



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, September 28, 2020

The online meeting of the New Prague Utilities Commission (NPUC) was held on Monday, August 31, 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, Dick Jordan, Brian Skok and Bruce Wolf.

ABSENT: Commissioner Paul Busch

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

1. **CALL TO ORDER:** The meeting was called to order by Commission President Dan Bishop on Monday, September 28, 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 Wolf. All voted in favor, motion carried. (4-0)
3. **MEETING MINUTES:** A motion was made by Commissioner Jordan and seconded by Commissioner Skok to approve the August 31, 2020 meeting minutes. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Wolf and seconded by Commissioner Skok on the approval of:
 - A. Accounts Payable in the amount of \$56,068.58
 - B. The SMMPA claim for payment in the amount of \$520,443.94
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 August were presented, reviewed, and approved.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Skok and seconded by Commissioner Wolf to accept the reports as presented. Motion carried.

6. **STAFF UPDATE ON COVID-19:** General Manager (GM) Bruce Reimers informed the Commission that all staff have been healthy, and no issues have been reported.
7. **INSURANCE AGENT OF RECORD SERVICES AND AUTHORIZATION TO ENTER INTO PROFESSIONAL SERVICES AGREEMENT:** Finance Director Patty Solheid informed the Commission that City Staff had solicited quotes from our Insurance Agent of Record Services and after advertising for the RFP's had received three proposals. The lowest bid came from the Nesbit Agency located in Farmington for an overall savings of nearly \$9,500 for the five-year contract period. The recommendation from staff would be that the Commission concur with the City Council's decision and approve Nesbit Agency as the Agent of Record for the City and Utility Property/Casualty Insurance. A motion was made by Commissioner Jordan and seconded by Commissioner Skok to approve the Professional Services Agreement. All voted in favor, motion carried (4-0).

8. **SMMPA BOARD OF DIRECTOR MEETING – August 12, 2020**
Informational only, no action needed.

9. **SMMPA BOARD OF DIRECTORS MEETING- September 9, 2020**

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

- SMMPA staff has been working on the capacity needs for the 2021 budget year.
- COVID-19 effects on load have been somewhat offset by higher summer demands.
- October Annual Meeting will be held virtually this year due to COVID-19.
- 2021 Budget Review and Workshop will be held October 23rd.

10. **GENERAL MANAGERS REPORT:**

General Manager Reimers reported on the following:

- KA Witt will be starting on the 12th Street water main replacement the week of October 5th.
- All of the water main and services have been installed on the west Main Street Project.
- Electric Staff is working on several projects that still need to be completed in 2021 and these projects include: Belzer's Addition, Kwik Trip East, Main Street Lights, Hy-Vee and Chart Pumping Station.
- Staff will be meeting with SEH on the space needs requirements on October 6th.

11. **OTHER BUSINESS:**

- None

12. **ADJOURN:**

A motion was made by Commissioner Skok and seconded by Commissioner Jordan to adjourn the September meeting at 3:59 p.m.

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

Respectfully Submitted,



Bruce Reimers
General Manager