



# MEETING MINUTES

## NEW PRAGUE UTILITIES COMMISSION

Monday, February 22, 2021

The online meeting of the New Prague Utilities Commission (NPUC) was held on Monday, February 22, 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, and Bruce Wolf.

**ABSENT:** Commissioner Brian Skok

**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, February 22, 2021 at 3:30 p.m.
2. **APPROVAL OF AGENDA** - A motion was made by Commissioner Wolf and seconded by Commissioner Busch to approve the agenda with a change requested by GM Reimers to Accounts Payable amount of \$351,593.60, update to \$349,843.60 (as shown also within 4A). Strike out the payable amount listed to Novak Companies in the amount of \$1,750.00 as this billing is for the City Waste Water Department. Motion carried 4-0.
3. **MEETING MINUTES** - A motion was made by Commissioner Jordan and seconded by Commissioner Busch to approve the January 25, 2021 Meeting Minutes. Motion carried 4-0.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Busch and seconded by Commissioner Jordan on the approval of:
  - A. Accounts Payable in the amount of ~~\$351,593.60~~, \$349,843.60
  - B. The SMMPA claim for payment in the amount of \$427,285.81
5. **FINANCIAL REPORTS A – C (Enclosed):**
  - A. Investment Report – The Investment Report was presented for review and approval.
  - B. Financial Report – The Financial Reports were presented, reviewed, and approved.
  - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Wolf and seconded by Commissioner Busch to accept all reports as presented. Motion carried 4-0.

6. **REVIEW OF DISTRIBUTION RELIABILITY REPORT** – EOS Ken Zweber presented the 2020 Reliability Report to the Commission stating that the Utility had only 3 distribution outages in 2020 and was a marked improvement over the 2019 outages that the customers experienced. A motion was made by Commissioner Jordan and seconded by Commissioner Busch to approve the report as presented. Motion carried 4-0.
7. **REVIEW & APPROVAL OF PROFESSIONAL SERVICES AGREEMENT FOR ARCHITECTURAL SERVICES RELATED TO THE DESIGN & CONSTRUCTION OF UTILITY SHOP BUILDING ADDITION** – GM Bruce Reimers and EOS Ken Zweber presented the Professional Services Agreement that they had developed with SEH for the design, engineering, bidding assistance and construction review of the Utility Shop Addition. A motion was made by

Commissioner Wolf and seconded by Commissioner Jordan on the approval of the Professional Services Agreement for Architectural Services Related to the Design & Construction of Utility Shop Building Addition. Motion carried 4-0.

8. **REVIEW OF FINANCING OPTIONS FOR BUILDING ADDITION** – Finance Director Patty Solheid reviewed some financing options for the Commission to consider regarding financing the building addition for the Electric and Water Departments. The Commission recommended that Staff work with the Financial Advisor and consider using cash reserves to pay for the Electric Department portion and use a 50/50 split of cash and bonding to pay for the Water Department portion.
9. **STAFF UPDATE ON COVID-19:** General Manager (GM) Bruce Reimers reported that all staff have been healthy and no issues to report.
10. **SMMPA BOARD OF DIRECTOR MEETING – January 13, 2021**  
Informational only, no action needed.
11. **SMMPA BOARD OF DIRECTORS MEETING- February 11, 2021**  
*General Manager Reimers updated the Commission on the following SMMPA Board discussions:*
  - SMMPA Staff will be working with what is now called Grid Partners North to forecast what will be required for transmission needs for the next 50 years.
  - SMMPA Staff reviewed with the Board the performance of the SMMPA-Owned Generation Fleet.
12. **GENERAL MANAGERS REPORT:**  
*General Manager Reimers reported on the following:*
  - The Water Department had two water main breaks in the past couple of weeks.
  - Staff was called in to run the power plant on February 15<sup>th</sup> & 16<sup>th</sup> to support the local grid during the severe cold.
  - Staff has been working with SEH to prepare for the building addition.
  - Staff will be having a special workshop with the City Council and NPUC in the coming weeks to review the Compensation Study that was completed by Abdo, Eick & Meyers, LLP. GM Reimers will inform the Commission when the workshop will be held.
13. **OTHER BUSINESS:**
  - None
14. **ADJOURN:**  
A motion was made by Commissioner Jordan and seconded by Commissioner Busch to adjourn the February meeting at 4:30 p.m.

**NEXT COMMISSION MEETING – MONDAY, MARCH 29, 2021, 3:30 P.M.**

Respectfully Submitted,

  
Bruce Reimers  
General Manager