



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, April 27, 2020

The online meeting of the New Prague Utilities Commission (NPUC) was held on Monday, April 27, 2020, 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 and Richard Jordan

ABSENT: Commissioners 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 Commission President Dan Bishop on Monday, April 27, 2020 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 Busch and seconded by Commissioner Jordan to approve the March 30, 2020 meeting minutes. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Jordan and seconded by Commissioner Busch on the approval of:
 - A. Accounts Payable in the amount of \$422,951.21
 - B. The SMMPA claim for payment in the amount of \$410,228.70
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 Busch and seconded by Commissioner Jordan to accept the reports as presented. Motion carried.
6. **2020 CIP BONDING DISCUSSION:** Finance Director Solheid and General Manager (GM) Reimers informed the Commission that they had reached out to Terri Heaton of Baker Tilly for information on the possible bonding for the electric department equipment. After discussion, a motion was made by Commissioner Jordan and seconded by Commissioner Busch to approve paying for the 2020 equipment purchases out of fund reserves and not bond for the equipment purchase. Motion carried.
7. **REVIEW/APPROVAL OF MILLER MILLING ELECTRICITY RATE REDUCTION AGREEMENT:** GM Reimers and Finance Director Solheid informed the Commission that they had been working with the City Attorney and had developed an agreement for the ratchet demand rate that Staff and Miller Milling could agree to for the balance of the ratchet billing March through September 2020. A motion was made by Commissioner Busch and seconded by Commissioner Jordan to approve rate agreement and asked that the General Manager proceed with getting the agreement signed by Miller Milling even if they were not willing to pay for legal fees.

8. **APPROVE HIRING OF TYLER NORDBY AS FULL-TIME ELECTRIC LINE WORKER:**
GM Reimers informed the Commission that the Utilities Department had received 20 applications for the Line Worker position with only 7 applicants meeting the minimum requirements and no applicants meeting the journey lineman requirement. Staff interviewed the 7 applicants that met the minimum requirements and decided to make a conditional offer to Tyler Nordby for the position of Apprentice Line Worker. GM Reimers recommended that the Commission approve the full time hiring of Tyler Nordby. A motion was made by Commissioner Jordan and Seconded by Commissioner Busch to approve the hire of Tyler Nordby as a full time Apprentice Line Worker. Motion carried.

9. **SMMPA BOARD OF DIRECTOR MEETING – March 11, 2020** (Enclosed)
Informational only, no action needed.

10. **SMMPA BOARD OF DIRECTORS MEETING- April 9, 2020**

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

- The SHERCO CIP project is going as planned and on schedule with an estimated cost of \$34.6 million.
- John Winter has retired as CFO and his replacement will start the end of April
- Staff will be providing an update as to the loss of revenue due to COVID-19

11. **GENERAL MANAGERS REPORT:**

General Manager Reimers:

- 2020 CIP projects have started but at a reduced pace due to COVID-19
- Staff is working either split shifts or defined workspaces
- Informed the Commission that the TH #19 / Main Street Reconstruction Project cost for water main replacement came in close to \$1.6 million and that the staff will have more information for the Commission at the May meeting.
- Informed the Commission that Staff was close to having an Easement Agreement for the car charging station located at the Coborn's store.

12. **OTHER BUSINESS:**

None

13. **ADJOURN:**

A motion was made by Commissioner Busch and seconded by Commissioner Jordan to adjourn the April meeting at 4:24 p.m.

NEXT COMMISSION MEETING – MONDAY, MAY 26, 2020, 3:30 P.M.

Respectfully Submitted,



Bruce Reimers
General Manager