



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, February 24, 2020

The regular meeting of the New Prague Utilities Commission (NPUC) was held on Monday, February 24, 2020, at 3:30 p.m., at 300 East Main St – Power Plant, New Prague, MN 56071.

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

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

1. **CALL TO ORDER:** The meeting was called to order by Commissioner President Dan Bishop on Monday, February 24, 2020 at 3:30 p.m.
2. **APPROVAL OF AGENDA:** A motion was made by Commissioner Jordan to approve the agenda and seconded by Commissioner Skok. Motion carried.
3. **MEETING MINUTES:** A motion was made by Commissioner Skok and seconded by Commissioner Busch to approve the January 27, 2020 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 \$506,279.67
 - B. The SMMPA claim for payment in the amount of \$441,815.62
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 September 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 Skok to accept the reports as presented. Motion carried.

6. **REVIEW AND APPROVAL OF SAFETY MANUAL POLICY:** General Manager Reimers informed the Commission that in order to apply for the next level of compliance in the APPA RP-3 program, the Utility would need to adopt the APPA Safety Manual as the manual that shall be observed in all situations as it applies in the Generation and Electric Safety programs.

A motion was made by Commissioner Skok and seconded by Commissioner Wolf to adopt the APPA Safety Manual. Motion carried.

7. **REVIEW OF DISTRIBUTION RELIABILITY REPORT:** Electric Operations Superintendent Ken Zweber presented the 2019 Distribution Reliability Report for review to the Commission. It was moved by Commissioner Jordan and seconded by Commissioner Skok to approve as presented. Motion carried.
8. **SMMPA BOARD OF DIRECTOR MEETING – January 9, 2020 (Enclosed)**
Information only.

9. SMMPA BOARD OF DIRECTORS MEETING- February 12, 2020

General Manager Reimers updated the Commission on the following SMMPA Board discussions:

- SMMPA staff will be working on a new budget schedule for 2020 in an attempt to get budget information out to the board in August instead of September or October as was done in the past.
- The SHERCO plant tours will be given the week of March 16th. If anyone is interested, please contact Bruce Reimers.
- SMMPA CIP projects have been started and there is about \$132,000 scheduled for the New Prague Plant in 2020.

10. GENERAL MANAGERS REPORT:

General Manager Reimers informed the Commission on the following:

- Water Department experienced a pump failure on well #4 on January 19th. This well pump and piping was scheduled for replacement in the 2020 CIP budget at an estimated cost of \$45,000. Bids have been submitted and Key's Well Drilling was the lowest bidder with a bid of \$32,500.
- Staff has been working on the Residential Service Line program and it was found that the City and Utility will need to make some policy changes prior to being able to put a service policy in place.
- On February 26th, Utility Staff will be delivering door hanging bags that will include a three way LED light bulb and other energy saving tips and utility information.

11. OTHER BUSINESS:

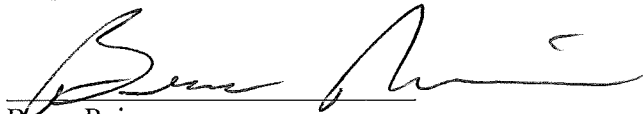
None

12. ADJOURN:

A motion was made by Commissioner Jordan and seconded by Commissioner Skok to adjourn the February meeting at 4:23 p.m.

NEXT COMMISSION MEETING – MONDAY, MARCH 30, 2020, 3:30 P.M.

Respectfully Submitted,



Bruce Reimers
General Manager