



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, January 25, 2021

The online meeting of the New Prague Utilities Commission (NPUC) was held on Monday, January 25, 2021, at 3:30 p.m., via GoToMeeting due to the COVID-19 Pandemic which is preventing attendance at the regular meeting location.

PRESENT: Commissioners Dan Bishop, Paul Busch, Dick Jordan, Brian Skok, and Bruce Wolf.

OTHERS PRESENT: General Manager (GM) Bruce Reimers, Finance Director Patty Solheid and Electric Operations Superintendent (EOS) Ken Zweber

1. **CALL TO ORDER** - The meeting was called to order by Commissioner President Dan Bishop on Monday, January 25, 2021 at 3:32 p.m.
2. **APPROVAL OF AGENDA** - A motion was made by Commissioner Jordan to approve the agenda and seconded by Commissioner Busch. Motion carried.
3. **MEETING MINUTES** - A motion was made by Commissioner Skok and seconded by Commissioner Busch to approve the December 28, 2020 Meeting Minutes and January 14, 2021 Special Meeting Minutes. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Skok and seconded by Commissioner Busch on the approval of:
 - A. Accounts Payable in the amount of \$176,098.20
 - B. The SMMPA claim for payment in the amount of \$420,986.08
5. **FINANCIAL REPORTS A – C (Enclosed):**
 - A. Investment Report – The Investment Report was presented for review and approval.
 - B. Financial Report – The Financial Reports for August were presented, reviewed, and approved.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Busch and seconded by Commissioner Wolf to accept all reports as presented. Motion carried 5-0.

6. **RESOLUTION ADOPTING THE NEW PRAGUE UTILITY COMMISSION'S DISTRIBUTED ENERGY RESOURCE INTERCONNECTION PROCESS AND AVERAGE RETAIL UTILITY ENERGY RATE** - A motion was made by Commissioner Bishop and seconded by Commissioner Jordan on the approval of Resolution #21-01-25-01 Adopting The New Prague Utility Commission's Distributed Energy Resource Interconnection Process And Average Retail Utility Energy Rates For 2021. Motion carried 5-0.
7. **APPROVAL OF OFFICIAL CITY DEPOSITORIES for 2021** - A motion was made by Commissioner Skok and seconded by Commissioner Jordan on the approval of the 2021 Depositories. Motion carried 5-0.
8. **APPROVAL OF NEW PRAGUE TIMES AS OFFICIAL NEWSPAPER** – A motion was made by Commissioner Jordan and seconded by Commissioner Skok on the approval of the New Prague Times as the official newspaper.

- 9. ELECTION OF 2021 UTILITIES COMMISSION OFFICERS: PRESIDENT/CHAIRMAN, VICE PRESIDENT, SECRETARY, AND TREASURER**– A motion was made by Commissioner Busch and seconded by Commissioner Wolf for Officers positions to remain the same as 2020. 2021 Positions Include: President/Chairman – Dan Bishop, Vice President – Dick Jordan, Treasurer - Paul Busch and Secretary – General Manager Bruce Reimers. Motion carried 5-0.
- 10. PERSONNEL ACTION** – General Manager (GM) Reimers shared with the Commission the full-time hiring of Water Operator Frank Bisek. GM Reimers explained that originally the Commission had approved his hire in 2020 but due to the delay of the Main Street project and the COVID-19 pandemic he had delayed the hire until 2021. Mr. Bisek was the only applicant that met the job description requirements and will be promoted to the full-time Water Operator position in the next couple of months depending on the ability of the Utility and City Maintenance departments being able to backfill the shared position being vacated by Mr. Bisek. A motion was made by Commissioner Skok and seconded by Commission Busch to hire Frank Bisek as the full-time Water Operator starting this Spring 2021. Motion carried 5-0.
- 11. SPACE NEEDS STUDY** – GM Reimers, Finance Director Patty Solheid and Electric Operations Supervisor Ken Zweber reviewed the ongoing Space Needs Study and the financing for the two building options which would address the space needs requirements of the Water and Electric Utilities departments for the next 15 to 20 years. Option #1 included a building addition/expansion of nearly 14,000 sq ft to its current location costing an estimated \$3 million. Option #2 included the building of a new 26,700 sq ft building in the Industrial Park costing an estimated \$5.3 million. GM Reimers and Finance Director Solheid also informed the Commission that they had been working with the City’s Bond Advisor Terri Heaton to discuss different financing options that the Commission could use to finance or use cash reserves for the different building options. After addressing several questions and reviewing the Commission’s comments, Mr. Reimers made the recommendation on behalf of the Staff and SEH Building Consultant to proceed with Option #1 – includes the Building Addition and the authorization for Staff to work with the City Planner to get the survey and variance required for the building expansion at the current site. Also, the authorization for SEH to move forward with developing plans, specifications and required bidding documents to go out for public bid. After discussion, a motion was made by Commissioner Busch and seconded by Commissioner Wolf to authorize Staff to move forward with Option #1, the building addition project as presented. Commissioners Bishop, Busch, Jordan and Wolf voted yea and Commissioner Skok voted nay. The motion was carried 4-1.
- 12. APPROVAL OF LIABILITY COVERAGE WAIVER FORM** – A motion was made by Commissioner Bishop and seconded by Commissioner Jordan to approve not waiving the statutory tort limits. Motion carried 5-0.
- 13. STAFF UPDATE ON COVID-19:** General Manager (GM) Bruce Reimers reported that all staff have been healthy.
- 14. SMMPA BOARD OF DIRECTOR MEETING – December 9, 2020**
Informational only, no action needed.
- 15. SMMPA BOARD OF DIRECTORS MEETING- January 13, 2021**
General Manager Reimers updated the Commission on the following SMMPA Board discussions:
- SMMPA Staff have been working on a new contract with Xcel Energy that will allow the plant to run only when it is economically able to do so and therefore will not be used as a must run resource and would allow the plant to only run when the market is positive.
 - SMMPA Staff is also working on new coal contracts to align with the new run schedule.

16. GENERAL MANAGERS REPORT:

General Manager Reimers reported on the following:

- Bob Brezina started on January 25, 2021 as the new Electric Generation Operator.
- Staff has been working on getting 2021 Capital Equipment bids and should have orders placed by the end of January.
- Power Plant staff will be starting several projects to ensure they are completed by the summer run season.
- Staff had met with other Utilities and most have decided to start reinstating policies pertaining to late payments and disconnections. Management agreed we should start the process on informing delinquent customers of our intent to reinstate these policies in the near future with the idea of informing customers that there are several programs to assist them should they need it.

17. OTHER BUSINESS:

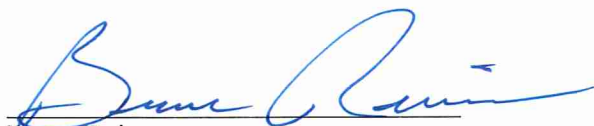
- None

18. ADJOURN:

A motion was made by Commissioner Jordan and seconded by Commissioner Skok to adjourn the January meeting at 4:49 p.m.

NEXT COMMISSION MEETING – MONDAY, FEBRUARY 22, 2021, 3:30 P.M.

Respectfully Submitted,



Bruce Reimers
General Manager