



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, May 22, 2023

The regular meeting of the New Prague Utilities Commission (NPUC) was held on Monday, May 22, 2023, at 300 East Main Street.

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

ABSENT: Commissioner Tom Ewert

STAFF PRESENT: General Manager (GM) Bruce Reimers, Finance Director Robin Pikal, and Electric Operations Superintendent (EOS) Ken Zweber, and Water Supervisor Craig Novotny

1. **CALL TO ORDER** - The meeting was called to order by Commission President Dan Bishop on Monday, May 22, 2023 at 3:29 pm.
2. **APPROVAL OF AGENDA** – Motion made by Commissioner Jordan and seconded by Commissioner Busch to approve the agenda. Motion carried (4-0).
3. **MEETING MINUTES** - Motion made by Commissioner Wolf and seconded by Commissioner Jordan to approve the April 24, 2023, Meeting Minutes. Motion carried (4-0).
4. **UTILITY & SMMPA BILLS:** Motion made by Commissioner Busch and seconded by Commissioner Wolf on the approval of:
 - A. Accounts Payable in the amount of **\$114,134.36**; and
 - B. The SMMPA Claim for Payment in the amount of **\$477,287.37**.Motion carried (4-0).
5. **FINANCIAL REPORTS:**
 - A. Investment Report – The Investment Report was presented for review and approval.
 - B. Financial Report – The Financial Report was presented for review and approved.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.Motion made by Commissioner Wolf and seconded by Commissioner Busch to approve all reports as presented. Motion carried (4-0).
6. **REVIEW OF 2022 AUDIT**

Finance Director Pikal and General Manager Reimers gave a review of the 2022 Financial Audit. The Commission requested that in future audit reviews that any audit deficiency findings be listed so that if it is utility-related they would be made aware of it. It was noted that the audit had been approved at the May 1, 2023, Regular City Council meeting and that all of the financial statements were found to be accurate and free from material misstatement, whether due to fraud or error.
7. **MEMO: STAFFING ASSIGNMENT CHANGE**

General Manager Reimers and Finance Director Pikal reviewed a memo with the Commission recommending a staff assignment change. Currently, Kim Lee serves as the Purchasing and Inventory Clerk for several departments. Her new position will continue with the purchasing and inventory responsibilities but will also include administrative coordinator duties primarily being utility focused.

Motion made by Commissioner Jordan and seconded by Commissioner Bishop to approve the staffing assignment of Kim Lee to Administrative Coordinator (Utility Focus) change along with the change in pay grade effective 7/1/2023. Motion carried (4-0).

8. DISCUSSION ON WATER MAIN REPLACEMENT AT 10TH AVE NE

General Manager Reimers informed the Commission that on April 26, 2023, there had been a water main break in the 100 block of 10th Avenue NE and that when crews made the repairs it was discovered that the water main was in very poor condition and the replacement of the main needed to be considered in 2023. General Manager Reimers stated he had asked SEH engineering to provide some estimates on replacement options and cost. Following discussion, General Manager Reimers recommended that the Commission proceed having SEH draw up plans and specifications for the water main replacement and to advertise for bids. A motion was made by Commissioner Jordan and seconded by Commissioner Busch to proceed with the engineering and advertising for bids.

9. SMMPA BOARD OF DIRECTORS MEETING – April 12, 2023

General Manager Reimers reported on the following:

- A. Progress on the SHERC 3 power plant maintenance outage is on schedule with a planned June 1st in service date.
- B. The board reviewed financial reserves study.
- C. Quick Start extension agreements were approved for several cities.

10. SMMPA BOARD OF DIRECTORS MEETING – May 10, 2023

Informational only, no action needed.

11. GENERAL MANAGERS REPORT:

General Manager Reimers reported on the following:

The CIP Projects for both the water and electric departments are in full swing and going well. Crews from Skluzacek Builders are replacing the metal on the Warehouse located north of the power plant.

10. OTHER BUSINESS:

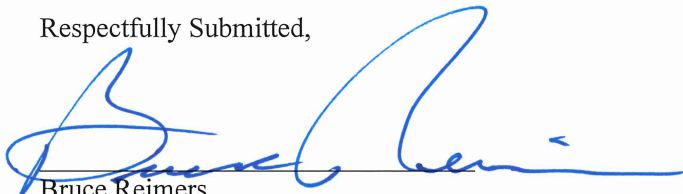
None

11. ADJOURN:

A motion was made by Commissioner Jordan and seconded by Commission President Bishop to adjourn the May 22, 2023, meeting at 4:42 p.m. Motion carried (4-0).

NEXT COMMISSION MEETING – MONDAY, JUNE 26, 2023, 3:30 PM.

Respectfully Submitted,



Bruce Reimers
General Manager