



# MEETING MINUTES

## NEW PRAGUE UTILITIES COMMISSION

Tuesday, May 26, 2020

The online meeting of the New Prague Utilities Commission (NPUC) was held on Tuesday, May 26, 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, 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 Commission President Dan Bishop on Tuesday, May 26, 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 Skok. Motion carried.
3. **MEETING MINUTES:** A motion was made by Commissioner Jordan and seconded by Commissioner Busch to approve the April 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 \$192,359.02
  - B. The SMMPA claim for payment in the amount of \$379,608.14
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 April were presented, reviewed and approved.
  - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Jordan and seconded by Commissioner Skok to accept the reports as presented. Motion carried.
6. **REVIEW OF 2019 AUDIT:** Finance Director Solheid and General Manager (GM) Reimers reviewed the 2019 audit with the Commission. The audit report showed no major deviations or corrections. The 2019 audit report was for review only and no action was required.
7. **STAFF UPDATE ON COVID-19:** Informed the Commission on staffing schedules in regard to COVID-19 operations. GM Reimers told the Commission that all staff have been healthy to date and that staff is still practicing safe work requirements along with pre and post shift house cleaning procedures.
8. **SMMPA BOARD OF DIRECTOR MEETING – April 9, 2020**

Informational only, no action needed.

**9. SMMPA BOARD OF DIRECTORS MEETING- May 14, 2020**

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

- SMMPA staff informed the board of the financial impacts of the COVID-19 pandemic.
- SMMPA board approved an invoice deferral program should a utility member need help paying the SMMPA wholesale power bill due to utility customers not being able to pay.
- Members were informed that the Electric Vehicle charging stations should ship in June.

**10. GENERAL MANAGERS REPORT:**

*General Manager Reimers:*

- Miller Milling has signed the Ratchet Demand Agreement for the balance of 2020.
- TH 19 Main Street Reconstruction project will start on June 8<sup>th</sup> from Hwy 21 to 1<sup>st</sup> Avenue N.E.
- Utility Staff has been working on replacing piping in the driveway by the power plant.

**11. OTHER BUSINESS:**

None

**12. ADJOURN:**

A motion was made by Commissioner Jordan and seconded by Commissioner Busch to adjourn the May meeting at 4:05 p.m.

**NEXT COMMISSION MEETING – MONDAY, JUNE 29, 2020, 3:30 P.M.**

Respectfully Submitted,



Bruce Reimers  
General Manager