintenance of a Class A Major wastewater treatment plant, collection system lift stations, and related work as apparent or assigned. Work is performed under the general supervision of the Water/Wastewater Manager. Supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude employee from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, organizes, directs, assigns, and inspects the work of subordinate plant personnel; gives instructions and enforces general operating procedures.
- Assists the Water/Wastewater Manager and participates in the overall operation, repair, and maintenance of the wastewater treatment plant with duties that include operating, monitoring, and/or troubleshooting of control panels, SCADA system, and lift stations.
- Advises and consults with Water/Wastewater Manager on unusual operating problems or the need for major repairs to equipment.
- Oversees all aspects of the biosolids application process.
- Responds to sewer calls; participates in an on-call rotation providing first response to after-hour alarms or calls.
- Instructs subordinates in safety, methods of operation and maintenance of equipment.
- Assists in the training and instruction of department staff in appropriate procedures regarding system operations.
- Maintains records of plant operations and prepares periodic reports for submission to local, state and federal regulatory agencies, superiors or others as required.
- Receives and responds to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise.
- Oversees pretreatment and long-term monitoring programs.
- Maintains inventory of supplies and equipment; places orders to ensure crew has appropriate materials and equipment for work assignments as authorized; monitors the effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Participates in work performed by crew including assisting with major repairs and installations and performing facility custodial and grounds maintenance duties.
- Maintains state certifications for operations by attending training seminars.
- Assists other Brainerd Public Utilities service crews as needed and in emergencies.
- Coordinates activities with other departments and supervisors.
- Performs related tasks as required.

Knowledge, Skills and Abilities

- Thorough knowledge of the operating characteristics and maintenance requirements of a wastewater treatment plant and collection system lift stations.
- Thorough knowledge of hydraulic, chemical and mechanical principles pertinent to wastewater treatment plant operations.
- Ability to maintain current knowledge of treatment processes and governmental rules and regulations pertaining to wastewater treatment industry, including MPCA, EPA, NELAC, and OSHA.
- Ability to plan and supervise the work of subordinates to meet requirements.

Knowledge, Skills and Abilities (Cont.)

- Leadership including problem solving and decision making.
- Thorough knowledge of the occupational hazards of the work and necessary safety precautions to comply with BPU and OSHA safety requirements.
- Ability to detect flaws in the operation of mechanical equipment and to determine proper remedial measures; skilled in the use and care of hand tools.
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to read meters and gauges accurately and to maintain records of operations.
- Ability to write routine reports and correspondence.
- General knowledge in the use and care of laboratory testing and analysis equipment and instruments.
- General knowledge of chemistry as applied to wastewater and water treatment.
- General knowledge of testing and procedures for wastewater and water sampling.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read and interpret documents such as BPU safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrates the ability to adapt to change in procedures and workload and able to maintain composure when confronted with stressful situations.
- Maintains skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience and Special Requirements

- Must have a minimum of five years technical training and/or applicable job experience in the operation and maintenance of a wastewater treatment plant.
- Possess a MPCA Class B Wastewater Operator Certificate.
- Possess a MDH Class D Water Operator Certificate or higher.
- Possess a MPCA Type IV Biosolid Certificate.
- Possess an applicable State of MN Department of Labor and Industry Boiler License.
- Possess a Minnesota Class A commercial driver's license with tanker endorsement or ability to obtain within six months of hire.

The following are desirable qualifications:

- Possess a MPCA Class A Wastewater Operator Certificate.
- Graduation from Technical/Community College training program with specialized training in wastewater operations.
- Experience in a Certified Laboratory.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work regularly requires speaking or hearing, using hands to finger, handle or feel and tasting or smelling; frequently requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; and occasionally requires sitting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather), exposure to toxic or caustic chemicals and exposure to the risk of electrical shock and occasionally requires working in high, precarious places, exposure to extreme heat (non-weather), exposure to vibration and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.



Public Utilities Commission Agenda Request

MEETING DATE: February 27, 2024

TITLE OF ITEM: Alley Project Ronald to Joseph

AGENDA: Approve

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Trent Hawkinson

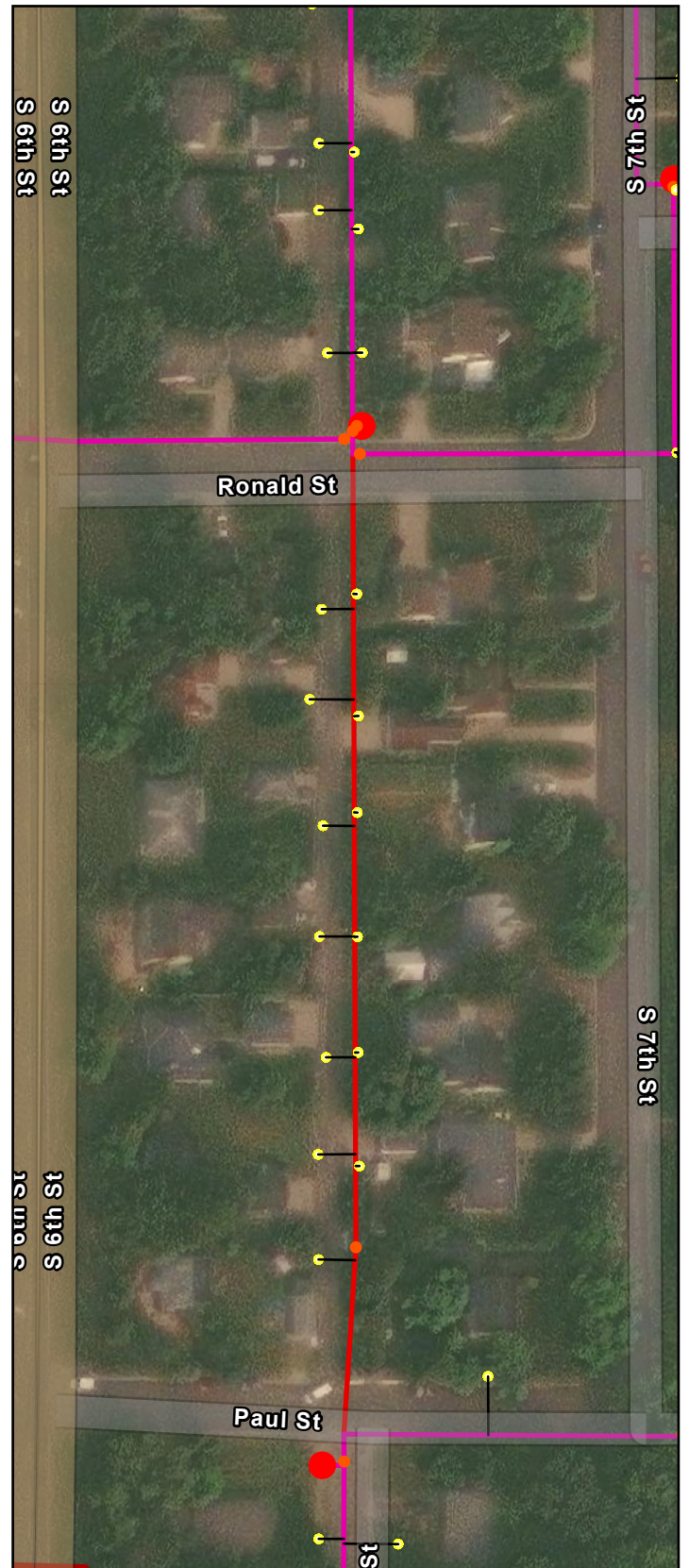
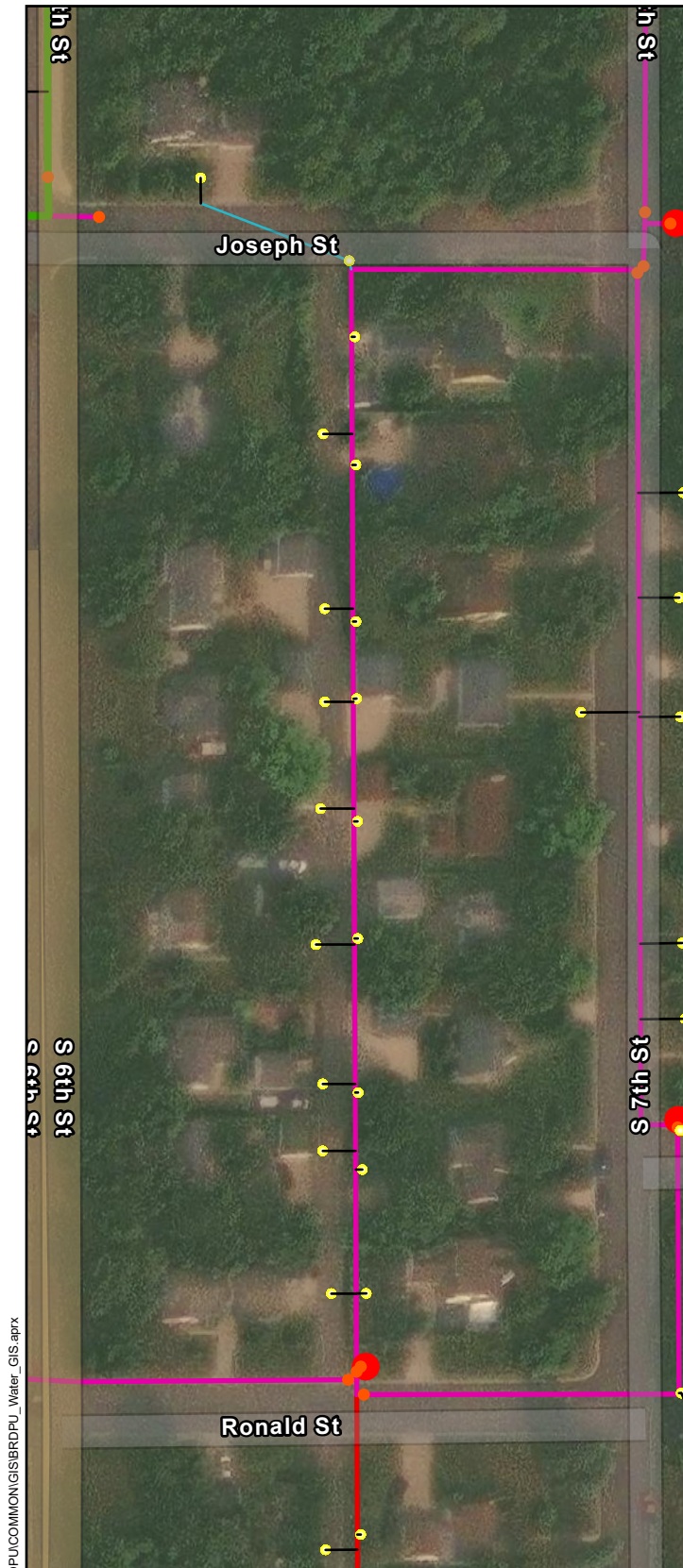
ESTIMATED TIME (MIN): 15

SUMMARY OF ISSUE: During the previous Commission meeting, staff were directed to obtain an estimate related to the alley project petitioned for by the citizens between Joseph and Ronald. Attached is a summary of a cost estimate related to the project for water service replacement. These services are in need of replacement based on their age, upcoming lead service line requirements and the condition of the underground infrastructure having multiple breaks in the past decade. This project is not included in the 2024 budget. The estimate of \$931,000 includes replacement of the customer service lines from the main to their homes. This service line replacement is estimated to be \$240,000. This leaves total project estimated cost for BPU of \$691,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommend that the Commission brings to Council a recommendation to delay this project for one year. This allows staff to best assist in coordination with the City and the customers affected by this project.

FINANCIAL IMPACT: \$691,000



Path: X:\AEBIBRPU\COMMON\GIS\BRDP\Water_GIS.aprx



		Project: XXXXX 000000 Print Date: 2/12/2024 Map by: ckatzenger Projection: Source:	Water Main/Service Replacement Alley Between Paul + Joseph Street Brainerd, Minnesota	Figure 1
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This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.

BUDGETARY ESTIMATE

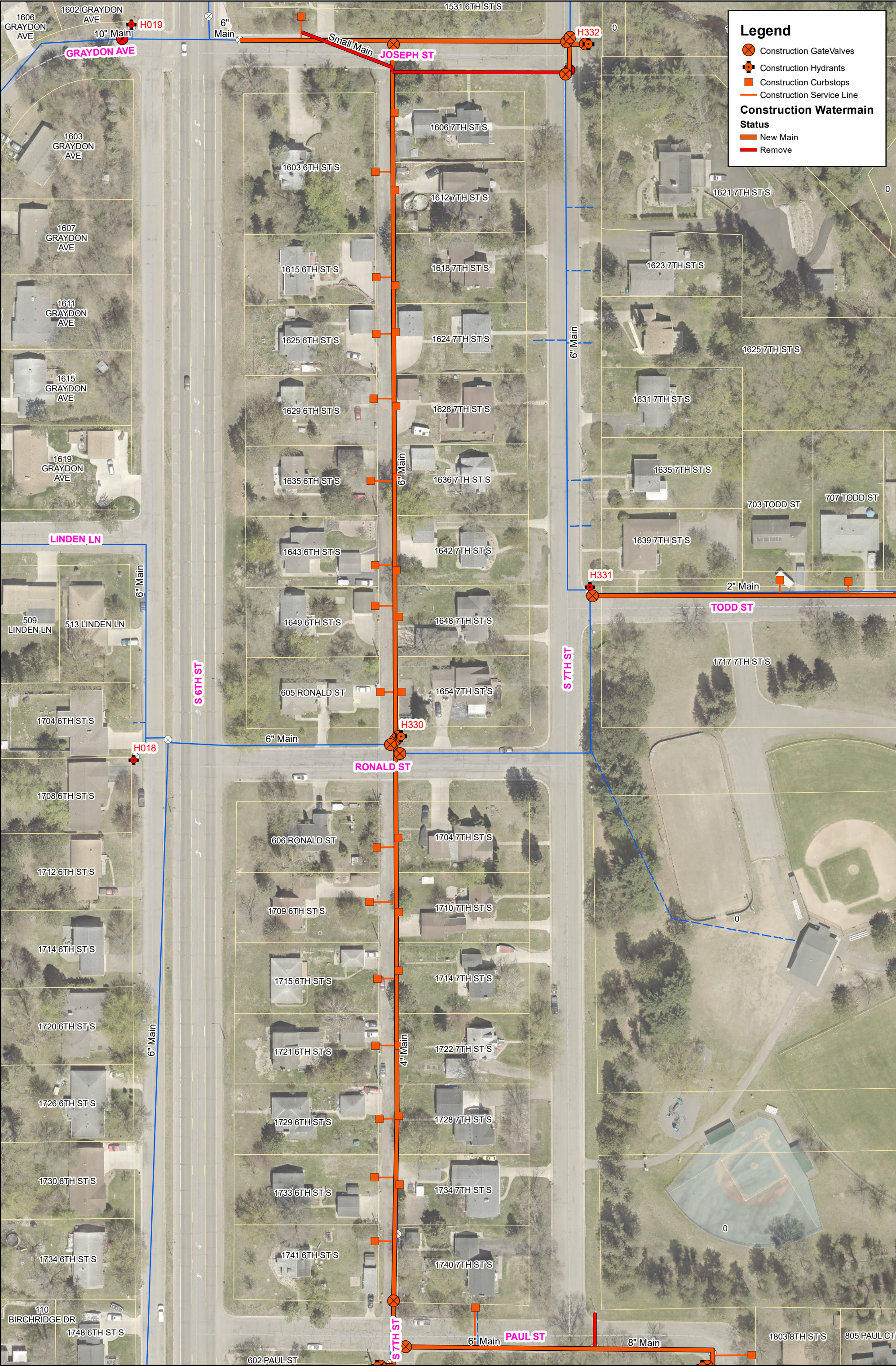


PROJECT NO.: BRDPU
NAME: WATERMAIN & SERVICE REPLACEMENT - JOSEPH STREET TO PAUL STREET ALLEY
OWNER: CITY OF BRAINERD - BRAINERD PUBLIC UTILITIES

ITEM	QUANTITY	UNIT	DESCRIPTION	ENGINEER'S ESTIMATE	
				UNIT COST	TOTAL
GENERAL					
1	1.00	LUMP SUM	MOBILIZATION (6%)	\$38,185.56	\$38,185.56
2	1.00	LUMP SUM	TRAFFIC CONTROL	\$5,000.00	\$5,000.00
3	1,380.00	LIN FT	REMOVE WATER MAIN	\$4.00	\$5,520.00
4	6.00	EACH	REMOVE GATE VALVE & BOX ASSEMBLY	\$300.00	\$1,800.00
5	1.00	EACH	REMOVE HYDRANT AND VALVE BOX ASSEMBLY	\$600.00	\$600.00
6	32.00	EACH	REMOVE CURB STOP & BOX	\$175.00	\$5,600.00
7	105.00	SQ YD	REMOVE CONCRETE DRIVEWAY PAVEMENT	\$10.00	\$1,050.00
8	182.00	SQ YD	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	\$8.00	\$1,456.00
9	16.00	EACH	BITUMINOUS ENTRANCE RESTORATION	\$1,000.00	\$16,000.00
10	16.00	EACH	CONCRETE ENTRANCE RESTORATION	\$1,000.00	\$16,000.00
11	16.00	LUMP SUM	REMOVE & REPLACE FENCE SECTIONS	\$1,500.00	\$24,000.00
WATER MAIN					
12	4.00	EACH	CONNECT TO EXISTING WATER MAIN	\$1,500.00	\$6,000.00
13	32.00	EACH	CONNECT TO EXISTING WATER SERVICE	\$400.00	\$12,800.00
14	1.00	EACH	HYDRANT	\$7,500.00	\$7,500.00
15	32.00	EACH	DIRECTIONAL DRILLING WATER SERVICE	\$2,500.00	\$80,000.00
16	32.00	EACH	CUSTOMER - INTERNAL PLUMBING	\$500.00	\$16,000.00
17	32.00	EACH	1" CORPORATION STOP & SADDLE	\$500.00	\$16,000.00
18	9.00	EACH	8" GATE VALVE AND BOX	\$3,000.00	\$27,000.00
19	32.00	EACH	1" CURB STOP AND BOX	\$550.00	\$17,600.00
20	480.00	LIN FT	1" WATER SERVICE PIPE - BPU	\$50.00	\$24,000.00
21	2,880.00	LIN FT	1" WATER SERVICE PIPE - CUSTOMER	\$50.00	\$144,000.00
21	1,380.00	LIN FT	8" DIP WATERMAIN	\$75.00	\$103,500.00
22	2,500.00	POUND	DUCTILE IRON FITTINGS	\$14.00	\$35,000.00
23	1.00	LUMP SUM	TEMPORARY WATER SUPPLY SYSTEM	\$25,000.00	\$25,000.00
TURF RESTORATION & EROSION CONTROL					
24	1.00	LUMP SUM	EROSION CONTROL	\$15,000.00	\$15,000.00
25	1.00	LUMP SUM	TURF ESTABLISHMENT & RESTORATION	\$30,000.00	\$30,000.00
*TOTAL CONSTRUCTION					\$674,612
CONTINGENCIES (20%)					\$134,922
ENGIENERING & CONSTRUCTION (15%)					\$101,192
FISCAL, LEGAL, ADMIN (3%)					\$20,238
*PROJECT BUDGET TOTAL					\$931,000

*Preliminary Estimate for planning purposes only - Estimate will change based actual design.

X:\AE\B\BRDPU\COMMON\Proposals\2024\Water Main + Service Replacement (Alley from Joseph St to Paul St)\[Engr Est BPU Water Main + Service Replacement - Alley Josph S



Legend

 Construction GateValves

 Construction Hydrants

 Construction Curbstops

 Construction Service Line

Construction Watermain Status

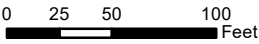
 New Main

 Remove



BRainerd PUBLIC UTILITIES
ALLEY PROJECT PROPOSED WATER CONSTRUCTION MAP

This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.



Date: 2/23/2024



Public Utilities Commission Agenda Request

MEETING DATE: February 27, 2024

TITLE OF ITEM: See attached separate memo regarding updates on unfinished business

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: Unfinished business items to be discussed and updates to be provided to the Commission.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

**Brainerd Public Utilities
BPU Commission Unfinished Business
February 27, 2024**

A. Roberts Gravel Pit Purchase (1/31/23)

The process is on-going and additional information will be provided during the closed session.

B. Hydro Generation/Automation (1/31/23)

BARR Engineering presented costs and multiple options to the finance committee and staff.

C. Current Open Employment Positions at BPU

The following job descriptions were recommended by Commission to City Council for approval with date of recommendation included:

- Business Office Support Specialist (5/30/23)
- Facilities Custodian (5/30/23)
- Journeyman Electrician (7/25/23)

D. Organizational Restructuring (10/31/23)

Due to the restructuring and realignment of BPU positions it will be necessary to revise the following job descriptions:

- Water Plant Chief Operator
- Water Plant Operator
- Water Crew Chief
- Water Service Worker
- Maintenance Mechanic to Maintenance Lead
- Operations Manager
- Water/Wastewater Manager

Journeyman lineman position has been posted, applications have been received and interviews have been postponed due to uncertainty of pay with union negotiations.

E. Schedule of Authority Roles of Commission and Council in Operation of BPU (10/31/23)

Was presented at the joint session between council and commission, and no adjustments were made. See attached minutes from the joint session approved by the Council. A future meeting will be set to discuss potential partnership agreement.

F. Development of Plan to be Carbon Free by 2040 (10/31/23)

BPU is subject to the State's Renewable Energy Standard (RES). The RES will require BPU to either generate or procure sufficient electricity generated by an eligible energy technology (solar, wind, hydroelectric, or biomass) to retail customers of BPU that is equivalent to at least 25% of total retail electric sales to retail customers by 2025 and 55% by 2035. In addition to the RES BPU must generate or procure sufficient electricity generated from a carbon-free energy technology (technology that generates electricity without emitting carbon dioxide) that will be 100% by 2040. Conversations have been occurring with AEP on purchasing renewable energy credits to meet our required standards. See AEP agreement.

G. Brainerd City Code Section 700 – Sewer Code (3/28/23)

Reviewed by BPU Commission and recommended to Council for approval. Prior to final approval by Council the revised Code was sent to MPCA for review and found compliant for the delegated management program. Revised code was presented at City council in February for first reading.

- H. Rewrite of Brainerd City Code Section 705 – Water System (6/27/23)
The process of rewriting Section 705 has begun.
- I. Lead Service Line (LSL) Inventory Assessment (9/26/23)
Work continues mapping of the public water system, see the attached flyer to be sent to customers. Identification of types of materials used in water service lines along with inventory process is required to be completed and submitted to the Minnesota Department of Health before October 16, 2024. Total cost to replace on complete service line could cost as much as \$44,000 per service.
- J. Wellhead Protection Plan (WHP) (7/25/23) **
Continue to work with Minnesota Rural Water Association and Bolton & Menk on completing WHPP Part 2 Amendment by July 1, 2024. Staff and the WHP team had a recent meeting and the final draft is being prepared by B&M.
- K. Electric Transmission Service to Brainerd (1/31/23)
Continue to work on scheduling a meeting in Q1 of 2024 with Minnesota Power to discuss capacity constraints imposed on BPU by MP on transmission line serving Brainerd.
- L. Crypto Mining Activity (7/1/22) **
JFK current mining load is approximately 21 MWs. Plan to be at 25 MWs in early Q1 of 2024. VCV's contract is set to expire on March 22, 2024. Need to discuss future agreement.
- M. Corrosion Control Plan to Minnesota Department of Health (10/31/23)
A plan was submitted to the Minnesota Department of Health by November 6, 2023, describing the intended plan for dealing with copper corrosion. The plan approval was received January 26, 2024. BPU also sent a brochure to all water customers describing important information about copper in drinking water as required by MDH. A corrosion control video has been posted to the website for informational purposes of this treatment plan.
- N. Credit Card Transaction Fees (01/30/2024)
Continued discussion and research occurring with Global Payments representatives and Bremer Bank. It appears that BPU can receive reduced rates as a utility provider. In asking Global Payments what rates can be offered they have proposed a decrease of 21%, which would be a reduction back to the rates that were prior to Decembers increase. Staff are still awaiting responses from Tyler Payments for new pricing and the utility pricing information.
- O. Reclamation and Backwash Project (2/27/2024)
Surveying and phase 1 of construction meetings have begun on the project with Bolton & Menk.

Pursuant to due call and notice thereof, the special meeting of the Brainerd City Council and Public Utilities Commission was called to order at 6:00 P.M. by Council President Bevens.

Upon roll call, the following members were noted as present: Terry, Stenglein, Johnson, Czezok, O'Day, Stunek, and Bevens. Mayor Badeaux was also noted as present. Public Utilities commissioners noted as present: Angland, O'Day, and Matten.

Staff present were BPU Operations Manager Hawkinson, Finance Director Hillman, City Engineer/Public Works Director Dehn, Interim City Administrator Wussow, HR Director Schubert, BPU Finance Manager Loch, Public Utilities Director Wicklund, and WWTP Supervisor Gammon.

Public Utilities Succession Planning

Interim City Administrator Wussow stated that the red lined version of the proposed job description for the Public Utilities Director with a title change to Assistant City Administrator was included in the packet. Utilizing the market study and the current Public Utilities Director wage, staff is recommending a 10% increase to the proposed wage. He stated that the City Administrator is the lead staff person for the entire City. The proposed position description as Assistant Administrator reflects that.

Public Utilities Commission Chair Matten stated that when the work group met in March of 2023 the intention was not to update the job title to Assistant City Administrator. The proposed job description and title creates confusion for the Commission and the leadership that they hold.

Council Member Czezok asked whether the work group would be utilized for the hiring for this position.

Interim City Administrator Wussow that the personnel policy identifies that there will be a work group to fill this position.

Public Utilities Director Wicklund asked why the work done by the work group nine months ago is now insufficient. He gave an overview of the documents he submitted for the meeting. He stated that there are several big issues that are facing the Utility and City as whole in the coming years that will require someone with advanced knowledge. He would implore the Council to think about why there are changes being made to the position right now.

City Council Chair Bevens clarified Public Utilities Director Wicklund's points for simplicity. There is concern about the timing of the update to the position, the title, pay for the position, and communication between the Council and Public Utilities Commission.

Interim City Administrator Wussow stated that the title change would reflect the Council directive of the position reporting to the City Administrator.

Council Member Czezok stated that he viewed the Personnel and Finance Committee meeting from the last meeting. He stated that the conversation was concerning. According to the job description, the City Administrator is the supervisor of the Public Utilities Director for personnel issues. However, the Public Utilities Commission gives guidance on the operations. He asked whether the changing of the name was going to interfere with operations. When it

comes to personnel policy, would the Public Utilities Director be under the supervision of the City Administrator when it comes to performance and discipline. Which would imply the Director isn't following the direction of the Commission. Is there a scenario where the City Administrator would need to instruct the Public Utilities Director on operations contrary to the Commission.

Public Utilities Commissioner O'Day stated that the work group that was formed in 2023 approved the current job title for uniformity and consistency. The Charter changed only the personnel duties of the Commission. To answer Council Member Czeczok's questions, yes, the Commission gives guidance on operations only and there is confusion with the proposed title change.

Council Member Czeczok stated that he believes the answer Public Utilities Commissioner O'Day gave is correct. If there is no disagreement with the answer, he will take the answer as fact. The current title of the position describes the position he believes the title should be maintained.

Council Member Johnson stated that he supports the recommendation by Interim City Administrator Wussow as he has a unique position having been on the Commission previous to and after the Charter change as well as having been the City Administrator previous to and after the Charter change.

Council Member Terry stated that she does not support the title change of the position having been a part of the work group.

Council Member O'Day stated that he doesn't care one way or another what the position is called, but he is aware that it may cause an issue as far as hiring. If the position title is going to cause friction, then keep it the same.

Council Member Stunek stated that the Council generally listens to the findings of a work group. This is a great example of a work group done internally. What is the point of forming work groups if the Council does not listen to them. He would leave the position alone and move on.

Public Utilities Chair Matten stated that the issue is more than the title, there are job description changes. She pointed specifically to bullet point two of the essential functions. The job description was developed following the personnel guidelines. The job description as proposed says that the City Administrator is in charge of operations, which contradicts the Charter. Communication needs to be improved. She would suggest that the work group meet again.

Interim City Administrator Wussow stated that the timeline would require that the job description be approved at the next City Council meeting on January 16th. Referring to the current job description, the general definition of work states "Work is performed under the supervision of the City Administrator with oversight and guidance from the Brainerd Public Utilities Commission."

Council Member Johnson stated that the opportune time to review the job description is now since the job will be open. It was not perfect nine months ago, the proposed description isn't perfect either, but maybe the work group can meet to improve upon it. The Charter clearly lays out that the City Council does all of the hiring and terms of employment. The Public Utilities Commission can hate the description all they want. However, the Council is friendly and takes input from the commission.

Mayor Badeaux stated that the only time things get contentious is when the timeline is short. He greatly dislikes short timelines as people think that things are going on without the

public being aware to push something through. Now is the appropriate time to review the job description.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND CZECHOK TO APPROVE THE EXISTING TITLE; FURTHER TO HAVE THE WORK GROUP GET TOGETHER TO REVIEW THE JOB DESCRIPTION FOR THE PUBLIC UTILITIES DIRECTOR.

Council Members Terry, Stenglein, Czechok, O'Day, Stunek, and Bevans voted "aye". Council Member Johnson voted "nay". The Chair declared the motion carried. The work group will meet at 12:30 p.m. on January 9th.

Discuss Roles and Responsibilities of City Council and City of Brainerd Public Utilities Commission

The City Council and Commission felt that this was addressed throughout the discussion of the previous item.

Discuss Coordination of Future Street Improvement Projects

City Engineer/Public Works Director Dehn gave an overview of the memo that was included in the packet. Staff from Engineering and Public Utilities meet bi-weekly to coordinate projects to improve communication. The capital plan was developed from conversations with BPU and utilizing the previous capital plan. The priority of the projects was determined in large part with finances in mind. The State Aid funds are still advanced.

Council Chair Bevans asked Commission Chair Matten what staff can do to better coordinate future street improvements.

Commission Chair Matten stated that the Commission was not aware that there was coordination happening between the City and BPU staff. Communication needs to continue to improve.

Council Member Czechok stated that he appreciates the memo put together. However, any projects that the underground be evaluated with each project regardless of the financial factors. The MnDOT mandated projects put the state aid account back 10 years. If something were to happen to a sanitary sewer line, the City and Utility could incur large fines.

Council Member O'Day stated that the capital plan would prioritize the utilities if there was more knowledge about the structures and conditions of the utilities.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY, DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 7:07 p.m.



Patrick Wussow
Interim City Administrator



Public Utilities Commission Agenda Request

MEETING DATE: February 27, 2024

TITLE OF ITEM: Approve Amendment 16 with AEP Energy Partners

AGENDA: Approve

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Danny Loch, Finance Manager

ESTIMATED TIME (MIN): 4

SUMMARY OF ISSUE: AEP energy partners has proposed amendment 16 to the energy contract to meet the demands of the renewable energy requirements set by the State of Minnesota. This amendment approves purchase of additional renewable energy credits to meet the needs of BPU for the upcoming three-year period dependent on our total demand. It also replaces the paragraph in the original amendment that reiterates the change in State standards.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommends the approval of the 16th amendment as proposed by AEP energy partners.

FINANCIAL IMPACT:

SIXTEENTH AMENDMENT TO
MARKET BASED RATE
FULL REQUIREMENTS AGREEMENT

This SIXTEENTH AMENDMENT (“Amendment”) is dated as of February 27, 2024 (“Effective Date”) by and between AEP Energy Partners, Inc. (“Company”), and the City of Brainerd, Minnesota, by and through the Brainerd Public Utilities (“Customer”) (each individually a “Party,” or collectively, the “Parties”).

RECITALS

WHEREAS, the Parties entered into a Market Based Rate Full Requirements Agreement dated January 4, 2016, as amended by that First Amendment dated April 26, 2016, that Second Amendment dated May 31, 2016, that Third Amendment dated June 23, 2017, that Fourth Amendment dated September 26, 2017, that Fifth Amendment dated July 31, 2018, that Sixth Amendment dated December 18, 2018, that Seventh Amendment dated June 3, 2019, that Eighth Amendment dated March 20, 2020, that Ninth Amendment dated September 29, 2020, that Tenth Amendment dated October 13, 2020, that Eleventh Amendment dated March 16, 2022, that Twelfth Amendment dated April 27, 2022, that Thirteenth Amendment dated March 14, 2023, that Fourteenth Amendment dated May 30, 2023 and; that Fifteenth Amendment dated January 20, 2023 (collectively, the “Agreement”); and

WHEREAS, the Parties desire to amend the Agreement to document certain transactions pertaining to ZRCs in Appendix D, and to address changes to the Renewable Energy and Carbon-Free Standards;

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained in the Agreement including this Amendment thereto, the Parties hereby agree as follows:

I. Amendments.

A. Appendix D Table of ZRC Transactions. To memorialize certain ZRC transactions, Appendix D is deleted in its entirety and replaced with the Appendix D “Table of ZRC Transactions” attached to this Amendment, and incorporated herein by this reference.

B. Section 3.6 Renewable Portfolio Standards (RPS): is deleted in its entirety and replaced with the following: “**Section 3.6 “Renewable Energy Standards (RES) and Carbon-Free Standard (CFES).** Customer, not Company, is responsible for compliance with the Minnesota RES and any Minnesota CFES, including i) compliance filings, if any, as defined and set forth under state law and regulation in effect as of the Effective Date and amended from time to time, and, ii) all associated compliance costs (Tracking System(s) or otherwise), whether incurred by Company on Customer’s behalf or Customer directly. If the Minnesota RES and/or Minnesota CFES is changed or modified by state law or regulation or federal law or regulation, then Customer will be responsible for additional incremental costs, if any, reasonably determined by the Company that are associated with such law or regulation.

For Customer’s RES Reporting Years 2023 through 2025, Company will sell to Customer Minnesota compliant Renewable Energy Credits (RECs) that are from the Midwest Renewable Energy Tracking System (M-RETS) in the volumes and for the cost as set forth in Appendix E, Table of REC Volumes and Cost.

Company will be permitted, consistent with the current rules associated with the Minnesota RES set forth in Minnesota Code §216B.169, to bank RECs for a period of up to 4 years to meet the REC Volumes set forth above. Company will provide reasonable assistance to Customer with Customer’s RES and CFES compliance activities, from time to time. As the Public Utilities Commission of Minnesota further develops regulations related to the recently adopted CFES that is currently set to start in 2030, the parties will discuss possible amendments to this Agreement relative to the CFES that are mutually acceptable to the Parties.”

Except as set forth above, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have caused their duly authorized representatives to execute this Amendment on their behalf as of the date first above written.

City of Brainerd, Minnesota
By and Through the Brainerd Public Utilities

AEP Energy Partners, Inc.

By: _____

By: _____

Name: Dolly Matten

Name: Thomas M. Myers

Title: Commission President

Title: Vice President

APPENDIX D
TABLE OF ZRC TRANSACTION CONFIRMATIONS

Planning Year	Amendment made for ZRC	Local Resource Zone (LRZ)	Quantity (#MWs of ZRCs)	Contract Price (\$ per ZRC)	Additional or Special Terms	Charge (\$)
PY 19/20						
June 1, 2019 through May 31, 2020	First Amendment	LRZ 1	30 MWs of ZRCs	\$3,200.00/per MW per Month	See Footnotes 1, 2 and 3	\$96,000.00/per Month
June 1, 2019 through May 31, 2020	Second Amendment	LRZ 1	5 MWs of ZRCs	\$1,800.00/per MW per Month	See Footnote 2 and 3	\$9,000.00/per Month
June 1, 2019 through May 31, 2020	Fourth Amendment	LRZ 1	5 MWs of ZRCs	\$1,850/per MW per Month	See Footnote 2, 3 and 5	\$9,250.00/per Month
June 1, 2019 through May 31, 2020	Fourth Amendment	LRZ 1	5 MWs of ZRCs	\$1,850/per MW per Month	See Footnote 2, and 3	\$9,250.00/per Month
PY 20/21						
June 1, 2020 through May 31, 2021	First Amendment	LRZ 1	30 MWs of ZRCs	\$3,200.00/per MW per Month	See Footnote 2 and 3	\$96,000.00/per Month
June 1, 2020 through May 31, 2021	Second Amendment	LRZ 1	20MWs of ZRCs	\$3,700.00/per MW per Month	See Footnote 2 and 3	\$74,000.00/per Month
PY 21/22						
June 1, 2021 through May 31, 2022	First Amendment	LRZ 1	30 MWs of ZRCs	\$3,200.00/per MW per Month	See Footnote 2 and 3	\$96,000.00/per Month
June 1, 2021 through May 31, 2022	Second Amendment	LRZ 1	20MWs of ZRCs	\$3,700.00/per MW per Month	See Footnote 2 and 3	\$74,000.00/per Month
PY 22/23						
June 1, 2022 through May 31, 2023	First Amendment	LRZ 1	30 MW of ZRCs	\$3,500.00/per MW per Month	See Footnote 2, 3, and 4	\$105,000.00/per Month
June 1, 2022 through May 31, 2023	Second Amendment	LRZ 1	20MWs of ZRCs	\$3,700.00/per MW per Month	See Footnote 2 and 3	\$74,000.00/per Month
PY 23/24						
June 1, 2023 through May 31, 2024	First Amendment	LRZ 1	30 MW of ZRCs	\$3,500.00/per MW per Month	See Footnote 2, 3, and 4	\$105,000.00/per Month
June 1, 2023 through May 31, 2024	Second Amendment	LRZ 1	20MWs of ZRCs	\$3,700.00/per MW per Month	See Footnote 2 and 3	\$74,000.00/per Month

Planning Year	Amendment made for ZRC	Local Resource Zone (LRZ)	Quantity (#MWs of ZRCs)	Contract Price (\$ per ZRC)	Additional or Special Terms	Charge (\$)
PY 24/25						
June 1, 2024 through May 31, 2025	First Amendment	LRZ 1	30 MW of ZRCs	\$3,500.00/per MW per Month	See Footnote 2, 3, and 4	\$105,000.00/per Month
June 1, 2024 through May 31, 2025	Second Amendment	LRZ 1	20MWs of ZRCs	\$3,700.00/per MW per Month	See Footnote 2 and 3	\$74,000.00/per Month
PY 25/26						
June 1, 2025 through May 31, 2026	Fourth Amendment	LRZ 1	20MWs of ZRCs	\$4,000.00/per MW per Month	See Footnote 2 and 3	\$80,000.00/per Month
June 1, 2025 through May 31, 2026	Sixth Amendment	LRZ 1	10 MWs of ZRCs	\$3,500.00/per MW per Month	See Footnote 2 and 3	\$35,000.00/per Month
June 1, 2025 through May 31, 2026	Fifteenth Amendment	LRZ 1	5.5 MWs of ZRCs	\$5,000.00/per MW per Month	See Footnote 2 and 3	\$27,500.00/per month
PY 26/27						
June 1, 2026 through May 31, 2027	Fourth Amendment	LRZ 1	20MWs of ZRCs	\$4,000.00/per MW per Month	See Footnote 2 and 3	\$80,000.00/per Month
June 1, 2026 through May 31, 2027	Sixth Amendment	LRZ 1	10MWs of ZRCs	\$3,500.00/per MW per Month	See Footnote 2 and 3	\$35,000.00/per Month
June 1, 2026 through May 31, 2027	Fifteenth Amendment	LRZ 1	5.5 MWs of ZRCs	\$5,000.00/per MW per Month	See Footnote 2 and 3	\$27,500.00/per month
PY 27/28						
June 1, 2027 through May 31, 2028	Fourth Amendment	LRZ 1	20MWs of ZRCs	\$4,000.00/per MW per Month	See Footnote 2 and 3	\$80,000.00/per Month
June 1, 2027 through May 31, 2028	Sixth Amendment	LRZ 1	10MWs of ZRCs	\$3,500.00/per MW per Month	See Footnote 2 and 3	\$35,000.00/per Month
PY 28/29						
June 1, 2028 through May 31, 2029	Fourth Amendment	LRZ 1	20MWs of ZRCs	\$4,000.00/per MW per Month	See Footnote 2 and 3	\$80,000.00/per Month
June 1, 2028 through May 31, 2029	Sixth Amendment	LRZ 1	10MWs of ZRCs	\$3,500.00/per MW per Month	See Footnote 2 and 3	\$35,000.00/per Month
PY 29/30						
June 1, 2029 through May 31, 2030	Fourth Amendment	LRZ 1	20MWs of ZRCs	\$4,000.00/per MW per Month	See Footnote 2 and 3	\$80,000.00/per Month
June 1, 2029 through May 31, 2030	Sixth Amendment	LRZ 1	10MWs of ZRCs	\$3,500.00/per MW per Month	See Footnote 2 and 3	\$35,000.00/per Month

OTHER						
Separate ZRC SALE BY CUSTOMER TO SELLER	Amendment made for ZRC	Local Resource Zone (LRZ)	Quantity (#MWs of ZRCs)	Price (\$ per ZRC)	Additional or Special Terms	Credit (\$)
PY 20/21 – thru PY 24/25 June 1, 2020 through May 31, 2025	Fourth Amendment	LRZ 1	5 MW of ZRCs	\$2,500.00/per MW per Month	See Footnote 6	\$12,500.00/per Month Customer Credit in applicable PY
PY 20/21 June 1, 2020 through May 31, 2021	Eighth Amendment	LRZ 1	4.8 MW of ZRCs	\$500.00/ per MW per Month	See Footnote 6	\$2,400.00/per Month Customer Credit in Planning Year
PY 21/22 June 1, 2021 through May 31, 2022	Ninth Amendment	LRZ 1	4.8 MW of ZRCs	\$800.00/ per MW per Month	See Footnote 6	\$3,840.00/per Month Customer Credit in Planning Year
PY 22/23 June 1, 2022 through May 31, 2023	Ninth Amendment	LRZ 1	6 MW of ZRCs	\$1,000.00/ per MW per Month	See Footnote 6	\$6,000.00/per Month Customer Credit in Planning Year
PY 22/23 June 1, 2022 through May 31, 2023	Eleventh Amendment	LRZ 1	1.4 MW of ZRCs	\$1,000.00/ per MW per Month	See Footnote 6	\$1,400.00/per Month Customer Credit in applicable Planning Year
PY 23/24 June 1, 2023 through May 31, 2024	Ninth Amendment	LRZ 1	6 MW of ZRCs	\$1,000.00/ per MW per Month	See Footnote 6	\$6,000.00/per Month Customer Credit in Planning Year
PY 24/25 June 1, 2024 through May 31, 2025	Ninth Amendment	LRZ 1	6 MW of ZRCs	\$1,000.00/ per MW per Month	See Footnote 6	\$6,000.00/per Month Customer Credit in Planning Year

Separate ZRC SALE BY CUSTOMER (if seasonal, designate)	Local Resource Zone (LRZ)	Quantity (#MWs of ZRCs) Purchase shows as (negative)	Price (\$ per ZRC)	Additional or Special Terms	Charge or Credit (\$)
PY 23/24					
Summer Seasonal June 1, 2023 through August 31, 2023	LRZ 1	(0.7) MWs of ZRCs	\$/per MW per Month from Auction	See Footnote 7	\$/Month Customer Charge or Credit determined by Seasonal Auction Price
Fall Seasonal September 1, 2023 through November 30, 2023	LRZ 1	8.5 MWs of ZRCs	\$/per MW per Month from Auction	See Footnote 7	\$/Month Customer Charge or Credit determined by Seasonal Auction Price
Winter Seasonal December 1, 2023 through February 2024	LRZ 1	8.7 MWs of ZRCs	\$/per MW per Month from Auction	See Footnote 7	\$/Month Customer Charge or Credit determined by Seasonal Auction Price
Spring Seasonal March 1, 2024 through May 31, 2024	LRZ1	9.0 MWs of ZRCs	\$/per MW per Month from Auction	See Footnote 7	\$/Month Customer Charge or Credit determined by Seasonal Auction Price
PY 24/25					
<u>Summer Seasonal June 1, 2024 through August 31, 2024</u>	<u>LRZ 1</u>	<u>(0.4) MWs of ZRCs</u>	<u>\$/per MW per Month from Auction</u>	<u>See Footnote 7</u>	<u>\$/Month Customer Charge or Credit determined by Seasonal Auction Price</u>
<u>Fall Seasonal September 1, 2024 through November 30, 2024</u>	<u>LRZ 1</u>	<u>5.3 MWs of ZRCs</u>	<u>\$/per MW per Month from Auction</u>	<u>See Footnote 7</u>	<u>\$/Month Customer Charge or Credit determined by Seasonal Auction Price</u>
<u>Winter Seasonal December 1, 2024 through February 2025</u>	<u>LRZ 1</u>	<u>6.5 MWs of ZRCs</u>	<u>\$/per MW per Month from Auction</u>	<u>See Footnote 7</u>	<u>\$/Month Customer Charge or Credit determined by Seasonal Auction Price</u>
<u>Spring Seasonal March 1, 2025 through May 31, 2025</u>	<u>LRZ1</u>	<u>4.9 MWs of ZRCs</u>	<u>\$/per MW per Month from Auction</u>	<u>See Footnote 7</u>	<u>\$/Month Customer Charge or Credit determined by Seasonal Auction Price</u>

Additional or Special Terms For Table:

Footnote 1: For any ZRC quantities prior to July 1, 2019, at Customer's request, Company will, if required by MISO Rules, provide such ZRCs to Customer's requirements provider during such period at no additional cost.

Footnote 2: Customer shall also reimburse Company for any incremental costs or charges that Company incurs to meet the New Capacity Rules. Customer's incremental costs or charges associated with the specified amount of MWs of ZRCs shall be calculated as the positive difference between (a) the product of (i) specified amount of MWs of ZRCs

and (ii) the Auction Clearing Price (“ACP”) for the Local Resource Zone (“LRZ”) where the load is located; and (b) the product of (i) the specified amount of MWs of ZRCs purchased by Company for Customer’s load and (ii) the ACP for the applicable LRZ where the generation resource is located. If FERC modifies the New Capacity Rules, the foregoing calculation will be adjusted by Company to the extent necessary to address any such modifications. To the extent that the specified amount of MWs of ZRCs exceed Customer’s Capacity requirements within MISO, Company will sell any such excess and apply the proceeds of such sale to Customer’s invoice.

Footnote 3: For any amount of ZRCs needed in excess of the MWs specified for a Planning Year, Customer shall reimburse Company for any and all costs or charges, incremental or otherwise, that Company shall incur on Customer’s behalf to meet the FERC approved New Capacity Rules.

Footnote 4: Company’s bilateral transaction is a qualified purchase option for Capacity in the form of up to 30 MW of ZRCs in Local Resource Zone 1. Customer understands that the option is qualified by the availability to the counterparty, as determined by the counterparty, of a Capacity resource at that time and is also subject to certain conditions associated with the implementation of the Minnesota Clean Power Plan, such that Capacity resource availability and specific conditions must be satisfied before the option is available for exercise. Subject to the terms of this Agreement and Company’s ability to acquire such Capacity under said bilateral option, Company grants an option to Customer, subject to the following qualifications and conditions related to the availability of the Capacity resource contained within Company’s bilateral agreement, namely, the generation owner determining in a commercially reasonable manner within two months of the published date of the Minnesota Clean Power Plan and Company receiving notice from said generation owner that it has determined that it has extra Capacity available for sale between June 1, 2022 thru May 31, 2025. Upon Company notifying Customer that it has received a notice from the generation owner that it has extra Capacity available for sale, Customer will then have within fifty (50) days of Company’s notification hereunder to determine whether Customer wants to exercise the option for the Capacity. If Customer timely exercises said Option after Company has notified Customer that the generation resource owner conditions have been satisfied, Company will sell such ZRCs to and Customer will purchase such ZRCs as further described in this Agreement. If under the Company’s bilateral agreement, the generation owner determines that there is no available generation within two months of the published date of the Minnesota Clean Power Plan, then Customer will not have the ability to exercise the option to secure such Capacity from Company.

Footnote 5: Company’s bilateral transaction is subject to a condition precedent, as the generation resource owner is building a new generation facility, so the counterparty has a time limited option to cancel Company’s purchase prior to December 31, 2017, if the counterparty determines that the cost of the project is projected not to be in its financial interest, as determined solely by such counterparty, the counterparty may terminate the bilateral transaction, and this purchase would be null and void. Updated with 6th Amendment: As the counterparty did not exercise its time limited option to cancel, this condition precedent is no longer applicable, as Company received an acknowledgement from the counterparty that the counterparty’s ability to cancel has expired.

Footnote 6: Customer, as the seller of the ZRCs, will designate Company to accomplish delivery of the ZRCs by submitting the appropriate transaction(s) in MISO’s Module E capacity tracking system, or any successor system and Customer will not have sold or committed such ZRCs to another party. In the unlikely event that the ZRCs would not be available for Company to deliver on behalf of Customer, then Seller would be responsible for the positive difference, if any, obtained by subtracting the Contract Price from the price associated with any replacement ZRCs Company acquires and multiplying such amount (positive difference, if any) by the portion of the Quantity not delivered to Company. Company will issue an invoice for such amount accordingly.

Footnote 7. Company will submit these volumes (Purchases as a negative Qty and Sales as positive Qty) into the MISO Auction.

APPENDIX E
TABLE OF REC VOLUMES AND COST

RES Reporting Year	REC Volume Amounts	Cost \$/REC	Total Cost
2023	18,000	\$1.25	\$22,500
2024	54,500	\$1.25	\$68,125
2025	<u>76,500</u>	<u>\$1.25</u>	<u>\$95,625</u>
Total	149,000	\$1.25	\$186,250



Public Utilities Commission Agenda Request

MEETING DATE: February 27, 2024

TITLE OF ITEM: Discuss Hydro Generation options

AGENDA:

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Todd Wicklund, Public Utilities
Director, Danny Loch, Finance Manager, Trent
Hawkinson

ESTIMATED TIME (MIN): 15

SUMMARY OF ISSUE: Staff have been working with BARR engineering on options for generation at the Hydro Dam. BARR has received estimates and provided these estimates to staff and the finance committee for generation options that the Commission could consider for increased generation at the hydro facility. Their report with these estimates is attached. When looking at the options provided, the benefit of each generation option is summarized in the attached report. There are 4 options presented in the summary. The first option is for a single Flygt generator for unit 6. Option 1A as presented in the summary describes two Flygt units, for 6 and 4. Option 3.1 includes a single Leffel generator for unit 6 and a required building over units 4 through 6 to protect the generator. Option 3.2 as presented is for a single unit 6 generator with a building over units 1-6.

The Flygt generators would not require a building covering the structure to house the new unit. The Leffel generators would require a new building covering the generators.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff's recommendation would be to pursue option 1A, procuring two Flygt generators for unit 6 and 4. This would enable additional generation options with other pits that are currently not generating.

FINANCIAL IMPACT:

Brainerd Public Utilities
Summary of Power Generation Options
For Hydroelectric Generation Station

	Option 1		Option 1A		Option 3.1		Option 3.2	
	New Unit in #6	\$/MWh	New Units in #4 & #6	\$/MWh	New Units in #6	\$/MWh	New Units in #6	\$/MWh
<u>New Generation in MWh's</u>								
Annual	2,284		3,131		2,381		2,381	
Total for 50 Year Period Starting in 2025	114,200		156,550		119,050		119,050	
<u>Total Incremental Revenue</u>								
Total for 50 Year Period Starting in 2025	\$ 13,169,000	\$ 115.32	\$ 18,053,000	\$ 115.32	\$ 13,729,000	\$ 115.32	\$ 13,729,000	\$ 115.32
<u>Project Costs</u>								
Turbine Cost (Equipment Only)	\$ 715,000		\$ 1,430,000		\$ 2,800,000		\$ 2,800,000	
Total Construction Costs	1,800,000		3,775,000		2,350,000		3,580,000	
Professional Services (12%)	380,000		790,000		780,000		960,000	
Contingency (30%)	630,000		1,310,000		1,290,000		1,600,000	
Median Cost Estimate	\$ 3,525,000	\$ 30.87	\$ 7,305,000	\$ 46.66	\$ 7,220,000	\$ 60.65	\$ 8,940,000	\$ 75.09
<u>Other Operating Costs</u>								
Repairs and Maintenance (50 yr period)	\$ 1,660,000		\$ 3,320,000		\$ 1,160,000		\$ 1,430,000	
Debt Service Interest - 10 years	810,000		1,640,000		1,630,000		1,630,000	
Total Other Operating Costs	\$ 2,470,000	\$ 21.63	\$ 4,960,000	\$ 31.68	\$ 2,790,000	\$ 23.44	\$ 3,060,000	\$ 25.70
Total Construction and Operating Costs	\$ 5,995,000	\$ 52.50	\$ 12,265,000	\$ 78.35	\$ 10,010,000	\$ 84.08	\$ 12,000,000	\$ 100.80
Net Benefit Before Add-on Options	\$ 7,174,000	\$ 62.82	\$ 5,788,000	\$ 36.97	\$ 3,719,000	\$ 31.24	\$ 1,729,000	\$ 14.52
<u>Add-on Options</u>								
B - Pre-engineered Building Structure Over #4-6)	\$ -		\$ -		\$ 157,000		\$ -	
C - Pre-engineered Building Structure Over Units 1-8)	1,840,000		1,840,000		-		-	
D - New Bulkhead	168,000		336,000		-		-	
Total Add-on Options	\$ 2,008,000	\$ 17.58	\$ 2,176,000	\$ 13.90	\$ 157,000	\$ 1.32	\$ -	\$ -
Net Benefit After Add-on Options	\$ 5,166,000	\$ 45.24	\$ 3,612,000	\$ 23.07	\$ 3,562,000	\$ 29.92	\$ 1,729,000	\$ 14.52
<u>Other Value Addback Considerations</u>	MWh's		MWh's		MWh's		MWh's	
Value of RECs Generated (2025 - 2050)	59,400	\$ 306,000	81,400	\$ 420,000	61,900	\$ 318,000	61,900	\$ 318,000
Revenue Gained Bringing #3 Back Online from #4 Parts		\$ -		\$ 14,836,000		\$ -		\$ -
Total Other Value Addbacks	\$ 306,000	\$ 2.68	\$ 15,256,000	\$ 97.45	\$ 318,000	\$ 2.67	\$ 318,000	\$ 2.67
Total Net Benefit	\$ 5,472,000	\$ 47.92	\$ 18,868,000	\$ 120.52	\$ 3,880,000	\$ 32.59	\$ 2,047,000	\$ 17.19

Memorandum

To: Todd Wicklund, Brainerd Public Utilities
From: Bill Forsmark, BJ Siljenberg, Brigham Erickson, Paul Kaeding, Ryan Olds, Tyler Fincher, and Zach Nesler
Subject: Phase II Generation Capacity Alternatives Review
Date: February 22, 2024
Project: Brainerd Hydroelectric Project Phase II Generation Study (23/18-1016.07)

Barr Engineering Co. (Barr) is currently evaluating the feasibility of increasing generation capacity at the Brainerd Hydroelectric Project for Brainerd Public Utilities (BPU). This evaluation is being completed in a phased approach. This memo summarizes the second phase, which is a more in-depth review of the options selected by BPU after the first phase of the process. This included additional review of available equipment, initial review with manufacturers of suitable equipment, review of potential options to address long-term facility needs, development of preliminary layouts for the various options and add-ons, and a high-level cost estimate of those options and add-ons. The intent of this phase of the work and this summary is to provide BPU with the information needed to determine the most appropriate approach for the utility and facility long-term needs. It is anticipated that the next phase of this work will include development of detailed design drawings and long lead equipment specifications suitable for procurement and construction bidding. The scope of the next phase would be defined based on based on the option and potential add-ons selected by BPU.

1 Purpose

The intent of this evaluation is to further develop design options to utilize the existing Bay 6 at Brainerd's Hydro Facility for hydroelectric power generation. Maximizing the potential power production while utilizing the existing infrastructure for a reasonable cost is the primary objective of the design options.

The design development for this project phase also considered long-term facility needs based on dialog with BPU staff. Portions of existing infrastructure within the hydro facility will require near-term maintenance or replacement. While considering integration of design for a new turbine unit, options were included to address the following facility needs:

- Aging turbine-generator units. Barr and BPU have identified units in the existing powerhouse that will require major maintenance or replacement. Design options were included to accommodate additional unit replacement.

- Generator room roof replacement. The generator room roof will require repairs to fix the aging roof system. The Phase II design includes options for building modifications address the aging roof.
- Unit automation. Turbine unit automation has been an objective for BPU since the facility was acquired 10 years ago. The Phase II design includes units that are set up for automation when integrated with the facility SCADA system and can include future plans for more comprehensive automation within the facility.
- Bulkhead redundancy. Currently, only Bay 6 has a dedicated headgate. There is a single bulkhead that can be used to dewater one bay at a time for any of the other units. However, there is no ability to dewater more than one other bay at a time. The Phase II design includes options for additional bulkheads.

2 Design Options Evaluation

The Phase II work includes two primary design options based on the direction provided by BPU after the first phase to further define equipment options, procurement requirements, and construction requirements to install a new hydro turbine in Bay 6 of the facility. The description of each design option and the related requirements are outlined below. The long-term facility needs described earlier in this document were addressed in the design options where practicable or may be addressed by “add-on” scope noted with the appropriate options.

Option 1: Flygt Turbine/Generator

Option 1 consists of a packaged turbine/generator unit to be placed in the existing flume (Bay 6). The packaged generator would be mounted to the turbine unit with a gearbox and is completely submersible. Barr has been working with the equipment manufacturer to develop preliminary turbine performance specifications and size an appropriate unit. The maximum recommended size that was selected for this application was a 690-kW unit, with an estimated average output of approximately 500 kW during average flow and head periods. The preliminary turbine performance curve is included in Attachment A.

This type of unit is intended to be a packaged piece of equipment (approximately 12 tons) that is installed as an assembly after any facility modifications are completed, requiring few interface connections and little alignment work. The majority of the testing, setup, connections, and alignment would be completed at the factory as part of the assembly process. The equipment requires monitoring via an included turbine module to identify any operating concerns but requires little other maintenance. Any major maintenance or repair work would typically be done offsite at the manufacturer’s facility in Wisconsin after disconnecting and removing the assembled unit with a crane. The manufacturer recommends bearing replacement after approximately 100,000 hours, but the need for that service will likely depend on the overall usage. A more significant overhaul may be expected after 25 years of service.

This type of unit does not include any wicket gates or any other means to shut off water flow completely. The turbine blades can be angled sufficiently to limit flow through the turbine and limit speed to prevent an overspeed condition in the event the generator trips offline. The manufacturer offers an optional cylinder gate to shut off flow to the unit, but that would likely protrude above the deck, potentially reducing access to the rest of the deck. Bay 6 has an existing headgate, and based on BPU staff experience, the existing headgate was designed to cut off flow to the previously installed Amjet turbine. This will need to be verified during detailed design but is assumed sufficient to isolate the unit and allow dewatering in the event the unit needs to be stopped completely.

This option requires various structural modifications. First, the forebay deck will require partial or complete removal to provide a sufficient opening for installation. A replacement deck with metal grating is included in the design. A non-shrink grout fill will be required for the space between the existing turbine opening and the Flygt draft tube. This grout would terminate at the upstream vertical face of the tailrace. Flygt calls for the draft tube to extend further into the downstream tailwater requiring ancillary steel support.

Electrical improvements include new 480-volt generator switchgear that operates in conjunction with a new turbine control panel. The switchgear includes generator protection. The turbine control panel functions will include pond level measurement and display. The panel components include a programmable logic controller to operate the existing gate operator, the turbine control vanes, and the switchgear. The panel will start and stop the turbine-generator and control the switchgear and peripherals. The panel will include the turbine-generator provided control module so the turbine control panel can monitor operation of the turbine and generator. It is expected that the hydro-generator can connect to the new switchgear, then to the existing plant power distribution system, and will export power via the existing transformer.

Phase II work includes major design components associated with this option. The primary design components expected to be required for operation and maintenance are included as the Option 1 Base Case. Additional design options to address secondary objectives are presented as "add-ons." The base case design components are included in the Option 1 opinion of probable costs. General arrangement (GA) drawings for this design option are included in Attachment B. The primary design components for Option 1 Base Case consist of the following:

- New Flygt submersible turbine/generator
- Prefabricated elbow-style metal draft tube and associated structural modifications
- Full deck bridge crane
- Trash rack rake claw with monorail

The add-ons for Option 1 for consideration as possible upgrades are not required to successfully operate and maintain the new turbine unit but address secondary objectives. These items are presented as

separate line items in the cost estimate and are not included in the base case cost summary. The add-ons considered for this option include the following and are labeled in the drawings for clarity:

Add-on A: Replace Unit 4 with similar Flygt turbine/generator

To address the issue of aging units, Barr has included an add-on with pricing and design considerations for replacement of Unit 4, which has been identified as having a reduced capacity due to unit age and condition. It is Barr's understanding that this unit cannot currently be operated above 80% capacity without resulting in noise and vibration.

To add a second unit will require that one of the existing medium voltage generators be removed and the new Flygt unit be connected to that switchgear cubicle. A new transformer to step the voltage from the Flygt 480 volt machine to the medium voltage distribution system will be required.

Add-on B: Pre-engineered metal building (PEMB) over Units 4-6 forebay area

The Flygt turbine generator units are weather-proof and do not need an enclosure to operate. However, the addition of an enclosure will make operation and maintenance easier and allow for additional equipment and material storage and easier operator access in any weather condition. Add-on B configuration consists of a building envelope that would cover the Units 4-6 forebay deck, including the proposed crane frame and equipment.

Add-on C: PEMB extending from upstream to downstream extent of powerhouse over Units 1-9

This add-on configuration extends the PEMB enclosure to the downstream face of the powerhouse, and from Unit 1 to Unit 9. This option replaces the existing roof over these bays and provides improved crane access for all units for future maintenance and/or replacement requirements, including maintenance and lifting access to all units as well as installation and removal of forebay bulkheads for all units.

The building extension over the existing generator room requires significant structural upgrades. The current generator building roof would be removed and replaced with a new steel beam and concrete slab system. The existing columns along the downstream wall would require reinforcement to carry the new load scheme.

Add-on D: Replace existing Unit 6 headgate with a new bulkhead

This add-on option was included to provide additional redundancy with uniform bulkhead system for all six turbine bays. The overhead bridge crane will provide bulkheads access for all six units.

The expected power generation was updated to reflect manufacturer-provided specifications for each turbine unit. The total power generation was calculated by summing the incremental generation for the associated discharge and duration increments and the associated head for each discharge increment. Flows below the minimum generation curve for each unit would not generate any energy. For convenience, the flow duration was broken down into 2% increments. Each increment was assigned an effective head based on headwater and tailwater associated with that flow band. The total annual power

was computed by adding the incremental power for each 2% flow band. The analysis was made based on the following specific assumptions:

- Average unit efficiency of 65% was used for existing turbine/generators
- Minimum of 14 feet of head required to operate existing units at full capacity
- Existing units can pass approximately 500 cfs of water at nominal head pressures
- The present condition estimated annual generation was reduced slightly from Phase 1 to account for the reduced operating capacity of Unit 4 (limited to roughly 80% capacity)

The expected power generation and cost summary for Option 1 and Add-on A are included in Table 1 in Section 4 (Summary).

Option 3.1: Canyon (Leffel) Turbine/Generator

Option 3.1 consists of a new vertical turbine and generator unit placed in the existing flume (Bay 6) along with associated generator placed on the existing operator's deck above the flume. Preliminary design was coordinated with the equipment manufacturer to select unit size and develop preliminary turbine performance specifications. The primary objective was to maximize the power output capacity of the new unit using the existing flume. The maximum size recommended by the equipment manufacturer for this application was a 600-kW unit, while passing 500 cfs under 17 feet of head. Additional options were considered with the manufacturer to install a larger unit, even potentially combining bays. However, the overall turbine size was primarily limited by the water surface elevation and the length of the flume, resulting in significant additional cost for very little gain in generating capacity.

This type of vertical Francis turbine and generator is more typical for installations in the hydropower industry throughout the country and includes a Francis runner contained within a gate case and regulated by wicket gates controlled by a hydraulic governor. The runner drives a vertical shaft to the generator and main thrust bearing located on the existing operator's deck. These units are sturdy, dependable, and rugged and, in some cases, have been operating for 75 or more years. These units must be "assembled" in place on site and require more significant setup and alignment. With the wicket gates, the flow can be more easily controlled (or shut off), allowing the unit to be taken offline without closing headgates or installing bulkheads. Due to the size of the gate case, the manufacturer recommends that the existing headgate and short wall be removed to allow for unrestricted flow through the opening. This has been included in the base case for this option, and the functionality is being replaced by a bulkhead compatible with the existing slots on the other bays.

The structural modifications required for this option are similar to Option 1. Substantive differences include the need to reinforce or replace the forebay floor slab to support the new unit, and substantially reduced draft tube length.

Electrical improvements include new generator switchgear that operates in conjunction with a new turbine control panel. The switchgear will include generator protection. The turbine control panel functions will

include pond level measurement and display. The panel's components includes a programmable logic controller to operate the existing gate operator, the turbine control vanes and the switchgear. The panel will start and stop the turbine-generator, control the switchgear and peripherals. The panel will include the turbine-generator protection and the turbine control panel will monitor operation of the turbine and generator. It is expected that the hydro-generator can connect to the new switchgear, then to the existing plant power distribution system and will export power via the existing transformer.

The primary design components expected for operation or maintenance are included in Option 3.1 as the base case. There are no separate add-ons considered for Option 3.1 as much of the add-on equipment noted for Option 1 is required for Option 3.1. GA drawings for this design option are included in Attachment B. The primary design components of Option 3.1 include the following:

New Canyon (Leffel) vertical turbine/generator

The new vertical turbine will improve operational efficiency, provide long-term reliability/durability, and provide the opportunity to automate the operation of the unit. The maximum size that is recommended for operation in the existing flume is approximately 600 kW due to size and depth constraints.

Replace existing headgate with new bulkhead compatible with existing bulkhead slots

Replacing the existing headgate with a new bulkhead will allow for operational redundancy within the hydro facility. The new bridge crane will install the bulkhead panels when dewatering is required.

Full deck bridge crane

The full deck bridge crane will allow for operational redundancy within the facility while installing the bulkhead panels for each unit. This will also eliminate the requirement for BPU staff to operate utility vehicles on the operator's deck.

Trash rack rake claw with monorail

A trash rack rake claw and monorail were included in the design to account for the limited access to the trash rack because of the new building configuration for this layout, prohibiting operations staff from manually cleaning the trash rack once the building is constructed.

PEMB over Units 4-6 over the width of existing operator's deck

The PEMB enclosure was included to provide protection for the new generator and bridge crane. The PEMB will be sized to allow access to the units for maintenance and provide a climate-controlled environment for all required electrical components.

The expected power generation was updated to include specific turbine unit information for this project phase. The power generation calculation method used is described in the Option 1 section of this report. The expected annual power generation for this option closely resembles that of Option 1, as the maximum output under similar conditions is similar.

The expected power generation and cost summary for Option 3.1 is included in Table 1 in Section 4 (Summary).

Option 3.2: Canyon (Leffel) Turbine/Generator

Option 3.2 provides the same generator and turbine layout as Option 3.1, with a larger building enclosure to provide greater flexibility for operations, maintenance and unit overhaul or replacement. Option 3.2 is the most comprehensive option for long-term operational improvements, comparable to Option 1 with Add-ons B, C, and D.

The major design components for Option 3.2 are identical to Option 3.1 with the exception of a larger building (covering the whole deck and existing generator building roof) and a second bridge crane to service the larger area. GA drawings for this design option are included in Attachment B. The major components that differ from Option 3.1 are listed below:

Add second full deck bridge crane over Units 1-4

The additional bridge crane will allow for improved lifting and maintenance access to all units within BPU's hydro facility. The full deck bridge crane will allow for operational redundancy within the facility while installing the bulkhead panels for each unit. This will also eliminate the requirement for BPU staff to operate utility vehicles on the operator's deck.

PEMB over Units 1-9 over the width of existing operator's deck and generator room

Option 3.2 includes a larger enclosure that will cover all existing and new units within the facility. The PEMB will provide protection for the new generator and bridge crane and allow for easier access to existing units for future replacements or overhauls. The PEMB will be sized to allow access to the units for maintenance and provide a climate-controlled environment for all required electrical components.

The building extension over the existing generator room would require significant structural upgrades. The current generator building roof would require removal and a new steel beam and concrete slab system would be installed. The columns lining the downstream wall would require reinforcement as they are only sized for a roof load rather than a floor live load.

The expected power generation and cost summary for Option 3.2 is included in Table 1 in Section 4 (Summary).

3 Costs

An Opinion of Probable Cost (OPC) was developed for the common components of the project with the different raceway options. This feasibility-level (Class 5) cost estimate is based on average 5% designs, alignments, quantities, and unit prices. A detailed breakdown of the cost estimate is included in Attachment C. A summary of the OPC for each of the options is shown in Table 2 below.

4 Summary

Table 1 Power Generation Summary

	Existing Plant	Option 1 New Unit #6 (Excl. Add-ons)	Option 3.1 New Unit #6	Option 3.2 New Unit #6	Option 1 w/Add-on A New Unit #6 and New Unit #4
Plant Generating Capacity (kWh/yr) ¹	15,200,000 - 19,000,000	17,485,000 - 21,856,000	17,582,000 - 21,977,000	17,582,000 - 21,977,000	18,332,000 - 22,915,000
Added Capacity (above current est generation capacity, kWh/yr ¹)	NA	2,283,700 - 2,854,700	2,381,000 - 2,976,000	2,381,000 - 2,976,000	3,131,100 - 3,913,900

- 1 Low-level generation capacity is based on 80% of nominal capacity to account for unit downtime and possible low-flow periods that are outside of the average river flow. High-level plant generating capacity assumes all units are running at 100% rated capacity using average river flow data detailed above.

Table 2 Summary of Opinion of Probable Constructed Cost

Project Costs ¹	Option 1 (Base) Flygt Unit	Option 3.1 Canyon Unit	Option 3.2 Canyon Unit
Turbine Costs (Equipment Only)	\$715,000	\$2,800,000	\$2,800,000
Total Construction Costs	\$1,800,000	\$2,350,000	\$3,580,000
Professional Services (12%)	\$380,000	\$780,000	\$960,000
Contingency (30%)	\$630,000	\$1,290,000	\$1,600,000
Class V Median Cost Estimate	\$3,525,000	\$7,220,000	\$8,940,000
Estimate Low Cost Range (-20%)	\$2,970,000	\$6,340,000	\$7,720,000
Estimate High Cost Range (+60%)	\$5,220,000	\$9,880,000	\$12,630,000

Option 1 Alternatives	Add-On A 2 Unit 4 Replacement	Add-On B PEMB (Units 4-6)	Add-On C PEMB (Units 1-8)	Add-On D New Headgate
Total Construction Costs	\$2,690,000	\$110,000	\$1,310,000	\$120,000
Professional Services (12%)	\$410,000	\$17,000	\$200,000	\$18,000
Contingency (30%)	\$680,000	\$30,000	\$330,000	\$30,000
Class V Median Cost Estimate	\$3,780,000	\$157,000	\$1,840,000	\$168,000
Estimate Low Cost Range (-20%)	\$3,170,000	\$130,000	\$1,480,000	\$140,000
Estimate High Cost Range (+60%)	\$5,620,000	\$260,000	\$2,950,000	\$270,000

- 1 Opinion of probable cost summary table provides a Class V estimate of the three options evaluated for equipment, total construction, professional services, contingency and overall costs with a range of -20% and +60%. Estimates for the four alternative add-ons for Option 1 are included as well.
- 2 Add-On A Unit 4 replacement includes Add-On D new bulkhead gate alternative instead of previous cylinder gate to completely shut off flow to unit.

The OPC and associated information in this section are intended to provide background information to understand the basis for the development of the OPC. Quantity takeoffs were performed using the existing site layout. Where quantities were not yet designed, allowances or estimates were made based on the available information. Unit pricing was derived from past project pricing, RS Means, quotes from suppliers, and Barr's professional experience. The following assumptions were made while developing the OPC:

- The OPC provided has been developed on the basis of Barr's experience and qualifications and represents our best judgment as experienced and qualified professionals familiar with the project. OPC is based on current maturity level of the design and costs will change with further design.
- Contingency was included as an allowance for the net sum of costs that will be in the final total project cost at the time of the completion of design but are not included at this level of project definition.
- Professional services were estimated as a percent of construction for remaining design, bidding, and construction support. Percentage is based on previous experience from similar projects and will change based on the level of requested services and more detailed work scope development.
- Since Barr has no control over the cost of labor, materials, equipment, or services furnished by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, Barr cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this opinion of probable construction cost. The cost estimates presented in this report are for current 2024 costs and do not represent the escalation costs for future years of construction.
- A detailed construction schedule was not developed at this time and would affect the OPC.
- Operation and maintenance costs are not included.

A summary of Barr's options evaluated in this feasibility study is included below in Table 3.

Table 3 Option Evaluation Summary

Alternative	Pros	Cons
Option 1	• Lowest cost option for added capacity. • Allows Unit 6 to be suitable for automated operation. • Minimal maintenance required. Unit is removed for offsite service. • Reduced installation downtime. • Utilizes existing headgate.	• Packaged unit is a less durable design than a traditional vertical Francis turbine. • More significant draft tube and tailrace work required.
Add-on A	• Addresses maintenance needs for Unit 4. • Improves overall facility efficiency. • Allows Unit 4 to be suitable for automated operation. • Allows components to be used for Unit 3 repairs and spare parts for Unit 5.	• Cylinder gate on unit (protruding above deck), new headgate, or a bulkhead would be required to stop and restart unit after a trip.
Add-on B	• Protects new equipment and crane from elements.	• Minimalist building. • Reduced access to forebay deck.

Alternative	Pros	Cons
Add-on C	- Protects new equipment and crane from elements. - Increased overhead crane access for current and future maintenance needs for existing and new turbines. - Resolves existing roof issues.	- Significant cost. - Substantial modifications required to the existing powerhouse to support building structure. - Impeded walkways in existing powerhouse. - Requires the addition on an operator's deck over the existing powerhouse roof.
Add-on D	- Provides ability to isolate additional units. - Placement of bulkheads is more efficient with bridge crane in base scope.	Bulkheads cannot be used to close off flow automatically.
Option 3.1	- Allows Unit 6 to be suitable for automated operation. - Traditional vertical turbines are very durable, long-life equipment with proper maintenance. - Slightly higher expected power output at normal head and tailwater and flow conditions. - Protects new equipment and crane from elements. - Provides ability to isolate additional units with additional bulkhead. - Placement of bulkheads is more efficient with bridge crane in base scope.	- Less efficient price per kWh than Option 1. - Minimalist building. - Reduced access to forebay deck. - Requires significant operator's deck modification.
Option 3.2	- Allows Unit 6 to be suitable for automated operation. - Traditional vertical turbines are very durable, long-life equipment with proper maintenance. - Slightly higher expected power output at normal head and tailwater and flow conditions. - Protects new equipment and crane from elements. - Increased overhead crane access for current and future maintenance needs for existing and new turbines. - Resolves existing roof issues. - Provides ability to isolate additional units with additional bulkhead. - Placement of bulkheads is more efficient with bridge crane in base scope.	- Less efficient price per kWh than Option 1. - Significant cost. - Substantial modifications required to the existing powerhouse to support building structure. - Impeded walkways in existing powerhouse. - Requires the addition on an operator's deck over the existing powerhouse roof. - Requires significant operator's deck modification.

Attachments

- Attachment A Flygt Turbine Performance Curve
 Attachment B General Arrangement Drawings
 Attachment C Opinion of Probable Cost

Attachments

Attachment A

Flygt Turbine Performance Curve



TURBINE-GENERATOR PERFORMANCE

PROD.

EL 7650/936

CURVE NO

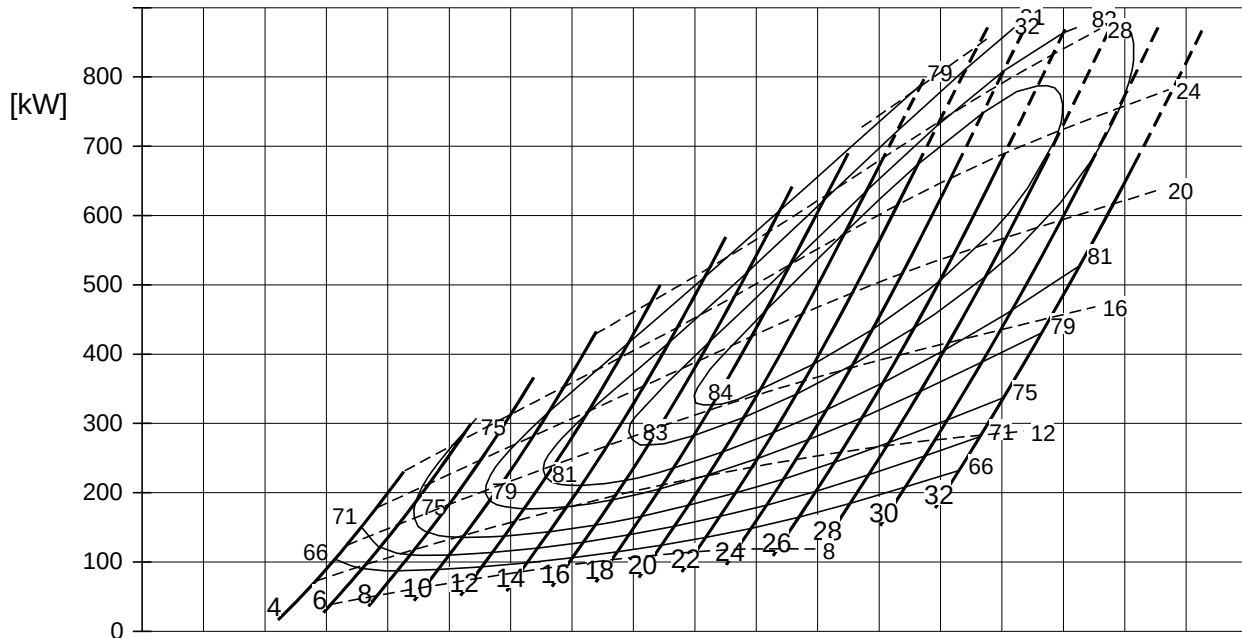
63- 241 C4E

DATE
2023-11-11ISSUE
4FREQ.
60 HZNOMINAL HYDRAULIC-END SPEED
-IMPELLER/HUB DIAMETER
1500 / 650 mmGUIDE VANE(S)
70 degNO. OF BLADES
4AVAILABLE BLADE ANGLES
EVERY deg FROM 4 TO 32 degGENERATOR
66-76-6IEPOLES
6GEN. POWER
690 kWGEAR TYPE
360-22GEAR RATIO
1: 5.000GEAR EFFICIENCY (Load:1/1-3/4)
97.7% - 97.5%RATED SPEED
241 RPM

POWER (ELECTRIC)

ISO-CURVES : OVERALL EFFICIENCY [%]

and (---) HEAD(ft)



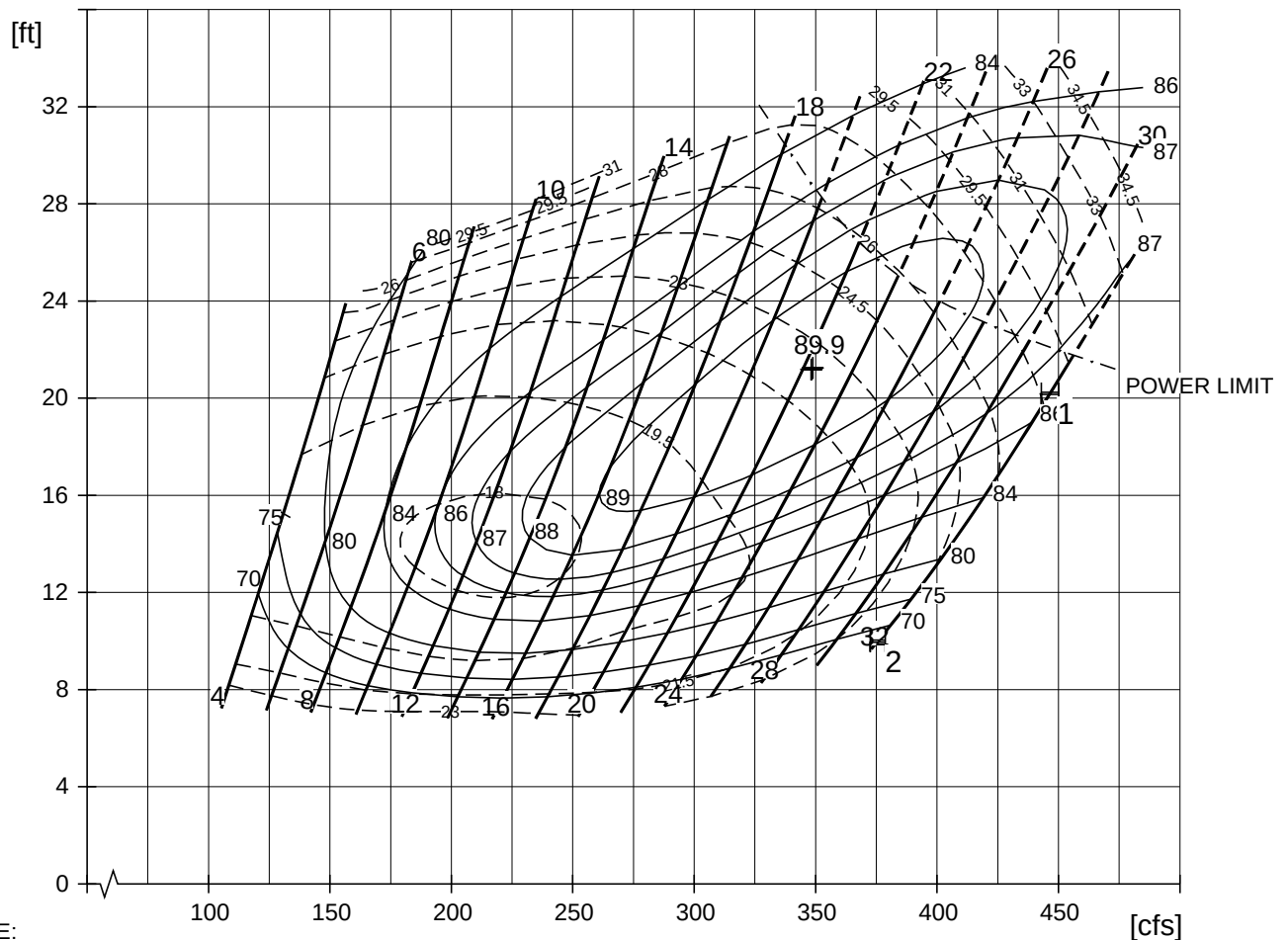
HEAD

ISO-CURVES :

TURBINE EFFICIENCY[%] (Hydraulic-End)

(---) NPSHR

(ft)



NOTE:

ELBOW DRAFT-TUBE

FLOW

Attachment B

General Arrangement Drawings

PHASE II GENERATION STUDY - UNIT 6 OPTIONS

BRainerd DAM - BRainerd PUBLIC UTILITIES - BRainerd, MN

DRAWING INDEX	
DRAWING No.	DRAWING TITLE
CS-000	COVER SHEET - TITLE AND DRAWING INDEX
GENERAL ARRANGEMENT DRAWINGS	
GA-110	OPTION 1 - SITE PLAN
GA-111	OPTION 1 - PLAN AT EL. 1167'-3"
GA-112	OPTION 1 - PLAN AT EL. 1151'-6"
GA-113	OPTION 1 - UNIT 6 - SECTION LOOKING WEST
GA-114	OPTION 1 - UNIT 4- SECTION LOOKING WEST
GA-115	OPTION 1 - SECTION LOOKING NORTH
GA-116	OPTION 1 - SECTION LOOKING NORTH
GA-310	OPTION 3.1 - SITE PLAN
GA-311	OPTION 3.1 - PLANS AT EL. 1185'-0" AND EL. 1167'-3"
GA-312	OPTION 3.1 - SECTION LOOKING WEST
GA-313	OPTION 3.1 - SECTION LOOKING NORTH
GA-320	OPTION 3.2 - SITE PLAN
GA-321	OPTION 3.2 - PLANS AT EL. 1185'-0" AND EL. 1167'-3"
GA-322	OPTION 3.2 - SECTION LOOKING WEST
GA-323	OPTION 3.2 - SECTION LOOKING NORTH

OPTION 1

- NEW "FLYGT" TURBINE/GENERATOR WITH FULL DECK BRIDGE CRANE AND TRASH RACK RAKE CLAW WITH MONORAIL SERVICING ALL BAYS.

OPTION 1 ADD-ONS (OPTIONAL):

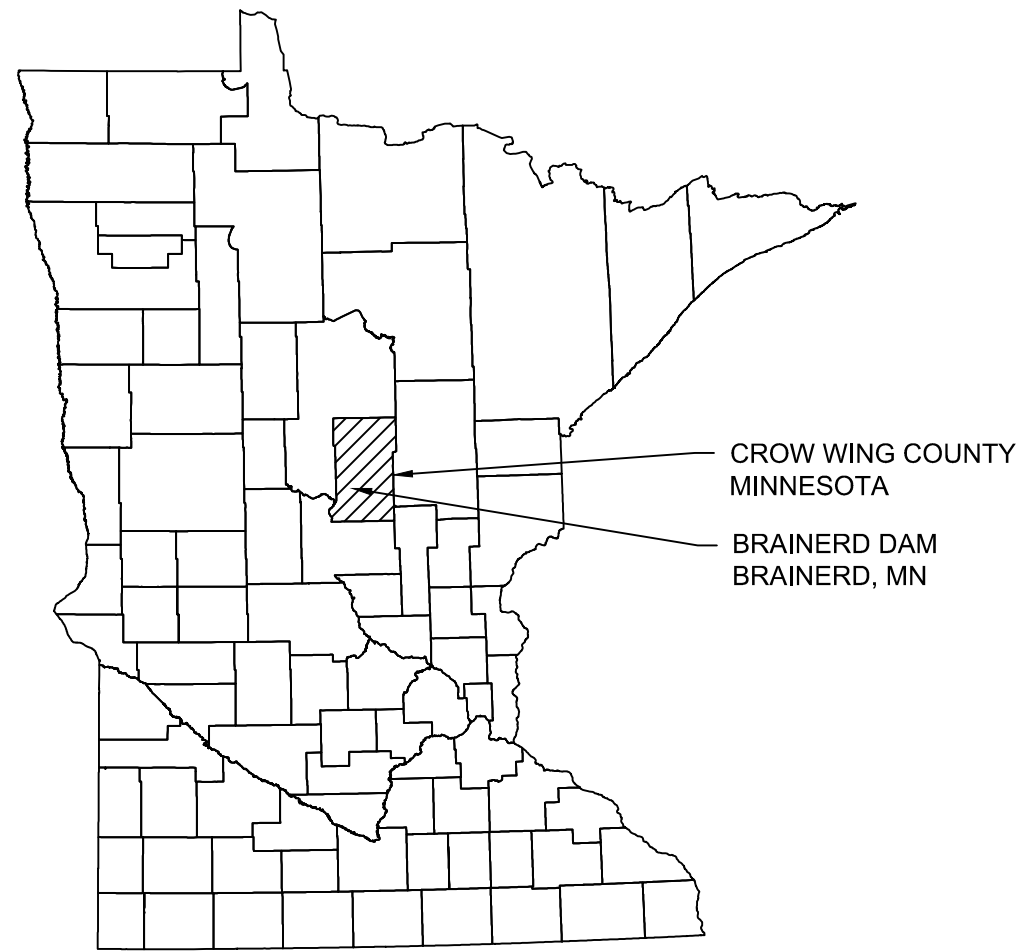
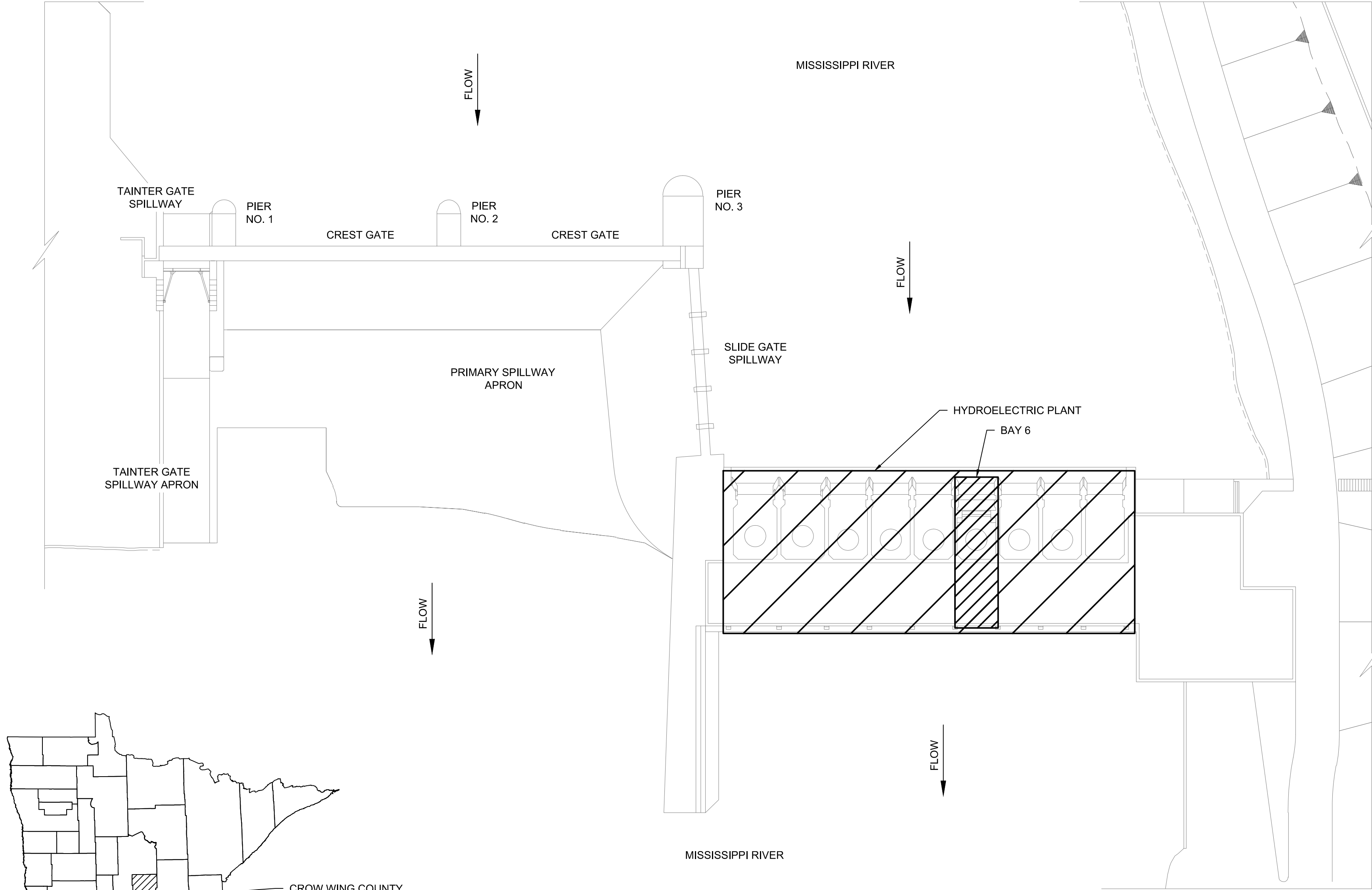
- ADD-ON A: REPLACE UNIT 4 WITH SIMILAR "FLYGT" UNIT. REPLACE UNIT 4 SWITCHGEAR AND TRANSFORMER.
- ADD-ON B: ADD PRE-ENGINEERED METAL BUILDING (PEMB) OVER UNITS 4-6 FOR THE WIDTH OF THE EXISTING DECK.
- ADD-ON C: ADD PEMB OVER EXISTING THE DECK (FULL LENGTH AND WIDTH) AND EXISTING POWERHOUSE ROOF. REPLACE POWERHOUSE ROOF WITH DECKING WITH REMOVABLE SECTIONS OVER THE EXISTING UNITS 1-4. ADD A SECOND BRIDGE CRANE OVER UNITS 1-4 TO ALLOW FOR REPAIR OR FUTURE REPLACEMENT OF EXISTING UNITS.
- ADD-ON D: PROVIDE A NEW BULKHEAD COMPATIBLE WITH THE EXISTING BULKHEAD SLOTS FOR GATES 1-5, 7, AND 8 TO PROVIDE REDUNDANCY FOR UNIT DEWATERING. REFURBISH EXISTING BULKHEAD

OPTION 3.1

- NEW CANYON (LEFFEL) VERTICAL TURBINE/GENERATOR.
- REPLACE EXISTING UNIT 6 HEADGATE WITH A NEW BULKHEAD COMPATIBLE WITH EXISTING BULKHEAD/SLOTS.
- INSTALL FULL DECK BRIDGE CRANE AND TRASH RACK RAKE CLAW WITH MONORAIL.
- ADD PEMB OVER UNITS 4-6 FOR THE WIDTH OF THE EXISTING DECK.

OPTION 3.2

- NEW CANYON (LEFFEL) VERTICAL TURBINE/GENERATOR.
- REPLACE EXISTING UNIT 6 HEADGATE WITH A NEW BULKHEAD COMPATIBLE WITH EXISTING BULKHEAD/SLOTS.
- INSTALL FULL DECK BRIDGE CRANE AND TRASH RACK RAKE CLAW WITH MONORAIL.
- ADD PEMB OVER EXISTING DECK (FULL LENGTH AND WIDTH) AND EXISTING POWERHOUSE ROOF.
- REPLACE POWERHOUSE ROOF WITH DECKING WITH REMOVABLE SECTIONS OVER THE EXISTING UNITS 1-4.
- ADD A SECOND BRIDGE CRANE OVER UNITS 1-4 TO ALLOW FOR REPAIR OR FUTURE REPLACEMENT OF EXISTING UNITS.



PRELIMINARY
ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

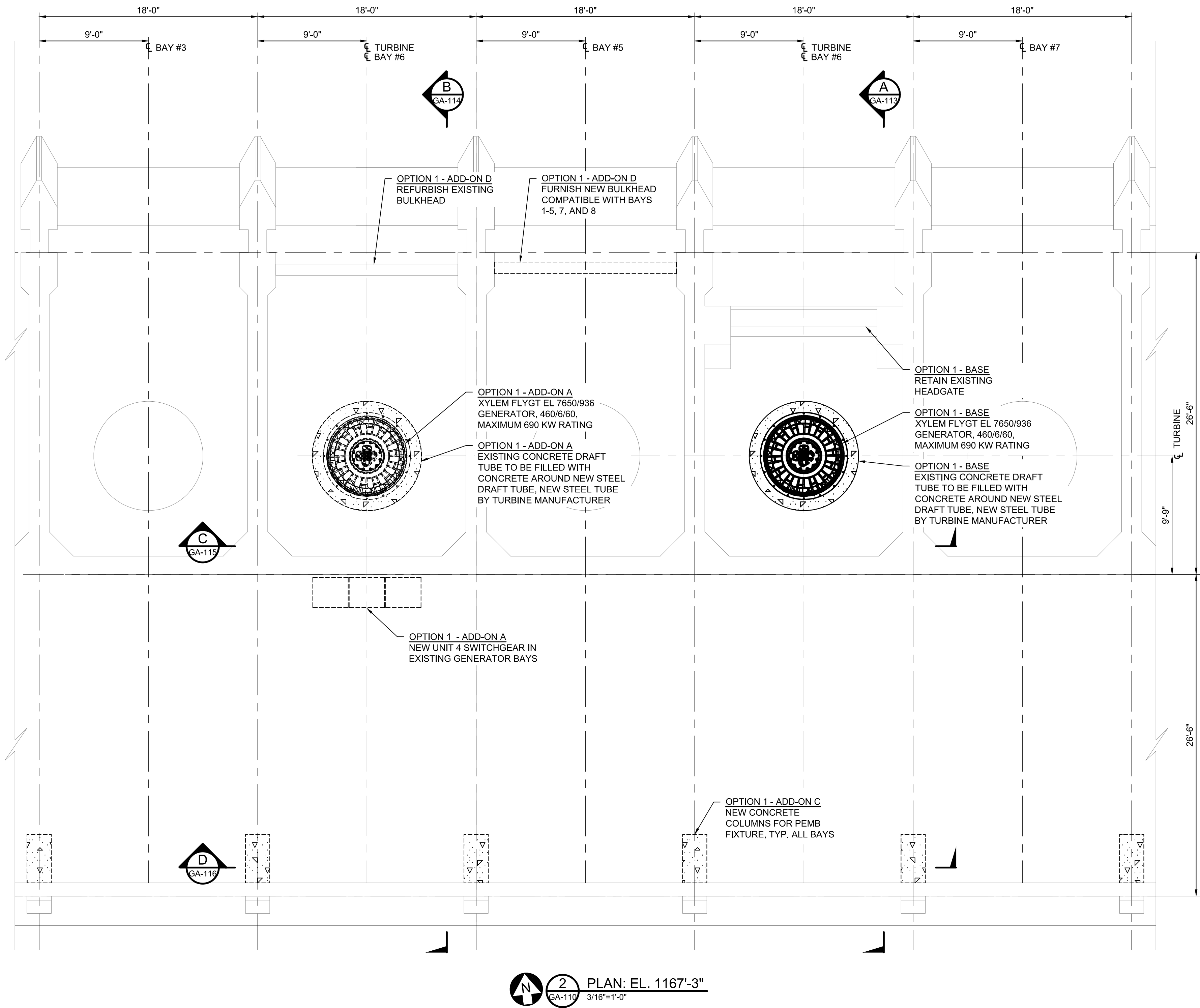
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BARR PROJECT No.	
23/18-1016.07	
CLIENT PROJECT No.	
DWG. No.	RE
GA-110	

GENERAL ARRANGEMENT OPTION 1 - SITE PLAN

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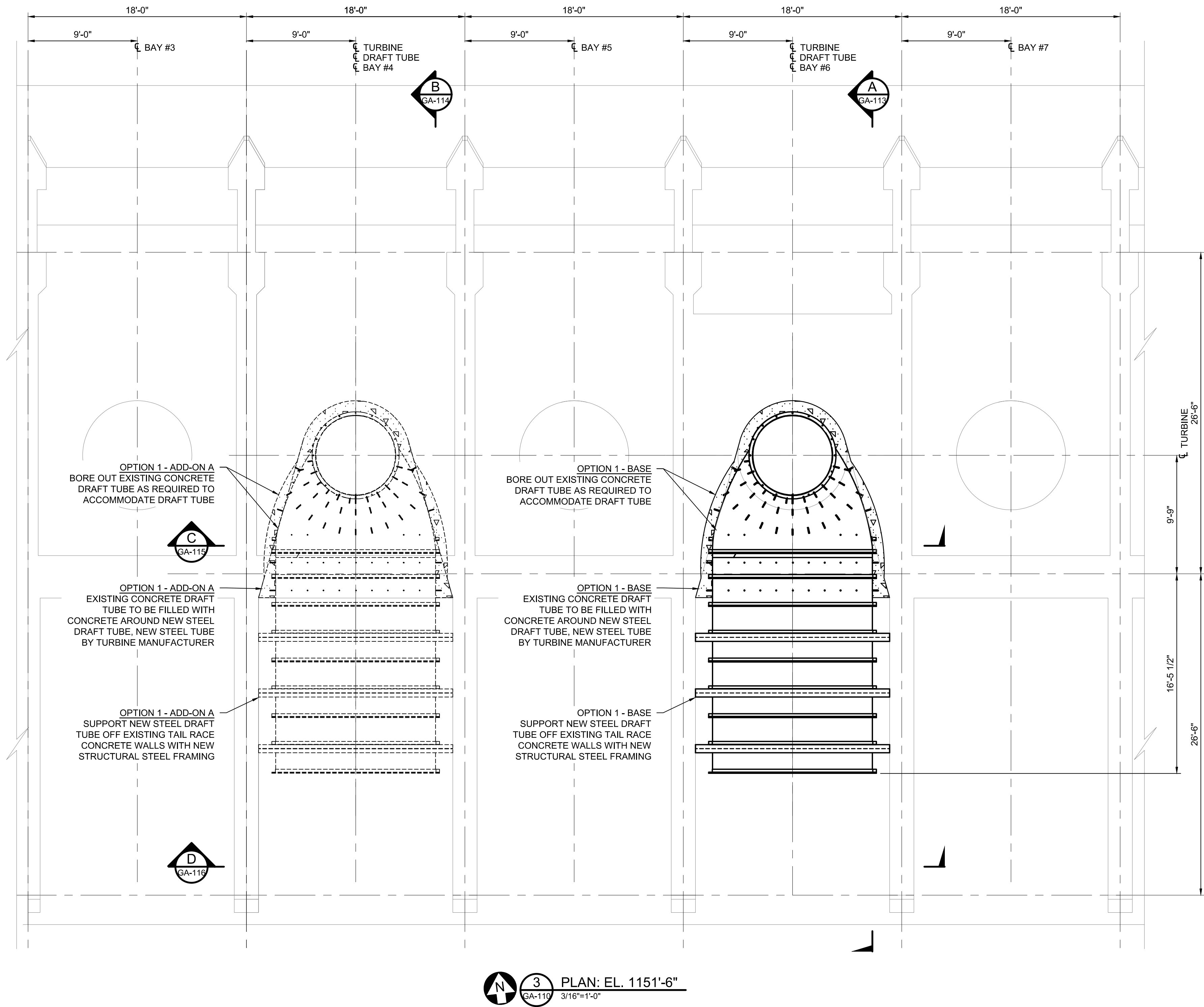


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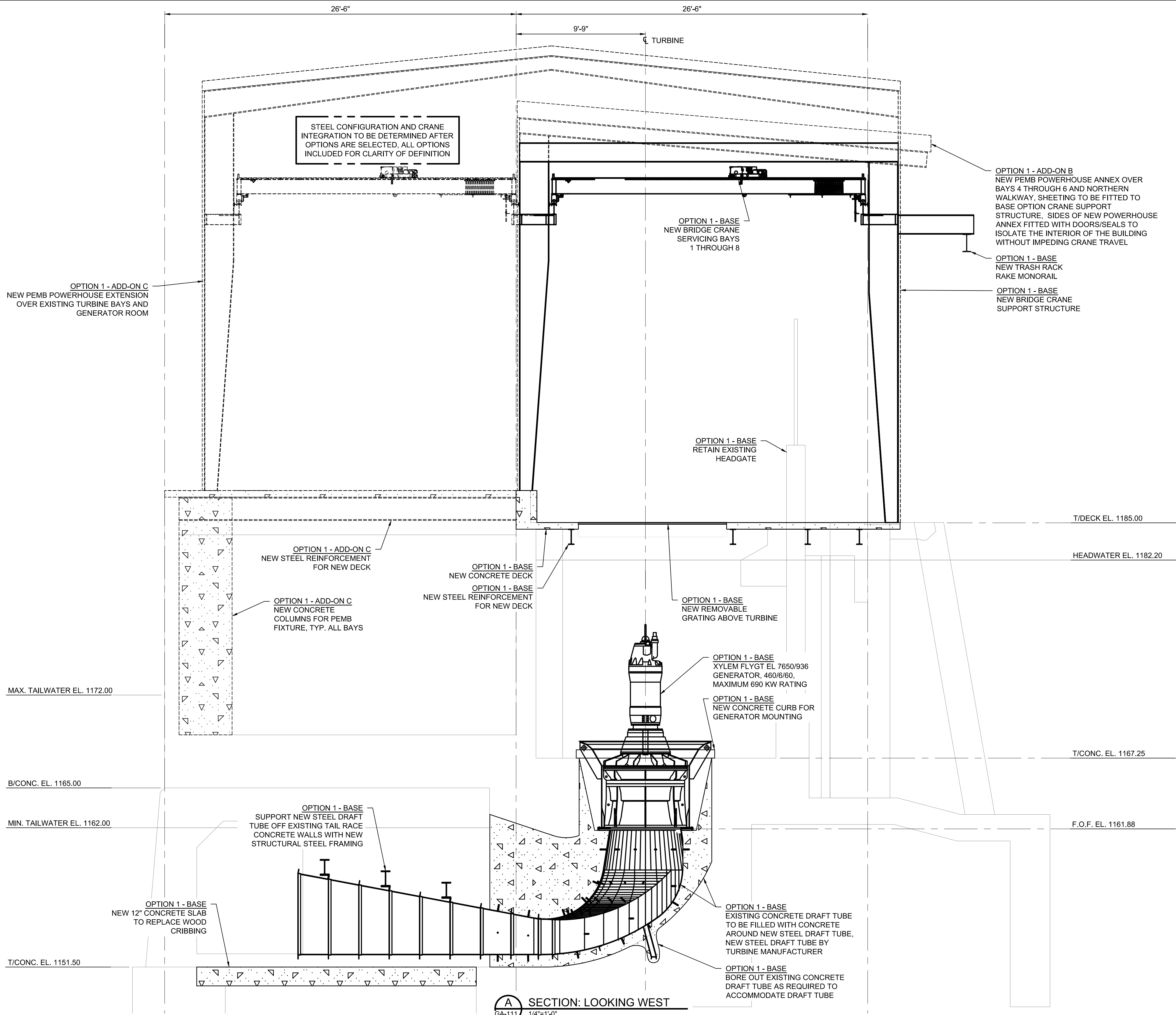
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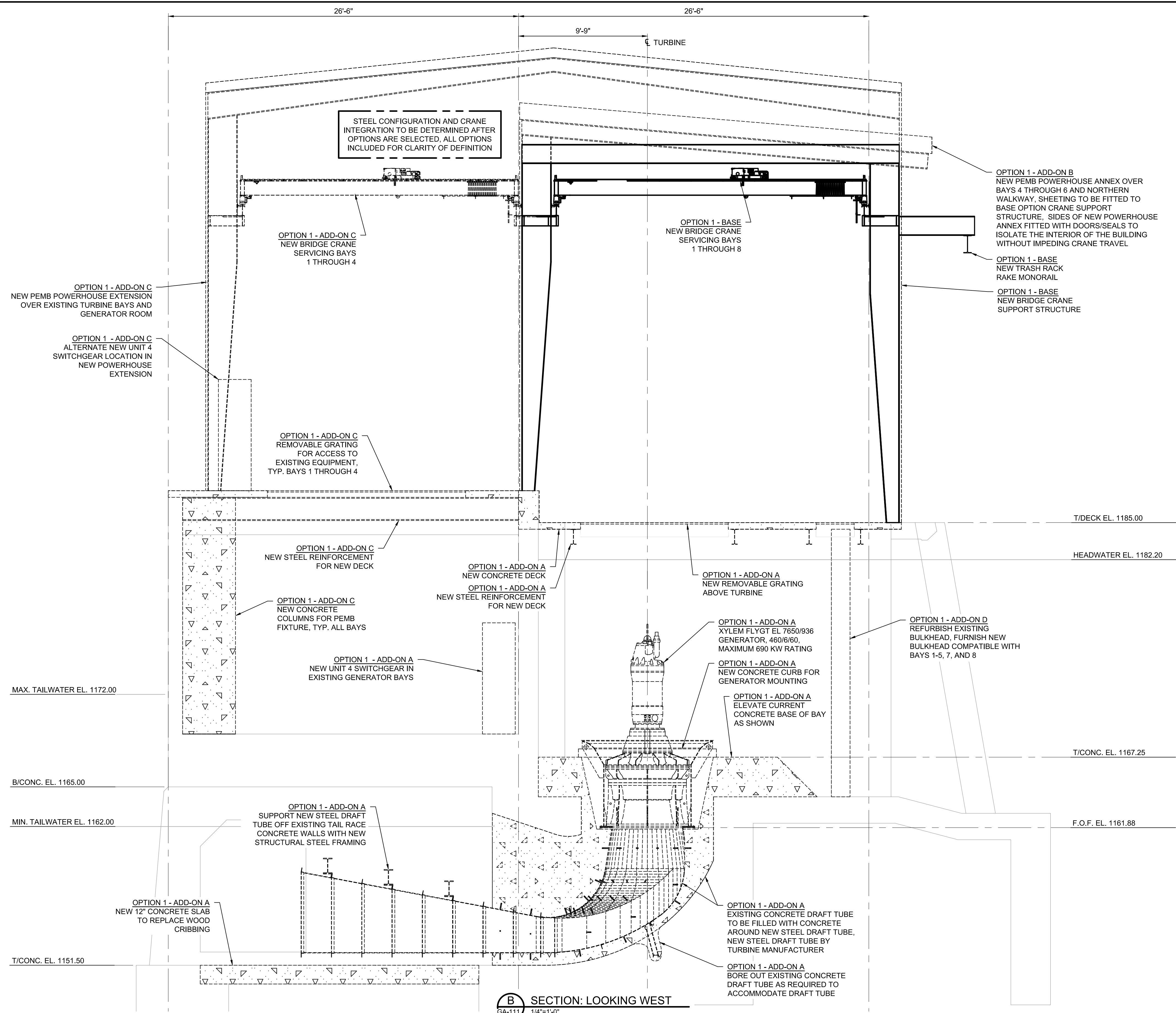
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A SECTION: LOOKING WEST
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PRELIMINARY
ISSUED FOR REVIEW
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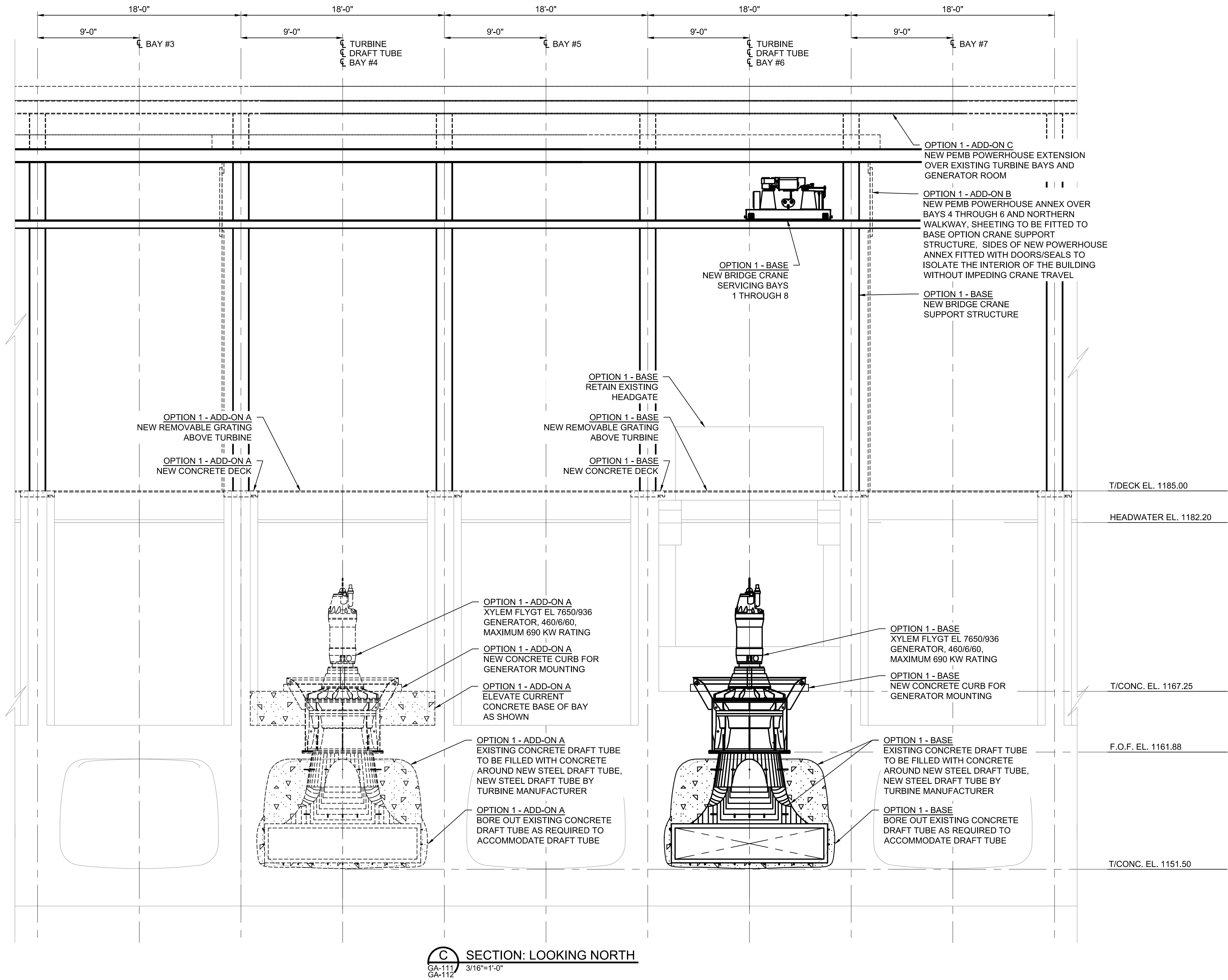
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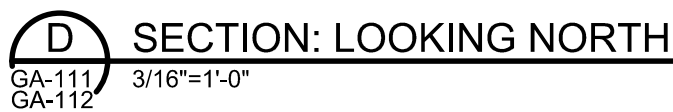
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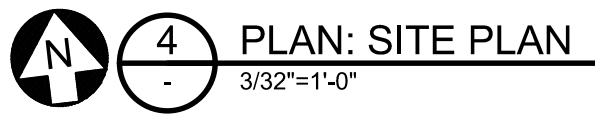
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Corporate Headquarters:
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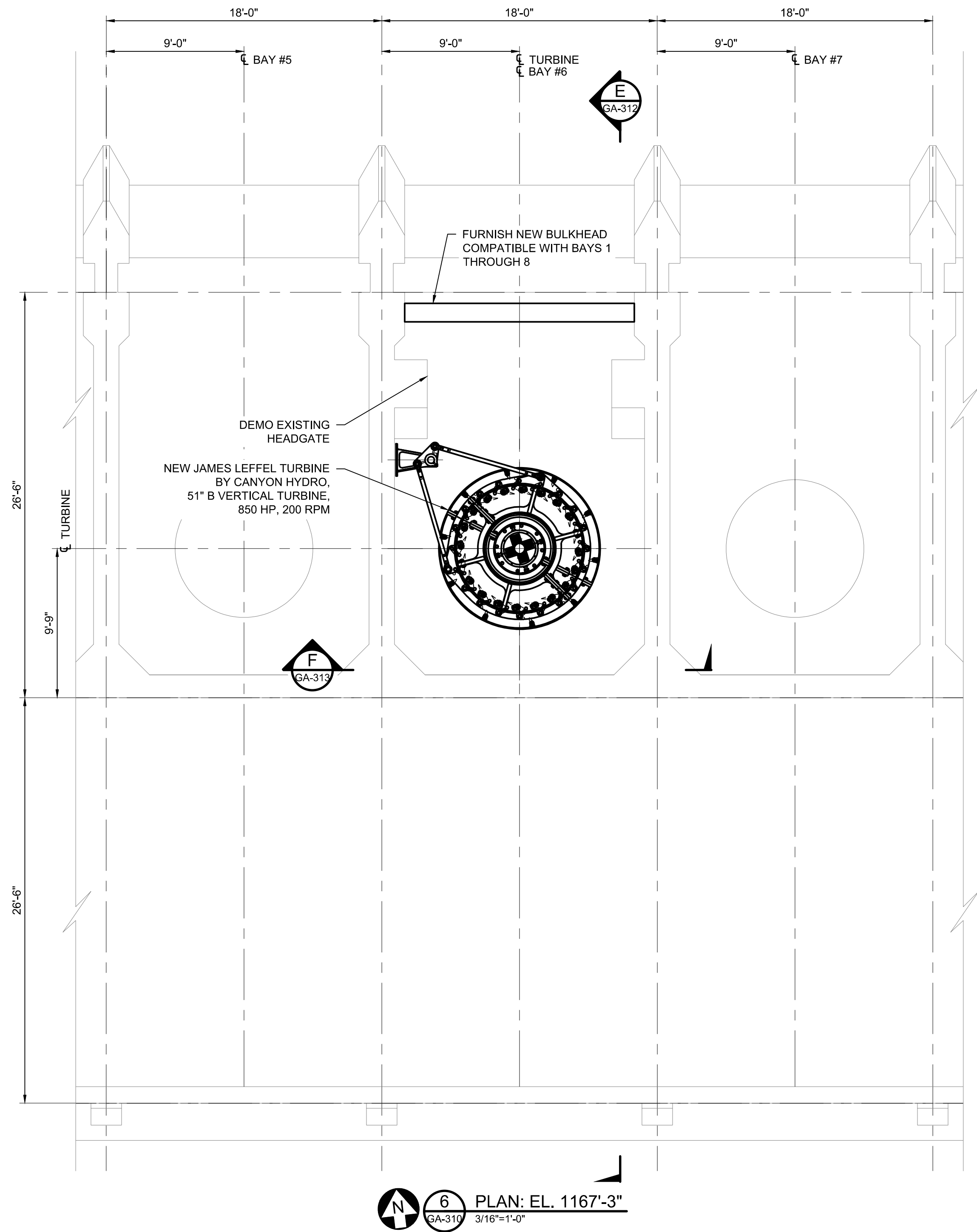
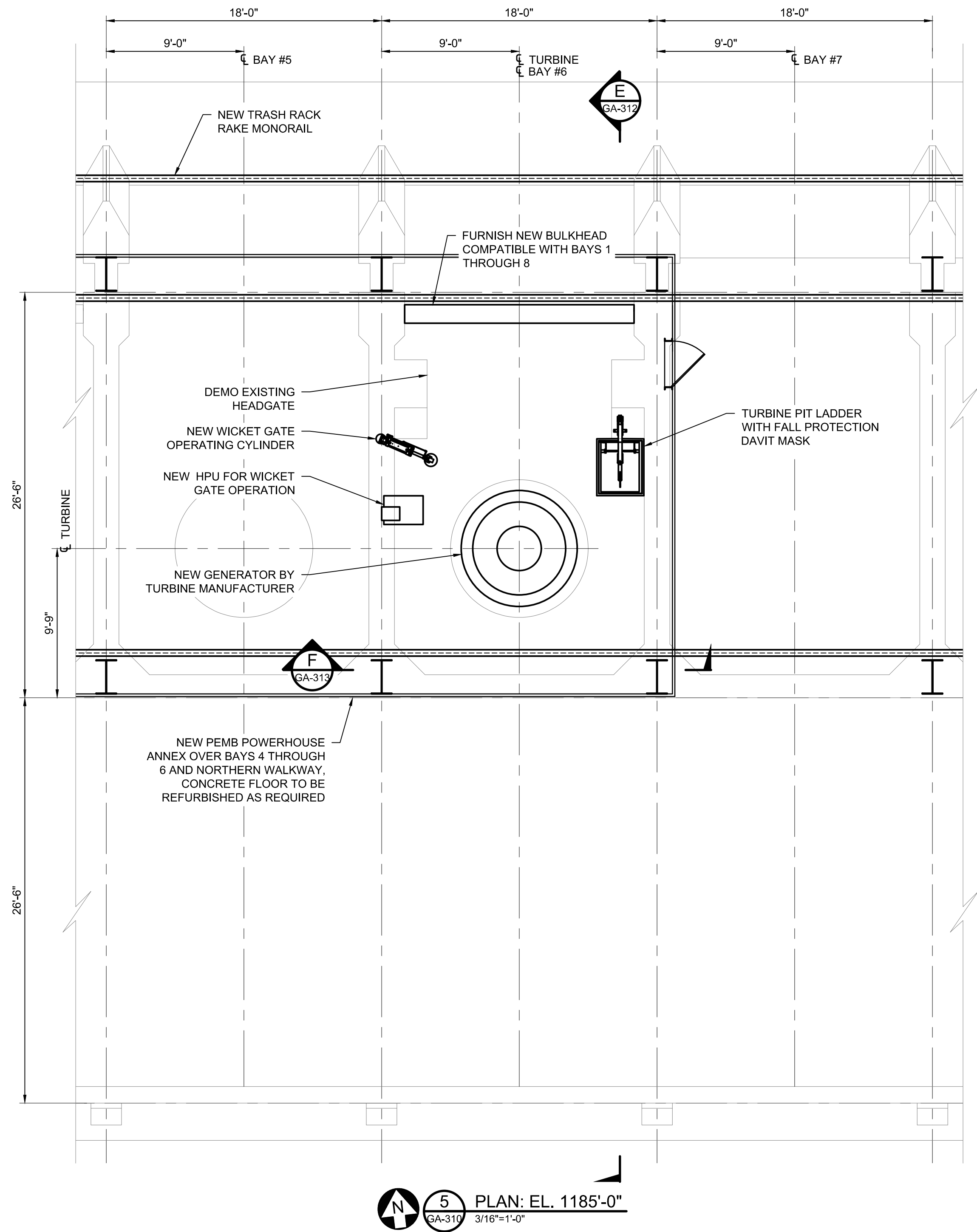
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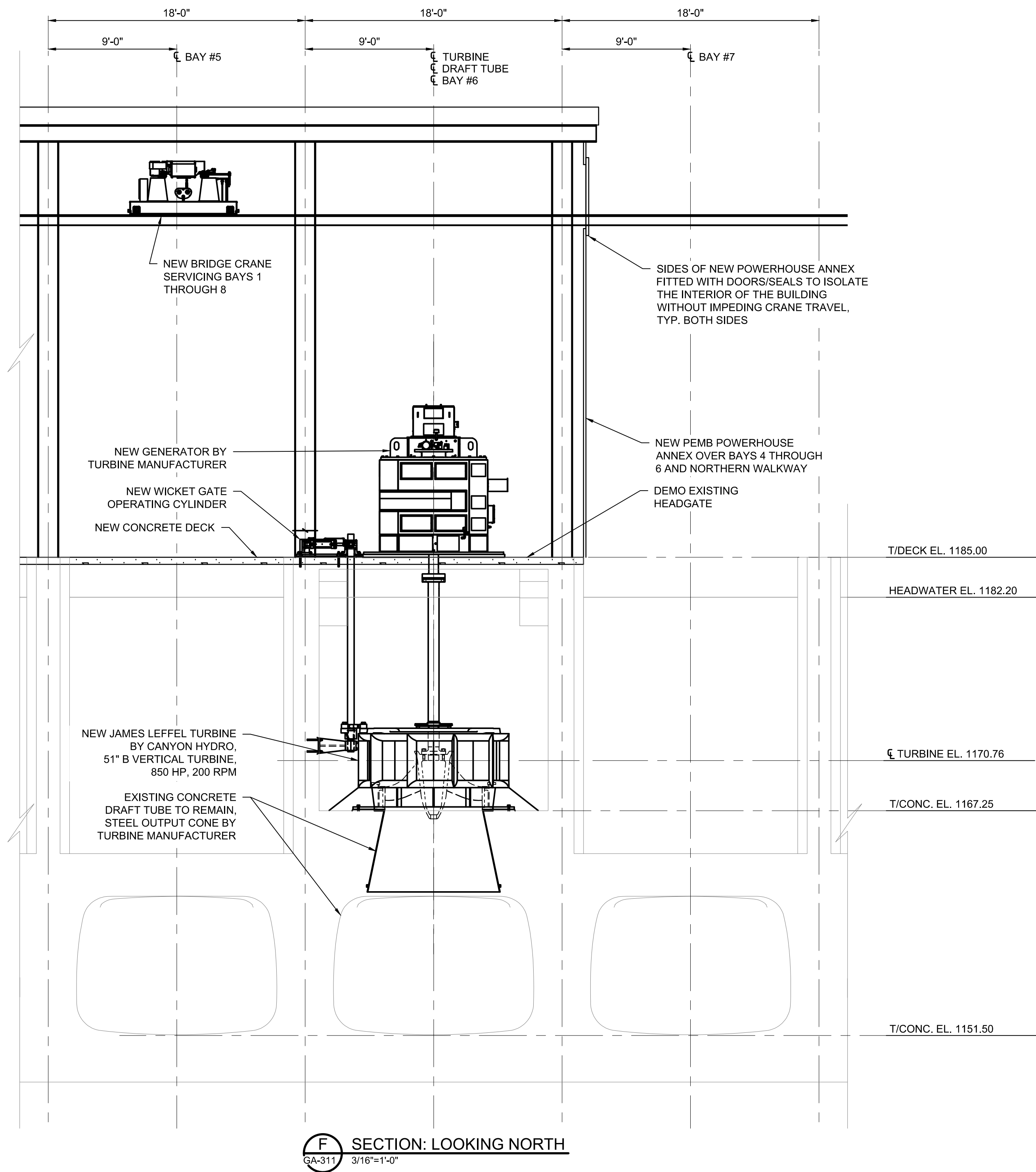
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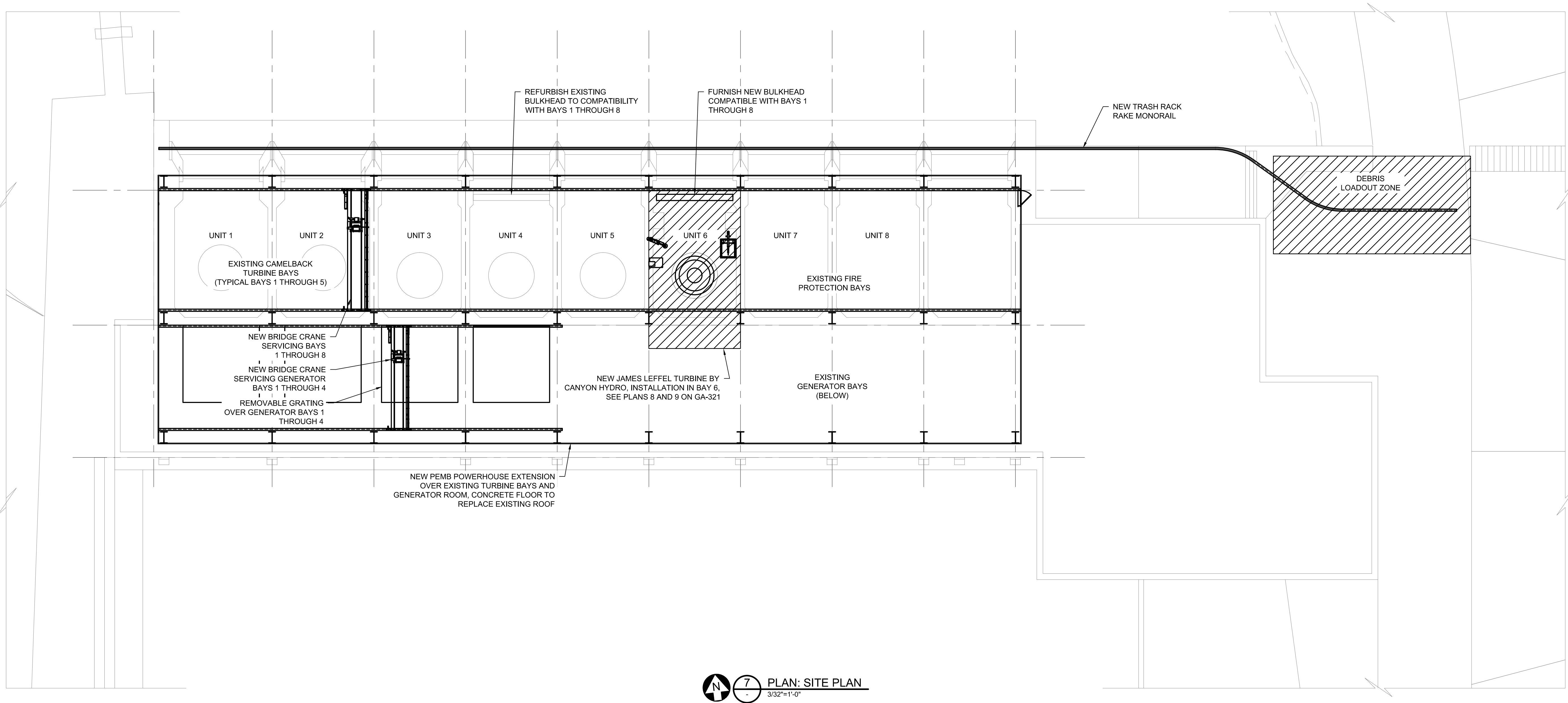
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PRELIMINARY
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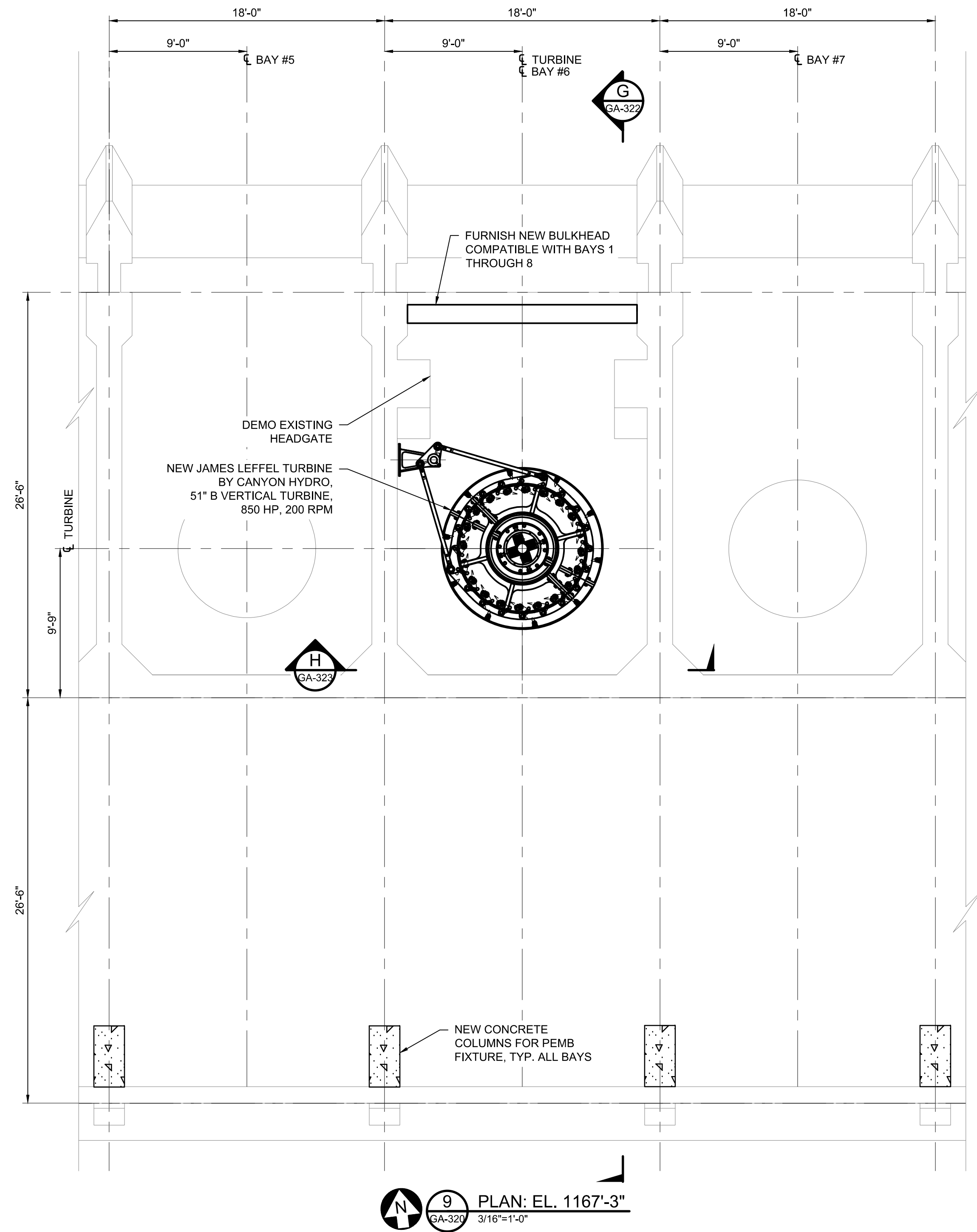
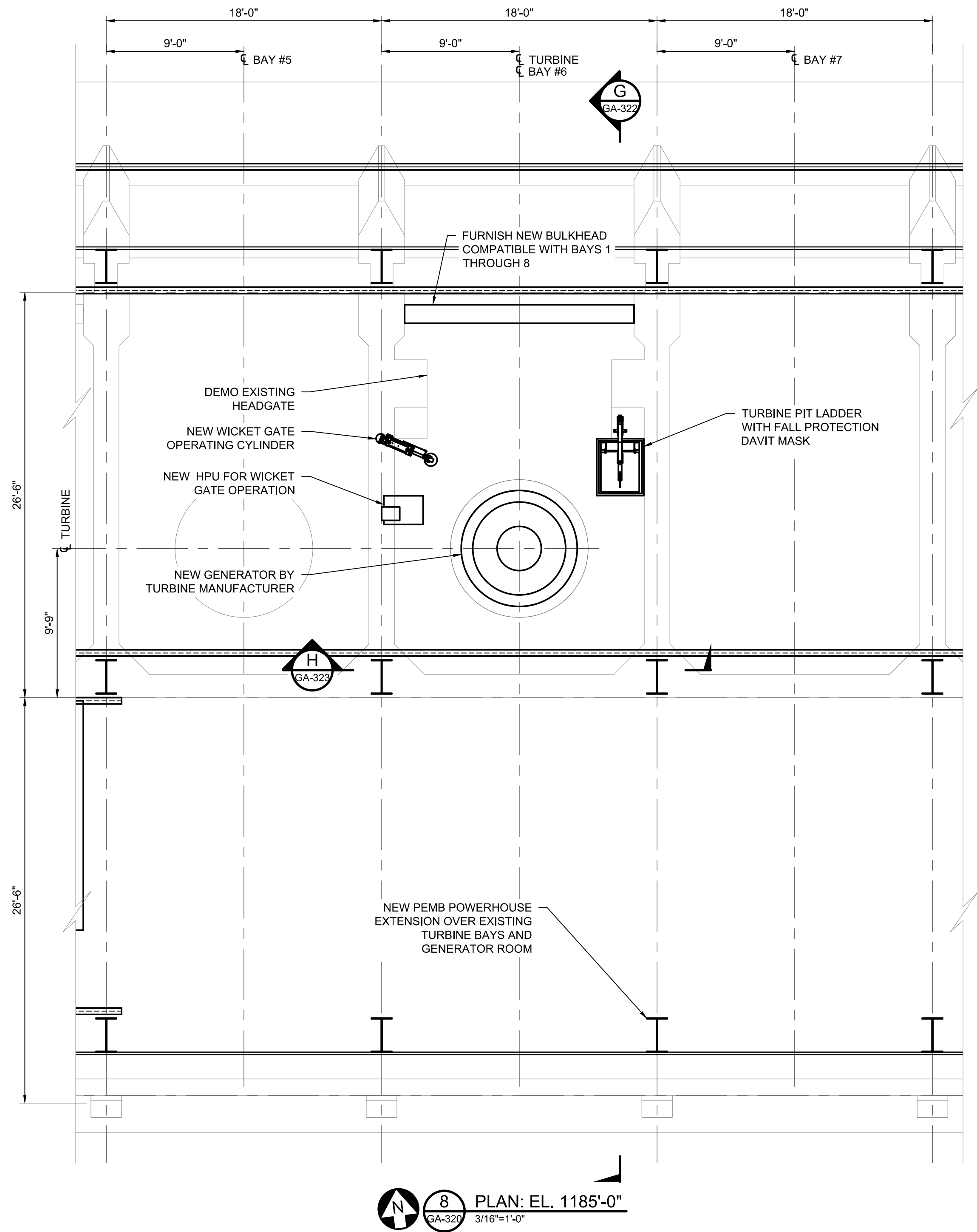


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3/32"=1'-0"

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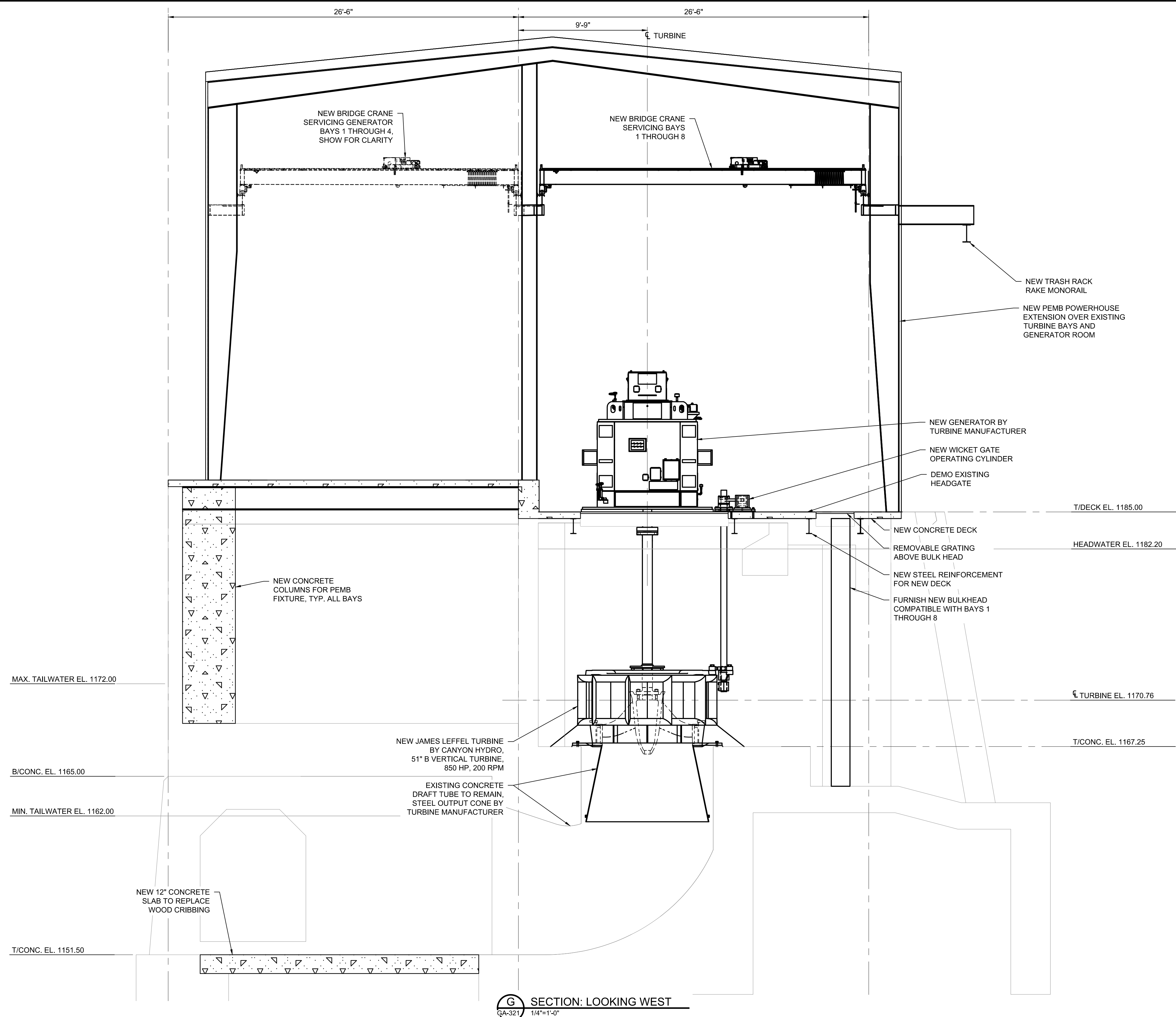
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NOT FOR CONSTRUCTION

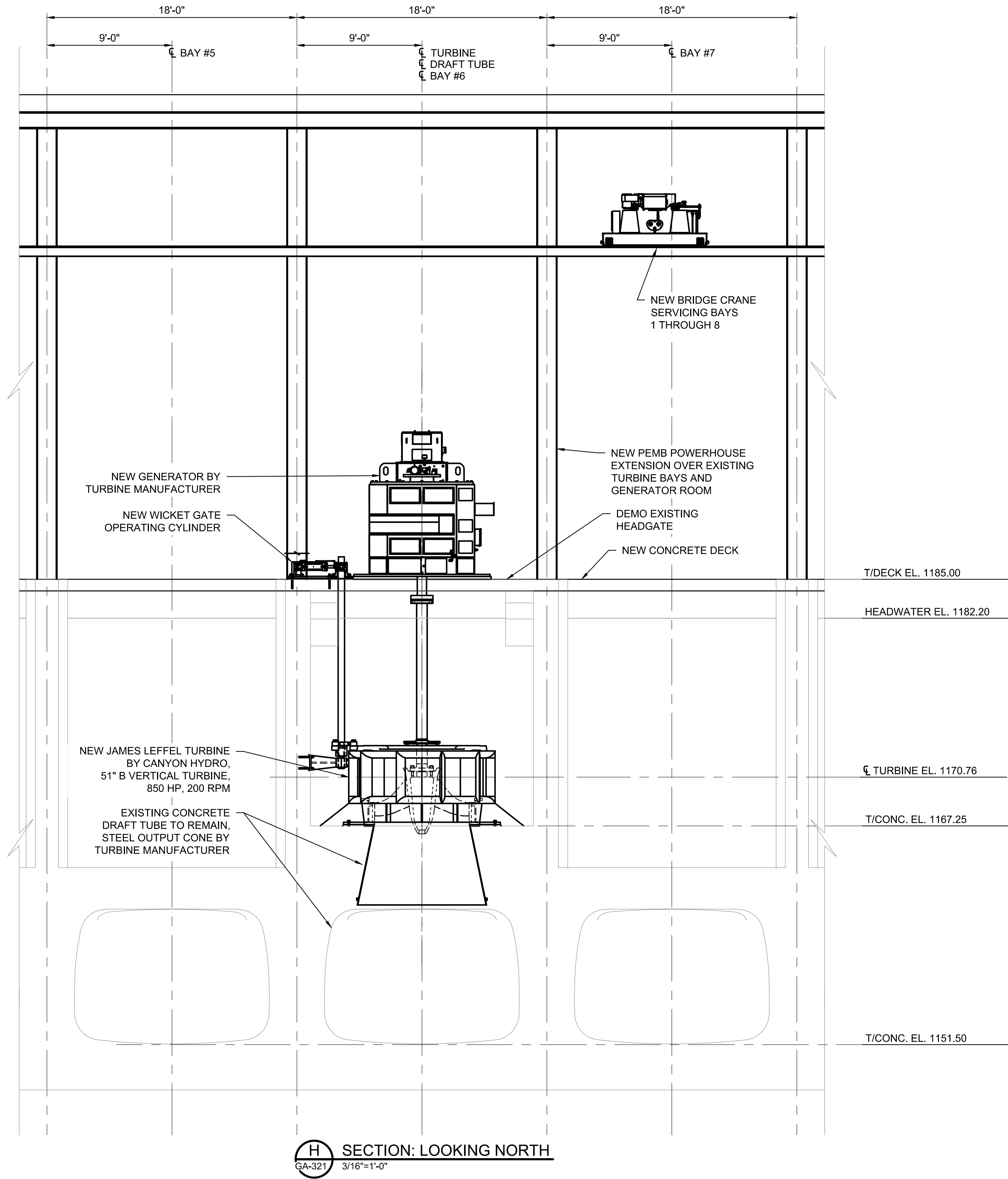
					CLIENT	02/16/24									 Project Office: BARR ENGINEERING CO. 4300 MARKETPOINTE DRIVE SUITE 200 MINNEAPOLIS, MN 55435 Corporate Headquarters: Minneapolis, Minnesota Ph: 1-800-632-2277 Fax: (952) 832-2601 www.barr.com	Scale	AS SHOWN	BRainerd PUBLIC UTILITIES BRainerd, MINNESOTA				PHASE II GENERATION STUDY BRainerd DAM				BARR PROJECT No. 23/18-1016.07	
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G SECTION: LOOKING WEST
GA-321 1/4"=1'-0"

PRELIMINARY
ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

[illegible]



PRELIMINARY
ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

[illegible]

Attachment C

Opinion of Probable Cost

Project Costs ¹	Option 1 (Base) Flygt Unit	Option 3.1 Canyon Unit	Option 3.2 Canyon Unit
Turbine Costs (Equipment Only)	\$715,000	\$2,800,000	\$2,800,000
Total Construction Costs	\$1,800,000	\$2,350,000	\$3,580,000
Professional Services (12%)	\$380,000	\$780,000	\$960,000
Contingency (30%)	\$630,000	\$1,290,000	\$1,600,000
Class V Median Cost Estimate	\$3,525,000	\$7,220,000	\$8,940,000
Estimate Low Cost Range (-20%)	\$2,970,000	\$6,340,000	\$7,720,000
Estimate High Cost Range (+60%)	\$5,220,000	\$9,880,000	\$12,630,000

Option 1 Alternatives	Add-On A 2 Unit 4 Replacement	Add-On B PEMB (Units 4-6)	Add-On C PEMB (Units 1-8)	Add-On D New Headgate
Total Construction Costs	\$2,690,000	\$110,000	\$1,310,000	\$120,000
Professional Services (12%)	\$410,000	\$17,000	\$200,000	\$18,000
Contingency (30%)	\$680,000	\$30,000	\$330,000	\$30,000
Class V Median Cost Estimate	\$3,780,000	\$157,000	\$1,840,000	\$168,000
Estimate Low Cost Range (-20%)	\$3,170,000	\$130,000	\$1,480,000	\$140,000
Estimate High Cost Range (+60%)	\$5,620,000	\$260,000	\$2,950,000	\$270,000

Notes:

1 The opinion of probable construction cost provided in this table has been developed on the basis of Barr's experience and qualifications and represents our best judgment as experienced and qualified professionals familiar with the project. OPC is based on current maturity level of the design and costs will change with further design.

2 OPC is based upon estimated concept level design quantities and unit prices obtained from the published sources or contractor projects costs of similar size and scope. This concept-level Class 5 OPC was prepared referencing AACE International Recommended Practice No. 17R-97, 2011.

3 This concept-level cost estimate is based on preliminary designs, alignments, quantities and unit prices. Time value-of-money escalation costs are not included. The estimated accuracy range for the Total Project Cost as the project is defined above. The accuracy range is based on professional judgement considering the level of design completed, the complexity of the project and the uncertainties in the project as scoped. The accuracy range are not intended to include costs for future scope changes that are not part of the project as currently scoped or costs for risk contingency.

4 Contingency is an allowance for the net sum of costs that will be in the final total project cost at the time of the completion of design, but are not included at this level of project definition.

5 Since Barr has no control over the cost of labor, materials, equipment, or services furnished by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions, Barr cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from this opinion of probable construction cost.



Public Utilities Commission Agenda Request

MEETING DATE: February 27, 2024

TITLE OF ITEM: Distributed Energy Resources (DER)

AGENDA:

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Trent Hawkinson

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: Through our discussions in the past meetings and committee meetings, it was noted that the Commission would like informational material provided to customers on our distributed energy resources. The attached photos provide a draft idea that staff would like considered for placement on the website.

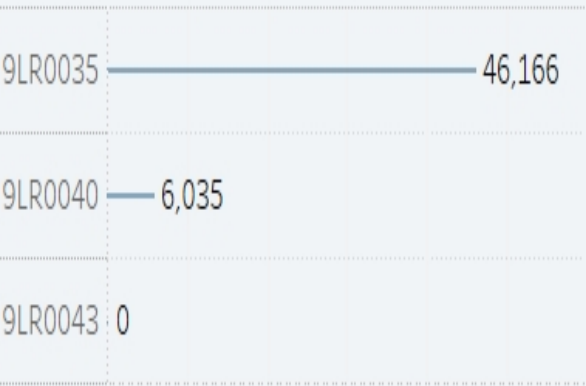
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff wanted to confirm with the commissioners that this is the idea they had for these resources.

FINANCIAL IMPACT:

Real Time Energy Production Overview

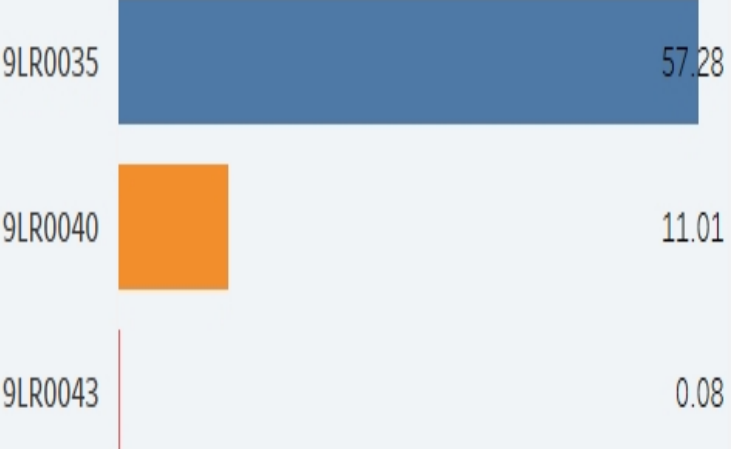
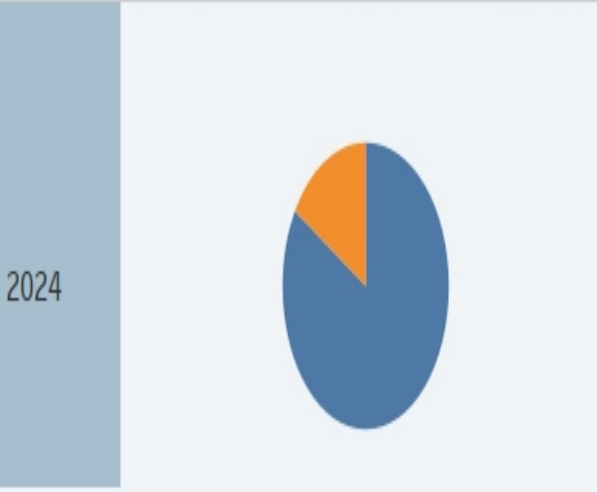
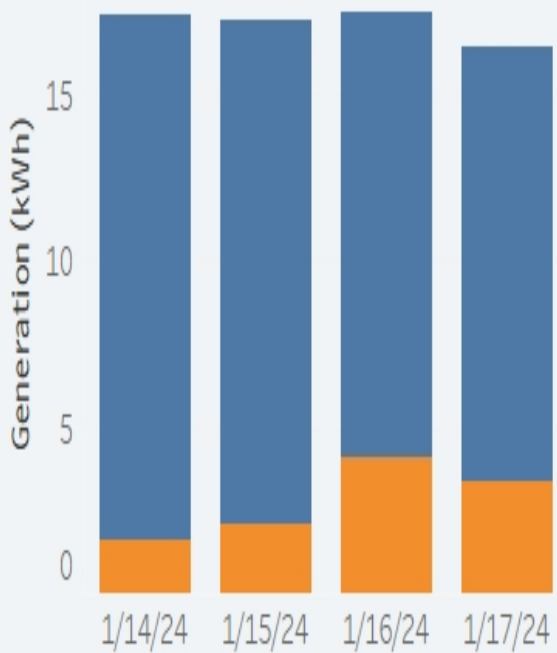
- Meter Number
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Total Eco-Friendly Generation (kWh)



68.38



9LR0035
83.77

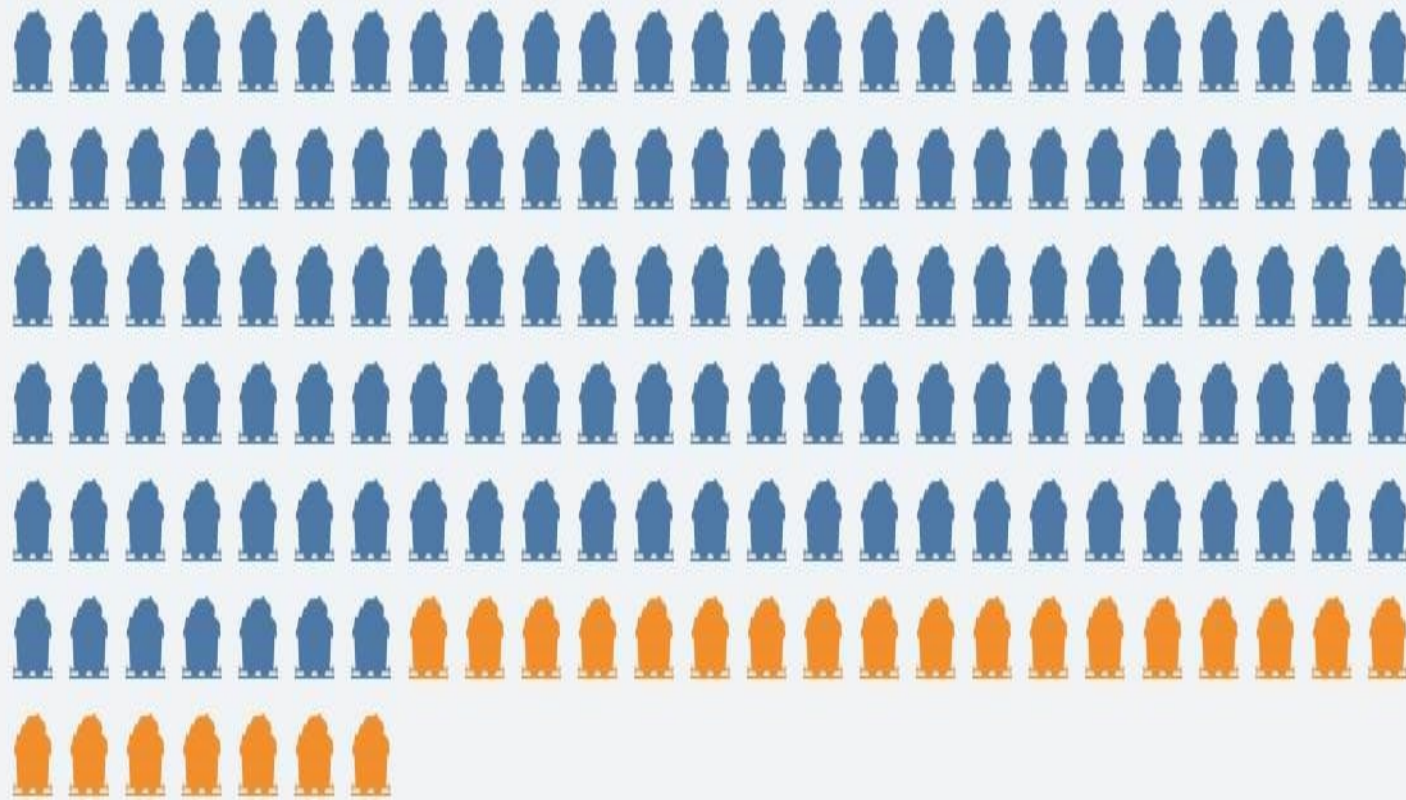


9LR0040
16.11

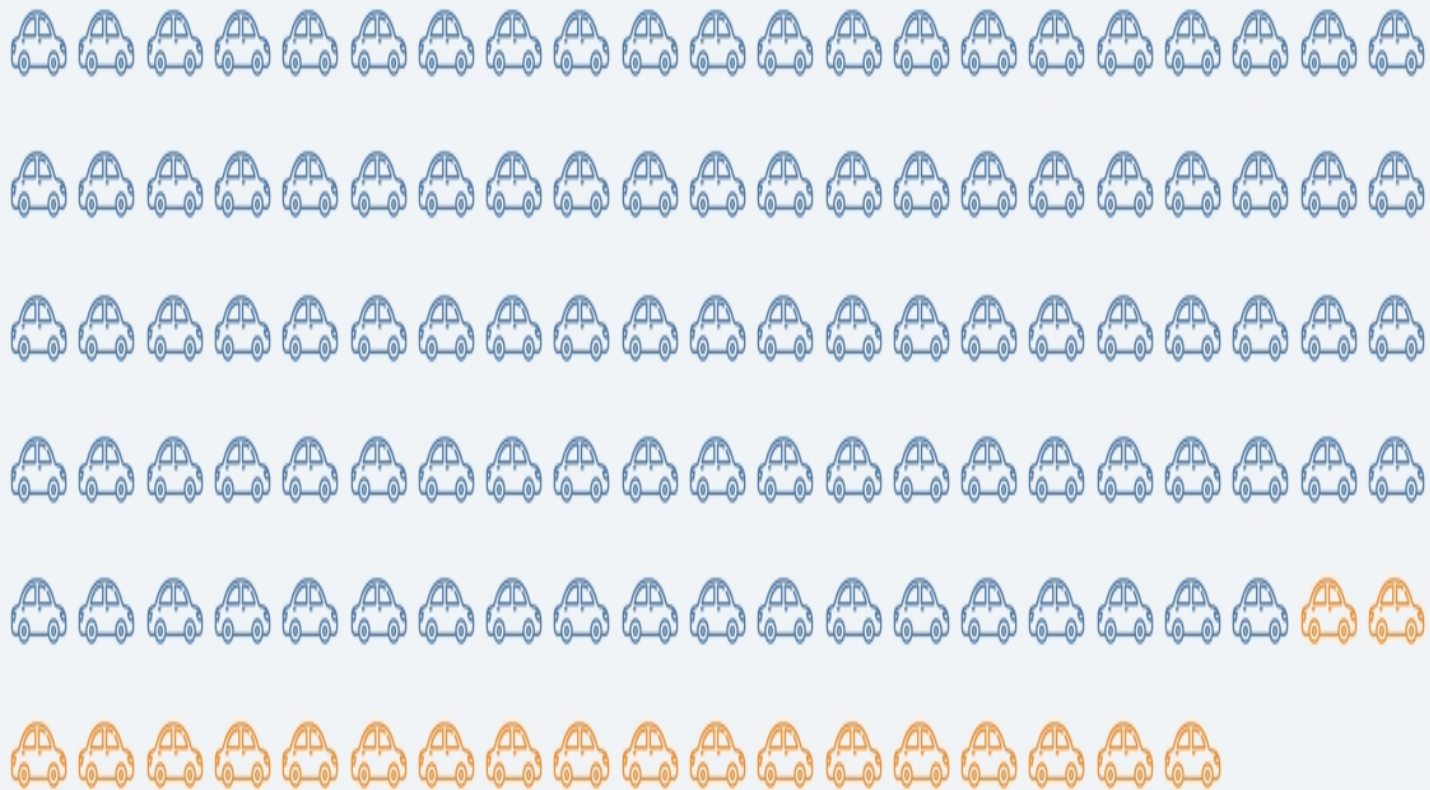


9LR0043
0.12

Pounds of Coal That are No Longer Needed



Miles Generated for Electric Vehicles



HR Director's Report to BPU Commission

February 23, 2024

Personnel:

Two BPU Department employees were off from work this past month for non-work-related medical issues. One of those employees was absent intermittently.

Staff contacted our Lineworker applicants and informed them that we are cancelling interviews at this time; further, we will notify them when we repost the position when the 2024 Lineworker wage is settled. Our second Mediation session with the IBEW BPU Union is scheduled for February 29th.

2023 wage grids as proposed by Flaherty & Hood for the new Facilities Custodian, Journeyman Electrician and Business Office Support Specialist positions were presented to the IBEW Public Utility Union on October 27th. To date, the Union has not accepted the proposed wage. After an agreement is reached with the union and approved by the City Council, we can start advertising for those positions.

This last month, HR and BPU Staff updated most of the job descriptions as noted in the Commission's Unfinished Business where duties were modified by the department's organizational restructuring. An agenda item is included for your February 27th meeting packet to review the updated job descriptions. We plan to present the updated job descriptions for the Operations Manager and Water/Wastewater Manager positions at the Commission's March meeting.

Public Utilities Director Position:

On February 12th, the Public Utilities Director Work Group met and reviewed ten applications for our Public Utilities Director Position. Five individuals were invited to interview and interviews will be conducted on February 28th and March 1st.

Miller Reclassification Grievance:

On November 6th, the Council approved the reclassification of Ryan Miller from an Apprentice Lineworker to Lineworker as he had successfully completed his apprenticeship program. The reclassification was effective September 27, 2023, and he was placed on Step 4 (\$43.54 per hour) on the Lineworker Wage Grid. The IBEW Public Utility Union filed Grievance No. 2023-4 on November 20, 2024. The Union felt Mr. Miller should be considered, and compensated, at the Journeyman Lineworker rate upon notification from the administering body that he completed all related training, and on-the-job hours - not when he received his official certification document from the School. The Union also felt that since the Apprenticeship Progression schedule was based on Step 5 of the Lineworker Grid, he should receive the full Step 5 rate upon completion of the apprenticeship. Since these items were not specifically identified in the union contract, the issues were subject to interpretation by both the City and the Union. After discussing this with our Employment Law Attorney, we agreed that a settlement as provided in the attached Memorandum of Agreement (MOA) would resolve the current issue and also clarify how this should be handled in the future.

The MOA was approved by the City Council on February 20th. The MOA clarifies when an employee completes an apprenticeship program in the future, the employee shall be placed on the Wage Grid at the lowest step that constitutes a raise of at least three percent (3%) above the rate the employee was paid at the time of completion of the apprenticeship program (this language follows our Employee Policy Manual). In addition, the date of completion of the apprenticeship program shall be the date certified by the MN Department of Labor and Industry (DOLI) as the date that the employee completed the apprenticeship program. Since BPU Staff provides that date to DOLI as the sponsor of our apprenticeship program, our internal process will be for Staff to provide the date noted on the official certification document from the school/apprenticeship program.

Performance Evaluation and Calibration Training:

After reviewing some of the 2022-2023 performance reviews submitted for BPU Department employees, we scheduled a training opportunity on February 20th for members of the BPU Management Team to meet with our Department Heads regarding completing performance evaluations and conducting a supervisor calibration session. On Monday, February 26th, the BPU Management Team and HR Staff will be conducting a mini-calibration session.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into between the City of Brainerd (“City”) and International Brotherhood of Electrical Workers Local Union #31 (“Union”). The City and the Union are collectively referred to herein as the “Parties,” and each individually as a “Party.”

WHEREAS, the City and the Union are parties to the 2021-2023 collective bargaining agreement (“CBA”) governing the terms and conditions of employment for employees of Brainerd Public Utilities (“BPU”);

WHEREAS, the City and the Union are currently in the process of negotiating a successor agreement to the CBA (“successor CBA”);

WHEREAS, on November 22, 2023, the Union filed Grievance No. 2023-4, alleging that the City failed to place Ryan Miller on Step 5 of the 2023 Lineworker Wage Grid (“Wage Grid”) in the CBA as of July 27, 2023;

WHEREAS, the City denied that it violated the CBA, specifically denied that it placed Ryan Miller on the wrong step of the Wage Grid, and asserted that the date of completion of the apprenticeship program was the date identified in the certificate issued by the apprenticeship program;

WHEREAS, the City and the Union desire to settle this dispute through negotiations rather without further proceedings.

NOW, THEREFORE, the parties hereto have agreed as follows:

1. **Dismissal of Grievance with Prejudice.** The Union hereby withdraws Grievance No. 2023-4, said grievance deemed settled and resolved.
2. **Placement on the Wage Grid.** The City shall place Ryan Miller on Step 5 of the Wage Grid, as identified in the 2021-2023 CBA effective July 27, 2023.
3. **Backpay.** The City shall pay Ryan Miller the difference between his Apprentice Lineworker Wage as of July 26, 2023 (\$43.54 per hour) and Step 5 on the Wage Grid (\$48.38 per hour), for the hours worked from July 27, 2023, through November 5, 2024. In addition, the City shall pay Ryan Miller the difference between his Step 4 Lineworker Wage (\$46.37 per hour) and Step 5 on the Wage Grid (\$48.38 per hour) for the hours worked from November 6, 2023, to the date of placement on Step 5 of the Wage Grid. Such payment will be made within thirty (30) days of the execution of this CBA by both parties, in conjunction with a regular City payroll payment. The payment pursuant to this Section shall be

subject to all customary withholdings, including, but not limited to, income tax withholdings.

4. **Modification of CBA Language.** Effective February 1, 2024, Article 12, Section 4 of the CBA is amended to include the following language:

Upon completion of an apprenticeship program, the employee shall be placed on the Wage Grid at the lowest step that constitutes a raise of at least three percent (3%) above the rate the employee was paid pursuant to this Section at the time of completion of the apprenticeship program. For purposes of this Section, the date of completion of an apprenticeship program is the date certified by the Minnesota Department of Labor and Industry as the date that the employee completed the apprenticeship program.

5. **Effective Date and Duration.** The Parties agree that the language identified in Paragraph 4 shall be added to the successor CBA currently being negotiated. The Parties agree that this MOA shall remain in effect until such time as the successor CBA, containing the language identified in Section 4 of this MOA, has been ratified by the City and the Union.
6. **Equal Drafting.** In the event any party asserts that a provision in this MOA is ambiguous, this MOA must be construed to have been drafted equally by the parties.
7. **Choice of Law and Severability.** This MOA shall be construed and interpreted in accordance with the laws of the State of Minnesota. Any term or condition of this MOA found to be invalid, illegal or unenforceable shall not render this MOA void or unenforceable. If any particular provision of this MOA shall be adjudicated to be invalid or unenforceable, the parties specifically authorize the tribunal making such determination to sever and/or replace the invalid or unenforceable provision of this MOA to allow this MOA and the remaining provisions thereof, to be valid and enforceable to the fullest extent allowed by law.
8. **Entire Agreement.** This Memorandum of Agreement contains the full and complete agreement between the parties relative to the subject matter addressed herein. No promises, guarantees, or representations relative to the subject matter addressed herein exist outside the terms of this document. No party has relied upon any oral statements or promises that are not set forth in this MOA. This MOA controls to the extent that it conflicts with the terms of the CBA. No changes to this MOA are valid unless they are in writing and signed by both parties.

Memorandum of Agreement

9. **Voluntary Agreement.** The parties acknowledge that they have read the foregoing Agreement and by signing below affirm that they fully understand and voluntarily agree to be bound by its terms and conditions.

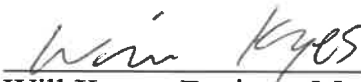
IN WITNESS THEREOF, the parties hereto have hereunto set their hands the date and year affixed below.

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL
BROTHERHOOD OF ELECTRICAL
WORKERS LOCAL UNION #31



Patrick Wussow, Interim City Administrator



Will Keyes, Business Manager

2/21/24

Date:

2/8/2024

Date:



BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401

Business Office: 218.829.8726 ■ *Repair Service:* 218.829.2193

www.bpu.org

Brainerd Public Utilities Finance Managers Report February 27, 2024

October 2023 Financial Report

See attached financial report.

November 2023 Financial Report

See attached financial report.

December 2023 Financial Report

Staff are still working through the year-end entries, reconciliation and preparing for the upcoming audit. Auditors will be at the service center March 5-7th.

2023 Audit

Preparation has been occurring related to the audit. There is one additional GASB standard that is required to be implemented in the current year related to SBITA's (Subscription-Based Information Technology Arrangements). This is similar to the leasing standard that was implemented last year. I expect minimal effect on our financial statements, but we have been working on pulling all the information together for the assessment of this impact. Additionally, the audit standards have updated in the current year which is changing the requirements of our audit.

Water Treatment Facility Reclamation and Backwash Project

Working with Bolton & Menk on the granting process ensuring all information is to PFA for the \$5M grant that was awarded. The kickoff meeting for construction and design went well and will be an ongoing process.

Wellhead Protection Plan

Ongoing meetings with Minnesota Rural Water Association regarding the process of updating the current Plan which was for the 10-year period ending April 2022. The updated plan will need to be submitted to the State by July 1, 2024. We have met with City staff in preparation of the document, and a final draft is being prepared by Bolton & Menk.

Region V LEAP (Local Energy Action Plan) Grant Application

We are working with Region 5 continuing this process. The grant has moved to the next steps in the process and during the week staff and our community partners had an interview with the Department of Commerce.

Co-Digestion Project Grant application MnTAP

Ongoing work related to grant application with MnTAP and Co-digestion potential at the wastewater treatment facility. Conversations have been occurring with NREL related to the feasibility of producing additional energy from methane production.

Next Commission Meeting – March 26, 2024



Monthly Financial Report October 2023

**BRAINERD PUBLIC UTILITIES
COMPARISON OF OPERATING RESULTS
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023 AND 2022**

	2023		2022	
	Amount	Percent of Sales	Amount	Percent of Sales
OPERATING REVENUE				
Department				
Electric	\$20,254,828	78.8%	\$18,347,436	77.7%
Water	2,854,670	11.1%	2,873,012	12.2%
Wastewater	2,605,148	10.1%	2,379,965	10.1%
Total Operating Revenue	<u>25,714,646</u>	<u>100.0%</u>	<u>23,600,413</u>	<u>100.0%</u>
OPERATING EXPENSES				
Salaries and Wages	3,966,515	15.4%	3,829,613	16.2%
Purchased Power	11,775,513	45.8%	10,404,999	44.1%
Purchased Services	2,709,154	10.5%	2,423,192	10.3%
Other Charges	643,267	2.5%	514,684	2.2%
Employee Benefits	1,465,933	5.7%	1,340,737	5.7%
Insurance and Bonds	316,559	1.2%	251,609	1.1%
Depreciation and Amortization	4,197,539	16.3%	4,342,600	18.4%
Total Operating Expenses	<u>25,074,480</u>	<u>97.5%</u>	<u>23,107,434</u>	<u>97.9%</u>
NET OPERATING REVENUE	<u>640,166</u>	<u>2.5%</u>	<u>492,979</u>	<u>2.1%</u>
NONOPERATING REVENUE				
Interest Revenue - Investments	168,362	0.7%	(838,381)	-3.6%
Sale of Renewable Energy Credits	-	0.0%	482,463	0.0%
Bond Premium	142,411	0.6%	334,738	1.4%
Interest Revenue - Notes Receivable	86,670	0.7%	99,605	-3.6%
Interest Expense - Bonds	(686,026)	-2.7%	(801,931)	-3.4%
Local Option Sales Tax - Brainerd	1,626,817	6.3%	1,550,380	6.6%
Other	39,767	0.2%	110,569	0.5%
Total Nonoperating Revenue	<u>1,378,001</u>	<u>5.7%</u>	<u>937,443</u>	<u>-2.0%</u>
INCOME BEFORE OPERATING TRANSFERS TO THE CITY	2,018,167	7.8%	1,430,422	6.1%
CAPITAL CONTRIBUTIONS	-	0.0%	-	0.0%
TRANSFERS TO THE CITY	<u>(667,633)</u>	<u>-2.6%</u>	<u>(638,018)</u>	<u>-2.7%</u>
CHANGE IN NET ASSETS	<u>\$ 1,350,534</u>	<u>5.3%</u>	<u>\$ 792,404</u>	<u>3.4%</u>

BRAINERD PUBLIC UTILITIES
COMBINING STATEMENT OF NET POSITION BY DEPARTMENT
OCTOBER 31, 2023 AND 2022

	Electric	Water	Wastewater Treatment	Totals	
				2023	2022
ASSETS					
UTILITY PLANT					
Construction in Progress	\$ 2,925,694	\$ 6,826,665	\$ 1,519,341	\$ 11,271,700	\$ 5,754,746
Right-to-Use	421,686	20,146	20,146	461,978	
In Service	47,057,698	30,123,992	39,177,997	116,359,687	114,554,419
Total Investment in Utility Plant	50,405,078	36,970,803	40,717,484	128,093,365	120,309,165
Less: Accumulated Depreciation	(25,148,041)	(15,249,987)	(20,796,118)	(61,194,146)	(56,275,869)
Net Utility Plant	25,257,037	21,720,816	19,921,366	66,899,219	64,033,296
CASH AND INVESTMENTS					
<u>Nonrestricted</u>	5,669,778	(1,406,958)	3,476,119	7,738,939	10,381,243
<u>Restricted</u>					
Customer Deposits	474,192	-	-	474,192	356,709
City of Brainerd Contribution	71,085	-	-	71,085	291,169
Conservation Incentive Program	367,750	-	-	367,750	295,375
Water and Sewer Accessibility Charges	-	551,964	7,138	559,102	592,258
Construction Bond Proceeds	-	180,552	-	180,552	2,305,756
Debt Service Reserve	1,117,250	1,542,503	2,232,780	4,892,533	4,588,747
Total Restricted Cash and Investments	2,030,277	2,275,019	2,239,918	6,545,214	8,430,014
Total Cash and Investments	7,700,055	868,061	5,716,037	14,284,153	18,811,257
CURRENT ASSETS					
Accounts Receivable	3,016,222	391,592	758,267	4,166,081	3,869,435
Interest Receivable	13,392	3,732	16,329	33,453	23,408
Inventory	1,773,665	161,804	-	1,935,469	1,555,927
Prepaid Expenses	142,189	34,963	26,364	203,516	145,798
Total Current Assets	4,945,468	592,091	800,960	6,338,519	5,594,568
OTHER ASSETS					
Bonds and Notes Receivable	-	-	3,818,334	3,818,334	3,330,334
Interest Receivable - Notes Receivable	-	-	17,900	17,900	21,000
Service Territory Acquisitions, Net of Accumulated Amortization	217,683	-	-	217,683	234,416
Deferred Outflows of Resources	976,451	325,484	325,484	1,627,419	1,662,600
Investment in Solar Generation Facility	567,000	-	-	567,000	567,000
Total Other Assets	1,761,134	325,484	4,161,718	6,248,336	5,815,350
Total Assets	39,663,694	23,506,452	30,600,081	93,770,227	94,254,471
LIABILITIES AND NET ASSETS					
NET POSITION					
Net Investment in Capital Assets	18,889,805	11,193,589	10,535,895	40,619,289	34,368,980
Restricted	-	1,600,323	6,011,614	7,611,937	6,802,773
Unrestricted	6,954,610	(1,548,688)	3,240,126	8,646,048	14,331,360
Total Net Position	25,844,415	11,245,224	19,787,635	56,877,274	55,503,113
LONG-TERM LIABILITIES					
Revenue Bonds Payable	5,540,000	9,040,000	632,400	15,212,400	17,136,600
PFA Construction Loan Payable	-	-	6,870,000	6,870,000	8,455,000
Equipment Certificate Payable	-	-	-	-	-
Compensated Absences	679,252	281,590	178,223	1,139,065	1,143,814
Other Postemployment Benefit Obligation	230,698	76,898	76,898	384,494	548,966
Net Pension Liability	2,955,756	985,252	985,252	4,926,260	2,566,540
Deferred Inflows of Resources	104,457	34,819	34,819	174,095	1,823,145
Capital Lease Payable	378,991	6,151	5,280	390,422	27,091
Revenue Bond Premium	48,304	670,796	29,217	748,317	959,355
Total Long-Term Liabilities	9,937,458	11,095,506	8,812,089	29,845,053	32,660,511
CURRENT LIABILITIES					
Accounts Payable	1,546,213	223,114	-	1,769,327	928,268
Revenue Bonds Payable	1,040,000	805,000	79,200	1,924,200	2,050,600
Equipment Certificate Payable	-	-	-	-	65,000
PFA Construction Loan Payable	-	-	1,585,000	1,585,000	1,536,000
Capital Lease Payable	17,937	5,280	6,151	29,368	17,536
Payable to City of Brainerd	71,085	7,654	230,821	309,560	294,168
Conservation Incentive Program Payable	367,750	-	-	367,750	295,375
Accrued Expenses					
Salaries and Withholding Taxes	150,853	63,707	41,785	256,345	232,904
Sales Taxes	136,491	3,147	-	139,638	85,262
Bond Interest	77,300	57,820	57,400	192,520	229,025
Customer Deposits	474,192	-	-	474,192	356,709
Total Current Liabilities	3,881,821	1,165,722	2,000,357	7,047,900	6,090,847
Total Liabilities	13,819,279	12,261,228	10,812,446	36,892,953	38,751,358
Total Liabilities and Net Position	\$ 39,663,694	\$ 23,506,452	\$ 30,600,081	\$ 93,770,227	\$ 94,254,471

BRAINERD PUBLIC UTILITIES
COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION BY DEPARTMENT
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023, 2022, AND 2021

	October 31, 2023				(Memorandum Only)	
	Electric	Water	Wastewater Treatment	Total	October 31,	
					2022	2021
OPERATING REVENUES						
<u>Utility Revenues</u>	\$ 19,918,248	\$ 2,810,984	\$ 1,874,324	\$ 24,603,556	\$ 22,655,349	\$ 22,560,446
Other Operating Revenue	336,580	43,686	730,824	1,111,090	945,064	699,740
Total Operating Revenue	20,254,828	2,854,670	2,605,148	25,714,646	23,600,413	23,260,186
OPERATING EXPENSES						
<u>Purchased Power</u>	11,775,513	-	-	11,775,513	10,404,999	9,970,771
<u>Production/Generation</u>						
Salaries and Wages	397,234	389,111	363,160	1,149,505	1,069,978	1,005,752
Operations and Maintenance	37,712	254,860	845,116	1,137,688	901,608	893,255
Employee Benefits	114,931	143,168	107,249	365,348	353,698	328,907
Other Charges	998	569	24,724	26,291	66,691	59,948
Total Generation/Production Expenses	550,875	787,708	1,340,249	2,678,832	2,391,975	2,287,862
<u>Distribution</u>						
Salaries and Wages	1,176,436	486,057	72,069	1,734,562	1,640,512	1,555,580
Operations and Maintenance	297,864	291,087	154,895	743,846	786,179	574,843
Employee Benefits	332,146	139,983	26,979	499,108	493,360	451,910
Other Charges	57,777	22,999	3,178	83,954	46,576	47,102
Total Distribution Expenses	1,864,223	940,126	257,121	3,061,470	2,966,627	2,629,435
<u>General and Administrative</u>						
Salaries and Wages	635,615	228,447	218,386	1,082,448	1,119,123	1,124,286
Operations and Maintenance	491,705	208,746	127,169	827,620	735,405	368,116
Insurance and Bonds	196,451	56,571	63,537	316,559	251,609	225,388
Employee Benefits	355,824	126,480	119,173	601,477	493,679	414,606
Other Charges	347,165	88,875	96,982	533,022	401,417	442,210
Total Gen. and Admin. Expenses	2,026,760	709,119	625,247	3,361,126	3,001,233	2,574,606
<u>Depreciation and Amortization</u>	1,836,141	940,700	1,420,698	4,197,539	4,342,600	4,435,400
Total Operating Expenses	18,053,512	3,377,653	3,643,315	25,074,480	23,107,434	21,898,074
NET OPERATING INCOME (LOSS)	2,201,316	(522,983)	(1,038,167)	640,166	492,979	1,362,112
NONOPERATING REVENUE (EXPENSE)						
Interest Revenue - Investments	12,587	21,083	134,692	168,362	(838,381)	(17,227)
Sale of Renewable Energy Credits	-	-	-	-	482,463	-
Bond Premium	11,906	123,161	7,344	142,411	334,738	77,186
Interest Revenue - Notes Receivable	-	-	86,670	86,670	99,605	114,613
Local Option Sales Tax	-	348,693	1,278,124	1,626,817	1,550,380	1,461,909
Interest Expense - Bonds	(153,174)	(252,169)	(280,683)	(686,026)	(801,931)	(756,061)
Other	-	-	39,767	39,767	110,569	48,069
Total Nonoperating Revenue (Expense)	(128,681)	240,768	1,265,914	1,378,001	937,443	928,489
INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	2,072,635	(282,215)	227,747	2,018,167	1,430,422	2,290,601
CAPITAL CONTRIBUTIONS	-	-	-	-	-	976,000
TRANSFERS TO THE CITY	(667,633)	-	-	(667,633)	(638,018)	(643,190)
CHANGE IN NET POSITION	\$ 1,405,002	\$ (282,215)	\$ 227,747	\$ 1,350,534	\$ 792,404	\$ 2,623,411

BRAINERD PUBLIC UTILITIES
COMBINING STATEMENT OF NET POSITION FOR ELECTRIC DEPARTMENT
OCTOBER 31, 2023 AND 2022

	October 31, 2023			2022
	Generation	Distribution	Total	
ASSETS				
UTILITY PLANT				
Construction in Progress	\$ 745,863	\$ 2,179,831	\$ 2,925,694	\$ 1,388,328
Right-to-Use	-	421,686	421,686	
In Service	7,690,468	39,367,230	47,057,698	45,517,433
Total Investment in Utility Plant	8,436,331	41,968,747	50,405,078	46,905,761
Less: Accumulated Depreciation	(2,493,197)	(22,654,844)	(25,148,041)	(22,951,869)
Net Utility Plant	5,943,134	19,313,903	25,257,037	23,953,892
CASH AND INVESTMENTS				
<u>Nonrestricted</u>	(2,857,734)	8,527,512	5,669,778	5,565,990
<u>Restricted</u>				
Customer Deposits	-	474,192	474,192	356,709
City of Brainerd Contribution	-	71,085	71,085	56,927
Conservation Incentive Program	-	367,750	367,750	295,375
Debt Service Reserve	686,750	430,500	1,117,250	1,142,873
Total Restricted Cash and Investments	686,750	1,343,527	2,030,277	1,851,884
Total Cash and Investments	(2,170,984)	9,871,039	7,700,055	7,417,874
CURRENT ASSETS				
Accounts Receivable	-	3,016,222	3,016,222	2,834,085
Interest Receivable	-	13,392	13,392	7,084
Inventory	-	1,773,665	1,773,665	1,440,422
Prepaid Expenses	8,118	134,071	142,189	98,379
Total Current Assets	8,118	4,937,350	4,945,468	4,379,970
OTHER ASSETS				
Service Territory Acquisitions, Net of Accumulated Amortization	-	217,683	217,683	234,416
Deferred Outflows of Resources	161,240	815,211	976,451	997,560
Investment in Solar Generation Facility	-	567,000	567,000	567,000
Total Other Assets	161,240	1,599,894	1,761,134	1,798,976
Total Assets	3,941,508	35,722,186	39,663,694	37,550,712
LIABILITIES AND NET ASSETS				
Net Investment in Capital Assets	2,020,330	16,869,475	18,889,805	17,018,495
Unrestricted	(3,161,452)	10,116,062	6,954,610	7,264,924
Total Net Position	(1,141,122)	26,985,537	25,844,415	24,283,419
LONG-TERM LIABILITIES				
Revenue Bonds Payable	3,700,000	1,840,000	5,540,000	6,580,000
Equipment Certificate Payable	-	-	-	-
Compensated Absences	98,717	580,535	679,252	723,949
Other Postemployment Benefit Obligation	38,450	192,248	230,698	329,380
Net Pension Liability	492,626	2,463,130	2,955,756	1,539,924
Deferred Inflows of Resources	17,409	87,048	104,457	1,093,887
Capital Lease Payable	-	378,991	378,991	16,255
Revenue Bond Premium	48,304	-	48,304	70,320
Total Long-Term Liabilities	4,395,506	5,541,952	9,937,458	10,353,715
CURRENT LIABILITIES				
Accounts Payable	-	1,546,213	1,546,213	864,711
Revenue Bonds Payable	605,000	435,000	1,040,000	995,000
Capital Lease Payable	-	17,937	17,937	10,522
Payable to City of Brainerd	-	71,085	71,085	56,927
Equipment Certificate Payable	-	-	-	20,800
Conservation Incentive Program Payable	-	367,750	367,750	295,375
Accrued Expenses				
Salaries and Withholding Taxes	26,013	124,840	150,853	138,188
Sales Taxes	111	136,380	136,491	82,175
Bond Interest	56,000	21,300	77,300	93,171
Customer Deposits	-	474,192	474,192	356,709
Total Current Liabilities	687,124	3,194,697	3,881,821	2,913,578
Total Liabilities	5,082,630	8,736,649	13,819,279	13,267,293
Total Liabilities and Net Position	\$ 3,941,508	\$ 35,722,186	\$ 39,663,694	\$ 37,550,712

BRAINERD PUBLIC UTILITIES
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION - ELECTRIC DEPARTMENT
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023, 2022, AND 2021

	October 31, 2023			Variance With Budget - Positive (Negative)	Year to Date October 31,	
	Current Month	Year to Date	Budget		2022	2021
OPERATING REVENUES						
<u>Utility Revenues</u>						
Residential	\$ 495,943	\$ 5,794,354	\$ 5,465,000	\$ 329,354	\$ 5,450,826	\$ 5,455,037
Commercial	864,734	8,975,407	8,430,000	545,407	8,454,171	8,248,410
Medium/Large Commercial	243,572	2,299,500	2,640,000	(340,500)	2,760,343	2,740,597
Industrial	254,532	1,871,241	5,695,000	(3,823,759)	471,575	-
City of Brainerd	28,778	302,018	295,000	7,018	288,467	295,962
BPU	58,020	675,728	640,000	35,728	622,355	636,805
Total Utility Revenue	1,945,579	19,918,248	23,165,000	(3,246,752)	18,047,737	17,376,811
<u>Other Operating Revenue</u>						
Penalties	11,926	113,580	75,000	38,580	90,173	50,600
Other	9,932	223,000	80,000	143,000	209,526	70,891
Total Other Operating Revenue	21,858	336,580	155,000	181,580	299,699	121,491
Total Operating Revenue	1,967,437	20,254,828	23,320,000	(3,065,172)	18,347,436	17,498,302
OPERATING EXPENSES						
<u>Purchased Power</u>						
All Other Customers	1,269,113	9,384,147	8,838,000	(546,147)	9,962,305	9,970,771
Solar Generation	39,589	677,261	450,000	(227,261)	-	-
Crypto Mining Customers	237,511	1,714,105	5,423,000	3,708,895	442,694	-
Total Purchased Power Expense	1,546,213	11,775,513	14,711,000	2,935,487	10,404,999	9,970,771
<u>Generation</u>						
Salaries and Wages	23,345	397,234	419,000	21,766	422,584	408,130
Operations and Maintenance	1,789	37,712	20,000	(17,712)	18,897	23,908
Employee Benefits	7,260	114,931	131,500	16,569	130,622	119,257
Other Charges	347	998	32,000	31,002	29,383	26,912
Depreciation	27,200	272,000	268,000	(4,000)	268,600	-
Total Generation Expenses	59,941	822,875	870,500	47,625	870,086	578,207
<u>Distribution</u>						
Salaries and Wages	129,877	1,176,436	1,312,000	135,564	1,155,858	1,119,923
Operations and Maintenance	39,669	297,864	359,000	61,136	404,983	258,465
Employee Benefits	31,326	332,146	339,500	7,354	332,786	313,180
Other Charges	2,685	57,777	38,000	(19,777)	31,760	40,332
Depreciation and Amortization	142,500	1,425,000	1,401,000	(24,000)	1,435,700	1,735,200
Total Distribution Expenses	346,057	3,289,223	3,449,500	160,277	3,361,087	3,467,100
<u>General and Administrative</u>						
Salaries and Wages	39,413	635,615	722,500	86,885	654,696	659,758
Operations and Maintenance	62,472	491,705	349,000	(142,705)	437,548	243,914
Insurance and Bonds	19,316	196,451	151,000	(45,451)	154,704	138,612
Employee Benefits	15,916	355,824	326,000	(29,824)	321,637	248,973
Other Charges	38,236	347,165	286,500	(60,665)	245,836	274,175
Depreciation and Amortization	13,312	139,141	119,000	(20,141)	145,800	143,800
Total Gen. and Admin. Expenses	188,665	2,165,901	1,954,000	(211,901)	1,960,221	1,709,232
Total Operating Expenses	2,140,876	18,053,512	20,985,000	2,931,488	16,596,393	15,725,310
NET OPERATING INCOME	(173,439)	2,201,316	2,335,000	(133,684)	1,751,043	1,772,992
NONOPERATING REVENUE						
Interest Revenue - Investments	11,471	12,587	20,000	(7,413)	(298,919)	9,611
Interest Expense - Bonds	(15,700)	(153,174)	(152,000)	(1,174)	(181,826)	(199,159)
Sale of Renewable Energy Credits	-	-	-	-	482,463	-
Bond Premium	1,161	11,906	11,500	406	50,483	14,558
Gain on Disposal of Capital Assets	-	-	5,000	(5,000)	33,954	26,313
Total Nonoperating Revenue	(3,068)	(128,681)	(115,500)	(13,181)	86,155	(148,677)
INCOME BEFORE TRANSFERS TO THE CITY	(176,507)	2,072,635	2,219,500	(146,865)	1,837,198	1,624,315
TRANSFERS TO THE CITY	(71,085)	(667,633)	(695,000)	27,367	(638,018)	(643,190)
CHANGE IN NET POSITION	<u>\$ (247,592)</u>	<u>\$ 1,405,002</u>	<u>\$ 1,524,500</u>	<u>\$ (119,498)</u>	<u>\$ 1,199,180</u>	<u>\$ 981,125</u>

**BRAINERD PUBLIC UTILITIES
OPERATING STATISTICS - ELECTRIC DEPARTMENT
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023, 2022, AND 2021**

	KWH SOLD			REVENUE			AVERAGE REVENUE PER KWH		
	PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	46,117,429	45,920,417	46,313,747	\$ 5,794,354	\$ 5,450,826	\$ 5,455,037	\$ 0.1256	\$ 0.1187	\$ 0.1178
Commercial	33,500,896	35,221,389	35,430,055	8,975,407	8,454,171	8,248,410	0.2679	0.2400	0.2328
Medium/Large Commercial	59,811,447	62,868,179	61,139,994	2,299,500	2,760,343	2,740,597	0.0384	0.0439	0.0448
Industrial	34,115,917	4,477,594	-	1,871,241	471,575	-	-	-	-
City of Brainerd	1,630,551	1,692,088	1,731,891	302,018	288,467	295,962	0.1852	0.1705	0.1709
BPU	6,030,950	5,955,651	6,193,767	675,728	622,355	636,805	0.1120	0.1045	0.1028
Total	<u>181,207,190</u>	<u>151,657,724</u>	<u>150,809,454</u>	<u>19,918,248</u>	<u>17,576,162</u>	<u>17,376,811</u>	<u>\$ 0.1099</u>	<u>\$ 0.1159</u>	<u>\$ 0.1152</u>
% Change From Previous Year	<u>19.48%</u>	<u>0.56%</u>	<u>NA</u>	<u>13.33%</u>	<u>1.15%</u>	<u>NA</u>	<u>-5.15%</u>	<u>0.58%</u>	<u>NA</u>

	% TO TOTAL - KWH			% TO TOTAL - REVENUE			TOTAL METERS IN SERVICE		
	PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	25.45%	30.28%	30.71%	29.09%	31.01%	31.39%	6,938	7,017	6,828
Commercial	18.49%	23.22%	23.49%	45.06%	48.10%	47.47%	1,226	1,228	1,266
Medium/Large Commercial	33.01%	41.45%	40.54%	11.54%	15.71%	15.77%	69	66	27
Industrial	18.83%	0	0	9.39%	0	0	1	1	-
City of Brainerd	0.90%	1.12%	1.15%	1.52%	1.64%	1.70%	49	47	48
BPU	3.33%	3.93%	4.11%	3.39%	3.54%	3.66%	39	36	34
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>8,322</u>	<u>8,395</u>	<u>8,203</u>
% Change From Previous Year							<u>-0.87%</u>	<u>2.34%</u>	<u>NA</u>

BRAINERD PUBLIC UTILITIES
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION - WATER DEPARTMENT
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023, 2022, AND 2021

	October 31, 2023			Variance	Year to Date	
	Current	Year to	Budget	With Budget -	October 31,	
	Month	Date		Positive	2022	2021
				(Negative)		
OPERATING REVENUES						
<u>Utility Revenues</u>						
Residential	\$ 130,866	\$ 1,399,227	\$ 1,350,000	\$ 49,227	\$ 1,310,309	\$ 1,244,464
Commercial	102,990	1,192,742	1,205,000	(12,258)	1,335,156	1,942,324
City of Brainerd	7,887	123,766	107,000	16,766	109,847	100,660
BPU	5,918	95,249	77,500	17,749	77,799	74,915
Total Utility Revenue	247,661	2,810,984	2,739,500	71,484	2,833,111	3,362,363
<u>Other Operating Revenue</u>						
Penalties	2,287	20,897	15,000	5,897	16,697	10,447
Other	1,815	22,789	19,000	3,789	23,204	27,635
Total Other Operating Revenue	4,102	43,686	34,000	9,686	39,901	38,082
Total Operating Revenue	251,763	2,854,670	2,773,500	81,170	2,873,012	3,400,445
OPERATING EXPENSES						
<u>Production</u>						
Salaries and Wages	37,607	389,111	305,000	(84,111)	242,963	228,688
Operations and Maintenance	34,807	254,860	224,000	(30,860)	219,858	242,570
Employee Benefits	13,997	143,168	123,500	(19,668)	109,434	100,890
Other Charges	-	569	500	(69)	-	933
Depreciation	22,200	222,000	214,000	(8,000)	228,000	244,400
Total Production Expenses	108,611	1,009,708	867,000	(142,708)	800,255	817,481
<u>Distribution</u>						
Salaries and Wages	46,774	486,057	397,000	(89,057)	370,285	327,210
Operations and Maintenance	(8,387)	291,087	264,500	(26,587)	233,707	181,757
Employee Benefits	13,720	139,983	134,500	(5,483)	122,193	101,044
Other Charges	1,075	22,999	17,000	(5,999)	13,204	6,739
Depreciation	67,900	679,000	679,000	-	690,400	673,000
Total Distribution Expenses	121,082	1,619,126	1,492,000	(127,126)	1,429,789	1,289,750
<u>General and Administrative</u>						
Salaries and Wages	19,553	228,447	255,000	26,553	236,935	236,426
Operations and Maintenance	46,032	208,746	127,000	(81,746)	170,149	78,677
Insurance and Bonds	5,417	56,571	45,000	(11,571)	42,868	41,765
Employee Benefits	4,318	126,480	111,500	(14,980)	88,457	86,510
Other Charges	10,856	88,875	71,500	(17,375)	79,190	82,584
Depreciation	3,970	39,700	39,000	(700)	52,400	51,200
Total Gen. and Admin. Expenses	90,146	748,819	649,000	(99,819)	669,999	577,162
Total Operating Expenses	319,839	3,377,653	3,008,000	(369,653)	2,900,043	2,684,393
NET OPERATING INCOME (LOSS)	(68,076)	(522,983)	(234,500)	(288,483)	(27,031)	716,052
NONOPERATING REVENUE						
Interest Revenue - Investments	2,228	21,083	4,000	17,083	(34,727)	4,990
Local Option Sales Tax - Baxter	-	348,693	265,000	83,693	323,757	308,891
Bond Premium	12,336	123,161	121,000	2,161	250,585	54,578
Bond Issuance Costs	-	-	-	-	-	(54,332)
Interest Expense - Bonds	(21,620)	(252,169)	(259,000)	6,831	(298,560)	(188,247)
Gain on Disposal of Capital Assets	-	-	-	-	11,157	1,051
Total Nonoperating Revenue	(7,056)	240,768	131,000	109,768	252,212	126,931
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	(75,132)	(282,215)	(103,500)	(178,715)	225,181	842,983
CAPITAL CONTRIBUTIONS	-	-	-	-	-	976,000
CHANGE IN NET POSITION	<u>\$ (75,132)</u>	<u>\$ (282,215)</u>	<u>\$ (103,500)</u>	<u>\$ (178,715)</u>	<u>\$ 225,181</u>	<u>\$ 1,818,983</u>

**BRAINERD PUBLIC UTILITIES
OPERATING STATISTICS - WATER DEPARTMENT
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023, 2022, AND 2021**

	GALLONS SOLD			REVENUE			AVERAGE PER 1,000 GALLONS		
	PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	155,688,076	141,051,925	164,720,278	\$ 1,399,227	\$ 1,310,309	\$ 1,244,464	\$ 8.99	\$ 9.29	\$ 7.56
Commercial	211,464,337	197,775,014	212,998,172	1,403,282	1,259,567	1,288,335	6.64	6.37	6.05
City of Baxter	1,545,000	98,826,000	298,381,000	8,474	263,236	829,564	5.48	2.66	2.78
Total	<u>368,697,413</u>	<u>437,652,939</u>	<u>676,099,450</u>	<u>\$ 2,810,983</u>	<u>\$ 2,833,112</u>	<u>\$ 3,362,363</u>	<u>\$ 7.62</u>	<u>\$ 6.47</u>	<u>\$ 4.97</u>
% Change From Previous Year	<u>-15.76%</u>	<u>-35.27%</u>	<u>NA</u>	<u>-0.78%</u>	<u>-15.74%</u>	<u>NA</u>	<u>17.78%</u>	<u>30.17%</u>	<u>NA</u>

	% TO TOTAL - GALLONS			% TO TOTAL - REVENUE			TOTAL METERS IN SERVICE		
	PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	42.23%	32.23%	24.36%	49.78%	46.25%	37.01%	4,066	4,110	4,058
Commercial	57.35%	45.19%	31.50%	49.92%	44.46%	38.32%	861	865	814
City of Baxter	0.42%	22.58%	44.13%	0.30%	9.29%	24.67%	1	1	1
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>4,928</u>	<u>4,976</u>	<u>4,873</u>
% Change From Previous Year							<u>-0.96%</u>	<u>2.11%</u>	<u>NA</u>

BRAINERD PUBLIC UTILITIES
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION - WASTEWATER TREATMENT DEPARTMENT
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023, 2022, AND 2021

	October 31, 2023			Variance With Budget - Positive (Negative)	Year to Date October 31,	
	Current Month	Year to Date	Budget		2022	2021
OPERATING REVENUES						
<u>Utility Revenues</u>						
Residential	\$ 137,442	\$ 1,200,975	\$ 1,176,000	\$ 24,975	\$ 1,163,516	\$ 1,175,200
Commercial	59,605	673,349	651,500	21,849	610,985	646,072
Total Utility Revenue	197,047	1,874,324	1,827,500	46,824	1,774,501	1,821,272
<u>Other Operating Revenue</u>						
Penalties	2,592	25,298	21,000	4,298	21,864	12,735
Reimbursement of Expenses - Baxter	61,981	648,424	593,000	55,424	576,841	521,635
Other	54,586	57,102	5,000	52,102	6,759	5,797
Total Other Operating Revenue	119,159	730,824	619,000	111,824	605,464	540,167
Total Operating Revenue	316,206	2,605,148	2,446,500	158,648	2,379,965	2,361,439
OPERATING EXPENSES						
<u>Treatment</u>						
Salaries and Wages	30,892	363,160	330,000	(33,160)	404,431	368,934
Operations and Maintenance	75,414	845,116	698,500	(146,616)	662,853	626,777
Employee Benefits	10,846	107,249	110,500	3,251	113,642	108,760
Other Charges	3,581	24,724	34,000	9,276	37,308	32,103
Depreciation	117,000	1,170,000	1,165,000	(5,000)	1,255,200	1,332,800
Total Treatment Expenses	237,733	2,510,249	2,338,000	(172,249)	2,473,434	2,469,374
<u>Lift Stations</u>						
Salaries and Wages	8,078	72,069	150,000	77,931	114,369	108,447
Operations and Maintenance	16,336	154,895	147,500	(7,395)	147,489	134,621
Employee Benefits	2,974	26,979	48,000	21,021	38,381	37,686
Other Charges	373	3,178	-	(3,178)	1,612	31
Depreciation	22,200	222,000	227,000	5,000	229,200	218,400
Total Collection Expenses	49,961	479,121	572,500	93,379	531,051	499,185
<u>General and Administrative</u>						
Salaries and Wages	18,557	218,386	243,000	24,614	227,493	228,102
Operations and Maintenance	18,043	127,169	111,000	(16,169)	127,708	45,525
Insurance and Bonds	6,175	63,537	64,000	463	54,038	45,011
Employee Benefits	3,727	119,173	104,500	(14,673)	83,585	79,123
Other Charges	12,303	96,982	74,500	(22,482)	76,388	85,451
Depreciation and Amortization	2,870	28,698	29,000	302	37,300	36,600
Total Gen. and Admin. Expenses	61,675	653,945	626,000	(27,945)	606,512	519,812
Total Operating Expenses	349,369	3,643,315	3,536,500	(106,815)	3,610,997	3,488,371
NET OPERATING LOSS	(33,163)	(1,038,167)	(1,090,000)	51,833	(1,231,032)	(1,126,932)
NONOPERATING REVENUE						
Interest Revenue - Investments	26,922	134,692	23,333	111,359	(504,735)	(31,828)
Interest Revenue - Notes Receivable	7,700	86,670	90,000	(3,330)	99,605	114,613
Interest Expense - Bonds	(26,700)	(280,683)	(273,000)	(7,683)	(321,545)	(368,655)
Bond Premium	712	7,344	7,500	(156)	33,670	8,050
Local Option Sales Tax - Brainerd	127,528	1,185,596	1,120,000	65,596	1,148,880	1,078,860
Local Option Sales Tax - Baxter	-	92,528	64,000	28,528	77,742	74,158
Federal Grant Revenue - Build America Bond	(12,901)	39,767	59,000	(19,233)	65,458	74,909
Gain (Loss) on Disposal of Capital Assets	-	-	-	-	-	128
Total Nonoperating Revenue	123,261	1,265,914	1,090,833	175,081	599,075	950,235
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	90,098	227,747	833	226,914	(631,957)	(176,697)
CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
CHANGE IN NET POSITION	\$ 90,098	\$ 227,747	\$ 833	\$ 226,914	\$ (631,957)	\$ (176,697)

**BRAINERD PUBLIC UTILITIES
OPERATING STATISTICS - WASTEWATER TREATMENT DEPARTMENT
FOR THE TEN MONTH PERIOD ENDED OCTOBER 31, 2023, 2022, AND 2021**

	GALLONS PROCESSED			REVENUE			AVERAGE PER 1,000 GALLONS		
	PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	154,499,295	139,964,428	163,195,168	\$ 1,200,975	\$ 1,163,516	\$ 1,175,200	\$ 7.77	\$ 8.31	\$ 7.20
Commercial	139,880,958	138,241,648	144,235,833	673,349	610,985	646,072	4.81	4.42	4.48
City of Baxter	199,816,000	193,242,000	183,102,000	648,424	576,841	521,635	3.25	2.99	2.85
Total	<u>494,196,253</u>	<u>471,448,076</u>	<u>490,533,001</u>	<u>\$ 2,522,748</u>	<u>\$ 2,351,342</u>	<u>\$ 2,342,907</u>	<u>\$ 5.10</u>	<u>\$ 4.99</u>	<u>\$ 4.78</u>
% Change From Previous Year	<u>4.83%</u>	<u>-3.89%</u>	<u>NA</u>	<u>7.29%</u>	<u>0.36%</u>	<u>NA</u>	<u>2.35%</u>	<u>4.42%</u>	<u>NA</u>
	% TO TOTAL - GALLONS			% TO TOTAL - REVENUE			TOTAL METERS IN SERVICE		
	PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,			PERIOD ENDED OCTOBER 31,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	31.26%	29.69%	33.27%	47.61%	49.48%	50.16%	4,046	4,089	4,031
Commercial	28.30%	29.32%	29.40%	26.69%	25.98%	27.58%	841	840	790
City of Baxter	40.43%	40.99%	37.33%	25.70%	24.53%	22.26%	1	1	1
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>4,888</u>	<u>4,930</u>	<u>4,822</u>
% Change From Previous Year							<u>-0.85%</u>	<u>2.24%</u>	<u>NA</u>



Monthly Financial Report November 2023

BRAINERD PUBLIC UTILITIES
COMPARISON OF OPERATING RESULTS
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023 AND 2022

	2023		2022	
	Amount	Percent of Sales	Amount	Percent of Sales
OPERATING REVENUE				
Department				
Electric	\$22,380,568	78.6%	\$20,150,192	77.8%
Water	3,104,453	10.9%	3,115,811	12.0%
Wastewater	2,998,728	10.5%	2,632,808	10.2%
Total Operating Revenue	<u>28,483,749</u>	<u>100.0%</u>	<u>25,898,811</u>	<u>100.0%</u>
OPERATING EXPENSES				
Salaries and Wages	4,342,330	15.2%	4,216,101	16.3%
Purchased Power	12,457,717	43.7%	11,289,372	43.6%
Operations and Maintenance	3,011,006	10.6%	2,647,534	10.2%
Other Charges	699,376	2.5%	624,777	2.4%
Employee Benefits	1,572,608	5.5%	1,410,502	5.4%
Insurance and Bonds	347,467	1.2%	277,279	1.1%
Depreciation and Amortization	4,616,691	16.2%	4,794,500	18.5%
Total Operating Expenses	<u>27,047,195</u>	<u>95.0%</u>	<u>25,260,065</u>	<u>97.5%</u>
OPERATING INCOME	<u>1,436,554</u>	<u>5.0%</u>	<u>638,746</u>	<u>2.5%</u>
NONOPERATING REVENUE				
Interest Revenue - Investments	250,396	0.9%	(802,367)	-3.1%
Sale of Renewable Energy Credits	-	0.0%	482,463	1.9%
Interest Revenue - Notes Receivable	95,470	0.3%	108,405	0.4%
Bond Premium	156,620	0.5%	368,251	1.4%
Bond Issuance Costs	-	0.0%	-	0.0%
Interest Expense - Bonds	(733,380)	-2.6%	(871,773)	-3.4%
Local Option Sales Tax	1,750,434	6.1%	1,696,476	6.6%
Other	47,467	0.2%	116,569	0.5%
Total Nonoperating Revenue	<u>1,567,007</u>	<u>5.5%</u>	<u>1,098,024</u>	<u>4.2%</u>
INCOME BEFORE OPERATING TRANSFERS TO THE CITY	3,003,561	10.5%	1,736,770	6.7%
CAPITAL CONTRIBUTIONS	-	0.0%	-	0.0%
TRANSFERS TO THE CITY	<u>(724,300)</u>	<u>-2.5%</u>	<u>(695,787)</u>	<u>-2.7%</u>
CHANGE IN NET ASSETS	<u>\$ 2,279,261</u>	<u>8.0%</u>	<u>\$ 1,040,983</u>	<u>4.0%</u>

BRAINERD PUBLIC UTILITIES
COMBINING STATEMENT OF NET POSITION BY DEPARTMENT
NOVEMBER 30, 2023 AND 2022

	Electric	Water	Wastewater Treatment	Totals	
				2023	2022
ASSETS					
UTILITY PLANT					
Construction in Progress	\$ 2,967,995	\$ 6,876,357	\$ 2,092,791	\$ 11,937,143	\$ 6,125,334
Right-to-Use	421,686	20,146	20,146	461,978	
In Service	47,147,901	30,112,493	39,177,997	116,438,391	114,743,157
Total Investment in Utility Plant	50,537,582	37,008,996	41,290,934	128,837,512	120,868,491
Less: Accumulated Depreciation	(25,328,854)	(15,344,056)	(20,938,187)	(61,611,097)	(56,725,469)
Net Utility Plant	25,208,728	21,664,940	20,352,747	67,226,415	64,143,022
CASH AND INVESTMENTS					
<u>Nonrestricted</u>	5,627,290	(1,263,938)	3,345,517	7,708,869	9,870,576
<u>Restricted</u>					
Customer Deposits	478,852	-	-	478,852	365,113
City of Brainerd Contribution	56,667	-	-	56,667	272,501
Conservation Incentive Program	393,876	-	-	393,876	298,781
Water and Sewer Accessibility Charges	-	551,964	7,138	559,102	574,550
Construction Bond Proceeds	-	-	-	-	1,859,877
Debt Service Reserve	1,117,250	1,542,503	2,139,825	4,799,578	4,588,747
Total Restricted Cash and Investments	2,046,645	2,094,467	2,146,963	6,288,075	7,959,569
Total Cash and Investments	7,673,935	830,529	5,492,480	13,996,944	17,830,145
CURRENT ASSETS					
Accounts Receivable	3,096,151	402,203	763,674	4,262,028	3,919,932
Interest Receivable	14,040	5,651	12,058	31,749	29,660
Inventory	1,852,629	162,059	-	2,014,688	1,575,434
Prepaid Expenses	176,619	18,324	16,058	211,001	195,172
Total Current Assets	5,139,439	588,237	791,790	6,519,466	5,720,198
OTHER ASSETS					
Bonds and Notes Receivable	-	-	3,818,334	3,818,334	3,330,334
Interest Receivable - Notes Receivable	-	-	26,700	26,700	29,800
Service Territory Acquisitions, Net of Accumulated Amortization	215,483	-	-	215,483	232,116
Deferred Outflows of Resources	988,391	329,464	329,464	1,647,319	1,608,601
Investment in Solar Generation Facility	567,000	-	-	567,000	567,000
Total Other Assets	1,770,874	329,464	4,174,498	6,274,836	5,767,851
Total Assets	39,792,976	23,413,170	30,811,515	94,017,661	93,461,216
LIABILITIES AND NET ASSETS					
NET POSITION					
Net Investment in Capital Assets	19,780,218	11,150,627	10,968,592	41,899,437	35,383,047
Restricted	-	1,611,653	5,908,059	7,519,712	6,811,128
Unrestricted	6,886,900	(1,619,737)	3,119,687	8,386,850	13,557,519
Total Net Position	26,667,118	11,142,543	19,996,338	57,805,999	55,751,694
LONG-TERM LIABILITIES					
Revenue Bonds Payable	4,500,000	9,040,000	632,400	14,172,400	16,141,600
PFA Construction Loan Payable	-	-	6,870,000	6,870,000	8,455,000
Equipment Certificate Payable	-	-	-	-	-
Compensated Absences	672,185	277,338	178,197	1,127,720	1,140,282
Other Postemployment Benefit Obligation	230,697	76,898	76,898	384,493	548,966
Net Pension Liability	2,955,756	985,252	985,252	4,926,260	2,566,540
Deferred Inflows of Resources	101,997	33,999	33,999	169,995	1,768,845
Capital Lease Payable	377,430	5,573	5,280	388,283	52,239
Revenue Bond Premium	47,143	658,460	28,505	734,108	925,841
Total Long-Term Liabilities	8,885,208	11,077,520	8,810,531	28,773,259	31,599,313
CURRENT LIABILITIES					
Accounts Payable	1,943,971	226,937	-	2,170,908	951,754
Revenue Bonds Payable	1,040,000	805,000	79,200	1,924,200	2,050,600
Equipment Certificate Payable	-	-	-	-	65,000
PFA Construction Loan Payable	-	-	1,585,000	1,585,000	1,536,000
Capital Lease Payable	17,937	5,280	5,573	28,790	17,536
Payable to City of Brainerd	56,667	7,654	210,961	275,282	272,501
Conservation Incentive Program Payable	393,876	-	-	393,876	298,781
Accrued Expenses					
Salaries and Withholding Taxes	175,275	76,196	47,112	298,583	265,577
Sales Taxes	134,072	2,890	-	136,962	94,547
Bond Interest	-	69,150	76,800	145,950	192,800
Customer Deposits	478,852	-	-	478,852	365,113
Total Current Liabilities	4,240,650	1,193,107	2,004,646	7,438,403	6,110,209
Total Liabilities	13,125,858	12,270,627	10,815,177	36,211,662	37,709,522
Total Liabilities and Net Position	\$ 39,792,976	\$ 23,413,170	\$ 30,811,515	\$ 94,017,661	\$ 93,461,216

BRAINERD PUBLIC UTILITIES
COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION BY DEPARTMENT
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023, 2022, AND 2021

	November 30, 2023				(Memorandum Only)	
	Electric	Water	Wastewater Treatment	Total	November 30,	
					2022	2021
OPERATING REVENUES						
<u>Utility Revenues</u>	\$ 21,996,412	\$ 3,052,055	\$ 2,071,269	\$ 27,119,736	\$ 24,860,424	\$ 24,599,307
Other Operating Revenue	384,156	52,398	927,459	1,364,013	1,038,387	781,595
Total Operating Revenue	22,380,568	3,104,453	2,998,728	28,483,749	25,898,811	25,380,902
OPERATING EXPENSES						
<u>Purchased Power</u>	12,457,717	-	-	12,457,717	11,289,372	10,929,489
<u>Production/Generation</u>						
Salaries and Wages	425,473	430,929	398,503	1,254,905	1,176,130	1,105,831
Operations and Maintenance	39,336	303,025	938,961	1,281,322	1,001,292	980,484
Employee Benefits	121,715	156,608	117,999	396,322	386,803	361,762
Other Charges	1,038	592	27,502	29,132	73,013	66,295
Total Generation/Production Expenses	587,562	891,154	1,482,965	2,961,681	2,637,238	2,514,372
<u>Distribution</u>						
Salaries and Wages	1,291,410	531,486	79,632	1,902,528	1,810,367	1,693,151
Operations and Maintenance	330,120	316,534	166,030	812,684	846,712	624,802
Employee Benefits	369,688	152,832	29,797	552,317	541,698	492,057
Other Charges	61,082	23,574	3,484	88,140	50,860	50,734
Total Distribution Expenses	2,052,300	1,024,426	278,943	3,355,669	3,249,637	2,860,744
<u>General and Administrative</u>						
Salaries and Wages	696,369	249,611	238,917	1,184,897	1,229,604	1,231,479
Operations and Maintenance	535,929	243,490	137,581	917,000	799,530	405,896
Insurance and Bonds	215,767	61,988	69,712	347,467	277,279	247,713
Employee Benefits	370,910	130,438	122,621	623,969	482,000	454,775
Other Charges	376,198	99,185	106,721	582,104	500,905	491,404
Total Gen. and Admin. Expenses	2,195,173	784,712	675,552	3,655,437	3,289,318	2,831,267
<u>Depreciation and Amortization</u>	2,019,153	1,034,770	1,562,768	4,616,691	4,794,500	4,935,100
Total Operating Expenses	19,311,905	3,735,062	4,000,228	27,047,195	25,260,065	24,070,972
NET OPERATING INCOME (LOSS)	3,068,663	(630,609)	(1,001,500)	1,436,554	638,746	1,309,930
NONOPERATING REVENUE (EXPENSE)						
Interest Revenue - Investments	40,074	25,023	185,299	250,396	(802,367)	(48,301)
Sale of Renewable Energy Credits	-	-	-	-	482,463	-
Bond Premium	13,067	135,497	8,056	156,620	368,251	84,791
Interest Revenue - Notes Receivable	-	-	95,470	95,470	108,405	124,813
Local Option Sales Tax	-	348,693	1,401,741	1,750,434	1,696,475	1,575,000
Interest Expense - Bonds	(169,798)	(263,499)	(300,083)	(733,380)	(871,773)	(838,058)
Other	-	-	47,467	47,467	116,569	26,113
Total Nonoperating Revenue (Expense)	(116,657)	245,714	1,437,950	1,567,007	1,098,023	924,358
INCOME BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	2,952,006	(384,895)	436,450	3,003,561	1,736,769	2,234,288
CAPITAL CONTRIBUTIONS	-	-	-	-	-	976,000
TRANSFERS TO THE CITY	(724,300)	-	-	(724,300)	(695,787)	(700,519)
CHANGE IN NET POSITION	\$ 2,227,706	\$ (384,895)	\$ 436,450	\$ 2,279,261	\$ 1,040,982	\$ 2,509,769

BRAINERD PUBLIC UTILITIES
COMBINING STATEMENT OF NET POSITION FOR ELECTRIC DEPARTMENT
NOVEMBER 30, 2023 AND 2022

	November 30, 2023			2022
	Generation	Distribution	Total	
ASSETS				
UTILITY PLANT				
Construction in Progress	\$ 745,863	\$ 2,222,132	\$ 2,967,995	\$ 1,431,922
Right-to-Use	-	421,686	421,686	-
In Service	7,690,468	39,457,433	47,147,901	45,685,225
Total Investment in Utility Plant	8,436,331	42,101,251	50,537,582	47,117,147
Less: Accumulated Depreciation	(2,521,097)	(22,807,757)	(25,328,854)	(23,141,869)
Net Utility Plant	5,915,234	19,293,494	25,208,728	23,975,278
CASH AND INVESTMENTS				
<u>Nonrestricted</u>	(2,896,617)	8,523,907	5,627,290	4,726,269
<u>Restricted</u>				
Customer Deposits	-	478,852	478,852	365,113
City of Brainerd Contribution	-	56,667	56,667	57,770
Conservation Incentive Program	-	393,876	393,876	298,781
Debt Service Reserve	686,750	430,500	1,117,250	1,142,873
Total Restricted Cash and Investments	686,750	1,359,895	2,046,645	1,864,537
Total Cash and Investments	(2,209,867)	9,883,802	7,673,935	6,590,806
CURRENT ASSETS				
Accounts Receivable	-	3,096,151	3,096,151	2,869,559
Interest Receivable	-	14,040	14,040	12,235
Inventory	-	1,852,629	1,852,629	1,420,869
Prepaid Expenses	119	176,500	176,619	133,439
Total Current Assets	119	5,139,320	5,139,439	4,436,102
OTHER ASSETS				
Service Territory Acquisitions, Net of Accumulated Amortization	-	215,483	215,483	232,116
Deferred Outflows of Resources	162,930	825,461	988,391	965,160
Investment in Solar Generation Facility	-	567,000	567,000	567,000
Total Other Assets	162,930	1,607,944	1,770,874	1,764,276
Total Assets	3,868,416	35,924,560	39,792,976	36,766,462
LIABILITIES AND NET ASSETS				
Net Investment in Capital Assets	2,173,591	17,606,627	19,780,218	17,925,343
Unrestricted	(3,401,450)	10,288,350	6,886,900	6,626,989
Total Net Position	(1,227,859)	27,894,977	26,667,118	24,552,332
LONG-TERM LIABILITIES				
Revenue Bonds Payable	3,500,000	1,000,000	4,500,000	5,585,000
Equipment Certificate Payable	-	-	-	-
Compensated Absences	98,467	573,718	672,185	722,733
Other Postemployment Benefit Obligation	38,450	192,247	230,697	329,380
Net Pension Liability	492,626	2,463,130	2,955,756	1,539,924
Deferred Inflows of Resources	16,999	84,998	101,997	1,061,307
Capital Lease Payable	-	377,430	377,430	31,343
Revenue Bond Premium	47,143	-	47,143	65,270
Total Long-Term Liabilities	4,193,685	4,691,523	8,885,208	9,334,957
CURRENT LIABILITIES				
Accounts Payable	213,275	1,730,696	1,943,971	884,374
Revenue Bonds Payable	605,000	435,000	1,040,000	995,000
Capital Lease Payable	-	17,937	17,937	10,522
Payable to City of Brainerd	-	56,667	56,667	57,770
Equipment Certificate Payable	-	-	-	20,800
Conservation Incentive Program Payable	-	393,876	393,876	298,781
Accrued Expenses				
Salaries and Withholding Taxes	30,734	144,541	175,275	154,934
Sales Taxes	46	134,026	134,072	91,519
Bond Interest	53,535	(53,535)	-	360
Customer Deposits	-	478,852	478,852	365,113
Total Current Liabilities	902,590	3,338,060	4,240,650	2,879,173
Total Liabilities	5,096,275	8,029,583	13,125,858	12,214,130
Total Liabilities and Net Position	\$ 3,868,416	\$ 35,924,560	\$ 39,792,976	\$ 36,766,462

BRAINERD PUBLIC UTILITIES
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION - ELECTRIC DEPARTMENT
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023, 2022, AND 2021

	November 30, 2023			Variance With Budget - Positive (Negative)	Year to Date November 30,	
	Current Month	Year to Date	Budget		2022	2021
OPERATING REVENUES						
<u>Utility Revenues</u>						
Residential	\$ 529,068	\$ 6,323,422	\$ 6,011,500	\$ 311,922	\$ 5,986,717	\$ 5,455,037
Commercial	812,451	9,787,858	9,273,000	514,858	9,285,877	8,248,410
Medium/Large Commercial	205,871	2,505,371	2,904,000	(398,629)	3,038,960	2,740,597
Industrial	431,916	2,303,157	6,264,500	(3,961,343)	506,095	-
City of Brainerd	29,437	331,455	324,500	6,955	317,809	295,962
BPU	69,421	745,149	704,000	41,149	684,205	636,805
Total Utility Revenue	2,078,164	21,996,412	25,481,500	(3,485,088)	19,819,663	17,376,811
<u>Other Operating Revenue</u>						
Penalties	10,092	123,672	82,500	41,172	101,478	50,600
Other	37,484	260,484	88,000	172,484	229,051	70,891
Total Other Operating Revenue	47,576	384,156	170,500	213,656	330,529	121,491
Total Operating Revenue	2,125,740	22,380,568	25,652,000	(3,271,432)	20,150,192	17,498,302
OPERATING EXPENSES						
<u>Purchased Power</u>						
All Other Customers	250,892	9,635,039	9,721,800	86,761	10,809,596	9,970,771
Solar Generation - Airport	25,676	702,937	495,000	(207,937)	-	-
Crypto Mining Customers	405,636	2,119,741	5,965,300	3,845,559	479,776	-
Total Purchased Power Expense	682,204	12,457,717	16,182,100	3,724,383	11,289,372	9,970,771
<u>Generation</u>						
Salaries and Wages	28,239	425,473	460,900	35,427	464,237	408,130
Operations and Maintenance	1,624	39,336	22,000	(17,336)	20,566	23,908
Employee Benefits	6,784	121,715	144,650	22,935	143,050	119,257
Other Charges	40	1,038	35,200	34,162	32,395	26,912
Depreciation	27,200	299,200	294,800	(4,400)	296,000	-
Total Generation Expenses	63,887	886,762	957,550	70,788	956,248	578,207
<u>Distribution</u>						
Salaries and Wages	114,974	1,291,410	1,443,200	151,790	1,274,944	1,119,923
Operations and Maintenance	32,256	330,120	394,900	64,780	428,078	258,465
Employee Benefits	37,542	369,688	373,450	3,762	365,738	313,180
Other Charges	3,305	61,082	41,800	(19,282)	35,943	40,332
Depreciation and Amortization	142,500	1,567,500	1,541,100	(26,400)	1,584,400	1,735,200
Total Distribution Expenses	330,577	3,619,800	3,794,450	174,650	3,689,103	3,467,100
<u>General and Administrative</u>						
Salaries and Wages	60,754	696,369	794,750	98,381	719,110	659,758
Operations and Maintenance	44,224	535,929	383,900	(152,029)	473,655	243,914
Insurance and Bonds	19,316	215,767	166,100	(49,667)	169,909	138,612
Employee Benefits	15,086	370,910	358,600	(12,310)	293,605	248,973
Other Charges	29,032	376,198	315,150	(61,048)	328,296	274,175
Depreciation and Amortization	13,312	152,453	130,900	(21,553)	162,000	143,800
Total Gen. and Admin. Expenses	181,724	2,347,626	2,149,400	(198,226)	2,146,575	1,709,232
Total Operating Expenses	1,258,392	19,311,905	23,083,500	3,771,595	18,081,298	15,725,310
NET OPERATING INCOME	867,348	3,068,663	2,568,500	500,163	2,068,894	1,772,992
NONOPERATING REVENUE						
Interest Revenue - Investments	27,487	40,074	22,000	18,074	(281,881)	9,611
Interest Expense - Bonds	(16,624)	(169,798)	(167,200)	(2,598)	(195,083)	(199,159)
Sale of Renewable Energy Credits	-	-	-	-	482,463	-
Bond Premium	1,161	13,067	12,650	417	55,532	14,558
Gain on Disposal of Capital Assets	-	-	5,500	(5,500)	33,954	26,313
Total Nonoperating Revenue	12,024	(116,657)	(127,050)	10,393	94,985	(148,677)
INCOME BEFORE TRANSFERS TO THE CITY	879,372	2,952,006	2,441,450	510,556	2,163,879	1,624,315
TRANSFERS TO THE CITY	(56,667)	(724,300)	(764,500)	40,200	(695,787)	(643,190)
CHANGE IN NET POSITION	\$ 822,705	\$ 2,227,706	\$ 1,676,950	\$ 550,756	\$ 1,468,092	\$ 981,125

**BRAINERD PUBLIC UTILITIES
OPERATING STATISTICS - ELECTRIC DEPARTMENT
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023, 2022, AND 2021**

	KWH SOLD			REVENUE			AVERAGE REVENUE PER KWH		
	PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	50,082,504	49,783,683	50,174,434	\$ 6,323,422	\$ 5,986,717	\$ 5,927,945	\$ 0.1263	\$ 0.1203	\$ 0.1181
Commercial	36,577,980	38,368,719	38,716,433	9,787,858	9,285,877	9,030,003	0.2676	0.2420	0.2332
Medium/Large Commercial	65,138,652	68,579,482	66,729,849	2,505,371	3,038,960	2,986,610	0.0385	0.0443	0.0448
Industrial	38,372,795	5,217,970	-	2,303,157	506,095	-	0.0600	-	-
City of Brainerd	1,802,851	1,857,381	1,899,460	331,455	317,809	323,870	0.1839	0.1711	0.1705
BPU	6,665,075	6,504,464	6,783,195	745,149	684,205	697,995	0.1118	0.1052	0.1029
Total	<u>198,639,857</u>	<u>165,093,729</u>	<u>164,303,371</u>	<u>21,996,412</u>	<u>19,313,568</u>	<u>18,966,423</u>	<u>\$ 0.1107</u>	<u>\$ 0.1170</u>	<u>\$ 0.1154</u>
% Change From Previous Year	<u>20.32%</u>	<u>0.48%</u>	<u>NA</u>	<u>13.89%</u>	<u>1.83%</u>	<u>NA</u>	<u>-5.34%</u>	<u>1.34%</u>	<u>NA</u>

	% TO TOTAL - KWH			% TO TOTAL - REVENUE			TOTAL METERS IN SERVICE		
	PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	25.21%	30.15%	30.54%	28.75%	31.00%	31.25%	6,943	7,030	6,833
Commercial	18.41%	23.24%	23.56%	44.50%	48.08%	47.61%	1,198	1,230	1,267
Medium/Large Commercial	32.79%	41.54%	40.61%	11.39%	15.73%	15.75%	65	67	27
Industrial	19.32%	3.16%	0.00%	10.47%	2.62%	0.00%	1	1	-
City of Brainerd	0.91%	1.13%	1.16%	1.51%	1.65%	1.71%	37	43	33
BPU	3.36%	3.94%	4.13%	3.39%	3.54%	3.68%	39	38	37
Total	<u>100.00%</u>	<u>103.16%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>102.62%</u>	<u>100.00%</u>	<u>8,283</u>	<u>8,409</u>	<u>8,197</u>
% Change From Previous Year							<u>-1.50%</u>	<u>2.59%</u>	<u>NA</u>

BRAINERD PUBLIC UTILITIES
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION - WATER DEPARTMENT
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023, 2022, AND 2021

	November 30, 2023			Variance	Year to Date	
	Current	Year to		With Budget -	November 30,	
	Month	Date	Budget	Positive	2022	2021
				(Negative)		
OPERATING REVENUES						
<u>Utility Revenues</u>						
Residential	\$ 125,971	\$ 1,525,198	\$ 1,485,000	\$ 40,198	\$ 1,436,788	\$ 1,354,255
Commercial	102,194	1,294,936	1,325,500	(30,564)	1,435,236	2,088,050
City of Brainerd	7,487	131,253	117,700	13,553	117,092	107,721
BPU	5,419	100,668	85,250	15,418	82,793	79,474
Total Utility Revenue	241,071	3,052,055	3,013,450	38,605	3,071,909	3,629,500
<u>Other Operating Revenue</u>						
Penalties	2,288	23,185	16,500	6,685	18,870	12,049
Other	6,424	29,213	20,900	8,313	25,032	29,089
Total Other Operating Revenue	8,712	52,398	37,400	14,998	43,902	41,138
Total Operating Revenue	249,783	3,104,453	3,050,850	53,603	3,115,811	3,670,638
OPERATING EXPENSES						
<u>Production</u>						
Salaries and Wages	41,818	430,929	335,500	(95,429)	269,966	258,820
Operations and Maintenance	48,165	303,025	246,400	(56,625)	241,967	264,963
Employee Benefits	13,440	156,608	135,850	(20,758)	119,367	111,428
Other Charges	23	592	550	(42)	-	934
Depreciation	22,200	244,200	235,400	(8,800)	252,600	270,400
Total Production Expenses	125,646	1,135,354	953,700	(181,654)	883,900	906,545
<u>Distribution</u>						
Salaries and Wages	45,429	531,486	436,700	(94,786)	410,653	356,443
Operations and Maintenance	25,447	316,534	290,950	(25,584)	259,712	199,536
Employee Benefits	12,849	152,832	147,950	(4,882)	134,040	110,142
Other Charges	575	23,574	18,700	(4,874)	13,304	7,283
Depreciation	67,900	746,900	746,900	-	759,800	741,500
Total Distribution Expenses	152,200	1,771,326	1,641,200	(130,126)	1,577,509	1,414,904
<u>General and Administrative</u>						
Salaries and Wages	21,164	249,611	280,500	30,889	260,174	258,792
Operations and Maintenance	34,744	243,490	139,700	(103,790)	189,312	87,817
Insurance and Bonds	5,417	61,988	49,500	(12,488)	47,222	45,855
Employee Benefits	3,958	130,438	122,650	(7,788)	96,825	95,274
Other Charges	10,310	99,185	78,650	(20,535)	88,165	91,810
Depreciation	3,970	43,670	42,900	(770)	58,000	56,200
Total Gen. and Admin. Expenses	79,563	828,382	713,900	(114,482)	739,698	635,748
Total Operating Expenses	357,409	3,735,062	3,308,800	(426,262)	3,201,107	2,957,197
NET OPERATING INCOME (LOSS)	(107,626)	(630,609)	(257,950)	(372,659)	(85,296)	713,441
NONOPERATING REVENUE						
Interest Revenue - Investments	3,940	25,023	4,400	20,623	(32,730)	5,027
Local Option Sales Tax - Baxter	-	348,693	291,500	57,193	323,758	308,891
Bond Premium	12,336	135,497	133,100	2,397	275,682	59,979
Bond Issuance Costs	-	-	-	-	-	(87,243)
Interest Expense - Bonds	(11,330)	(263,499)	(284,900)	21,401	(326,630)	(218,547)
Gain on Disposal of Capital Assets	-	-	-	-	11,157	1,051
Total Nonoperating Revenue	4,946	245,714	144,100	101,614	251,237	69,158
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS AND TRANSFERS	(102,680)	(384,895)	(113,850)	(271,045)	165,941	784,599
CAPITAL CONTRIBUTIONS	-	-	-	-	-	976,000
CHANGE IN NET POSITION	<u>\$ (102,680)</u>	<u>\$ (384,895)</u>	<u>\$ (113,850)</u>	<u>\$ (271,045)</u>	<u>\$ 165,941</u>	<u>\$ 1,760,599</u>

**BRAINERD PUBLIC UTILITIES
OPERATING STATISTICS - WATER DEPARTMENT
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023, 2022, AND 2021**

	GALLONS SOLD			REVENUE			AVERAGE PER 1,000 GALLONS		
	PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	167,363,585	152,996,197	176,935,791	\$ 1,525,198	\$ 1,436,788	\$ 1,354,255	\$ 9.11	\$ 9.39	\$ 7.65
Commercial	226,112,492	215,659,029	226,558,918	1,517,831	1,370,964	1,393,658	6.71	6.36	6.15
City of Baxter	1,545,000	98,939,000	318,051,000	9,026	264,157	881,587	5.84	2.67	-
Total	<u>395,021,077</u>	<u>467,594,226</u>	<u>721,545,709</u>	<u>\$ 3,052,055</u>	<u>\$ 3,071,909</u>	<u>\$3,629,500</u>	<u>\$ 7.73</u>	<u>\$ 6.57</u>	<u>\$ 5.03</u>
% Change From Previous Year	<u>-15.52%</u>	<u>-35.20%</u>	<u>NA</u>	<u>-0.65%</u>	<u>-15.36%</u>	<u>NA</u>	<u>17.61%</u>	<u>30.60%</u>	<u>NA</u>

	% TO TOTAL - GALLONS			% TO TOTAL - REVENUE			TOTAL METERS IN SERVICE		
	PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	42.37%	32.72%	24.52%	49.97%	46.77%	37.31%	4,061	4,105	4,023
Commercial	57.24%	46.12%	31.40%	49.73%	44.63%	38.40%	853	850	808
City of Baxter	0.39%	21.16%	44.08%	0.30%	8.60%	24.29%	1	1	1
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>4,915</u>	<u>4,956</u>	<u>4,832</u>
% Change From Previous Year							<u>-0.83%</u>	<u>2.57%</u>	<u>NA</u>

BRAINERD PUBLIC UTILITIES
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION - WASTEWATER TREATMENT DEPARTMENT
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023, 2022, AND 2021

	November 30, 2023			Variance	Year to Date	
	Current	Year to	Budget	With Budget -	November 30,	
	Month	Date		Positive	2022	2021
				(Negative)		
OPERATING REVENUES						
<u>Utility Revenues</u>						
Residential	\$ 132,917	\$ 1,333,892	\$ 1,293,600	\$ 40,292	\$ 1,289,135	\$ 1,297,379
Commercial	64,028	737,377	716,650	20,727	679,716	706,005
Total Utility Revenue	196,945	2,071,269	2,010,250	61,019	1,968,851	2,003,384
<u>Other Operating Revenue</u>						
Penalties	3,177	28,475	23,100	5,375	24,785	15,212
Reimbursement of Expenses - Baxter	67,889	716,313	652,300	64,013	631,889	572,229
Other	125,569	182,671	5,500	177,171	7,283	6,914
Total Other Operating Revenue	196,635	927,459	680,900	246,559	663,957	594,355
Total Operating Revenue	393,580	2,998,728	2,691,150	307,578	2,632,808	2,597,739
OPERATING EXPENSES						
<u>Treatment</u>						
Salaries and Wages	35,343	398,503	363,000	(35,503)	441,927	405,146
Operations and Maintenance	93,845	938,961	768,350	(170,611)	738,759	690,862
Employee Benefits	10,750	117,999	121,550	3,551	124,386	119,742
Other Charges	2,778	27,502	37,400	9,898	40,618	35,344
Depreciation	117,000	1,287,000	1,281,500	(5,500)	1,386,300	1,506,400
Total Treatment Expenses	259,716	2,769,965	2,571,800	(198,165)	2,731,990	2,757,494
<u>Lift Stations</u>						
Salaries and Wages	7,563	79,632	165,000	85,368	124,770	119,814
Operations and Maintenance	11,135	166,030	162,250	(3,780)	158,922	150,587
Employee Benefits	2,818	29,797	52,800	23,003	41,920	41,523
Other Charges	306	3,484	-	(3,484)	1,613	32
Depreciation	22,200	244,200	249,700	5,500	254,100	247,800
Total Collection Expenses	44,022	523,143	629,750	106,607	581,325	559,756
<u>General and Administrative</u>						
Salaries and Wages	20,531	238,917	267,300	28,383	250,320	250,092
Operations and Maintenance	10,412	137,581	122,100	(15,481)	136,563	51,006
Insurance and Bonds	6,175	69,712	70,400	688	60,148	49,392
Employee Benefits	3,448	122,621	114,950	(7,671)	91,570	87,356
Other Charges	9,739	106,721	81,950	(24,771)	84,445	96,642
Depreciation and Amortization	2,870	31,568	31,900	332	41,300	40,500
Total Gen. and Admin. Expenses	53,175	707,120	688,600	(18,520)	664,346	574,988
Total Operating Expenses	356,913	4,000,228	3,890,150	(110,078)	3,977,661	3,892,238
NET OPERATING LOSS	36,667	(1,001,500)	(1,199,000)	197,500	(1,344,853)	(1,294,499)
NONOPERATING REVENUE						
Interest Revenue - Investments	50,607	185,299	25,667	159,632	(487,756)	(52,422)
Interest Revenue - Notes Receivable	8,800	95,470	99,000	(3,530)	108,405	124,813
Interest Expense - Bonds	(19,400)	(300,083)	(300,300)	217	(350,060)	(401,525)
Bond Premium	712	8,056	8,250	(194)	37,037	8,855
Local Option Sales Tax - Brainerd	123,617	1,309,213	1,232,000	77,213	1,294,976	1,191,951
Local Option Sales Tax - Baxter	-	92,528	70,400	22,128	77,742	74,158
Federal Grant Revenue - Build America Bond	7,700	47,467	64,900	(17,433)	71,458	81,709
Gain (Loss) on Disposal of Capital Assets	-	-	-	-	-	128
Total Nonoperating Revenue	172,036	1,437,950	1,199,917	238,033	751,802	1,027,667
INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	208,703	436,450	917	435,533	(593,051)	(266,832)
CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
CHANGE IN NET POSITION	\$ 208,703	\$ 436,450	\$ 917	\$ 435,533	\$ (593,051)	\$ (266,832)

BRAINERD PUBLIC UTILITIES
OPERATING STATISTICS - WASTEWATER TREATMENT DEPARTMENT
FOR THE ELEVEN MONTH PERIOD ENDED NOVEMBER 30, 2023, 2022, AND 2021

	GALLONS PROCESSED			REVENUE			AVERAGE PER 1,000 GALLONS		
	PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	166,118,033	151,843,234	175,344,605	\$ 1,333,892	\$ 1,289,135	\$ 1,297,379	\$ 8.03	\$ 8.49	\$ 7.40
Commercial	153,404,042	152,181,773	156,900,060	737,377	679,717	706,005	4.81	4.47	4.50
City of Baxter	218,639,000	211,617,000	200,857,000	716,313	631,889	572,228	3.28	2.99	2.85
Total	<u>538,161,075</u>	<u>515,642,007</u>	<u>533,101,665</u>	<u>\$ 2,787,582</u>	<u>\$ 2,600,741</u>	<u>\$ 2,575,612</u>	<u>\$ 5.18</u>	<u>\$ 5.04</u>	<u>\$ 4.83</u>
% Change From Previous Year	<u>4.37%</u>	<u>-3.28%</u>	<u>NA</u>	<u>7.18%</u>	<u>0.98%</u>	<u>NA</u>	<u>2.70%</u>	<u>4.39%</u>	<u>NA</u>
	% TO TOTAL - GALLONS			% TO TOTAL - REVENUE			TOTAL METERS IN SERVICE		
	PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,			PERIOD ENDED NOVEMBER 30,		
	2023	2022	2021	2023	2022	2021	2023	2022	2021
Residential	30.87%	29.45%	32.89%	47.85%	49.57%	50.37%	4,047	4,081	3,996
Commercial	28.51%	29.51%	29.43%	26.45%	26.14%	27.41%	901	837	784
City of Baxter	40.63%	41.04%	37.68%	25.70%	24.30%	22.22%	1	1	1
Total	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>100.00%</u>	<u>4,949</u>	<u>4,919</u>	<u>4,781</u>
% Change From Previous Year							<u>0.61%</u>	<u>2.89%</u>	<u>NA</u>



Brainerd Public Utilities, MN

My Budget Report Group Summary

For Fiscal: 2024 Period Ending: 02/29/2024

Account Typ...	Original YTD Budget	Current YTD Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 1 - ELECTRIC						
Revenue	4,211,914.56	4,211,914.56	1,687,557.41	3,914,252.01	-297,662.55	7.07 %
Expense	3,880,580.48	3,880,580.48	2,050,058.26	2,383,967.79	1,496,612.69	38.57 %
Fund: 1 - ELECTRIC Surplus (Deficit):	331,334.08	331,334.08	-362,500.85	1,530,284.22	1,198,950.14	-361.86 %
Fund: 2 - WATER						
Revenue	655,637.64	655,637.64	140,682.63	524,866.77	-130,770.87	19.95 %
Expense	729,608.04	729,608.04	149,949.59	310,337.20	419,270.84	57.47 %
Fund: 2 - WATER Surplus (Deficit):	-73,970.40	-73,970.40	-9,266.96	214,529.57	288,499.97	390.02 %
Fund: 3 - WASTEWATER TREATMENT						
Revenue	810,775.56	810,775.56	574,640.50	1,069,578.93	258,803.37	31.92 %
Expense	798,980.28	798,980.28	106,315.01	192,086.43	606,893.85	75.96 %
Fund: 3 - WASTEWATER TREATMENT Surplus (Deficit):	11,795.28	11,795.28	468,325.49	877,492.50	865,697.22	-7,339.35 %
Fund: 4 - HYDRO DAM						
Revenue	2,199.12	2,199.12	0.00	0.00	-2,199.12	100.00 %
Expense	74,170.32	74,170.32	31,776.75	111,008.44	-36,838.12	-49.67 %
Fund: 4 - HYDRO DAM Surplus (Deficit):	-71,971.20	-71,971.20	-31,776.75	-111,008.44	-39,037.24	-54.24 %
Report Surplus (Deficit):	197,187.76	197,187.76	64,780.93	2,511,297.85	2,314,110.09	-1,173.56 %