



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, September 24, 2018

The regular meeting of the New Prague Utilities Commission was held on Monday, September 24, 2018, 3:30 p.m. at 300 East Main St – Power Plant, New Prague, MN 56071.

PRESENT: Commissioners Dan Bishop, Paul Busch, Richard Jordan, Chuck Nickolay, and Brian Skok

OTHERS PRESENT: General Manager Bruce Reimers, Finance Director Patty Solheid, Water Department Supervisor Craig Novotny and Distribution Supervisor Ken Zweber

1. **CALL TO ORDER:** The meeting was called to order by President Bishop on Monday, September 24, 2018 at 3:31 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 August 27, 2018 meeting minutes. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Skok on the approval of:
 - A. Accounts Payable in the amount of \$88,754.78
 - B. The SMMPA claim for payment in the amount of \$497,118.50Seconded by Commissioner Nickolay. Motion carried.
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 February were presented for review and approval.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Busch to approve the Financial Reports as presented, seconded by Commissioner Skok. Motion carried.

6. **ADOPTION OF A REIMBURSEMENT RESOLUTION – PLANT SUBSTATION POWER TRANSFORMER:**

General Manager Reimers and Finance Director Patty Solheid recommended the Commission adopt a Reimbursement Resolution that will allow the Utility to pay for the Power Plant Substation Transformer Replacement project upfront, but also allow the Commission to either take out a direct loan at a later date, or combine this with bonding for the city's construction project in 2019. A motion was made by Commissioner Nickolay and Seconded by Commissioner Skok to adopt the Reimbursement Resolution and have General Manager Reimers present it to the City Council for their approval. Motion carried.

7. APPROVAL OF DEVELOPER & RESIDENTIAL ELECTRIC SERVICE AGREEMENT & FEE SCHEDULE:

GM Reimers presented Electric Service Agreements and Fee Schedules for the installation of new residential and developer electric service lines. A motion was made by Commissioner Skok and seconded by Commissioner Jordan to approve the fee schedule as presented and also added the wording that all fees will be adjusted as needed to include current pricing, plus 15%. Motion carried.

8. Discussion on Water Service Lines & Programs:

General Manager Reimers and Water Department Supervisor Novotny reviewed with the Commission some residential service line protection programs and options that could be considered as to the possibility of the Utility taking over ownership of services lines up to the curb stop. More information will be gathered and shared with the Commission in the coming months.

9. SMMPA BOARD OF DIRECTORS MEETING – August 8, 2018:

Informational only

10. SMMPA BOARD OF DIRECTORS MEETING- September 12, 2018

General Manager Reimers informed the Commission that the SMMPA staff had presented a rough draft of the 2019 Budget and will submit the final budget for approval at the October annual meeting.

11. GENERAL MANAGERS REPORT - General Manager Reimers informed the Commission:

General Manager Reimers informed the Commission on the following:

- Lineman Brandon Belch turned in his resignation and will be going to Owatonna Utilities.
- NPUC and MVEC are planning to start switching over customers in later October.
- Equipment was damaged by lightning at the east water tower and the west substation.
- Water main break on Co Rd 37 will require more exploratory digging due to a bad section of piping that is hopefully contained to just that area.
- Still waiting on final contract documents for substation replacement transformer.

12. OTHER BUSINESS

None

13. ADJOURN

A motion was made by Commissioner Jordan and seconded by Commissioner Skok to adjourn the September 24th meeting at 5:18 p.m.

NEXT COMMISSION MEETING - MONDAY, OCTOBER 29, 2018

Respectfully Submitted,



Bruce Reimers
General Manager