



PUBLIC UTILITIES COMMISSION AGENDA

City of Brainerd, Minnesota
BPU Service Center, 8027 Highland Scenic Rd, Commission Room
Tuesday, November 26, 2024 @ 9:00 AM

The public is invited to attend these meetings in person

1. **Call To Order**

2. **Roll Call**

___ M. Angland ___ T. Erickson ___ P. Wussow ___ M. O'Day ___ 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**

6. **Barr Engineering Presentation - Hydro Generation Project Update**

A. **Concept Drawings**

7. **Public Forum**

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

8. **Personnel Committee - Report**

9. **Operations / Policy Committee - Report**

10. **Finance Committee - Report**

A. **Approve AEP Long-term Power Contract Extension to 2034**

B. **Authorize Letters of Agreement (LOA) for loads to participate in MISO demand programs**

C. **Approve Credit Card Fees Transaction charge**

- D. **Recommend Commissioner Insurance be eliminated to City Council**
- E. **Approve recommendation to City council on conference attendance for Commissioners Application**
- F. **Consider New IT Positions for 2025 Budget**
- G. **Approve 2025 Operating Budget and 5-year capital budget to be presented to City Council**
- 11. **Unfinished Business**
(See attached separate memo regarding updates on unfinished business)
 - A. **Discussion Item - Unfinished Business Memo**
- 12. **New Business**
 - A. **Discuss Forever Chemicals (Perfluorooctane sulfonate and Perfluorooctanoic acid) Update**
 - B. **Discuss Bids for WTP Reclamation Building**
- 13. **Staff Reports**
(Verbal: Any Updates since Packet)
 - A. **City Administrator Report**
 - B. **Council Liaison Report**
 - C. **HR Director Report**
 - D. **Public Utilities Director Report**
 - E. **Finance Manager Report**
 - F. **Operations Manager Report**
 - G. **Water/Wastewater Manager Report**
- 14. **Commission Member Reports**
- 15. **Adjourn**

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 October 29, 2024.

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

Commission Roll Call

Mike Angland – Present

Patrick Wussow – Present

Dolly Matten – Present

Mark O'Day – Present

Tad Erickson - Present

Utility Staff Present

Public Utilities Director

Finance Manager

Operations Manager

Water/Wastewater Manager

Business Office Supervisor

Recording Secretary

Christopher Evans

Danny Loch

Trent Hawkinson

Charlie Gammon

Jana Pernula

Mandy Selisker

Others in Attendance

City Administrator

HR Director

City Liaison

MPCA

MPCA

MPCA

Citizen

Nick Broyles

Kris Schubert

Jeff Cieczok

Amanda Wilson

Wes Leksell

Mackenzie Wilkinson-Hanson

Brian Timmers

Commissioner Matten opened the meeting with the Pledge of Allegiance.

Approval of Agenda Items

Commissioner Matten made a motion to amend the agenda by adding an item, Bank Signor Updates, after the Public Forum.

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

Approval of Consent Items

Motion by Commissioner Wussow and seconded by Commissioner O'Day to approve the minutes from September 24th, 2024, regular monthly meeting, the minutes from the special meetings on October 1st, 8th, and 15th, 2024, current month's bills, and recommendation to City Council to pursue the Wellhead

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Protection Partner Grant for property purchase. There was a unanimous roll call vote in favor of the motion. Motion carried.

Presentation from Minnesota Pollution Control Agency (MPCA) - see board packet for presentation.

Mackenzie Wilkinson-Hanson presented on the NPDES Permits & MPCA Enforcement Process.

- City Liaison Czczok inquired into actions MPCA has taken to address the determination of licensed employees as essential.
 - Currently there is nothing in the permit that addresses this and that would fall back on the permit holder (i.e. BPU/City of Brainerd) as they are still liable for the provisions in the permit. MPCA does not get involved in labor disputes.
- Asset management and capital improvement plans are not required by permit but are helpful to remain aware of your assets' life and longevity.
- Standard Operation Procedures (SOPs) are critical in the event of a release.
- There are nine Major facilities in the seven northeastern counties. A Major facility is determined by design flow of the facility which is over 1 million gallons per day.

Public Forum

None

Bank Signor Updates

Commissioner Matten stated that we need to remove Tad Johnson as a bank signor and add a new signor. With the process involved, the Commission may want to wait until January when the new committees have been appointed. Finance Manager Loch noted that Commissioner Matten is also listed as a current bank signor.

Motion by Commissioner Erickson and seconded by Commissioner O'Day to approve removing Tad Johnson as a bank signor and adding a second signor in January after committees have been appointed for 2025. There was a unanimous vote in favor of the motion. Motion carried.

Commission Committee Reports

Commissioner Matten welcomed Commissioner Wussow back and appointed him to the Commission Finance Committee.

Personnel

None

Finance

None

Operations Policy Committee

None

Unfinished Business - See board packet for staff memo.

E. Lead Service Line (LSL) Inventory Assessment

Finance Manager Loch reported that this inventory has been completed and there is a public education requirement as a next step.

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- University of Minnesota has reported results on their website (<https://maps.umn.edu/LSL/>).
- Public notice will be posted in the paper.
- Customers with lead or galvanized lines in need of replacement will be getting a letter mailed to them.
 - The current timeline for replacement is in the next 10 years.
 - There is potential for funding to assist in the replacement, but it is not guaranteed.
 - Current inventory shows over 1,000 either galvanized or unknown lines in the City of Brainerd water system.

F. Electric Transmission Service to Brainerd

Commissioner Matten inquired about the status of this. No letter has been drafted yet. This was an action item of the former Public Utilities Director and will be passed onto new Public Utilities Director Evans at some point.

Update on Strategic Plan – see board packet for preliminary draft

Public Utilities Director Evans presented the preliminary draft of the strategic plan.

Four sessions have occurred to date related to the creation of this plan. The goal is to develop a review and renewal mechanism to have this continue to be updated and be an evolving document for years to come. Another meeting will be scheduled in November to finalize details and potentially be adopted at the November Commission meeting.

Additional discussion included:

- Commissioner O'Day commended the amount of work done with this project. O'Day also commented that in a short time, Public Utilities Director Evans has earned and gained respect from his fellow department heads. Evans' hard work is appreciated.
- Commissioner Erickson echoed Commissioner O'Day and noted the additional cost savings rather than hiring an outside firm.
- Commissioner Matten noted that it showed promise early on and appreciated the extra efforts.

New Business

Approve Watermain Construction cost for 15th Street SE Alley Project

Public Utilities Director Evans presented.

- With the upcoming replacement of the sanitary line on the 15th Street alley, the water main is also in need of replacement and recommends doing this in conjunction with the sewer project. The 1" main would be replaced with a 6" main and adequate for service.

Motion by Commissioner O'Day and seconded by Commissioner Erickson to approve the attached quote for the water main construction on the 15th Street Alley and to reclassify the funds in the budget for reclamation tank for this project. There was a unanimous vote in favor of the motion. Motion carried.

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Approve 2024A G. O. Water Bonds Issuance

Finance Manager Loch reported that at the October 21st City Council meeting, the council approved the General Obligation (G.O.) Bond issuance of which included \$1,340,000 in utility revenue bonds. Additional discussion included:

- The bonding agency requires the Commission to approve a resolution approving the bond issuance.
- This is for street projects that have already occurred but have not yet been billed by the City.
- This would be repaid over a 10-year period.
- The bond council has informed BPU staff that to pay for this, we are not currently meeting our debt coverage ratio. The debt service coverage ratio is required to be at 1.0 and the current rating is 0.56. Rates will need to increase within the water fund to cover this bond issuance.
 - The estimated increase is approximately 26%.
 - This ratio would need to be obtained by August of 2025.

Commissioner O'Day noted that this is not a surprise, and our water rates have been low for some time.

Motion by Commissioner O'Day and seconded by Commissioner Wussow to adopt the attached resolution providing for the issuance and sale of G.O. Bonds, Series 2024A, in the proposed aggregate principal amount of \$3,370,000 of which \$1,340,000 is the department's share. There was a unanimous vote in favor of the motion. Motion carried.

Finance Manager Loch noted that the rate study is ongoing and will be completed sometime in January. Commissioner O'Day would prefer not to wait while knowing an increase is inevitable. Discussion occurred.

Motion by Commissioner O'Day and seconded by Commissioner Angland to increase water rates by 20% effective December 1st, 2024. There was a unanimous vote in favor of the motion. Motion carried.

Commissioner Wussow stated he thought this was high.

Staff Reports

City Administrator Report

City Administrator Broyles reported on the following:

805 Laurel Street Project

D. W. Jones did not receive funding from work force housing. Plans are being reevaluated.

City Council

A tour of Just for Kypto (JFK) site to be given with the City Council and BPU Commission on November 7th at 1:00 p.m.

Integration Work Group

At the October 21st City Council meeting, the City Council directed staff to form an Integration Work Group of five members, which met on Friday. Integration relative to IT and Finance will continue as required.

City Council Special Meeting

A special meeting took place at which the hiring of the Public Works Director, Mike Habighorst, was ratified and will be starting on November 1st.

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City Liaison Report

Czeczok reported on the following:

- Inquired if there is a document or report showing the age of Infrastructure and life of equipment. Water/Wastewater Supervisor Gammon noted that there is not a report but rather the review and consideration are done by segment.
 - Commissioner Matten noted that this is also included in the ongoing strategic plan.

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

Public Utilities Director's Report

Public Utilities Director Evans reported on the following:

- Strategic plan meetings, review, and creation of draft report.
- Budget creation and review with Finance Manager Loch
- Ongoing discussion with Block Metrix on potential future length of agreement.
 - Commissioner Matten expressed no interest in a contract extension until the Commission is provided with a status report of work completed.

Commissioner Angland inquired about the Strategic Plan and communicating the intent of the process, goals and direction to staff.

- Commissioner Matten noted that this is why the draft was in the packet to be made publicly available to both the community and staff.
- Commissioner Angland asked City Administrator Broyles if any negative feedback has been heard from the City Council on the intent of the Commission with the Strategic Plan. Broyles noted that nothing negative has been heard.

Managers Reports

Finance Manager's Report – *see board packet for report.*

Operations Manager Report – *see board packet for report.*

Operations Manager Hawkinson reported on the following:

- Solar Array – State Hospital Site – not available due to bonding restrictions.
 - Commissioner Angland inquired about the timeline of the restriction. Hawkinson stated he was unaware of the exact length but that it was a substantial timeframe.
 - Commissioner Wussow noted that the wording used was unique and would like staff to follow up further with the clarification that we are a not-for-profit company.
 - Commissioner O'Day inquired about the Riverside Drive outage and whether there was any correlation to Spectrum outages.
 - Hawkinson reported that there was no correlation to Spectrum outages. One piece of equipment was isolated and tested. That piece of equipment did not fail testing but was removed from service and since no additional issues have occurred. A lightening arrestor also failed, which could happen over time, causing an outage near Walgreens.

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Water/Wastewater Report – *see board packet for report.*

Water/Wastewater Manager Gammon reported on the following:

- October Outages
 - Discussed the impact and process of power bumps and its direct correlation to the automated equipment for Water and Wastewater.
 - Standby generation
 - On call staff
 - Standard Operating Procedures (SOPs)
 - Emergency Response Program
- A brief overview of flows and how it relates to the City of Baxter billing and City of Brainerd usage tracking. Commissioner Matten noted that to date, there has been no admin cost added to the City of Baxter, although additional administrative work is needed.
- WWTP Joint Board
 - Commissioner Angland inquired about when another meeting should be scheduled.
 - Gammon noted that an update with the 20-year plan for the plant is wrapping up so potentially in January.

Commission Members – Reports

Commissioner Wussow reported on the following:

- Wussow would like to have the large electrical user rate reviewed for the Crypto rate based on the infrastructure cost.
- Requested the credit card fees be revisited again.
- Intent to look at insurance for Commissioners as it relates to budget noting that no other committee receive health insurance.
- Goal to attend more national conferences as a Commissioner.

Commissioner Erickson reported on the following:

- Requested rates to come back through the Finance Committee related to both the crypto and water rates.
- Special thanks to staff for all the work ongoing and on the recent strategic planning.

Commissioner Matten reported on the following:

- City Council created a work group for the IT and Finance Integration discussion. Included in the work group is the City Administrator, Public Utilities Director, City Council Liaison, Public Utilities Commissioner President and City Council President.
 - A meeting occurred on Friday, October 25th and the directive will come back to City Council to approve.
 - Commissioner Angland inquired about the following:
 - The direction given from City Council
 - Matten noted that it was included in the City Administrator's six-month review, and to look at efficiencies within the departments.
 - The big picture goal
 - Matten responded with cross-training, back-ups, and knowledge of the systems and needs of the department.
 - PowerPoints were provided to the City Administrator from both IT departments.
 - IT was one department that was identified as wanted to look at.

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- Interpretation by City Attorney on operational vs. personnel
 - Matten deferred to HR Director Schubert. Schubert noted that there was nothing to add but can address specific questions.
 - Angland noted there is still an outstanding old business agenda item for the BPU Commission on the roles and responsibilities of both entities. The interpretation insinuates that anything could be identified as an employee issue but seems arbitrary, gray, and moving quite quickly.
- Concern for BPU staff
 - For the benefit of BPU staff, there is a need to identify ultimately who is making decisions on things.
 - Big concern for staff and needs to be continued to be talked about openly at a commission level.
 - Commissioner O'Day noted that as it becomes operational, it does need to be discussed at a Commission level.
 - Matten noted that this was an early discussion and will be open.
 - Gammon emphasized that when there is troubleshooting is happening that calls can happen at any time of day.

Next Board meeting is scheduled for November 26, 2024.

Adjournment

Motion by Commissioner O'Day and seconded by Commissioner Angland to adjourn to Just for Krpto (JFK) tour on November 7th, 2024, at 1:00 PM and the Strategic Planning Workshop on November 19th, 2024, at 10:00 AM at the BPU Service Center. There was a unanimous vote in favor of the motion. Motion carried at 11:04 AM.

Dolly Matten, Commission President

Danny Loch, Finance Manager/Secretary



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The special meeting of the Brainerd Public Utilities Commission was held at 10:00 AM on October 22, 2024.

Commission President Matten called the meeting to order at 10:00 AM.

Commission Roll Call

Mike Angland – Absent

Tad Erickson – Present

Mark O’Day – Present

Dolly Matten – Present

Utility Staff Present

Public Utilities Director

Finance Manager

Operations Manager

Water/Wastewater Manager

Business Office Supervisor

Electric Line Supervisor

I.T. Supervisor

Christopher Evans

Danny Loch

Trent Hawkinson

Charlie Gammon

Jana Pernula

Mitch Lachelt

Aaron Andersen

Others in Attendance

City Council Liaison

Community Member

Jeff Czczok

Michael Duval

President Matten opened the meeting with introductions. Roll call was taken, and discussion of the strategic plan was turned over to Director Evans.

Evans presented a compilation of the discussion points that were made at the last meeting. Included in this summary was a continuation of the strengths, weaknesses, threats, and opportunities that were discussed as well as an outline of a strategic plan. The strategic plan outline included the vision and mission statements, values: Safety, fiscal responsibility and accountability, reliability, efficiency and innovation, environmental stewardship, and community centered attitude, with definitions and descriptions of each.

Evans then summarized the needs outlined by the group for success within the department and the discussion related to these goals focused on determining what could be measurable and attainable with focus on: community centered attitude, fiscal responsibility and accountability, operational excellence, reliability, efficiency, and innovation.

During discussion the creation of a policy related to return on investment was presented. Additional consideration was discussed on the liability protections related to the hydro facility and various financial

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performance metrics that could be presented regularly to Commission. Suggested presentation of these metrics was quarterly as a starting point.

Direction was provided to staff to provide an executive summary of what has been discussed during the strategic planning special meetings and to add a discussion topic for the regular commission meeting. Commission would like to have a scheduled timeline for review of the strategic plan and the process to obtain the goals at least biannually. Suggestions for consideration were the months of February and August or November and June.

A motion to adjourn to the regular commission meeting was made by Commissioner O'Day, seconded by Commissioner Erickson, and carried unanimously.

Dolly Matten, Commission President

Danny Loch, Finance Manager/Secretary



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The special meeting of the Brainerd Public Utilities Commission was held at 10:10 AM on November 19, 2024.

Commission Vice President Angland called the meeting to order at 10:10 AM.

Commission Roll Call

Mike Angland – Present

Tad Erickson – Present

Patrick Wussow – Present

Mark O’Day – Present

Dolly Matten – Present – Phone Conference

Utility Staff Present

Public Utilities Director

Finance Manager

Operations Manager

Business Office Supervisor

Electric Line Supervisor

I.T. Supervisor

Christopher Evans

Danny Loch

Trent Hawkinson

Jana Pernula

Mitch Lachelt

Aaron Andersen

Others in Attendance

None

Vice President Angland opened the meeting with introductions. The roll call was taken, and discussion of the strategic plan was turned over to Director Evans.

Evans presented a compilation and preliminary strategic plan for commentary from the Commissioners and others in attendance. Discussions were had on the various elements for suggested changes and updates for presentation and completion of the first strategic plan.

Angland presented an option for a discussion that led to creating an “Our Staff” or “Join Our Team” section stressing the importance of the culture and community engagement that the staff exemplify which could be utilized as a recruitment tool. Discussion of the section lead to direction to promote the good work that is completed internally, celebrating the culture and staff.

The meeting was adjourned at 10:53 am.

Dolly Matten, Commission President

Danny Loch, Finance Manager/Secretary



Brainerd Public Utilities, MN

Board Packet Check Report

By Check Number

Date Range: 10/25/2024 - 11/21/2024

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						
09536	U.S. BANK ST. PAUL - FEE DEPT	11/14/2024	EFT	0.00	550.00	214
7513171	Invoice	11/13/2024	MN Elec 2014A Admin Fee / Acct: 001810...	0.00	550.00	
00140	AEP ENERGY PARTNERS, INC.	11/19/2024	EFT	0.00	1,348,880.57	215
175-21526661	Invoice	11/18/2024	Invoice Period: 10/01/2024 - 10/31/2024	0.00	1,348,880.57	
10137	Brian Alsleben	11/05/2024	Regular	0.00	-20.00	78603
10129	Janice Hardesty	11/05/2024	Regular	0.00	-200.00	78620
10178	MASONIC LODGE	11/05/2024	Regular	0.00	-364.54	79173
00730	BERT'S TRUCK EQUIPMENT OF MOORHEAD	10/31/2024	Regular	0.00	255.00	82776
S101474	Invoice	10/31/2024	Battery separator	0.00	255.00	
07333	BRADLEY J. OLSON	10/31/2024	Regular	0.00	102.49	82777
10/2024 - Mutual..	Invoice	10/31/2024	Reimburse Mutual Aid Expenses	0.00	102.49	
02002	CITY OF BAXTER	10/31/2024	Regular	0.00	1,091.23	82778
07335-000-10/17..	Invoice	10/31/2024	STORMWATER - ACCT# 007335-000	0.00	1,091.23	
00590	CLARK BACKSTROM	10/31/2024	Regular	0.00	15.04	82779
10/2024 - Mutual..	Invoice	10/31/2024	Reimburse Mutual Aid Expenses	0.00	15.04	
02330	Column Software PBC	10/31/2024	Regular	0.00	313.60	82780
574D994D-0001	Invoice	10/31/2024	Reclaim Tank Ad	0.00	313.60	
03275	FASTENAL COMPANY	10/31/2024	Regular	0.00	391.83	82781
MNBAX270573	Invoice	10/31/2024	Water parts	0.00	391.83	
03282	FERGUSON WATERWORKS #2518	10/31/2024	Regular	0.00	503.40	82782
0537977-1	Invoice	10/31/2024	INV WI0510	0.00	273.00	
0539215	Invoice	10/31/2024	INV WI0510	0.00	230.40	
03321	FIRST IMPRESSION PRINTING	10/31/2024	Regular	0.00	871.10	82783
92383	Invoice	10/31/2024	PRINTING/PUBLISHING FORMS: Envelopes	0.00	871.10	
03860	GULL LAKE GLASS, INC.	10/31/2024	Regular	0.00	23,550.00	82784
9894696	Invoice	10/31/2024	Glass panel/installation/framing - Business...	0.00	23,550.00	
04613	JACO ANALYTICAL, INC.	10/31/2024	Regular	0.00	314.20	82785
39E90742	Invoice	10/31/2024	Testing	0.00	314.20	
05607	JAKE LIPSKI	10/31/2024	Regular	0.00	79.07	82786
10/25/24-Safety ...	Invoice	10/31/2024	Reimburse Safety Boots @ 50%	0.00	79.07	
05334	Lakes Area Lock & Door, Inc.	10/31/2024	Regular	0.00	165.00	82787
124243	Invoice	10/31/2024	Rekeyed Master Cylinder	0.00	165.00	
05335	LAKES AREA MAT SERVICE II, INC	10/31/2024	Regular	0.00	148.18	82788
20240902	Invoice	10/31/2024	MAT/TOWEL SERVICE	0.00	48.24	
20240916	Invoice	10/31/2024	MAT/TOWEL SERVICE	0.00	48.24	
20240930	Invoice	10/31/2024	MAT/TOWEL SERVICE	0.00	51.70	
05625	LOCATORS & SUPPLIES, INC.	10/31/2024	Regular	0.00	651.38	82789
0316846-IN	Invoice	10/31/2024	Green utility markers / caution decals	0.00	651.38	
05976	MIDWEST MACHINERY CO.	10/31/2024	Regular	0.00	199.48	82790
10231948	Invoice	10/31/2024	Carb parts	0.00	19.49	
10261866	Invoice	10/31/2024	Summer Grade / Carburetor	0.00	179.99	

Board Packet Check Report

Date Range: 10/25/2024 - 11/21/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
06266	MINNESOTA VALLEY TESTING LABS	10/31/2024	Regular	0.00	4,308.25	82791
1271427	Invoice	10/31/2024	TESTING	0.00	486.00	
1271428	Invoice	10/31/2024	TESTING	0.00	358.00	
1271430	Invoice	10/31/2024	TESTING	0.00	88.00	
1272101	Invoice	10/31/2024	TESTING	0.00	63.50	
1272618	Invoice	10/31/2024	TESTING	0.00	88.00	
1272866	Invoice	10/31/2024	TESTING	0.00	844.00	
1275943	Invoice	10/31/2024	TESTING	0.00	1,200.00	
1276401	Invoice	10/31/2024	TESTING	0.00	113.00	
1277477	Invoice	10/31/2024	TESTING	0.00	979.75	
1277770	Invoice	10/31/2024	TESTING	0.00	88.00	
06426	MOBOTREX	10/31/2024	Regular	0.00	548.00	82792
277254	Invoice	10/31/2024	INV SEMAPHORE BULBS	0.00	548.00	
06790	NAPA AUTO PARTS BAXTER	10/31/2024	Regular	0.00	90.71	82793
726063	Credit Memo	10/31/2024	Credit - Core Deposit - orig. inv. 2400-725...	0.00	-18.00	
744216	Invoice	10/31/2024	Oil/Air Filters	0.00	42.36	
745763	Invoice	10/31/2024	Purple Power	0.00	63.62	
746163	Invoice	10/31/2024	Return Line	0.00	114.93	
746422	Credit Memo	10/31/2024	Core Deposit - orig inv. 740088	0.00	-160.00	
748589	Invoice	10/31/2024	Oil filters	0.00	26.65	
751198	Invoice	10/31/2024	Spark plugs	0.00	12.04	
752429	Invoice	10/31/2024	1QT HP Gear Oil	0.00	9.11	
07292	NUSS TRUCK & EQUIPMENT, INC.	10/31/2024	Regular	0.00	769.33	82794
PSO139067-1	Invoice	10/31/2024	Level sensor/wires/bracket	0.00	769.33	
07641	PITNEY BOWES INC.	10/31/2024	Regular	0.00	824.76	82795
1026300639	Invoice	10/31/2024	OFFICE SUPPLIES/METER SUPPLIES: Red I...	0.00	824.76	
10225	POMP'S TIRE SERVICE INC.	10/31/2024	Regular	0.00	1,077.58	82796
09/30/24 Statem...	Invoice	10/31/2024	Finance charge on 09/30/2024 Statement	0.00	79.48	
2280006487	Invoice	10/31/2024	Tires/Labor - FA 4008	0.00	998.10	
07920	QUALITY FLOW SYSTEMS, INC.	10/31/2024	Regular	0.00	225.00	82797
47781	Invoice	10/31/2024	PUR STAINLESS STEEL CABLE RACK MAIN L...	0.00	225.00	
08058	RESCO	10/31/2024	Regular	0.00	72,082.08	82798
3051723	Invoice	10/31/2024	INV ET0810 1500 3P PAD	0.00	72,082.08	
10087	RICE LAKE CONSTRUCTION GROUP	10/31/2024	Regular	0.00	76,900.00	82799
23-23-02	Invoice	10/31/2024	PUR EVERGREEN LIFT CLASSIFIER AND SU...	0.00	76,900.00	
10040	TEST-RIGHT, LLC	10/31/2024	Regular	0.00	844.50	82800
853	Invoice	10/31/2024	Testing: Gloves/Sleeves/Mitts	0.00	844.50	
00785	TROY J BLOCK	10/31/2024	Regular	0.00	105.00	82801
10/23/24 - Safety...	Invoice	10/31/2024	Reimburse Safety Boots @ 50%	0.00	105.00	
00340	Vestis Group, Inc.	10/31/2024	Regular	0.00	202.86	82802
2530318995	Invoice	10/31/2024	WORK UNIFORMS	0.00	33.81	
2530321496	Invoice	10/31/2024	WORK UNIFORMS	0.00	33.81	
2530323949	Invoice	10/31/2024	WORK UNIFORMS	0.00	33.81	
2530326466	Invoice	10/31/2024	WORK UNIFORMS	0.00	33.81	
2530328939	Invoice	10/31/2024	WORK UNIFORMS	0.00	33.81	
2530331466	Invoice	10/31/2024	WORK UNIFORMS	0.00	33.81	
09663	VIKING ELECTRIC SUPPLY, INC	10/31/2024	Regular	0.00	220.95	82803
S008449604.001	Invoice	10/31/2024	Box Conn.	0.00	50.53	
S008455314.001	Invoice	10/31/2024	Wire/Screw Cover/Locknuts	0.00	170.42	
09899	WESCO RECEIVABLES CORP	10/31/2024	Regular	0.00	11,973.13	82804
454481	Invoice	10/31/2024	PUR GROUND CLUSTER BAR & ROD	0.00	365.96	

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456649	Invoice	10/31/2024	PUR FR RAIN GEAR NEW LINEMEN	0.00	700.89	
458040	Invoice	10/31/2024	PUR PPE HARNESS TRAVIS	0.00	515.10	
458840	Invoice	10/31/2024	INV MOVALCTS	0.00	1,187.40	
461307	Invoice	10/31/2024	INV SM INTERFACE PARTS	0.00	7,709.92	
464040	Invoice	10/31/2024	PUR HASTING 6767 GROUND CLUSTER BA...	0.00	223.69	
464907	Invoice	10/31/2024	PUR DBI-SALA EXOFIT HARNESS	0.00	1,030.20	
466238	Invoice	10/31/2024	PUR FR RAINING GEAR	0.00	239.97	
09996	ZIEGLER INC.	10/31/2024	Regular	0.00	30.27	82805
IN001641472	Invoice	10/31/2024	Element - FA 4238	0.00	30.27	
00075	A W RESEARCH	11/05/2024	Regular	0.00	3,532.56	82806
65974	Invoice	11/05/2024	WWT TESTING	0.00	2,906.16	
65985	Invoice	11/05/2024	WTR TESTING	0.00	626.40	
10137	Brian Alsleben	11/05/2024	Regular	0.00	20.00	82807
07/22 CIP REBATE	Invoice	07/08/2022	903 G ST NE - CIP REBATE: DEHUMIDIFIER	0.00	20.00	
10129	Janice Hardesty	11/05/2024	Regular	0.00	200.00	82808
07/22 CIP REBATE	Invoice	07/08/2022	224 SW 4TH ST - CIP REBATE: FURNACE	0.00	200.00	
10178	MASONIC LODGE	11/05/2024	Regular	0.00	364.54	82809
10/12/22-CIP RE...	Invoice	10/19/2022	CIP REBATE @ 205 1/2 6TH ST SO - ENERG...	0.00	364.54	
03557	FRONTIER ENERGY, INC.	11/12/2024	Regular	0.00	7,236.00	82819
195882	Invoice	11/12/2024	CIP SERVICES - 10/01/2024 - 10/31/2024	0.00	7,236.00	
06247	MN DEPARTMENT OF LABOR & INDUSTRY	11/12/2024	Regular	0.00	140.00	82820
ABR0340868X	Invoice	11/12/2024	Hydro: Pressure Vessels	0.00	40.00	
ALR0168231X	Invoice	11/12/2024	Annual Elevator Operator Permit	0.00	100.00	
00075	A W RESEARCH	11/12/2024	Regular	0.00	4,230.32	82821
66793	Invoice	11/12/2024	PUR AW TESTING	0.00	696.00	
66803	Invoice	11/12/2024	PUR AW TESTING	0.00	3,534.32	
00250	AMARIL UNIFORM COMPANY	11/12/2024	Regular	0.00	2,494.00	82822
IV267936	Invoice	11/12/2024	PUR AMARIL INVOICES	0.00	2,494.00	
00825	BORDER STATES ELECTRIC	11/12/2024	Regular	0.00	2,632.26	82823
929227638	Invoice	11/12/2024	INV COOPER/EATON UG ELEC	0.00	1,112.48	
929275879	Invoice	11/12/2024	INV EYEBOLTS	0.00	813.60	
929348506	Invoice	11/12/2024	PUR SNFT 18-2B-T0-SND	0.00	706.18	
02790	DAKOTA SUPPLY GROUP	11/12/2024	Regular	0.00	677.93	82824
S104160875.001	Invoice	11/12/2024	INV WM0200	0.00	677.93	
07691	FERGUSON ENTERPRISES INC #3326	11/12/2024	Regular	0.00	891.96	82825
0274177	Invoice	11/12/2024	PUR MISC WATER PARTS	0.00	199.15	
0274864	Invoice	11/12/2024	PUR PP67502LF 4-1/2" ALUM SWVL DIFF ...	0.00	692.81	
03282	FERGUSON WATERWORKS #2518	11/12/2024	Regular	0.00	3,314.17	82826
0537770	Invoice	11/12/2024	INV BOABOX	0.00	437.62	
0538560	Invoice	11/12/2024	PUR HYDRANT REPAIR PARTS	0.00	2,423.15	
0538608	Invoice	11/12/2024	INV 1 1/2 WATER LIDS	0.00	453.40	
03687	GOODIN COMPANY	11/12/2024	Regular	0.00	107.27	82827
6668465-00	Invoice	11/12/2024	PUR WT CREW MISC PARTS	0.00	52.87	
6668676-00	Invoice	11/12/2024	PUR WC MISC PARTS	0.00	54.40	
03699	GRAINGER	11/12/2024	Regular	0.00	715.13	82828
9288494108	Invoice	11/12/2024	PUR MISC GOODS	0.00	215.64	
9288840375	Invoice	11/12/2024	PUR MISC GOODS	0.00	16.07	
9296979181	Invoice	11/12/2024	PUR CANVAS BUCKET BAGS	0.00	483.42	
03765	GRAYBAR ELECTRIC CO, INC.	11/12/2024	Regular	0.00	1,100.21	82829

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9339534655	Invoice	11/12/2024	PUR SWIVEL PULLING EYE	0.00	1,100.21	
04613	JACO ANALYTICAL, INC.	11/12/2024	Regular	0.00	314.20	82830
39E90792	Invoice	11/12/2024	PUR JACO INVOICES	0.00	314.20	
09663	VIKING ELECTRIC SUPPLY, INC	11/12/2024	Regular	0.00	1,726.46	82831
S008367591.001	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	861.34	
S008367591.002	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	482.57	
S008376240.002	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	21.94	
S008498553.001	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	18.55	
S008498553.002	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	16.74	
S008512033.001	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	119.56	
S008583222.001	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	186.88	
S008583222.002	Invoice	11/12/2024	PUR VIKING INVOICES	0.00	18.88	
00090	ABM EQUIPMENT & SUPPLY, LLC	11/13/2024	Regular	0.00	9,352.52	82832
0180547-IN	Invoice	11/13/2024	Decals / Anchors / Platform	0.00	9,352.52	
00105	ACE HARDWARE-BRAINERD	11/13/2024	Regular	0.00	191.19	82833
327978	Invoice	11/13/2024	Propane Cylinders / Fuel	0.00	132.61	
328158	Invoice	11/13/2024	Tape / Sand Kit / Plumber Cloths	0.00	48.97	
328272	Invoice	11/13/2024	Socket Adapter	0.00	9.61	
00250	AMARIL UNIFORM COMPANY	11/13/2024	Regular	0.00	356.68	82834
IV268545	Invoice	11/13/2024	PUR FR HATS DF910BLK	0.00	356.68	
00315	AMERICAN STEEL INC	11/13/2024	Regular	0.00	67.60	82835
122910	Invoice	11/13/2024	Tube - Hydro Gate	0.00	67.60	
00337	AMERICAN WELDING & GAS INC	11/13/2024	Regular	0.00	84.85	82836
0010363447	Invoice	11/13/2024	CYLINDER RENTAL INVOICE	0.00	84.85	
00670	BARR ENGINEERING CO	11/13/2024	Regular	0.00	36,000.62	82837
23181016.06-32	Invoice	11/13/2024	Work Order #6: Support for Hyrdo Project	0.00	4,859.62	
23181016.08-6	Invoice	11/13/2024	BPU Powerhouse Units 4 & 6 Upgrades	0.00	31,141.00	
00735	BEST OIL COMPANY	11/13/2024	Regular	0.00	8,697.09	82838
37932	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	933.00	
38030	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	748.00	
38031	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	777.50	
38131	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	902.50	
38132	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	684.00	
38194	Invoice	11/13/2024	Finance Charges	0.00	22.35	
38207	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	1,263.50	
38208	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	760.00	
38230	Credit Memo	11/13/2024	Deposit - 55 Gallon Drum - Return	0.00	-20.00	
38248	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	1,136.17	
8102	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	693.82	
8103	Invoice	11/13/2024	PUR BEST OIL INVOICES	0.00	796.25	
00827	BOSS SUPPLY OF JANESVILLE, INC.	11/13/2024	Regular	0.00	1,420.78	82840
48431	Invoice	11/13/2024	PUR 100-150 #4 BIG 1000 PTO ASSEMBLY ...	0.00	1,420.78	
02645	CRESCENT ELECTRIC SUPPLY	11/13/2024	Regular	0.00	441.51	82842
S512695550.001	Invoice	11/13/2024	Cable Ties	0.00	441.51	
02785	DACOTAH PAPER CO	11/13/2024	Regular	0.00	147.67	82843
18833	Invoice	11/13/2024	Cleaner / Paper supplies	0.00	147.67	
02860	Dixon Mechanical Electric, LLC	11/13/2024	Regular	0.00	220.76	82844
9388	Invoice	11/13/2024	A/C Battery Assy.	0.00	220.76	
03275	FASTENAL COMPANY	11/13/2024	Regular	0.00	133.81	82845
MNBAX270354	Invoice	11/13/2024	Batteries	0.00	100.15	

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MNBAX270649	Invoice	11/13/2024	Hydro Supplies	0.00	33.66	
03321	FIRST IMPRESSION PRINTING	11/13/2024	Regular	0.00	2,087.19	82846
92448	Invoice	11/13/2024	PRINTING/PUBLISHING FORMS: CWR For...	0.00	347.60	
92449	Invoice	11/13/2024	PUR DELINQUENT & FINAL NOTICE	0.00	1,739.59	
03501	FLOW CONTROL AUTOMATION, INC.	11/13/2024	Regular	0.00	9,483.00	82847
IN1981	Invoice	11/13/2024	PUR VLAVE ACTUATOR REPLACE 12" & LA...	0.00	9,483.00	
03695	GOPHER STATE ONE-CALL	11/13/2024	Regular	0.00	238.95	82848
4100111	Invoice	11/13/2024	GSOC TICKETS: 10/2024	0.00	238.95	
03915	HACH COMPANY	11/13/2024	Regular	0.00	3,236.43	82849
14242826	Invoice	11/13/2024	PUR WW & CENTRAL CHEMICALS	0.00	936.82	
14246647	Invoice	11/13/2024	PUR WW/CENTRAL HACH CHEMICALS	0.00	1,923.71	
14249591	Invoice	11/13/2024	PUR WW/CENTRAL HACH CHEMICALS	0.00	375.90	
04050	HAWKINS INC.	11/13/2024	Regular	0.00	10,684.55	82850
6894716	Invoice	11/13/2024	PUR HAWKINS INVOICES	0.00	822.22	
6894764	Invoice	11/13/2024	PUR HAWKINS INVOICES	0.00	9,862.33	
05335	LAKES AREA MAT SERVICE II, INC	11/13/2024	Regular	0.00	99.36	82851
20241014	Invoice	11/13/2024	MAT/TOWEL SERVICE	0.00	49.68	
20241028	Invoice	11/13/2024	MAT/TOWEL SERVICE	0.00	49.68	
05530	LEAGUE OF MN CITIES INS. TRUST P & C	11/13/2024	Regular	0.00	64,005.84	82852
40001339-P&C-1...	Invoice	11/13/2024	Prop/Casualty Insurance:2024 4th Install -...	0.00	64,005.84	
05976	MIDWEST MACHINERY CO.	11/13/2024	Regular	0.00	113.49	82853
10245576	Invoice	11/13/2024	PUR BUCKET SAW	0.00	113.49	
06190	MINNESOTA MUNICIPAL UTILITIES ASSOCIATION	11/13/2024	Regular	0.00	2,360.00	82854
64718	Invoice	11/13/2024	T & O Conference: 4 attendees	0.00	2,360.00	
06257	MINNESOTA T'S	11/13/2024	Regular	0.00	122.50	82855
OE62807	Invoice	11/13/2024	PUR MAX605 3XL JACKET	0.00	122.50	
06266	MINNESOTA VALLEY TESTING LABS	11/13/2024	Regular	0.00	88.00	82856
1279218	Invoice	11/13/2024	TESTING	0.00	88.00	
06790	NAPA AUTO PARTS BAXTER	11/13/2024	Regular	0.00	93.85	82857
755675	Invoice	11/13/2024	Oil Filters / Canister	0.00	93.85	
07292	NUSS TRUCK & EQUIPMENT, INC.	11/13/2024	Regular	0.00	8.46	82858
FNC/8993	Invoice	11/13/2024	Finance Charge on 11/01/24 Statement	0.00	8.46	
07339	ONLINE INFORMATION SERVICES, INC.	11/13/2024	Regular	0.00	307.84	82859
1286535	Invoice	11/13/2024	ONLINE UTILITY EXCHANGE REPORT: 10/2...	0.00	307.84	
07917	QUALITY EQUIPMENT SALES & SERVICE, INC	11/13/2024	Regular	0.00	20,834.00	82860
W01735	Invoice	11/13/2024	Accessories for Central Kubota - FA #2254	0.00	20,834.00	
08410	SCR-NORTHERN	11/13/2024	Regular	0.00	14,298.25	82861
W51414	Invoice	11/13/2024	Boiler Filters	0.00	404.20	
W51984	Invoice	11/13/2024	Evap Coil / Drain Pan Replacement	0.00	13,149.05	
W52113	Invoice	11/13/2024	A/C in Data Room	0.00	745.00	
08895	STUART C. IRBY CO	11/13/2024	Regular	0.00	352.54	82862
S014089552.001	Invoice	11/13/2024	PUR GLOVE AND SLEEVE BAGS	0.00	166.60	
S014089552.002	Invoice	11/13/2024	PUR GLOVE AND SLEEVE BAGS	0.00	185.94	
09948	WIDSETH SMITH NOLTING & ASSOC., INC	11/13/2024	Regular	0.00	2,906.25	82863
234457	Invoice	11/13/2024	Prelim Design Report, Facility Plan, Enviro ...	0.00	2,906.25	
10188	ALPENGLOW TECHNOLOGIES, LLC	11/21/2024	Regular	0.00	400.00	82907

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11008	Invoice	11/21/2024	Monthly IT Billing: 11/2024	0.00	400.00	
00315	AMERICAN STEEL INC	11/21/2024	Regular	0.00	1,734.28	82908
122709	Invoice	11/21/2024	PUR WW AMERICAN STEEL INVOICE	0.00	1,700.00	
123105	Invoice	11/21/2024	Sheet - Alum	0.00	34.28	
00405	ANDERSON BROTHERS CONSTRUCTION	11/21/2024	Regular	0.00	2,000.00	82909
36228	Invoice	11/21/2024	PUR CURB PATCHING	0.00	2,000.00	
06437	ANDREW MOODY	11/21/2024	Regular	0.00	200.00	82910
10/30/24-Safety ...	Invoice	11/21/2024	Reimburse Safety Boots @ 50%	0.00	100.00	
11/07/24-Safety ...	Invoice	11/21/2024	Reimburse Safety Boots @ 50%	0.00	100.00	
00820	BOLTON & MENK, INC.	11/21/2024	Regular	0.00	18,232.00	82911
0349369	Invoice	11/21/2024	WTP Filter Backwash Reclaim / Operations...	0.00	18,232.00	
00825	BORDER STATES ELECTRIC	11/21/2024	Regular	0.00	2,772.55	82912
929406163	Invoice	11/21/2024	PUR DBI-SALA ELECTRIC DEPT WINCH	0.00	2,772.55	
10140	Brainerd Lakes Regional Airport	11/21/2024	Regular	0.00	3,993.75	82913
24-0005240	Invoice	11/21/2024	GROUND LEASE: Q4 2024 - Solar	0.00	3,993.75	
01805	CENTERPOINT ENERGY	11/21/2024	Regular	0.00	506.44	82914
8000014432-1-10...	Invoice	11/21/2024	MONTHLY GAS BILL - WTR PROD/WTR DIS...	0.00	506.44	
01837	CENTURYLINK	11/21/2024	Regular	0.00	482.39	82915
333931378-11/0...	Invoice	11/21/2024	MONTHLY PHONE BILL: 11/2024	0.00	482.39	
01890	CHARTER COMMUNICATIONS	11/21/2024	Regular	0.00	1,288.51	82916
175590201110124	Invoice	11/21/2024	TV SERVICE: 11/2024	0.00	39.51	
237487601110124	Invoice	11/21/2024	237487601: FIBER INTERNET	0.00	1,249.00	
02025	CITY OF BRAINERD	11/21/2024	Regular	0.00	187,201.43	82917
10/2024-Mill Rate	Invoice	11/21/2024	MONTHLY TRANSFER: 10/2024	0.00	61,553.18	
10/31/24-SAN/S...	Invoice	11/21/2024	SANITARY & STORM SWR BILLING/COLLEC...	0.00	121,891.25	
24-0005232	Invoice	11/21/2024	RATWIK, ROSZAK, & MALONEY INV.: 09/2...	0.00	3,757.00	
02330	Column Software PBC	11/21/2024	Regular	0.00	83.52	82918
09F2ED06-0002	Invoice	11/21/2024	Service Line Materials Inventory Notificati...	0.00	83.52	
02860	Dixon Mechanical Electric, LLC	11/21/2024	Regular	0.00	393.52	82919
9438	Invoice	11/21/2024	PUR INVOICE 9438	0.00	393.52	
07691	FERGUSON ENTERPRISES INC #3326	11/21/2024	Regular	0.00	755.01	82920
0275277	Invoice	11/21/2024	PUR RETROFIT HYDRANT METERS	0.00	300.66	
R274867	Invoice	11/21/2024	PUR RETROFIT HYDRANT METERS	0.00	454.35	
03282	FERGUSON WATERWORKS #2518	11/21/2024	Regular	0.00	2,283.48	82921
0538609	Invoice	11/21/2024	PUR RED HYDRANT PAINT	0.00	2,065.40	
0540280	Invoice	11/21/2024	PUR WTR 1", 300' PLASTIC PIPE	0.00	189.13	
0540288	Invoice	11/21/2024	PUR WATER TRACER WIRE ANODE	0.00	64.63	
CM040349-3	Credit Memo	11/21/2024	Credit Memo for Inv. 0534666	0.00	-17.84	
PY0534666-1	Credit Memo	11/21/2024	Credit from PY0534666-1	0.00	-17.84	
03687	GOODIN COMPANY	11/21/2024	Regular	0.00	272.00	82922
6670399-00	Invoice	11/21/2024	PUR HYD MTR RETRO FIT PARTS	0.00	272.00	
03699	GRAINGER	11/21/2024	Regular	0.00	275.52	82923
9308600866	Invoice	11/21/2024	PUR WW FILTERS AND COUPLERS	0.00	275.52	
03765	GRAYBAR ELECTRIC CO, INC.	11/21/2024	Regular	0.00	5,801.15	82924
9339787053	Invoice	11/21/2024	INV M0975 METERBASES	0.00	5,801.15	
04050	HAWKINS INC.	11/21/2024	Regular	0.00	2,018.05	82925
6910147	Invoice	11/21/2024	PUR CHLORINE	0.00	2,018.05	

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04275	HOLDEN ELECTRIC CO., INC.	11/21/2024	Regular	0.00	27,656.00	82926
78063	Invoice	11/21/2024	PUR GRIT BUILDING AND SCP2 AND MCC	0.00	27,656.00	
04607	J F BRENNAN CO INC	11/21/2024	Regular	0.00	21,571.00	82927
572431-1	Invoice	11/21/2024	Cust: 1709 - Dam Inspection 09/25-09/26/...	0.00	21,571.00	
08575	JESSE SIMENSON	11/21/2024	Regular	0.00	88.18	82928
10/27/24-Safety ...	Invoice	11/21/2024	Reimburse Safety Boots @ 50%	0.00	88.18	
04963	KAESER COMPRESSORS, INC.	11/21/2024	Regular	0.00	1,472.08	82929
917160926	Invoice	11/21/2024	PUR WW FILTER KITS KAESER	0.00	1,472.08	
05415	LANDIS-GYR TECHNOLOGY, INC/FKA CELLNET	11/21/2024	Regular	0.00	1,467.48	82930
90401843	Invoice	11/21/2024	MONTHLY ENDPOINT FEE: 11/2024	0.00	1,467.48	
05975	Midwest Motor Supply Co. Inc.	11/21/2024	Regular	0.00	766.45	82931
102762551	Invoice	11/21/2024	PUR KIMBALL HARDWARE	0.00	766.45	
06266	MINNESOTA VALLEY TESTING LABS	11/21/2024	Regular	0.00	571.50	82932
1281005	Invoice	11/21/2024	PUR MVTL INVOICE	0.00	571.50	
06600	MOTOROLA SOLUTIONS, INC	11/21/2024	Regular	0.00	3,972.96	82933
8281975620	Invoice	11/21/2024	APX4500 Enhanced 7/800 MHZ Mobile / 3...	0.00	3,972.96	
07335	OFFICE SHOP	11/21/2024	Regular	0.00	1,443.69	82934
1146712-0	Invoice	11/21/2024	ID Card Holders	0.00	67.06	
1147220-0	Invoice	11/21/2024	OFFICE SUPPLIES: First Class Envelopes/S...	0.00	137.42	
1147220-1	Invoice	11/21/2024	OFFICE SUPPLIES: Toner	0.00	198.80	
1147220-2	Invoice	11/21/2024	OFFICE SUPPLIES: Toner	0.00	309.09	
1147283-0	Invoice	11/21/2024	OFFICE SUPPLIES: Toner	0.00	204.89	
333700-0	Invoice	11/21/2024	COPIER/PRINTER MAINTENANCE: System ...	0.00	526.43	
07665	PITNEY BOWES GLOBAL FINANCIAL SERV. LLC	11/21/2024	Regular	0.00	1,557.06	82935
3106916709	Invoice	11/21/2024	CONTRACT: 0040216585 -POSTAGE MACH...	0.00	1,557.06	
07917	QUALITY EQUIPMENT SALES & SERVICE, INC	11/21/2024	Regular	0.00	135.34	82936
P06817	Invoice	11/21/2024	PUR QUALITY EQUIPMENT INVOICES	0.00	62.74	
P06818	Invoice	11/21/2024	PUR QUALITY EQUIPMENT INVOICES	0.00	72.60	
06268	Ryan Churchill	11/21/2024	Regular	0.00	640.00	82937
595399	Invoice	11/21/2024	WEBSITE SUPPORT / TRAINING: 11/2024	0.00	640.00	
08410	SCR-NORTHERN	11/21/2024	Regular	0.00	15,700.00	82938
J015494	Invoice	11/21/2024	Replace unit in IT Room @ Service Center	0.00	15,700.00	
08805	STAR ENERGY SERVICES, LLC	11/21/2024	Regular	0.00	166.00	82939
23611	Invoice	11/21/2024	NOVA POWER PORTAL SUPPORT	0.00	166.00	
09524	TYLER TECHNOLOGIES INC.	11/21/2024	Regular	0.00	62,244.41	82940
025-483595	Invoice	11/21/2024	Annual Fees: 12/01/2024 - 11/30/2025	0.00	63,977.37	
025-485282	Credit Memo	11/21/2024	Credit: TCM Annual Fees - Invoice 025-483...	0.00	-1,605.53	
025-485284	Credit Memo	11/21/2024	Credit Memo: TCM Maint on 025-441721	0.00	-127.43	
00340	Vestis Group, Inc.	11/21/2024	Regular	0.00	67.62	82941
2530333943	Invoice	11/21/2024	PUR VESTIS INVOICES	0.00	33.81	
2530336447	Invoice	11/21/2024	PUR VESTIS INVOICES	0.00	33.81	
09663	VIKING ELECTRIC SUPPLY, INC	11/21/2024	Regular	0.00	1,010.41	82942
S008624278.001	Invoice	11/21/2024	PUR ELEC TAPE AND BULBS	0.00	69.88	
S008624278.004	Invoice	11/21/2024	PUR ELEC TAPE AND BULBS	0.00	81.34	
S008624278.005	Invoice	11/21/2024	PUR ELEC TAPE AND BULBS	0.00	859.19	
09728	WASTE PARTNERS	11/21/2024	Regular	0.00	1,558.46	82943
4AX90684	Invoice	11/21/2024	TRASH/RECYCLING SERVICE: ACCT#242053	0.00	1,558.46	
09899	WESCO RECEIVABLES CORP	11/21/2024	Regular	0.00	12,448.94	82944

Board Packet Check Report

Date Range: 10/25/2024 - 11/21/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
472863	Invoice	11/21/2024	PUR EXTRA ELEC GLOVES AND SLEEVES	0.00	1,439.70	
472867	Invoice	11/21/2024	PUR EXTRA ELEC GLOVES AND SLEEVES	0.00	1,767.00	
475289	Invoice	11/21/2024	PUR SUMMER GLOVES	0.00	282.24	
476480	Invoice	11/21/2024	INV ES0310 BLK MAST ARM POLES	0.00	8,960.00	
09925	WEX HEALTH, INC	11/21/2024	Regular	0.00	25.50	82945
0002042041-IN	Invoice	11/21/2024	MONTHLY COBRA BILLING: 10/2024	0.00	25.50	
01191	BREMER BANK - CC	10/31/2024	Bank Draft	0.00	9,888.82	DFT0001326
09/30/2024 - CC ...	Invoice	10/31/2024	CC Statement: 09/30/2024	0.00	9,888.82	
07715	U.S. POSTAL SERVICE	10/31/2024	Bank Draft	0.00	11.16	DFT0001339
635838906	Invoice	10/31/2024	Add'l Postage Due for Bulk Mail: 10/30/2...	0.00	11.16	
07640	PITNEY BOWES, INC.	10/31/2024	Bank Draft	0.00	3,500.00	DFT0001340
10/29/2024 - Pos...	Invoice	10/31/2024	POSTAGE REFILL	0.00	3,500.00	
03682	Global Payments Direct, Inc.	11/18/2024	Bank Draft	0.00	66,004.51	DFT0001342
10/01/2024 CC F...	Invoice	11/18/2024	CREDIT CARD FEES: 10/2024	0.00	66,004.51	
00472	AT&T MOBILITY	11/18/2024	Bank Draft	0.00	629.65	DFT0001344
287260682523X...	Invoice	11/18/2024	AT & T MONTHLY BILL: 10/2024	0.00	629.65	
00472	AT&T MOBILITY	11/21/2024	Bank Draft	0.00	2,379.89	DFT0001355
287302792515X...	Invoice	11/21/2024	AT & T MONTHLY BILL: 10/2024	0.00	2,379.89	
01655	CANON FINANCIAL SERVICES, INC	11/21/2024	Bank Draft	0.00	598.10	DFT0001356
36577485	Invoice	11/21/2024	Canon Invoice - Contract Charge	0.00	598.10	
01805	CENTERPOINT ENERGY	11/21/2024	Bank Draft	0.00	18.37	DFT0001357
11582840-2-10/1...	Invoice	11/21/2024	1602 E RIVER RD	0.00	18.37	
01805	CENTERPOINT ENERGY	11/21/2024	Bank Draft	0.00	32.13	DFT0001358
11595232-7-10/1...	Invoice	11/21/2024	50 JENNY STREET	0.00	32.13	
02455	CTC	11/21/2024	Bank Draft	0.00	1,843.46	DFT0001359
21474366	Invoice	11/21/2024	MONTHLY BILL: 11/2024	0.00	1,843.46	
02717	CULLIGAN	11/21/2024	Bank Draft	0.00	99.72	DFT0001360
150-01059575-2-...	Invoice	11/21/2024	150-01059575-2 Service Center	0.00	99.72	
02717	CULLIGAN	11/21/2024	Bank Draft	0.00	15.00	DFT0001361
150-10024107-7-...	Invoice	11/21/2024	150-10024107-7 Hydro	0.00	15.00	
06171	MN DEPT OF REVENUE	11/21/2024	Bank Draft	0.00	128,880.00	DFT0001362
10/2024 SALES T...	Invoice	11/21/2024	SALES TAX DRAFT: 10/2024	0.00	128,880.00	
07640	PITNEY BOWES, INC.	11/21/2024	Bank Draft	0.00	3,500.00	DFT0001363
11/08/2024-Post...	Invoice	11/21/2024	POSTAGE REFILL	0.00	3,500.00	
09561	United Parcel Service, Inc	11/21/2024	Bank Draft	0.00	41.89	DFT0001364
0000E4015K414	Invoice	11/21/2024	UPS - SHIPPING	0.00	41.89	
07715	U.S. POSTAL SERVICE	11/21/2024	Bank Draft	0.00	4.31	DFT0001365
638121133	Invoice	11/21/2024	Add'l Postage Due for Bulk Mail: 11/14/2...	0.00	4.31	
07715	U.S. POSTAL SERVICE	11/21/2024	Bank Draft	0.00	7.73	DFT0001366
636497517	Invoice	11/21/2024	Add'l Postage Due for Bulk Mail: 11/04/2...	0.00	7.73	
09961	XCEL ENERGY	11/21/2024	Bank Draft	0.00	1,501.47	DFT0001368

Board Packet Check Report

Date Range: 10/25/2024 - 11/21/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
902116010	Invoice	11/21/2024	Xcel Energy - Service Center/WWT	0.00	1,501.47	

Bank Code AP2 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	215	116	0.00	802,242.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-584.54
Bank Drafts	18	18	0.00	218,956.21
EFT's	2	2	0.00	1,349,430.57
	235	139	0.00	2,370,044.93

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	215	116	0.00	802,242.69
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	-584.54
Bank Drafts	18	18	0.00	218,956.21
EFT's	2	2	0.00	1,349,430.57
	235	139	0.00	2,370,044.93

Fund Summary

Fund	Name	Period	Amount
9	POOLED CASH CONTROL	10/2024	212,253.40
9	POOLED CASH CONTROL	11/2024	2,157,791.53
			2,370,044.93

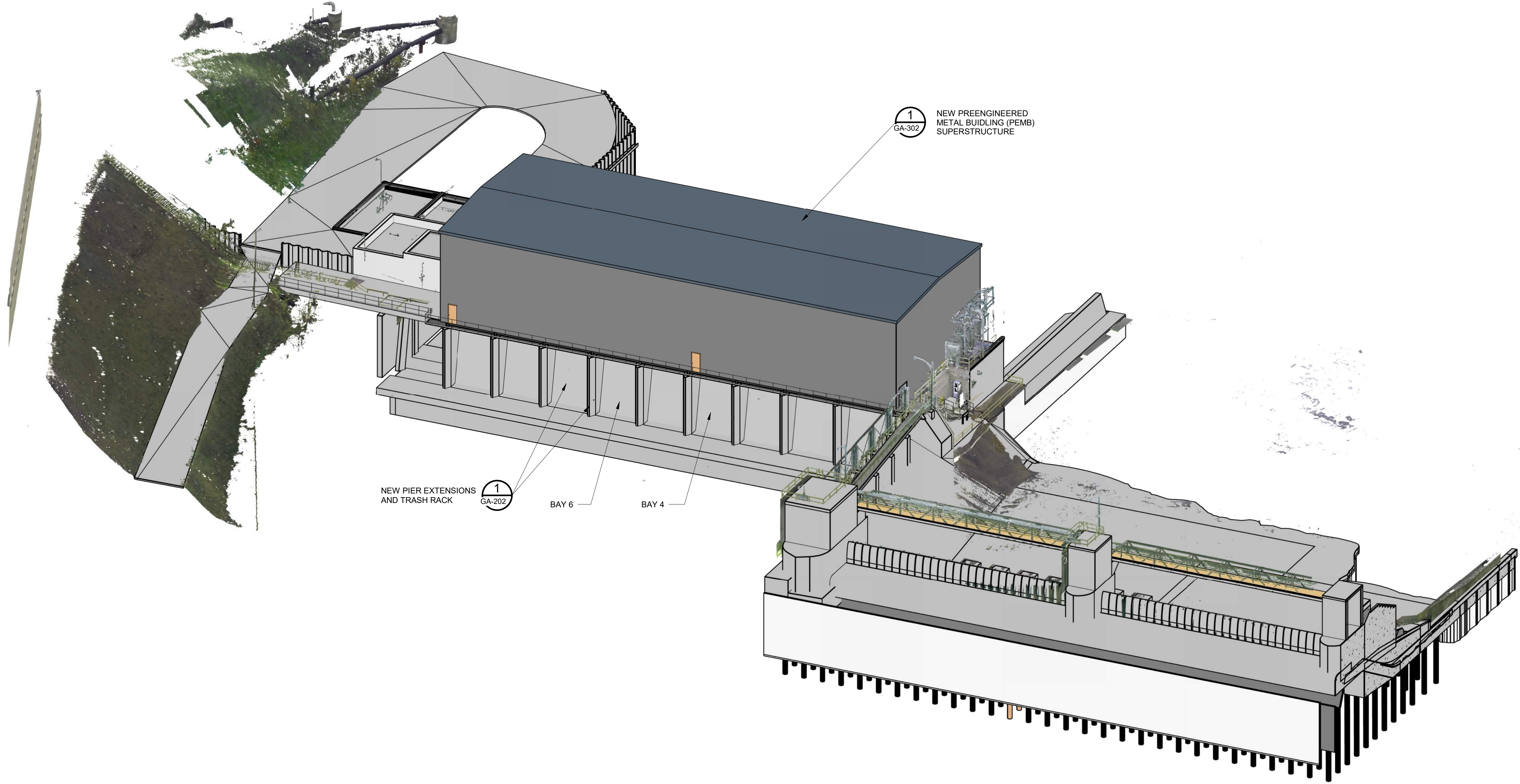


DWG NO. GA-001	REV NO. A
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11/19/2024 9:07:42 AM



1 ORTHOGRAPHIC: SITE

PRELIMINARY
ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

NO.	BY	CHK	APP	DATE	REVISION DESCRIPTION
A	BEH	TWF	CBT	10/25/24	PRELIMINARY DRAFT - ISSUED FOR REVIEW

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE _____
PRINTED NAME _____
DATE _____ LICENSE # _____

CLIENT	10/25/24
BID	
CONSTRUCTION	
REVIEW	
RECORD	
RELEASED TO/FOR	A B C 0 1 2 3
DATE RELEASED	



Corporate Headquarters:
Minneapolis, Minnesota
Ph: 1-800-632-2277

Project Office:
BARR ENGINEERING CO.
4300 MARKETPOINTE DRIVE
SUITE 200
MINNEAPOLIS, MN 55435
Ph: 1-800-632-2277
Fax: (952) 832-2601
www.barr.com

Scale	AS SHOWN
Date	10/14/24
Drawn	BEH
Checked	CBT
Designed	BARR
Approved	CBT

BRainerd PUBLIC UTILITIES
BRainerd, MINNESOTA

POWERHOUSE MODIFICATIONS
BRainerd DAM
SITE - GENERAL ARRANGEMENT
ORTHOGRAPHIC

BARR PROJECT NO.	23181016
CLIENT PROJECT NO.	
DWG NO.	GA-002
REV NO.	A

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11/19/2024 9:07:52 AM

PEMB EAVE
EL 1,220'-0"

T/BRIDGE CRANE RAIL
EL 1,210'-6"

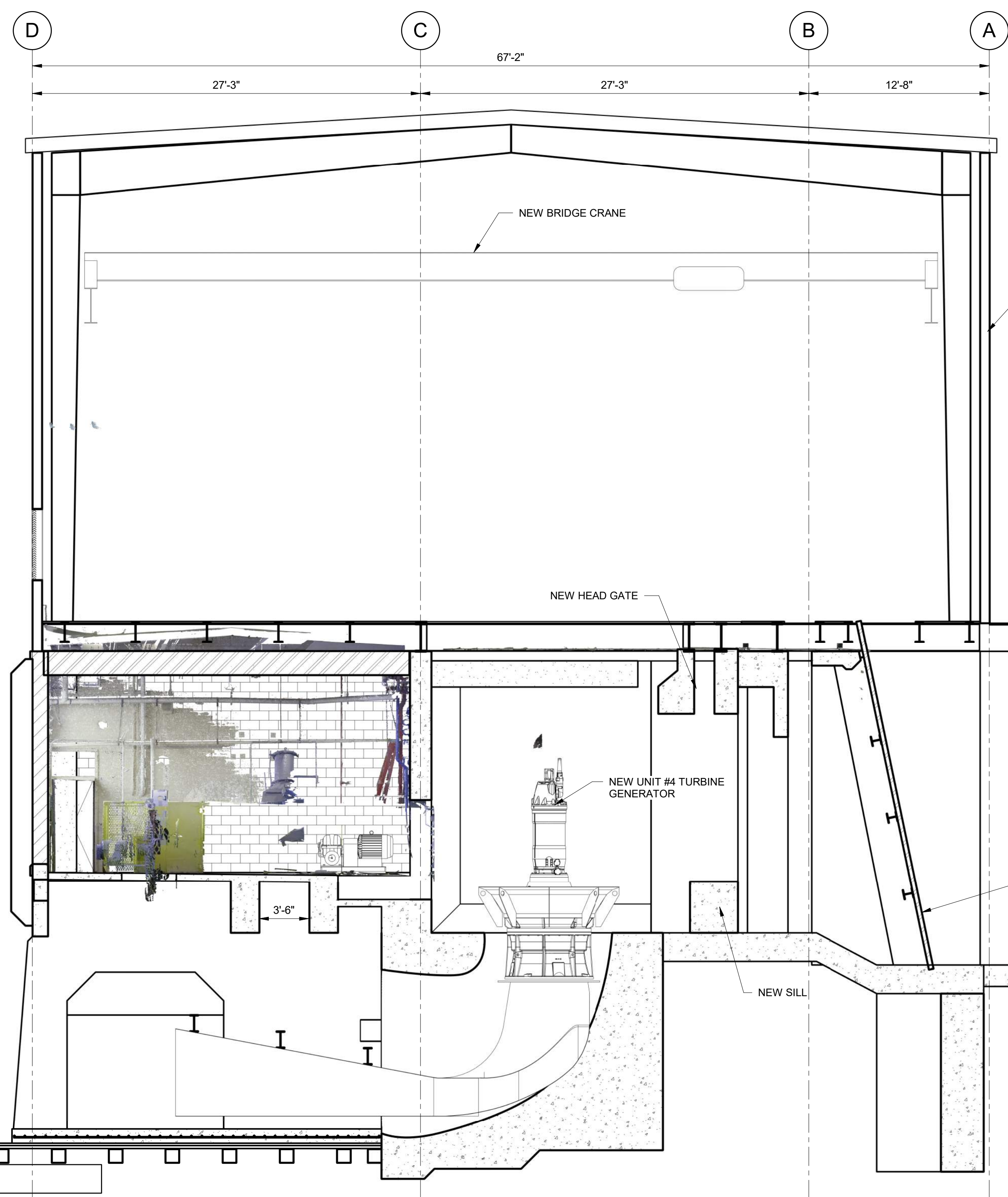
SLOPE

T/PH ROOF STEEL
EL 1,187'-0"
T/PH ROOF SLAB
EL 1,185'-0"

T/GRINDER RM SLAB
EL 1,169'-6"

NORMAL POOL TAILWATER
EL 1,161'-0 3/8"

T/PH CONCRETE SLAB
EL 1,151'-6" PLANKS
EL 1,150'-6"



1 SECTION: LOOKING WEST AT BAY 4
GA-011 3/16" = 1'-0"

PRELIMINARY
ISSUED FOR REVIEW
NOT FOR CONSTRUCTION

NO.	BY	CHK	APP	DATE	REVISION DESCRIPTION

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

SIGNATURE _____
PRINTED NAME _____
DATE _____ LICENSE # _____

CLIENT	BID	CONSTRUCTION	REVIEW	RECORD	RELEASED TO/FOR	DATE RELEASED

BARR

Corporate Headquarters:
Minneapolis, Minnesota
Ph: 1-800-632-2277

Project Office:
BARR ENGINEERING CO.
4300 MARKETPOINTE DRIVE
SUITE 200
MINNEAPOLIS, MN 55435
Ph: 1-800-632-2277
Fax: (952) 832-2601
www.barr.com

Scale	Date
	11/06/24
Drawn	Author
Checked	Checker
Designed	Designer
Approved	Approver

BRAINERD PUBLIC UTILITIES
BRAINERD, MINNESOTA

POWERHOUSE MODIFICATIONS
BRAINERD DAM
SITE - GENERAL ARRANGEMENT
SECTION - BAY 4 - LOOKING WEST

BARR PROJECT NO. 23181016	REV NO.
CLIENT PROJECT NO.	
DWG NO. GA-031	



DWG NO. GA-032	REV NO.
-------------------	---------

SITE - GENERAL ARRANGEMENT
SECTION - BAY 6 - LOOKING WEST



Public Utilities Commission Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve AEP Long-term Power Contract Extension to 2034

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 5

SUBMITTED BY: Danny Loch, Finance Manager

PRESENTER: Chris Evans, Public Utilities Director

SUMMARY OF ISSUE: AEP has prepared a proposal to extend the long-term power contract through 2034 whereby the blended MWh rate for 2025-2032 of 44.60 would change to 48.05 for 2025-2034.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Currently, 2033-2024 is projected at 63.20. Since BPU was fortunate to have started with AEP at a great rate, these 'smoothing' proposals offer very attractive energy MWh rates. It should be noted that capacity and transmission MWh rates will become increasingly volatile and expensive. The choices are to extend now with an approximate 8% increase with 1-5% annual changes or to postpone with a scenario of 1-2% annual increases with an increase of at least 19% in 2033. If inflation is excluded from comparisons, extension is more expensive. When figuring nominal inflation, extension promotes stable rates in a manner that tracks or less than increases in other commodities.

RECOMMENDED ACTION/MOTION: Staff recommends proceeding to engage AEP to prepare extension and for Commission to ratify extension /contract when presented in December with with the price of \$48.05/MWh starting in 25/26.

FINANCIAL IMPACT:

6/25-5/34 Blended Rate Proposal

Blended Extension Proposal (as of 10/14/24):

- Note: All numbers in table other than Energy are *estimates

	Current	Blended					All-in
	Energy	Energy	Anc*	Capacity*	Trans*	Total*	Change
Term	\$/MWh	\$/MWh	\$/MWh	\$/MWh	\$/MWh	\$/MWh	\$/MWh
PY19/20	\$ 43.75		\$ 0.60	\$ 8.79	\$ 11.02	\$ 64.16	
PY20/21	\$ 43.75		\$ 0.60	\$ 11.96	\$ 11.03	\$ 67.34	5%
PY21/22	\$ 43.75		\$ 0.60	\$ 12.07	\$ 13.94	\$ 70.36	4%
PY22/23	\$ 43.75		\$ 0.60	\$ 12.22	\$ 15.04	\$ 71.61	2%
PY23/24	\$ 43.75		\$ 0.60	\$ 12.70	\$ 15.80	\$ 72.85	2%
PY24/25	\$ 44.60		\$ 0.60	\$ 12.00	\$ 16.58	\$ 73.78	1%
PY25/26	\$ 44.60	\$ 48.05	\$ 0.60	\$ 12.48	\$ 16.95	\$ 78.07	5%
PY26/27	\$ 44.60	\$ 48.05	\$ 0.60	\$ 13.45	\$ 17.32	\$ 79.42	2%
PY27/28	\$ 44.60	\$ 48.05	\$ 0.60	\$ 13.65	\$ 17.70	\$ 80.00	1%
PY28/29	\$ 44.60	\$ 48.05	\$ 0.60	\$ 14.25	\$ 18.09	\$ 80.99	1%
PY29/30	\$ 44.60	\$ 48.05	\$ 0.60	\$ 14.89	\$ 18.49	\$ 82.03	1%
PY30/31	\$ 44.60	\$ 48.05	\$ 0.60	\$ 15.95	\$ 18.90	\$ 83.50	2%
PY31/32	\$ 44.60	\$ 48.05	\$ 0.60	\$ 15.81	\$ 19.32	\$ 83.78	0%
PY32/33		\$ 48.05	\$ 0.60	\$ 16.97	\$ 19.75	\$ 85.37	2%
PY33/34		\$ 48.05	\$ 0.60	\$ 18.08	\$ 20.18	\$ 86.91	2%

Note:
6/25 Blended All-in Price
Increase = ~5.4%

Confidential

PY 32/33 - 33/34 Extension Proposal

Extension Proposal (as of 10/14/24):

- Note: All numbers in table other than Energy are *estimates

	Current	Proposed					All-in
	Energy	Energy	Anc*	Capacity*	Trans*	Total*	Change
Term	\$/MWh	\$/MWh	\$/MWh	\$/MWh	\$/MWh	\$/MWh	\$/MWh
PY19/20	\$ 43.75		\$ 0.60	\$ 8.79	\$ 11.02	\$ 64.16	
PY20/21	\$ 43.75		\$ 0.60	\$ 11.96	\$ 11.03	\$ 67.34	5%
PY21/22	\$ 43.75		\$ 0.60	\$ 12.07	\$ 13.94	\$ 70.36	4%
PY22/23	\$ 43.75		\$ 0.60	\$ 12.22	\$ 15.04	\$ 71.61	2%
PY23/24	\$ 43.75		\$ 0.60	\$ 12.70	\$ 15.80	\$ 72.85	2%
PY24/25	\$ 44.60		\$ 0.60	\$ 12.00	\$ 16.58	\$ 73.78	1%
PY25/26	\$ 44.60		\$ 0.60	\$ 12.48	\$ 16.95	\$ 74.62	1%
PY26/27	\$ 44.60		\$ 0.60	\$ 13.45	\$ 17.32	\$ 75.97	2%
PY27/28	\$ 44.60		\$ 0.60	\$ 13.65	\$ 17.70	\$ 76.55	1%
PY28/29	\$ 44.60		\$ 0.60	\$ 14.25	\$ 18.09	\$ 77.54	1%
PY29/30	\$ 44.60		\$ 0.60	\$ 14.89	\$ 18.49	\$ 78.58	1%
PY30/31	\$ 44.60		\$ 0.60	\$ 15.95	\$ 18.90	\$ 80.05	2%
PY31/32	\$ 44.60		\$ 0.60	\$ 15.81	\$ 19.32	\$ 80.33	0%
PY32/33		\$ 62.30	\$ 0.60	\$ 16.97	\$ 19.75	\$ 99.62	19%
PY33/34		\$ 62.30	\$ 0.60	\$ 18.08	\$ 20.18	\$ 101.16	2%

Note: on 5/23,
PY31/32 Price
was \$72.00

Confidential



Public Utilities Commission Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Authorize Letters of Agreement (LOA) for loads to participate in MISO demand programs

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 5

SUBMITTED BY: Danny Loch, Finance Manager

PRESENTER: Chris Evans, Public Utilities Director

SUMMARY OF ISSUE: On 23 February 2022, Mr. Todd Wicklund sent LOA to JFK and VCV allowing them to participate in MISO Demand Resource programs for a 3-year period.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommends Commission direct staff to send new LOA to JFK and BlockMetrix

FINANCIAL IMPACT:



Public Utilities Commission Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve Credit Card Fees Transaction charge

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 10

SUBMITTED BY: Danny Loch, Finance Manager,
Chris Evans, Public Utilities Director

PRESENTER: Chris Evans, Public Utilities Director,
Danny Loch, Finance Manager

SUMMARY OF ISSUE: At the July 30, 2024 Commission meeting, the decision was made to absorb credit card and transaction fees and adjust any rates in the rate study. During the budget process, the cost of credit card transactions was identified as a significant cost. The Finance Committee discussed 4.75% transaction fees for all credit card payments.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff recommends having individual ratepayers cover the additional expenses BPU incurs on their behalf rather than all ratepayers subsidizing incurred transaction fees.

RECOMMENDED ACTION/MOTION: Staff recommends Commission reverse the decision to absorb transaction fees associated with credit card payments and include in fee schedule.

FINANCIAL IMPACT: Improves year-end balances by 538,000



Public Utilities Commission Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Recommend Commissioner Insurance be eliminated to City Council

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 5

SUBMITTED BY: Chris Evans, Public Utilities
Director

PRESENTER: Patrick Wussow, Interim Public
Utilities Director, Mike Angland, Commission
Member

SUMMARY OF ISSUE: At the October 2024 Commission meeting, staff was asked to provide the financial impact to BPU by offering insurance to Commissioners.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Refer matter to Council to remove benefit to Commissioners

FINANCIAL IMPACT: \$56,000 - \$114,000 depending on take rate and level of coverages



Public Utilities Commission Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve recommendation to City council on conference attendance for Commissioners Application

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 10

SUBMITTED BY: Chris Evans, Public Utilities Director

PRESENTER: Patrick Wussow, Commission Member, Mike Angland, Commission Member

SUMMARY OF ISSUE: As part of strategic planning, conference participation as a mechanism for gaining advocacy has emerged. As part of Commissioner development, it has been suggested that commissioners should attend at least two state events annually and one national event during the five-year term.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT: \$25000



Public Utilities Commission Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Consider New IT Positions for 2025 Budget

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 5 Minutes

SUBMITTED BY: Chris Evans, Public Utilities
Director, Kris Schubert, Human Resources Director,
Danny Loch, Finance Manager

PRESENTER: Chris Evans, Public Utilities Director

SUMMARY OF ISSUE: Staff identified an operational need for the Public Utilities Department and recommends adding two new IT positions in 2025: A Network Administrator and a Systems Administrator. Staff included both positions in the proposed 2025 budget for the new Network Administrator position to be hired as soon as possible and the System Administrator position to be hired 6 – 8 months thereafter.

Attached are draft job descriptions to provide the Commission examples of possible work duties as well as educational and experience requirements for the positions. The job descriptions are being presented at this time primarily for budgeting purposes and will be finalized and presented to the City Council for final consideration. Since both positions will be union positions, the wages will need to be negotiated with the IBEW Union as well.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In addition, with the recent resignation of IT/Data Analyst Abby Sova, Staff is reviewing how her resignation impacts the Public Utilities Department's immediate IT needs and the proposed IT Integration initiative. We will be asking the Integration Work Group to meet and provide guidance how to proceed.

RECOMMENDED ACTION/MOTION: Motion to recommend to the City Council conceptual approval of the new Network Administrator and Systems Administrator positions as included in the 2025 budget; further, to request that the job descriptions be finalized and the wage negotiated with the IBEW Union as soon as possible.

FINANCIAL IMPACT: The positions are currently included in the 2025 budget. The financial impact is subject to the wages being negotiated with the IBEW Union and finalizing the hiring process.



Network Administrator

Department: Brainerd Public Utilities (BPU) IT/Administration

FLSA Status: Non-Exempt

General Definition of Work

Under the general direction of the BPU Information Technology Supervisor, the Network Administrator will be responsible for managing and maintaining BPU's computer network infrastructure with a strong focus on Fortinet products and solutions. They will be responsible for ensuring the network is secure, reliable, and available to meet the needs of BPU and its users. BPU's Network Administrator may perform tasks such as installing and configuring network hardware and software, monitoring network performance, troubleshooting network issues, and providing technical support to end users. They are responsible for configuring and maintaining local area networks (LANs), wide area networks (WANs), and other types of network infrastructure, including routers, switches, firewalls, and other network devices. They may also be responsible for configuring and maintaining network services, such as email, file sharing, and remote access.

Key Responsibilities:

- Design, install, configure, and maintain complex network infrastructures, including LANs, WANs, VPNs, and ethernet, wireless and fiber networks, and communication systems with a primary focus on Fortinet products including (but not limited to) Fortigate, Fortiswitch, and FortiAP
- Maintaining network security: Responsible for ensuring that BPU's networks are secure and protected from unauthorized access, viruses, and other security threats. Must regularly update and patch network systems to ensure they are protected from known vulnerabilities
- Monitor network performance: identify, respond, log and troubleshoot issues as they arise before they cause downtime or impact network performance
- Responsible for identifying and resolving network issues, including hardware failures, software bugs, and connectivity problems.
- Implement and maintain network security protocols, including firewalls, intrusion detection, and prevention systems
- Develop and maintain network documentation, diagrams, and operating procedures
- Collaborate with the BPU IT team to plan and execute network upgrades and projects
- Configure and manage virtual private networks (VPN) and remote access systems
- Perform regular network backups and ensure data integrity and recoverability
- Manage user accounts and permissions across all network systems
- Provide recommendations for hardware and software with respect to the IT/OT infrastructure's capacity, throughput, and security
- Provide support to end-users on network-related issues

- Work closely with BPU IT team to ensure IT and OT systems and infrastructure are stable, operational, reliable and secure
- Performs related tasks as assigned

Education, Experience Qualifications and Special requirements:

- Bachelor's degree in Computer Science, Information Technology, or a related field
 - -OR- 3+ years of experience in network administration or a related field
- Strong knowledge of networking protocols, including TCP/IP, DNS, DHCP, and VPN
- Experience with network infrastructure components such as routers, switches, firewalls, PLC's and load balancers
- Experience with network security protocols, such as firewalls, intrusion detection and prevention systems, and network segmentation
- Proficient in network monitoring and troubleshooting tools, such as Wireshark, tcpdump, LibreNMS or SolarWinds
- Knowledge of network virtualization technologies, such as VLANs and virtual switches and network function virtualization (NFV)
- Experience with cloud computing platforms
- Strong troubleshooting and problem-solving skills and ability to work independently or as part of a team
- Excellent communication and interpersonal skills

Special requirements:

- Valid Minnesota driver's license
- Able to occasionally travel to remote sites
- Able to work flexible hours, including evenings, weekends and holidays, to support 24/7 network operations

Desirable Qualifications:

- Familiarity with Fortinet security appliances and solutions
- Relevant certifications (e.g., Fortinet NSE4, NSE5, NSE6) are highly desirable.
- Strong knowledge of industrial control systems and SCADA systems.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Revised: 11/21/24



System Administrator

Department: Brainerd Public Utilities (BPU) IT/Administration

FLSA Status: Non-Exempt

General Definition of Work

Under the general direction of the BPU Information Technology Supervisor, the System Administrator will be responsible for maintaining, upgrading, configuring, and monitoring BPU's hardware and software. This includes capacity planning, asset management, service level agreements, high-availability, problem management, risk and security, change management, incident management, and disaster recovery planning. They ensure that the IT/OT systems are operating efficiently, securely, and reliably to meet the needs of BPU and its users. System administrator may perform tasks such as installing and configuring hardware and software, troubleshooting system issues, ensuring system security and data backup, and providing technical support to end-users. They play a critical role in the overall BPU IT/OT critical infrastructure and are responsible for ensuring that those systems are always available and functioning properly.

Key Responsibilities:

- Install, configure, and maintain hardware and software systems, including complex server and storage infrastructures (physical and virtual servers), workstations, and network devices
- Perform system backups and ensure data integrity and recoverability
- Monitor IT/OT systems performance and troubleshoot issues as they arise
- Identify security vulnerabilities and implement security protocols to protect against cyber threats
- Develop and maintain system documentation, diagrams, and operating procedures
- Manage user accounts and permissions across all systems
- Deploy and maintain system updates and patches
- Troubleshoot and resolve any issues or outages in a timely manner
- Collaborate with the BPU IT team to plan and execute technology projects and upgrades
- Configure and manage virtualization platforms, such as VMware and ESXi
- Manage software across all systems
- Provide support to end-users on system-related issues
- Work closely with BPU IT team to ensure IT and OT systems and infrastructure are stable, operational, reliable and secure
- Performs related tasks as assigned

Education, Experience Qualifications and Special requirements:

- Bachelor's degree in Computer Science, Information Technology, or a related field
 - -OR- 3+ years of experience in system administration, system engineering or a related field

- Strong knowledge of operating systems, including Windows and Linux
- Experience with virtualization technologies, such as VMware vCenter, ESXi
- Familiarity with system security principles and best practices
- Knowledge of protocols and system technologies, including TCP/IP, DNS, DHCP, VPN's, AD, LDAP and VoIP
- Experience with cloud computing platforms
- Strong troubleshooting and problem-solving skills and ability to work independently or as part of a team
- Excellent communication and interpersonal skills

Special requirements:

- Valid Minnesota driver's license
- Able to occasionally travel to remote sites
- Able to work flexible hours, including evenings and weekends, to support 24/7 network operations

Desirable Qualifications:

- Familiarity with Fortinet security appliances and solutions
- Experience with IP Telephony (Avaya)
- Strong knowledge of industrial control systems and SCADA systems.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Revised: 11/21/24



Public Utilities Commission

Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Approve 2025 Operating Budget and 5-year capital budget to be presented to City Council

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): 30

SUBMITTED BY: Chris Evans, Public Utilities Director

PRESENTER: Danny Loch, Finance Manager, Chris Evans, Public Utilities Director

SUMMARY OF ISSUE: Approve 2025 Operating Budget and 5-year capital budget to be presented to City Council

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is the detail of the operating budget, the capital plan had significant changes with the reclamation tank bid opening and updated engineering numbers and was referred to the Finance Committee for Monday, November 25.

RECOMMENDED ACTION/MOTION: Approve 2025 Operating Budget and 5-year capital budget to be presented to City Council

FINANCIAL IMPACT:

Brainerd Public Utilities
Summary of 2025 Operating Budget
Combined All Departments

	Actual			2024		2024 Favorable (Unfavorable) Variance	2025 Budget
	2021	2022	2023	Projected Actual	Budget		
Utility Revenue							
Residential	\$ 9,354,559	\$ 9,561,816	\$ 9,920,264	\$ 9,589,107	\$ 10,148,400	\$ (559,293)	\$ 10,352,500
Commercial	18,096,016	18,174,299	20,417,355	24,468,783	21,378,600	3,090,183	27,637,600
Total Utility Revenue	27,450,575	27,736,115	30,337,619	34,057,889	31,527,000	2,530,889	37,990,100
Other Revenue							
Local Option Sales Tax Proceeds - Brainerd	1,331,925	1,539,391	1,453,667	1,763,496	1,472,400	291,096	1,472,400
Local Option Sales Tax Proceeds - Baxter	383,049	401,500	423,641	348,693	422,400	(73,707)	422,400
Interest Revenue Investments	(46,660)	(671,411)	395,522	536,521	73,200	463,321	119,200
Interest Revenue - Notes Receivable	135,313	117,505	121,159	109,145	92,400	16,745	-
Federal Grant Revenue - Build America Bond	88,709	77,558	70,570	40,152	62,400	(22,248)	62,400
Other Revenue	359,900	1,347,763	697,323	1,152,466	447,000	705,466	445,000
Contributed Capital	976,000	-	-	-	-	-	-
Total Other Revenue	3,228,236	2,812,306	3,161,882	3,950,473	2,569,800	1,380,673	2,521,400
Total Revenue	30,678,811	30,548,421	33,499,501	38,008,363	34,096,800	3,911,563	40,511,500
Expenses							
Purchased Power	12,021,143	12,256,210	13,781,295	15,060,129	15,276,000	215,871	19,960,000
Salaries and Wages	4,476,436	4,593,642	4,700,500	4,401,958	4,910,400	511,210	5,930,980
Operations and Maintenance	2,388,074	2,968,458	3,325,247	2,974,537	3,077,400	102,863	3,512,460
Employee Benefits	1,270,824	2,000,112	1,877,788	1,656,758	1,850,400	193,642	1,963,000
Other Charges	934,372	972,445	1,284,681	1,405,824	1,135,800	(270,024)	1,456,970
Depreciation	5,461,105	5,262,875	5,253,000	5,256,835	5,022,000	(234,835)	5,254,500
Interest Expense - Bonds	926,639	946,648	827,164	792,045	822,800	30,755	822,800
Cash Transfers to City	761,150	756,373	783,245	778,077	816,000	37,923	816,000
Total Expenses	28,239,743	29,756,763	31,832,920	32,326,162	32,910,800	587,406	39,716,710
Change in Net Position	<u>\$ 2,439,068</u>	<u>\$ 791,658</u>	<u>\$ 1,666,581</u>	<u>\$ 5,682,201</u>	<u>\$ 1,186,000</u>	<u>\$ 4,498,969</u>	<u>\$ 794,790</u>

**Brainerd Public Utilities
2025 Operating Budget
Electric Department**

	2024					2024 Variance Positive (Negative)	2025 Budget
	Actual			Projected			
	2021	2022	2023	Actual	Budget		
Electric Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 6,471,225	\$ 6,591,857	\$ 6,832,295	\$ 6,419,099	\$ 6,960,000	\$ (540,901)	\$ 6,960,000
Commercial	9,836,029	10,128,886	10,583,243	10,184,959	10,620,000	(435,041)	10,620,000
Large Commercial	3,245,975	3,218,293	2,677,238	2,386,391	2,748,000	(361,609)	2,748,000
Industrial	-	506,772	2,749,837	7,322,356	3,600,000	3,722,356	9,000,000
City of Brainerd	353,436	349,837	361,491	350,019	362,400	(12,381)	362,400
BPU	766,335	760,117	820,176	749,627	780,000	(30,373)	780,000
Total Utility Revenue	20,673,000	21,555,762	24,024,280	27,412,449	25,070,400	2,342,049	30,470,400
<u>Other Revenues</u>							
Late Payment Penalties	66,145	111,151	136,974	143,220	102,000	41,220	102,000
Permits and Fees	25,394	36,849	47,298	36,067	30,000	6,067	30,000
Bad Debt Recoveries	15,541	5,329	2,596	455	6,000	(5,545)	6,000
Interest Revenue	(62)	(235,020)	89,702	11,949	9,600	2,349	9,600
Rental Revenue	7,012	74,718	1,300	65,627	12,000	53,627	12,000
Gain (Loss) on Sale of Capital Assets	31,522	33,954	8,584	27,228	1,200	26,028	1,200
Refunds and Reimbursements	30,532	11,385	9,113	15,121	3,600	11,521	3,600
Bond Premium	15,357	60,589	14,233	12,092	13,200	(1,108)	13,200
Grant Revenue	-	-	-	-	-	-	-
Sale of Renewable Energy Credits	-	-	-	-	-	-	-
Other Non-Operating Revenue	24,816	118,607	225,309	191,500	46,800	144,700	46,800
Total Other Revenue	216,257	217,562	535,109	503,258	224,400	278,858	224,400
Total Revenue	20,889,257	21,773,324	24,559,389	27,915,708	25,294,800	2,620,908	30,694,800
Expenses							
<u>Purchased Power</u>	12,021,143	12,256,210	13,781,295	15,060,129	15,276,000	215,871	19,960,000
Generation and Distribution							
<u>Salaries and Wages</u>							
Regular Wages	1,656,963	1,468,814	1,353,790	1,208,524	2,028,000	819,476	2,258,800
Overtime Wages	175,955	196,274	184,354	203,528	-	(203,528)	-
Double Overtime Wages	21,439	58,346	35,038	43,817	-	(43,817)	-
Vacation Pay	159,582	163,362	147,489	175,004	-	(175,004)	-
Sick Pay	47,340	45,644	56,231	106,529	-	(106,529)	-
Services to the City	51,269	74,861	69,947	58,284	-	(58,284)	-
Less: Wages Capitalized	(264,472)	(175,222)	-	(325,000)	(264,000)	61,000	-
	1,848,076	1,832,079	1,846,849	1,470,687	1,764,000	293,313	2,258,800
<u>Operations and Maintenance</u>							
Communications	11,632	4,630	14,805	2,497	3,600	1,103	3,700
Utilities	10,039	12,815	11,729	8,159	13,200	5,041	13,200
Small Tools and Supplies	47,849	66,767	53,410	51,043	63,600	12,557	63,600
Personal Protection Equipment	27,452	22,780	33,250	27,683	26,400	(1,283)	38,000
Motor Fuels	43,214	65,220	63,353	52,861	63,600	10,739	63,600
<u>Maintenance and Repair</u>							
Equipment	41,590	108,083	77,587	77,205	88,800	11,595	148,800
Buildings	16,651	26,810	9,920	8,221	13,200	4,979	33,200
Other	84,183	127,118	71,364	97,019	60,000	(37,019)	124,100
Street Lights	16,746	28,231	35,434	61,544	37,200	(24,344)	57,600
Cleaning and Waste Removal	6,863	16,014	4,738	9,997	4,800	(5,197)	5,400
Testing and Monitoring	8,467	9,211	9,388	6,989	4,800	(2,189)	8,000
Consulting Services	-	2,846	10,320	-	81,600	81,600	81,600
Other Services	45,720	65,153	15,297	23,512	37,200	13,688	10,400
	360,406	555,678	410,595	426,731	498,000	71,269	651,200

**Brainerd Public Utilities
2025 Operating Budget
Electric Department**

	2024					2024	
				Projected	Budget	Variance	2025
	2021	2022	2023	Actual		Positive	Budget
						(Negative)	
Electric Department (Continued)							
Generation and Distribution (Continued)							
Employee Benefits							
Employee Benefits	\$ 3,332	\$ -	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ 1,200
Pension	34,628	132,957	133,195	133,315	141,600	8,285	141,600
Health Insurance	255,234	297,416	267,825	279,344	232,800	(46,544)	249,600
Payroll Taxes	134,944	135,021	129,978	133,147	144,000	10,853	144,000
	428,138	565,394	530,998	545,805	519,600	(26,205)	536,400
Other Charges							
Licenses and Permits	37,132	38,511	4,898	19,108	9,600	(9,508)	21,800
Travel and Conferences	42,315	36,059	65,631	57,650	51,600	(6,050)	51,600
Miscellaneous	372	400	26,834	2,400	1,200	(1,200)	1,200
	79,819	74,970	97,363	79,158	62,400	(16,758)	74,600
Depreciation and Amortization	2,096,158	2,092,585	2,098,704	2,098,800	2,038,800	(60,000)	2,041,800
Total Generation and Distribution	4,812,597	5,120,706	4,984,509	4,621,181	4,882,800	261,619	5,562,800
Administration							
Salaries and Wages							
Regular Wages	659,487	634,642	603,446	603,941	855,600	251,659	1,122,300
Overtime Wages	14,610	20,478	12,876	15,836	-	(15,836)	-
Vacation Pay	73,879	73,656	77,698	83,047	-	(83,047)	-
Sick Pay	38,891	49,247	60,028	85,048	-	(85,048)	-
Board Member Salaries	6,480	6,586	6,270	6,200	7,200	1,000	7,300
	793,347	784,609	760,318	794,072	862,800	68,728	1,129,600
Operations and Maintenance							
Communications	41,356	58,384	68,293	69,792	60,000	(9,792)	84,600
Utilities	38,103	36,345	40,153	29,031	43,200	14,169	43,200
Small Tools and Supplies	2,447	13	68	77	1,200	1,123	1,200
Personal Protection Equipment	13	60	92	123	-	(123)	-
Motor Fuels	5,033	6,246	-	8	-	(8)	-
Maintenance and Repair							
Equipment	14,527	5,414	8,158	11,289	8,400	(2,889)	13,900
Buildings	7,134	12,179	4,626	4,245	4,800	555	9,800
Other	288	66	-	-	-	-	-
Maintenance Agreements	89,317	115,351	160,414	151,574	135,600	(15,974)	158,400
IT System Services	479	33,254	28,371	29,192	25,200	(3,992)	31,600
Consulting Services	126,272	133,843	194,630	157,723	153,600	(4,123)	204,600
Human Resource Services	-	55,920	46,554	42,000	48,000	6,000	60,480
Office Supplies	22,574	11,624	10,521	8,369	12,000	3,631	12,000
Other Services	16,402	46,287	25,822	11,422	16,800	5,378	28,000
	363,945	514,986	587,702	514,847	508,800	(6,047)	647,780
Employee Benefits							
Employee Benefits	28,306	23,143	29,323	8,532	9,600	1,068	35,800
Pension	11,783	312,185	216,905	123,210	122,400	(810)	122,400
Health Insurance	196,102	192,987	212,291	209,181	244,800	35,619	296,000
Payroll Taxes	57,585	54,977	56,151	54,049	66,000	11,951	66,000
	293,776	583,292	514,670	394,973	442,800	47,827	520,200
Other Charges							
General and Worker Comp. Insurance	144,451	170,377	232,445	270,207	226,800	(43,407)	267,800
Dues and Subscriptions	72,149	65,445	108,577	98,358	109,200	10,842	109,200
Licenses and Permits	40,124	41,289	8,553	19,159	12,000	(7,159)	12,000
Travel and Conferences	10,995	12,325	19,415	15,755	14,400	(1,355)	17,200
Miscellaneous	1,306	270	550	-	-	-	-
Bank Charges	51,632	4,671	-	-	-	-	-
Credit Card Transaction Fees	111,706	206,031	247,898	358,173	226,800	(131,373)	350,000
Interest Expense - Other	8,385	14,921	34,624	21,127	15,600	(5,527)	15,600
Interest Expense - Bonds	236,517	211,773	183,426	153,091	156,800	3,709	156,800
Bond Issuance Costs	-	-	-	-	-	-	-
Cash Transfers to City	761,150	756,373	783,245	778,077	816,000	37,923	816,000
Amortization of Deferred Charges	-	-	34,966	34,965	37,200	2,235	37,200
Bad Debts	20,272	13,883	-	26,831	18,000	(8,831)	18,000
	1,458,687	1,497,358	1,653,699	1,775,742	1,632,800	(142,942)	1,799,800
Depreciation	172,489	167,899	148,177	151,200	132,000	(19,200)	136,900
Total Administration	3,082,244	3,548,144	3,664,566	3,630,835	3,579,200	(51,635)	4,234,280
Total Expenses	19,915,984	20,925,060	22,430,370	23,312,144	23,738,000	425,856	29,757,080
Change in Net Position	\$ 973,273	\$ 848,264	\$ 2,129,019	\$ 4,603,564	\$ 1,556,800	\$ 3,046,764	\$ 937,720

**Brainerd Public Utilities
2025 Operating Budget
Water Department**

				2024		2024 Variance Positive (Negative)	2025 Budget
	Actual			Projected	Budget		
	2021	2022	2023	Actual	Budget		
Water Department							
Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,469,941	\$ 1,564,247	\$ 1,649,491	\$ 1,656,400	\$ 1,682,400	\$ (26,000)	\$ 1,826,500
Commercial	2,265,451	1,506,912	1,397,676	1,365,100	1,470,000	(104,900)	1,929,600
City of Brainerd	114,859	124,465	138,721	138,400	138,000	400	149,300
BPU	84,865	87,587	105,950	105,000	96,000	9,000	111,700
Total Utility Revenue	3,935,116	3,283,211	3,291,838	3,264,900	3,386,400	(121,500)	4,017,100
<u>Other Revenues</u>							
Late Payment Penalties	13,427	20,861	25,270	28,068	20,400	7,668	20,400
Permits and Fees	2,650	2,400	6,238	3,800	6,000	(2,200)	4,000
Local Option Sales Tax Proceeds - Baxter	308,891	323,758	348,693	348,693	349,200	(507)	349,200
Bad Debt Recoveries	445	297	1,149	1,459	1,800	(341)	1,800
Interest Revenue	6,765	(24,837)	34,116	36,069	9,600	26,469	9,600
Bond Premium	75,981	302,366	147,834	125,875	147,600	(21,725)	147,600
Gain (Loss) on Sale Capital Assets	1,051	11,157	-	1,108	-	1,108	-
Refunds and Reimbursements	(1,166)	(59)	(251)	165	-	165	-
Grant Revenue	-	-	-	-	-	-	-
Other Revenue	23,108	590	28,210	383,073	14,400	368,673	14,400
Contributed Capital	976,000	-	-	-	-	-	-
Total Other Revenue	1,407,152	636,533	591,259	928,310	549,000	379,310	547,000
Total Revenue	5,342,268	3,919,744	3,883,097	4,193,210	3,935,400	257,810	4,564,100
Expenses							
Production							
<u>Salaries and Wages</u>							
Regular Wages	244,904	310,003	385,482	350,373	542,400	192,027	517,600
Overtime Wages	30,507	33,035	19,410	27,851	-	(27,851)	-
Double Overtime Wages	-	11,237	23,028	18,230	-	(18,230)	-
Vacation Pay	19,167	24,180	27,585	31,685	-	(31,685)	-
Sick Pay	2,510	31,763	12,167	14,728	-	(14,728)	-
	297,088	410,218	467,672	442,867	542,400	99,533	517,600
<u>Operations and Maintenance</u>							
Communications	3,464	2,554	2,514	2,955	2,400	(555)	3,800
Utilities	139,242	114,201	116,447	107,448	121,200	13,752	121,200
Small Tools and Supplies	28,677	16,951	31,589	1,008	19,200	18,192	19,200
Personal Protection Equipment	-	-	-	1,892	-	(1,892)	2,000
Maintenance and Repairs							
Equipment	27,362	18,412	59,359	45,788	26,400	(19,388)	26,400
Buildings	1,808	855	3,568	977	1,200	223	1,200
Other	530	-	-	-	-	-	-
Cleaning and Waste Removal	70	-	-	-	-	-	-
Testing and Monitoring	10,545	7,953	9,075	10,631	7,200	(3,431)	9,600
Chemicals	-	-	-	-	-	-	66,000
Printing and Publishing	-	1,000	-	-	-	-	-
Consulting Services	-	-	-	38,164	-	(38,164)	-
Other Commodities	90,570	100,987	112,130	94,934	94,800	(134)	28,800
Office Supplies	915	1,236	508	-	1,200	1,200	1,200
	303,183	264,149	335,190	303,797	273,600	(30,197)	279,400
<u>Employee Benefits</u>							
Employee Benefits	1,636	-	452	-	-	-	-
Pension	6,730	30,213	34,269	34,133	40,800	6,667	40,800
Health Insurance	82,879	88,804	103,482	80,485	94,800	14,315	94,800
Payroll Taxes	20,707	27,490	32,320	32,743	40,800	8,057	40,800
	111,952	146,507	170,523	147,361	176,400	29,039	176,400
<u>Other Charges</u>							
Licenses and Taxes	933	-	591	627	600	(27)	720
<u>Depreciation</u>	296,604	278,444	182,021	182,400	267,600	85,200	267,600
Total Production	1,009,760	1,099,318	1,155,997	1,077,052	1,260,600	183,548	1,241,720

**Brainerd Public Utilities
2025 Operating Budget
Water Department**

				2024		2024 Variance Positive (Negative)	2025 Budget
	Actual			Projected	Budget		
	2021	2022	2023	Actual	Budget		
Water Department (Continued)							
Expenses (Continued)							
Distribution							
<u>Salaries and Wages</u>							
Regular Wages	325,399	433,748	452,727	469,579	597,600	128,021	591,700
Overtime Wages	34,180	36,469	51,470	48,763	-	(48,763)	-
Double Overtime Wages	7,135	1,164	4,895	4,682	-	(4,682)	-
Vacation Pay	30,122	42,791	53,107	58,577	-	(58,577)	-
Sick Pay	16,217	25,182	12,798	16,381	-	(16,381)	-
Less: Wages Capitalized	(13,290)	-	-	271	-	(271)	-
	399,763	539,354	574,997	598,253	597,600	(653)	591,700
<u>Operations and Maintenance</u>							
Communications	4,167	1,057	3,848	4,169	2,400	(1,769)	2,400
Utilities	85,342	75,982	74,017	66,281	74,400	8,119	64,400
Small Tools and Supplies	14,620	16,841	21,657	19,597	21,600	2,003	21,600
Personal Protection Equipment	1,911	5,490	6,756	1,864	4,800	2,936	4,800
Motor Fuels	15,690	24,285	20,241	17,780	19,200	1,420	19,200
Maintenance and Repair							
Equipment	30,413	52,277	18,508	41,735	36,000	(5,735)	36,000
Buildings	6,399	8,547	4,127	3,977	4,800	823	4,800
Other	2,987	45,800	76,125	12,537	46,800	34,263	36,400
Maintenance Agreements	-	-	-	705	-	(705)	-
Cleaning and Waste Removal	4,383	2,560	2,213	1,759	2,400	641	2,400
Testing and Monitoring	174	-	142	-	-	-	-
Printing and Publishing	-	-	-	-	-	-	-
Consulting Services	41,021	42,230	119,019	70,000	78,000	8,000	78,000
Other Commodities	6,275	13,035	7,732	8,263	7,200	(1,063)	7,200
Office Supplies	1,418	-	323	-	600	600	600
IT System Expenses	-	-	65	-	-	-	-
Other Services	1,726	743	12,317	12,625	1,200	(11,425)	1,200
	216,526	288,847	367,090	261,293	299,400	38,107	279,000
<u>Employee Benefits</u>							
Employee Benefits	\$ 25	\$ -	\$ -	\$ 217	\$ -	\$ (217)	\$ -
Pension	9,539	40,690	40,868	43,032	45,600	2,568	45,600
Health Insurance	63,165	89,100	84,531	64,263	108,000	43,737	108,000
Payroll Taxes	28,883	40,258	40,104	43,271	45,600	2,329	45,600
	101,612	170,048	165,503	150,783	199,200	48,417	199,200
<u>Other Charges</u>							
Dues and Subscriptions	647	300	775	1,333	600	(733)	1,200
Licenses and Taxes	17,577	576	6,544	6,545	7,200	655	15,000
Travel and Conferences	6,182	14,854	16,998	17,285	8,400	(8,885)	9,400
Miscellaneous	26	-	-	-	-	-	-
	24,432	15,730	24,317	25,163	16,200	(8,963)	25,600
<u>Depreciation</u>	823,709	828,581	1,024,685	1,024,800	828,000	(196,800)	1,032,900
Total Distribution	1,566,042	1,842,560	2,156,592	2,060,292	1,940,400	(119,892)	2,128,400
Administration							
<u>Salaries and Wages</u>							
Regular Wages	236,626	230,256	217,003	214,941	300,000	85,059	424,200
Overtime Wages	6,182	7,240	4,255	5,292	-	(5,292)	-
Doubletime Wages	-	-	179	131	-	(131)	-
Vacation Pay	26,260	26,824	28,359	29,325	-	(29,325)	-
Sick Pay	13,354	17,307	20,605	30,213	-	(30,213)	-
Board Member Salaries	2,160	2,195	2,090	2,067	2,400	333	4,190
	284,582	283,822	272,491	281,969	302,400	20,431	428,390

**Brainerd Public Utilities
2025 Operating Budget
Water Department**

	Actual			2024		2024 Variance Positive (Negative)	2025 Budget
	2021	2022	2023	Projected Actual	Budget		
Water Department (Continued)							
Expenses (Continued)							
Administration (Continued)							
<u>Operations and Maintenance</u>							
Communications	13,083	20,012	22,178	26,707	19,200	(7,507)	26,600
Utilities	13,888	14,161	15,143	10,069	15,600	5,531	15,600
Small Tools and Supplies	1,388	13	57	25	-	(25)	-
Personal Protection Equipment	13	185	31	41	-	(41)	-
Maintenance and Repair							
Equipment	6,633	7,438	3,282	5,380	3,600	(1,780)	3,600
Buildings	5,550	10,998	4,084	4,128	4,800	672	4,800
Other	113	-	-	-	-	-	-
Maintenance Agreements	21,270	32,030	43,943	42,560	39,600	(2,960)	39,600
IT System Services	159	11,766	11,722	9,492	9,600	108	9,600
Cleaning and Waste Removal	831	733	1,072	755	1,200	445	1,200
Printing and Publishing	1,822	13,604	5,760	7,583	3,600	(3,983)	10,000
Consulting Services	40,654	78,559	149,970	101,500	86,400	(15,100)	86,400
Human Resource Services	-	11,990	15,518	16,800	15,600	(1,200)	22,500
Other Commodities	423	888	723	573	600	27	600
Office Supplies	7,368	3,812	4,114	2,696	2,400	(296)	3,400
Other Services	983	1,143	1,103	3,196	1,200	(1,996)	2,900
	114,178	207,332	278,700	231,505	203,400	(28,105)	226,800
<u>Employee Benefits</u>							
Employee Benefits	587	160	3,702	6,335	-	(6,335)	7,200
Pension	6,016	105,153	73,251	20,340	48,000	27,660	48,000
Health Insurance	72,398	71,479	72,608	77,679	88,800	11,121	88,800
Payroll Taxes	20,662	19,059	19,577	20,297	22,800	2,503	22,800
	99,663	195,851	169,138	124,651	159,600	34,949	166,800
<u>Other Charges</u>							
Insurance and Bonds	44,301	46,779	68,642	67,189	68,400	1,211	68,400
Dues and Subscriptions	8,888	7,523	6,875	9,963	8,400	(1,563)	8,400
Licenses and Taxes	7,965	9,430	4,330	6,421	2,400	(4,021)	6,100
Travel and Conferences	1,220	1,595	7,865	3,477	2,400	(1,077)	5,400
Miscellaneous	63	498	310	413	600	187	600
Bank Charges	17,613	2,158	380	-	-	-	-
Credit Card Transaction Fees	37,235	72,482	82,633	80,100	75,600	(4,500)	136,500
Interest - Other	1,038	903	5,885	725	2,400	1,675	2,400
Interest - Bonds	254,312	355,400	306,058	302,500	302,400	(100)	302,400
Bond Issuance Costs	87,243	-	22,113	-	-	-	-
Amortization of Deferred Charges	-	5,008	-	-	6,000	6,000	-
Bad Debts	2,000	1,498	-	1,331	2,400	1,069	2,400
	461,878	503,274	505,091	472,120	471,000	(1,120)	532,600
<u>Depreciation/Amortization</u>	61,839	60,274	55,204	54,835	42,000	(12,835)	55,600
Total Administration	1,022,140	1,250,553	1,280,624	1,165,080	1,178,400	13,320	1,410,190
Total Expenses	3,597,942	4,192,431	4,593,213	4,302,424	4,379,400	76,976	4,780,310
Change in Net Position	\$ 1,744,326	\$ (272,687)	\$ (710,116)	\$ (109,213)	\$ (444,000)	\$ 334,787	\$ (216,210)

**Brainerd Public Utilities
2025 Operating Budget
Wastewater Department**

	Actual			2024		2024	2025
	2021	2022	2023	Projected Actual	Budget	Variance Positive (Negative)	
Wastewater Department Revenue							
<u>Utility Revenue</u>							
Residential	\$ 1,413,393	\$ 1,405,712	\$ 1,438,478	\$ 1,513,608	\$ 1,506,000	\$ 7,608	\$ 1,566,000
Commercial	787,350	736,018	823,926	1,035,124	810,000	225,124	1,123,000
City of Baxter	630,421	745,875	745,875	816,829	744,000	72,829	800,000
City of Brainerd	10,609	8,852	12,561	14,288	9,600	4,688	13,000
BPU	686	685	661	691	600	91	600
Total Utility Revenue	2,842,459	2,897,142	3,021,501	3,380,540	3,070,200	310,340	3,502,600
<u>Other Revenues</u>							
Late Payment Penalties	17,354	27,385	31,270	37,383	27,600	9,783	27,600
Local Option Sales Tax Proceeds - Brainerd	1,331,925	1,539,391	1,453,667	1,763,496	1,472,400	291,096	1,472,400
Local Option Sales Tax Proceeds - Baxter	74,158	77,742	74,948	-	73,200	(73,200)	73,200
Bad Debt Recoveries	641	972	1,645	-	-	-	-
Interest Revenue - Investments	(53,363)	(411,554)	271,704	488,503	54,000	434,503	100,000
Gain (Loss) on Sale Capital Assets	127	-	-	-	-	-	-
Refunds and Reimbursements	-	44	(2,898)	589	-	589	-
Interest Revenue - Notes Receivable	135,313	117,505	121,159	109,145	92,400	16,745	-
Federal Grant Revenue - Build America Bond	88,709	77,558	70,570	40,152	62,400	(22,248)	62,400
Bond Premium	9,657	40,407	8,766	8,541	8,400	141	8,400
Grant Revenue	-	-	-	-	-	-	-
Other Revenue	(704)	7,657	6,740	68,197	6,000	62,197	6,000
Total Other Revenue	1,603,817	1,477,107	2,037,571	2,516,007	1,796,400	719,607	1,750,000
Total Revenue	4,446,276	4,374,249	5,059,072	5,896,547	4,866,600	1,029,947	5,252,600
Expenses							
<u>Treatment</u>							
<u>Salaries and Wages</u>							
Regular Wages	345,830	268,850	334,045	354,827	412,800	57,973	456,800
Overtime Wages	72,442	69,325	55,283	54,923	-	(54,923)	-
Doubletime Wages	229	13,948	15,553	17,065	-	(17,065)	-
Vacation Pay	21,569	26,633	20,913	22,037	-	(22,037)	-
Sick Pay	4,650	5,296	2,527	2,501	-	(2,501)	-
	444,720	384,052	428,321	451,353	412,800	(38,553)	456,800
<u>Operations and Maintenance</u>							
Communications	6,336	-	4,538	48	5,400	5,352	5,400
Utilities	498,840	540,953	602,058	551,969	604,800	52,831	604,800
Small Tools and Supplies	15,666	13,704	27,700	16,912	21,600	4,688	21,600
Personal Protection Equipment	1,459	1,769	6,742	1,731	3,600	1,869	3,600
Motor Fuels	13,832	19,979	20,399	17,301	19,200	1,899	28,200
Maintenance and Repair							
Equipment	102,328	97,222	134,868	86,699	104,400	17,701	104,400
Buildings	14,729	10,828	39,245	10,413	30,000	19,587	30,000
Other	497	-	25	-	-	-	-
Annual Maintenance Agreements	-	-	-	955	-	(955)	-
Cleaning and Waste Removal	4,383	5,521	5,142	4,457	4,800	343	4,800
Testing and Monitoring	55,785	69,784	84,526	63,733	81,600	17,867	81,600
Printing and Publishing	420	-	-	-	-	-	-
Consulting Services	13,515	2,535	8,148	-	14,400	14,400	69,500
Chemicals	-	-	-	64,096	-	(64,096)	65,000
Other Commodities	51,996	54,836	75,164	86,500	74,400	(12,100)	31,000
Office Supplies	5,624	2,533	793	-	2,400	2,400	2,400
Other Services	1,231	313	963	303	1,200	897	1,200
	786,641	819,977	1,010,311	905,117	967,800	62,683	1,053,500
<u>Employee Benefits</u>							
Employee Benefits	2,100	-	-	253	-	(253)	-
Pension	6,999	27,878	30,899	31,644	31,200	(444)	34,800
Health Insurance	68,201	65,814	67,093	79,493	81,600	2,107	89,200
Payroll Taxes	31,353	27,613	29,901	31,233	32,400	1,167	32,400
	108,653	121,305	127,893	142,624	145,200	2,576	156,400
<u>Other Charges</u>							
Licenses and Permits	26,631	29,840	8,152	21,500	21,600	100	21,600
Dues and Subscriptions	3,954	-	233	800	-	(800)	600
Travel and Conferences	7,106	15,940	20,138	4,536	18,000	13,464	18,000
Miscellaneous	19	-	1,000	-	-	-	-
	37,710	45,780	29,523	26,836	39,600	12,764	40,200
<u>Depreciation</u>	1,690,732	1,516,353	1,430,502	1,430,400	1,416,000	(14,400)	1,416,000
Total Treatment	3,068,456	2,887,467	3,026,550	2,956,331	2,981,400	25,069	3,122,900

**Brainerd Public Utilities
2025 Operating Budget
Wastewater Department**

	Actual			2024		2024 Variance Positive (Negative)	2025 Budget
	2021	2022	2023	Projected Actual	Budget		
Wastewater Depart. (Continued)							
Expenses							
Lift Stations							
<u>Salaries and Wages</u>							
Regular Wages	104,831	57,023	69,344	81,551	145,200	63,649	167,300
Overtime Wages	19,347	16,031	8,903	10,437	-	(10,437)	-
Doubletime Wages	33	3,618	3,165	2,768	-	-	-
Vacation Pay	8,441	10,644	6,131	6,133	-	(6,133)	-
Sick Pay	1,291	8,414	1,570	940	-	(940)	-
	<u>133,943</u>	<u>95,730</u>	<u>89,113</u>	<u>101,829</u>	<u>145,200</u>	<u>46,139</u>	<u>167,300</u>
<u>Operations and Maintenance</u>							
Communications	3,508	2,849	2,918	2,617	3,600	983	3,600
Utilities	110,646	119,334	128,242	123,821	129,600	5,779	129,600
Small Tools and Supplies	1,383	124	122	2,951	1,200	(1,751)	3,400
Motor Fuels	6,174	6,246	-	-	6,000	6,000	6,000
Maintenance and Repair							
Equipment	20,523	24,111	34,739	4,968	28,800	23,832	28,800
Buildings	3,770	9,865	-	4,560	4,800	240	4,800
Other	-	-	-	-	-	-	-
Cleaning and Waste Removal	9,858	10,605	12,805	9,099	10,800	1,701	10,800
Testing and Monitoring	1,400	-	-	-	-	-	-
Consulting Services	7,898	-	10,821	653	3,600	2,947	3,600
Other Services	368	335	557	483	1,200	717	1,200
	<u>165,528</u>	<u>173,469</u>	<u>190,204</u>	<u>149,152</u>	<u>189,600</u>	<u>40,448</u>	<u>191,800</u>
<u>Employee Benefits</u>							
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pension	2,231	6,545	7,328	7,221	10,800	3,579	10,800
Health Insurance	26,977	16,350	18,350	23,147	31,200	8,053	31,200
Payroll Taxes	9,370	6,244	7,047	7,105	10,800	3,695	10,800
	<u>38,578</u>	<u>29,139</u>	<u>32,725</u>	<u>37,473</u>	<u>52,800</u>	<u>15,327</u>	<u>52,800</u>
<u>Other Charges</u>							
Licenses and Permits	-	-	360	67	-	(67)	-
Travel and Conferences	-	1,914	3,135	-	2,400	2,400	2,400
	<u>-</u>	<u>1,914</u>	<u>3,495</u>	<u>67</u>	<u>2,400</u>	<u>2,333</u>	<u>2,400</u>
<u>Depreciation</u>	<u>276,130</u>	<u>276,774</u>	<u>275,806</u>	<u>276,000</u>	<u>268,800</u>	<u>(7,200)</u>	<u>268,800</u>
Total Lift Stations	614,179	577,026	591,343	564,521	658,800	97,047	683,100
Administration							
<u>Salaries and Wages</u>							
Regular Wages	230,896	216,851	210,129	198,507	280,800	82,293	376,600
Overtime Wages	4,277	4,209	2,052	3,067	-	(3,067)	-
Doubletime Wages	-	-	144	120	-	(120)	-
Vacation Pay	25,299	24,436	26,285	28,093	-	(28,093)	-
Sick Pay	12,285	16,087	20,039	28,724	-	(28,724)	-
Board Member Salaries	2,160	2,195	2,090	2,067	2,400	333	4,190
	<u>274,917</u>	<u>263,778</u>	<u>260,739</u>	<u>260,577</u>	<u>283,200</u>	<u>22,623</u>	<u>380,790</u>

**Brainerd Public Utilities
2025 Operating Budget
Wastewater Department**

	Actual			2024		2024 Variance Positive (Negative)	2025 Budget
	2021	2022	2023	Projected Actual	Budget		
Wastewater Depart. (Continued)							
Administration (Continued)							
Expenses (Continued)							
<u>Operations and Maintenance</u>							
Communications	10,736	19,997	21,792	26,468	19,200	(7,268)	31,600
Utilities	10,913	9,957	11,443	8,305	12,000	3,695	12,000
Small Tools and Supplies	16	-	7	25	-	(25)	-
Maintenance and Repair							
Equipment	846	255	2,765	3,509	2,400	(1,109)	2,400
Buildings	580	-	-	-	-	-	-
Other	952	-	-	-	-	-	-
Maintenance Agreements	23,586	32,512	53,583	52,940	39,600	(13,340)	55,000
IT System Services	628	21,378	8,552	9,700	8,400	(1,300)	10,900
Cleaning and Waste Removal	198	-	86	-	-	-	-
Printing and Publishing	1,403	12,759	5,345	4,396	3,600	(796)	5,000
Consulting Services	22,101	29,781	20,131	45,441	30,000	(15,441)	30,000
Other Commodities	-	-	309	67	-	(67)	-
Human Resource Services	-	11,990	15,518	16,800	15,600	(1,200)	22,580
Office Supplies	4,966	4,175	4,729	3,144	4,800	1,656	4,800
Other Services	742	1,216	1,027	652	1,200	548	1,200
	77,667	144,020	145,287	171,448	136,800	(34,648)	175,480
<u>Employee Benefits</u>							
Employee Benefits	(1,695)	-	2,767	3,697	1,200	(2,497)	1,200
Pension	4,005	104,122	72,289	19,176	48,000	28,824	48,000
Health Insurance	67,125	66,679	72,616	72,093	82,800	10,707	82,800
Payroll Taxes	19,017	17,775	18,666	18,121	22,800	4,679	22,800
	88,452	188,576	166,338	113,088	154,800	41,712	154,800
<u>Other Charges</u>							
General and Worker Comp. Insurance	46,014	61,312	79,240	95,307	76,800	(18,507)	85,700
Dues and Subscriptions	12,329	11,607	26,760	29,675	22,800	(6,875)	27,900
Licenses and Permits	1,450	2,096	1,615	3,903	600	(3,303)	2,200
Travel and Conferences	2,439	1,466	6,778	3,053	3,600	547	6,200
Miscellaneous	2,864	480	-	-	-	-	-
Bank Charges	16,688	1,493	-	-	-	-	-
Credit Card Transaction Fees	37,235	72,482	82,633	119,391	75,600	(43,791)	125,250
Interest Expense - Other	1,038	903	1,185	725	600	(125)	600
Interest Expense Bonds	435,810	379,475	337,680	336,454	363,600	27,146	363,600
Bond Issuance Costs	-	-	36,588	-	-	-	-
Amortization of Deferred Charges	-	5,008	5,634	5,635	6,000	365	6,000
Bad Debts	2,835	2,032	2,898	2,091	2,400	309	2,400
	558,702	538,354	581,011	596,233	552,000	(44,233)	619,850
<u>Depreciation</u>	43,444	41,965	37,901	38,400	28,800	(9,600)	34,900
Total Administration	1,043,182	1,176,693	1,191,276	1,179,746	1,155,600	(24,146)	1,365,820
Total Expenses	4,725,817	4,641,186	4,809,169	4,700,598	4,795,800	97,970	5,171,820
Change in Net Position	\$ (279,541)	\$ (266,937)	\$ 249,903	\$ 1,195,949	\$ 70,800	\$ 1,127,917	\$ 80,780

**Brainerd Public Utilities
BPU Commission Unfinished Business
November 26, 2024**

A. Hydro Generation (1/31/23)

Barr Engineering and staff continue work related to procurement of two generators at the hydro facility. Staff and Barr are awaiting responses on state funding prior to bidding. Barr will be presenting updated information to the commission at this regular meeting.

Project drawings reviewed 11/20/24.

B. 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. A future meeting will be discussed to discuss potential partnership agreement

Joint meeting of Council/Commission planned for 2/10/25.

C. 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. AEP (American Electric Power) amendments have provided the requirement to date

State Hospital site no longer viable as a solar project site due to the bond covenants and encumbrances State has on their property 10/16/24

Met with AEP to discuss long-term power costs and strategies 10/30/24.

D. Rewrite of Brainerd City Code Section 705 – Water System (6/27/23)

The process of rewriting Section 705 has begun. Additional conversations and coordination with various departments has continued since the last Commission meeting

Met with city personnel to restart process on 10/22/24.

E. Lead Service Line (LSL) Inventory Assessment (9/26/23)

Work continues mapping of the public water system. Identification of types of materials used in water service lines along with inventory process. All known items were submitted to the MN Department of Health as required. Additional identification of the unknown services, and those where staff were not allowed to enter the home are on-going. Communication to the known services that are galvanized or unknown on the BPU or customer side were sent via mail. Additional information will be posted on the website as the details become available. Staff continue to make a plan for replacement and funding requirements.

Held meeting with BPU and department heads on 10/13/24. Notice letters mailed on 10/15/24.

F. Electric Transmission Service to Brainerd (1/31/23)

Continue to work on scheduling a meeting with Minnesota Power to discuss capacity constraints imposed on BPU by MP on transmission line serving Brainerd. A formal letter is being drafted to request additional capacity.

Meeting planned for 2025 Q1.

G. Crypto Mining Activity (7/1/22)

JFK current mining load is approximately 20 MWs. JFK has requested additional capacity. BlockMetrix has asked for a five-year contract versus the already agreed upon two.

JFK is looking into small private solar behind the meter and not reaching grid to reduce their load 10/10/24.

BlockMetrix still inquiring about contract extensions 11/5/24.

H. Reclamation and Backwash Project (2/27/2024)

Project is continuing as scheduled. Bid opening 11/21/24, results will be presented at the Commission meeting.

I. Website Updates (2/27/24)

During the March commission meeting website updates were presented related to the electric generation options, development continues for those items to go live. Lead Copper Corrosion Rule (LCCR) has been identified by staff as the priority at the present time and this project has been put on hold, LCCR is due to federal regulators by October.

Typos identified and corrected with proposals to add PFAS/PFOS informational resources 11/21/24.

J. Customer Communications Policy (2/27/24)

The customer communications policy is still being drafted as the process for after-hours communication is currently in the implementation phase. Once the implementation and understanding of functionality of the after-hours calls has been finalized, a policy will be drafted. Meetings and set up of the call trees and discussions with MPower have been on-going and in process, expect to be up and operational by year-end.

Staff is further reviewing answering service options in conjunction with policy development 11/14/24

K. ClimaVision

Follow up on presentation from June meeting is on-going with all parties. Staff continue to work with ClimaVision providing the drawings and resources they need for the installation for the weather radar. ClimaVision's structural engineers had an on-site visit to view the site. Work on the project continues.

No further response from ClimaVision as of 11/21/24

Completed in 2024:

1. Organizational Restructuring (10/31/23) – Job Descriptions
2. Water Treatment Plant (WTP) Asset Inventory Prepared by Bolton & Menk (10/31/23)
3. Brainerd City Code Section 700 – Sewer Code (3/28/23)
4. Wellhead Protection Plan (WHPP) (7/25/23)
5. Directional Drilling Forcemain River Crossing Project (10/31/23)
6. Proposal for Strategic Visioning and momentum Services (10/31/2023) - Tabled
7. Credit Card Transaction Fees (01/30/2024)
8. Joint Committee for Parking and Car Chargers (4/30/24)
9. Water Wastewater 20-year Feasibility Quote (4/30/24)
10. Hydro Automation (1/31/23)
11. Current Unfilled Employment Positions at BPU (10/29/24)
12. Corrosion Control Plan to Minnesota Department of Health (10/29/24) – Education continues.



Public Utilities Commission

Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Discuss Forever Chemicals (Perfluorooctane sulfonate and Perfluorooctanoic acid) Update

ACTION REQUESTED: Discussion Item

ESTIMATED TIME (MIN):

SUBMITTED BY: Charlie Gammon, WWTP Supervisor

PRESENTER: Charlie Gammon, WWTP Supervisor,
Chris Evans, Public Utilities Director

SUMMARY OF ISSUE: Staff are required to begin public education on "forever chemicals". These forever chemicals are perfluorooctane sulfonate and perfluorooctanoic acids (PFOS/PFAS). The attached flyer will be posted on the website to begin facilitating this discussion.

Related to these chemicals, the Minnesota Legislature in the 2023-2024 legislative session directed the MN Pollution Control Agency to develop and begin implementing strategies to test for these per- and polyfluoroalkyl substances (PFAS) in biosolids that are applied to land. This has led to testing at the wastewater facility and we are awaiting results. These results may lead to additional biosolid constraints.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

What can you do to reduce PFAS use?

PFAS are difficult to avoid because they are found in so many items, and product labels generally won't tell you if they contain PFAS. Fortunately, some companies are beginning to use safer alternatives to PFAS in their products.

Be aware of products that are likely to include PFAS

Types of products that often include PFAS are: outdoor gear, waterproof apparel, shoes, cosmetics, furniture, food packaging, non-stick cookware, and carpet.

- ▶ Key words to watch for: non-stick, grease/oil/water resistant, breathable, and stain-proof.
- ▶ Ask sales staff and manufacturers if a product contains any PFAS.

Seek a PFAS-free option

- ▶ Review online sources for similar products that don't contain PFAS. Consider products advertised as PFAS-free.
- ▶ PFOA and PFOS are two types of PFAS, but there are thousands more. "PFOA- and PFOS-free" doesn't necessarily mean PFAS-free.

We are learning more about PFAS every day, but there are resources available for you to learn more about the issue, what is being done in Minnesota, and new laws about PFAS. Beginning in 2025, many products containing PFAS will be prohibited in Minnesota.

For the most up-to-date information, visit MPCA's website:

PFAS in Minnesota

www.pca.state.mn.us/pfas-in-minnesota



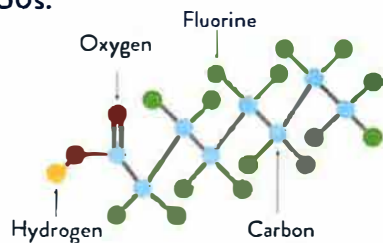
Forever chemicals in consumer products:

Tips to avoid PFAS
in your purchases



WHAT are PFAS?

Per and polyfluoroalkyl substances (PFAS) are a family of human-made chemicals. They are known for their water and oil repellency, heat resistance, and other useful properties, and have been used in manufacturing since the 1950s.



Today, they can be found in many products we use in our day-to-day lives.

PFAS can be found in:



Cosmetics



Stain resistant products



Paints



Cleaning products



Fast food packaging



Non-stick cookware



Dental floss



Clothing

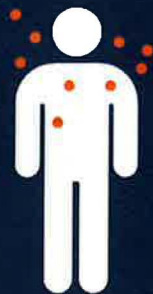
WHY

do we care about PFAS?



PFAS are often called “forever chemicals” because they do not break down in the environment and are difficult to treat.

Some PFAS build up in the human body over time and can be harmful to health even in small amounts.



Use of PFAS-containing products can eventually lead to PFAS found in air, water, and land. People can be exposed to PFAS through drinking water, eating food, or inhaling dust that is contaminated with PFAS.



HOW do PFAS from consumer products enter the environment?



While industrial sources and the use of PFAS-containing firefighting foam are large sources of PFAS pollution, **consumer products containing PFAS are a problem too.**



Using PFAS-containing products in our everyday lives leads to **PFAS in wastewater streams and landfills.**



Eventually this PFAS can pollute soil, groundwater, surface water, fish, and **ultimately our drinking water and food supply.**



Public Utilities Commission Agenda Request

MEETING DATE: November 26, 2024

TITLE OF ITEM: Discuss Bids for WTP Reclamation Building

ACTION REQUESTED: Direction Requested

ESTIMATED TIME (MIN):

SUBMITTED BY: Chris Evans, Public Utilities
Director

PRESENTER: Chris Evans, Public Utilities Director

SUMMARY OF ISSUE: Bids were above estimated project costs and greater than state funding received. Staff would like to discuss further and get direction from Commission on how to proceed.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

HR Director's Report to Public Utilities Commission

November 21, 2024

Personnel:

- Three Public Utilities Department employees were off work intermittently this past month for non-work-related medical issues.
- Water Plant Operator Dan Bourassa retired on November 4, 2024. We wish Dan well in his retirement!
- We welcomed Nicholas Carvelli to our crew. Nick served as one of our Electric Interns this past summer. Nick was hired as an Apprentice Lineworker and started on November 12, 2024.
- We received 29 applications for our Facilities Custodian position. We are hoping to schedule interviews the first week of December.
- We received 3 applications for our Journeyman Electrician position. We are hoping to schedule interviews the first week of December.
- On November 18, 2024, we received IT/Data Analyst Abigail Sova's resignation. Abby's last working day will be December 2nd. In light of Abby's resignation, we have begun the hiring process to fill the Business Office Support Specialist position to address immediate office coverage needs.

Union Updates:

Our arbitration hearing with the IBEW Public Utilities Union will be held on December 18th. It will likely be the end of January before we receive the decision from the Arbitrator.

IT and Finance Integration Update:

At the November 4th Council meeting, the Council considered a request from the Integration Work Group for formal direction if the Work Group should continue to pursue integration of the City-side and Public Utilities IT and Finance Departments. The Council voted to continue the Work Group and that the Work Group may include applicable Staff as needed. The Council also scheduled a Joint Integration Workshop between the Council and the Public Utilities Commission for February 10, 2025, at 6 pm.

With Abby Sova's recent resignation, Staff is reviewing how her resignation impacts the Public Utilities Department's immediate IT needs and the proposed IT Integration initiative. Please note that the proposed 2025 Public Utilities Department Budget currently includes a new Network Administrator position to be hired as soon as possible and a System Administrator position to be hired 6 – 8 months thereafter. The 2025 Budget will be presented for consideration to the Commission at its November 26th meeting and to the City Council on December 2nd.

Staff plans to keep the Commission's Personnel Committee informed of any developments for recommendations how to proceed.

Open Enrollment:

Our 2025 open enrollment election period ended on October 31st and all employees have elected their 2025 benefits. Our payroll ladies are working feverishly to administratively process all of our benefits changes so employees will see those adjustments on January 1st including switching to Blue Cross/Blue Shield for health insurance. We would also like to thank all our employees for completing this process in a timely manner!



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Brainerd Public Utilities Finance Managers Report November 26, 2024

Financial Reports

October's financial report is ongoing, due to budgeting, Lead service line inquiries and strategic planning and finance committee preparations the October report was not finalized for this month.

2025 Budget Process

The budget was presented to the Finance committee on Tuesday the 19th and will be presented at the Commission meeting. Once approved, the recommendations from the Commission will be presented by staff at the December 2nd City Council meeting.

Water Treatment Facility Reclamation and Backwash Project

Meetings have occurred with Bolton & Menk, the project is progressing on schedule. Bidding and requests for bids were published and bid opening was held at 2PM on Thursday the 21st. Information will be presented at the regularly scheduled meeting.

Streetlighting/Water/Wastewater Cost Studies

The cost studies for streetlighting/water/wastewater have begun and are collecting data for Utility Financial Solutions. Meetings with UFS have continued to determine their data needs and requests for the cost studies. UFS is awaiting staff responses before continuing.

Communities Local Energy Action Program:

Staff continue discussion with Region 5, Tri County Community Action and the National Renewable Energy Laboratory related to the technical assistance program and the program preparation related to renewable by 2040 initiative. Local meeting with Department of Energy, National Renewable Energy Lab and local partners related to the grant is intended in October. Scoping of the project is on-going, staff reviewed a draft of the project scope document and provided comments to NREL staff for additional consideration.

After Hours Call Center:

Staff have stressed concerns about after-hours call capabilities. Staff attended presentations from both Cooperative Response Center and Gold Cross answering services. Staff have included in the budget an additional amount for call center services from Gold Cross Answering services. This will enable and allow customers to call and receive a live person on the call center, as they would have with Central station operating 24 hours a day, as well as give us the ability to set up our processes and procedures for dispatching after-hours calls.

OUTAGES

Oct.

Location	Date	Meters	Time	Cause	Solution	Staff Involved
Riverside dr.	4-Oct	518	3 hr 11 min	possible failing VFI	refused source cut-outs (unknown)	4
Riverside dr.	5-Oct	518	2 hr 5 min	possible failing VFI	isolated loads from VFI for trouble shooting (unknown)	5
500 block E st NE	6-Oct	1		high winds tree on secondary	customer needed electrician for repairs (no bpv conflict)	2
400 block 2nd ave NE	7-Oct	539	26 min	Bird on Reclosure 12	Restored power with back feed. R12 needs repairs	3
4th st NW	7-Oct	444	1 hr 7 min	failed arrestor	created electrical clearance for repairs (restoring 442)	4
" "	7-Oct	2	5 hr 43 min	" "	reframed pole, new equipment	6
Beaver dam rd.	7-Oct	106	1 hr 3 min	possible failing VFI	isolated VFI completely (unknown / troubleshooting)	6
500 block Cedar St.	18-Oct	13	42 min	primary fuse let failed	Refused	2
500 block D st.	23-Oct	49	39 min	Squirrel on equipment	Re fused	2
Beaver dam rd.	30-Oct	50	44 min	Bad Transformer Internal fault (problem found!)	replaced transformer	4

Brainerd Public Utilities
Operations Managers Updates
November 26, 2024

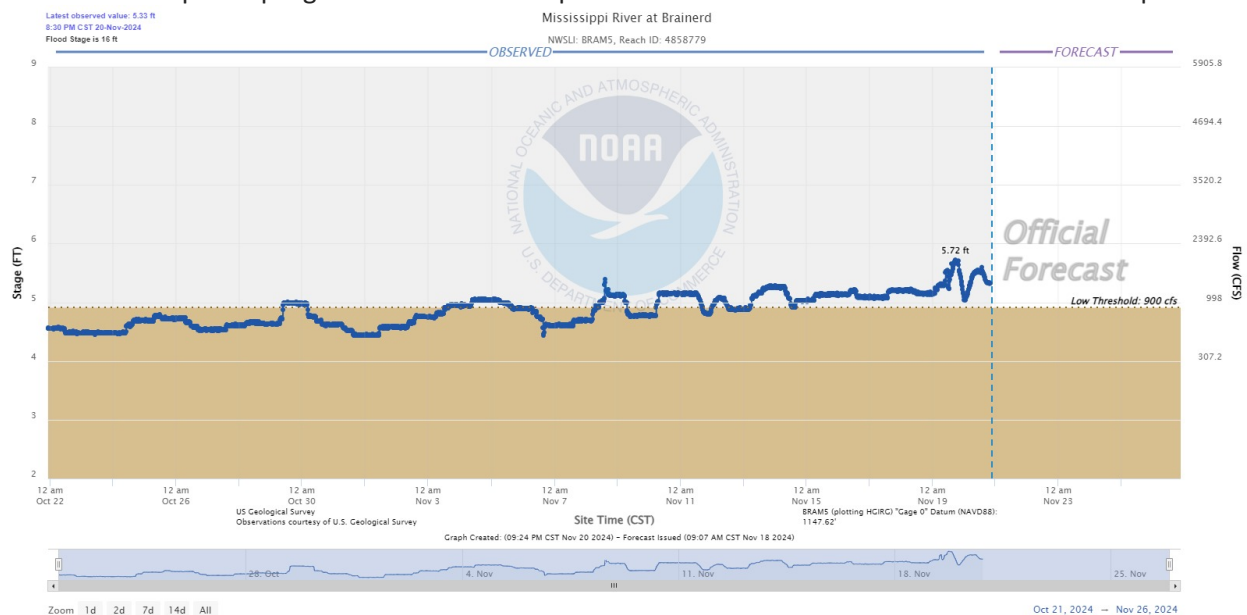
Hydro Department:

November Update: The inspection of turbine and pit #2 was completed in October. BPU staff made adjustments to the wickets, operating shafts, and arms. A final report will be provided by Barr.

Generators #1 and #2 are currently online, producing approximately 1280 kW.

Flows:

11-18-24 Flows have been more than 10% above the Mississippi Low Flow plan trigger. Meeting the DNR criteria for this plan. Spill gate and Generator operation are back in normal run of the river flow plan.



Electric Department: The decommissioning of the NE substation has been completed. Crews are still actively working on distribution maintenance projects. Vegetation management is set to begin in December, with certain projects contingent on weather conditions.

Water Distribution:

Phase 2: Water System Analysis

November Update: (In Progress)

October Report: Preliminary estimates of water age have been developed for the water distribution system using our model. The results indicate that water may take up to 20 days to pass through the end user meter in certain areas. This suggests that the current pipe sizing, system design, and low consumption rates may contribute to the extended water age. We conducted modeling runs under various scenarios, simulating different tank storage configurations both online and offline, but these adjustments did not improve the water age timelines. We are actively exploring options to increase water turnover in the system.

Phase 3: Sequential Hydrant Flushing Plan (In Progress)

November Update: Flushing of the water distribution system is ongoing, with roughly 85% of the work completed. Crews will continue as weather conditions allow. Once the flushing is finished, the field data will be analyzed and provided to the commission.

October Report: The development of a comprehensive sequential hydrant flushing plan for the water distribution system is approximately 75% complete. Utilizing the updated water model, this phase aims to provide clear guidelines on the recommended order of operations for flushing activities. It will also verify flushing velocities to ensure effective cleaning and allow staff to collect valuable data during the process. Hydrant flushing has begun and will continue over the next couple of weeks.

2024 Leak Survey:

November Update: Staff has successfully repaired 3 of the 7 leaking hydrants. The remaining 4 hydrants lack gate valves, so repairs will require a water outage. Additionally, two of the three BPU service lines have been replaced.

October Report: Water Conservation Services conducted the 2024 water leak survey and identified thirteen leaks: six service leaks and seven hydrant leaks. The Distribution crew will rebuild the affected hydrants. Three of the six service leaks are on the BPU service side and will be repaired accordingly. The remaining three leaks are located on the customer side, and those customers will be notified of the leaks and required to make the necessary repairs.

Climavison:

November Update: TEP has completed the structural analysis report for Climavison. The assessment confirms that the tank and its components can adequately support the current and proposed loads, with no modifications needed at this time.

Next steps: If the commission is interested in the project, the next steps will involve developing a lease agreement, with construction potentially beginning as early as spring 2025.



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Brainerd Public Utilities Water Production Department Report November 17, 2024

October 2024 Water Pumping Statistics

Water pumped to North distribution system was 32.8 MG for an average of 1.06 MGD. Water pumped to South distribution system was 5.076 MG for an average of 0.164 MGD. Chemical usage averages for the month: 2.97 gallons of fluoride per day, 6.17 gallons of caustic soda per day, 9.74 gallons of orthophosphate per day, and 23.77 pounds of chlorine per day. Went through 23 filter backwash events while using an average of 0.241 MG for each event.

Wells

All wells functioning effectively, no deficiencies or shortcomings found. Preparation for colder winter weather and testing heating units in all well house structures.

Filtration Plant

Deficiency found in the form of a leaking filter basin drain valve; the water is periodically leaking to the backwash waste seepage basin; current plan is to obtain a quote for replacement and order it when appropriate. Deficiency found on the valve control panel for the # 2 filter train. The AUTO/HAND/OFF switch is intermittently failing when starting backwash events. Further investigation will occur to determine a permanent fix. Staff fixed various potable water plumbing leaks. Daily test results indicate an average of 95.55% removal of iron from the raw water concentration and 95.7% removal of manganese.

Booster Pump Stations

Riverside booster station and Lum Park booster station continue to operate effectively.

Call-out events

No call out events in this time period.

Minnesota Department of Health Sanitary Survey report of deficiencies

Deficiencies found by MDH district engineer during survey were all addressed and fixed. See attached document for details.

Water Source

The following deficiency was observed

At well #5, there is a small opening at the base of the vertical turbine pump where a wire leads to the water level measuring equipment. It is required that when water level measuring equipment is used it shall be made using corrosion-resistant materials attached firmly to the drop pipe or pump column and sealed in such a manner as to prevent entrance of foreign materials. [2022 Recommended Standards for Water Works 3.2.7.6]

Brainerd Public Utilities staff sealed the small opening for water level measuring equipment on the base of Well #5 on October 24, 2024.



Pumps/Pump Facilities and Controls

The following deficiency was observed

The discharge check valve downstream of Well #7 has a leak at the shaft seal. To address this, the valve must be dismantled, inspected, and either repaired or replaced as necessary to fix the problem [Ten State Standards 3.2.7.3].

Brainerd Public Utilities staff fixed the Well #7 check valve leak on September 23, 2024.



Pumps/Pump Facilities and Controls

The air relief pipe at well #5 terminates too close to the floor and must be shortened. It is required that the open end of an air relief pipe from automatic valves shall extend to at least one foot above grade and be provided with a screened downward facing elbow. [Ten State Standards 8.5.2 Section B]

Brainerd Public Utilities Staff fixed the air relief pipe at Well 5 on October 24, 2024



Treatment

The chemical feed lines in the storage room currently run across the floor, creating a tripping hazard and increasing the risk of chemical spills. This situation poses a safety concern for operators and may compromise the system's ability to provide treated water. To address this issue, the feed lines must be rerouted and securely mounted off the floor. Doing so will reduce spill risks, eliminate tripping hazards, and ensure compliance with safe operational standards [Ten State Standards 5.2.C, 5.5.12].

Brainerd Public Utilities staff re-routed chemical feed lines through conduit mounted on the ceiling trusses on October 18, 2024.





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Brainerd Public Utilities Wastewater Manager's Report November 2024

Lift Station

Ongoing maintenance of wet wells, pumps, generators, and controls for the 17 lift stations. Main lift replaced MCC controls and panel upgrade, replaced grit pit diffuser. Ongoing cleaning and painting of main lift pumps and piping as time allows.

Wastewater Treatment Plant

On-call operator tested Wastewater Treatment Facility and lift stations SCADA alarms. Equipment maintenance is ongoing.

Biosolids

Finished land applying 966,000 gallons on MPCA approved sites on October 30, 2024. Equipment is put away for the year. Resume land application in April 2025. Working on CY 2024 Biosolids report which is due by December 31, 2024. Soil sampling on new field to get MPCA approval.

Lab

Sent October 2024 Electronic Daily Monitoring Report. Sampled influent and effluent for copper. On going Mercury Minimization, Copper Minimization Plan. Ongoing delegation with Brainerd Significant and Categorical Industrial Users.

Drinking Water

Continuing to update the Lead and Copper program. There are 6 lead and copper bottles yet to be returned out of 60 MDH approved locations. Collected 11 samples at MDH approved locations for Alkalinity and sent them to MDH Laboratory. Ongoing testing for the Optimal Corrosion Control Treatment (OCCT) requirements. Collected the 15 required Coliform samples. Responded to 9 residential drinking water concerns from Oct 22-Nov 20. Gave a presentation to Central Lake College Fishery students on total chlorine results in the fishery tanks as they fill them with water.

River crossing

Working on final payment and landscaping approval.

Generators

Test ran Evergreen Lift, Main Lift, SW6th Lift, portable 25KW, 150KW, 45KW and both plant generators. Added fuel where needed.

Working Hours Alarms (Oct 22 -Nov 20)

Lift Stations- 1 event

WWTF- 1 event

Call-In After-Hours Alarms (Oct 22-Nov 20)

Lift Stations- 0 events

WWTF- 4 events

Personnel

Operators are working on 2025 budget for equipment and supplies needed, plus CIP list. Scheduling operators weekly rotation and identifying responsibilities.

November 2024 Wastewater Manager's Report

October DMR Results

Wastewater Influent Flows

Brainerd monthly total flow 34,533,000 gallons
Daily average flow 1,114,000 gallons
Baxter monthly total flow 20,202,000 gallons
Baxter daily average flow 652,000 gallons.
Combined monthly total flow 54,866,000 gallons
Combine daily average flow 1,770,000 gallons.
Design capacity-6,000,000 gallons per day

Carbonaceous Biological Oxygen Demand (CBOD) (strength of wastewater)

Brainerd composite monthly average 148 mg/L.
Baxter composite monthly average 223 mg/L.
Combined composite monthly average 230 mg/L. Combined average of 240 mg/L, Total daily pounds 12,000. (Design calculations)

Total Suspended Solids (TSS) (solids in wastewater)

Brainerd composite monthly average 281 mg/L.
Baxter composite monthly average 330 mg/L.
Combined monthly average 310 mg/L. Combined average of 240 mg/L, Total daily pounds 12,000. (Design calculations)

Total Phosphorus Influent (P) (nutrients in wastewater)

Brainerd monthly average 6.26 mg/L.
Baxter monthly average 7.38 mg/L.
Combine monthly average 5.65 mg/L. Combine monitor only (used for calculation)

Copper Influent (Cu) (metals in wastewater)

Brainerd monthly average 266 ug/L.
Baxter monthly average 172 ug/L.
Combine monthly average 212 ug/L. Combine monitor only (used for calculation)

Mercury Influent (Hg) (metals in wastewater) (September)

Brainerd monthly 102 ng/L.
Baxter monthly 162 ng/L.
Combine monthly 119 ng/L. Combine monthly monitor only (used for mercury minimization plan requirements)

Nitrite+Nitrate Influent (N+N) (nutrients in wastewater)

<0.200 mg/L. Combine monthly monitor only (used for calculations)

Total Kjeldahl Nitrogen Influent (TKN) (nutrients in wastewater)

41.3 mg/L. Combine monthly monitor only (used for calculations)

Wastewater Effluent Flows

Monthly total flow 57,622,000 gallons
Daily average flow 1,860,000 gallons

Carbonaceous Biological Oxygen Demand Effluent (CBOD) (strength of wastewater)

<2 kg/d CBOD monthly average 296 kg/d monthly maximum average
14 kg/d CBOD maximum calendar week average 473 kg/d maximum calendar week average
2 mg/L CBOD monthly average 25 mg/L maximum monthly average
2 mg/L CBOD calendar week average 40 mg/L maximum calendar week average
99% CBOD removal 85% minimum removal required

Total Suspended Solids Effluent (TSS) (solids in wastewater)

22 kg/d TSS monthly average 355 kg/d maximum monthly average

34 kg/d TSS calendar week average 533 kg/d maximum calendar week average

Total Suspended Solids Effluent (TSS) (solids in wastewater)

3 mg/L TSS monthly average 30 mg/L maximum monthly average

5 mg/L TSS calendar week average 45 mg/L maximum calendar week average

99% TSS removal 85% minimum removal

Total Phosphorus Effluent (P) (nutrients in wastewater)

1.36 kg/y phosphorus monthly average

2171 kg/y phosphorus 12-month moving total 8278 kg/y for the 12-month moving total

0.796 mg/L phosphorus 12-month moving average 1.0 mg/L for the 12-month moving average

Copper Effluent (Cu) (metals in wastewater)

13.25 ug/L copper monthly average 235 ug/L maximum month average

16.8 ug/L copper daily maximum 581 ug/L daily maximum

Mercury Effluent (Hg) (metals in wastewater) (September)

0.82 ng/L mercury monthly average 6.9 ng/L maximum monthly average

0.844 ng/L mercury daily maximum 11.95 ng/L daily maximum

Nitrite+Nitrate Effluent (N+N) (nutrients in wastewater)

4.07 mg/L N+N monthly average monitor only (used for calculation)

Ammonia Nitrogen Total (N) (nutrients in wastewater)

<0.100 mg/L Ammonia Nitrogen Total monthly average monitor only (used for calculation)

Total Kjeldahl Nitrogen (TKN) Effluent (nutrients in wastewater)

1.61 mg/L TKN monthly average monitor only (used for calculation)

Perfluorooctane Sulfonate Effluent (PFOS) (forever chemicals)

8.70 ng/L PFOS quarterly average 287 ng/L maximum quarterly average

8.70 ng/L PFOS daily maximum 497ng/L daily maximum

Fecal Effluent (Bacteria associated with human or animal wastes) (Most Probable Number) Geometric Mean (April – October)

10 organisms per 100 milliliters <=200 geometric mean

Biosolids Process Analysis

3,066,000 gallons Waste Activated Sludge (WAS) Average 0.5% solids.

3,033,000 gallons Gravity Belt Thickeners (GBT) Average 7% solids.

2,995,000 gallons Filtrate return to headworks

5.59% average raw feed to Primary Digesters

82.74 % volatile raw feed solids to Primary Digesters

3.22% average solids in Primary Digesters

69.57% average volatile solids in Primary Digesters

137,000 gallons in Biosolids Storage Tanks at 2.55% solids.

54% Average Volatile Solids reduction 38% minimum volatile solids reduction required for land application of biosolids.

Concentration

1 mg/L = 1 milligram per liter = 1 part per million

1 ug/L = 1 microgram per liter = 1 part per billion

1 ng/L = 1 nanogram per liter = 1 part per trillion

Loading

kg/d = kilogram per day

kg/y = kilogram per year