



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, November 26, 2018

The regular meeting of the New Prague Utilities Commission was held on Monday, November 26, 2018, 3:30 p.m. at Power Plant - 300 East Main Street, New Prague, MN 56071.

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

OTHERS PRESENT: General Manager Bruce Reimers and Finance Director Patty Solheid

1. **CALL TO ORDER:** The meeting was called to order by President Bishop on Monday, November 26, 2018 at 3:30 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 Nickolay to approve the October 29, 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 \$158,913.19
 - B. The SMMPA claim for payment in the amount of \$425,104.82Seconded by Commissioner Busch. 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 September were presented for review and approval.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Skok and seconded by Commissioner Busch to approve the Financial Reports as presented. Motion carried.
6. **MEMO TO APPROVE THE HIRING OF A FULL-TIME ELECTRIC LINE POSITION:**

Distribution Supervisor Ken Zweber introduced Brady O'Neill to the Commission. Brady was hired by General Manager Reimers as an Apprentice Lineman and started his full-time employment on October 29, 2018. A motion was made by Commissioner Skok and seconded by Commissioner Busch to approve the Staff's decision to hire Brady O'Neill to a full-time position. Motion carried.
7. **REVIEW AND APPROVE 2019 WATER AND ELECTRIC BUDGETS:**

The 2019 Water Budget was presented to the Commission for their review which includes a 3% increase for residential and commercial water sales in both the customer base service fee and consumption rates. The New Prague Utilities Commission will also be changing how multi-dwelling units base service fees are billed. Previously, multi-dwelling units were only charged a base service fee based on their water meter size. The new base rate will be based on the number of units that are served in the building. Beginning in 2019, each unit that is being served in a building will be billed a base fee that will be phased in at a rate of \$4.97 per residential unit and increased to \$9.94 in 2020. This service fee is based on 70% of the residential service fee. A motion was made by Commissioner Nickolay and seconded by Commissioner Skok to approve the 2019 budget and rate changes.

The 2019 Electric Budget was presented to the Commission for their review. It included no increased rates or base customers service charges for 2019 due to a decrease in wholesale rates from New Prague's power supplier (SMMPA). GM Reimers made note that all electric rates are currently being reviewed by the Utilities Rate Consultant and depending on the outcome and review of the study, some minor rate changes may be required. A motion was made by Commissioner Nickolay and seconded by Commissioner Jordan to approve the 2019 Electric Budget as presented.

8. REVIEW AND APPROVE PEAK POWER GENERATION CUSTOMER AGREEMENT:

GM Reimers presented the Large and Small Generator Peak Alert Agreement that will be offered to commercial customers who have the ability to self-generate during peak demands. A motion was made by Commissioner Busch and seconded by Commissioner Nickolay to approve the agreement as presented.

9. APPROVAL OF THE 2018 BAD DEBT:

The Commission reviewed the proposed write-offs for 2018 in the amount of \$2489.75 per the Staff's recommendation. A motion was made by Commissioner Jordan and seconded by Commissioner Busch to approve the write-offs as presented.

10. SMMPA BOARD OF DIRECTORS MEETING – October 12, 2018: Informational only.

11. SMMPA BOARD OF DIRECTORS MEETING- November 14, 2018 - GM Reimers informed the Commission of the following:

- GM Reimers was asked to serve as the 2019 SMMPA Board Secretary
- Staff and Board will be looking into future generation needs of post 2030 requirements
- SMMPA Board Retreat will be held November 28-29, 2018

12. GENERAL MANAGERS REPORT - GM Reimers informed the Commission of the following:

- MVEC/NPUC Service Territory changeover will be complete as of November 28, 2018
- Working with DGR Engineering on switch gear upgrades for new substation transformer
- Working with SEH Inc. on Co Rd 37 and Main Street designs for both water and electric
- Working with Chart Industries on a possible land acquisition near the line department garage

13. OTHER BUSINESS:

None

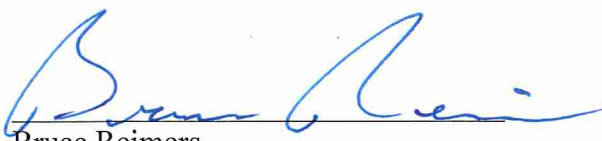
14. ADJOURN

A motion was made by Commissioner Jordan and seconded by Commissioner Busch to adjourn the November 26th meeting at 5:12 p.m.

*NOTE: Commissioner Skok left the meeting at 4:30 p.m.

NEXT COMMISSION MEETING - MONDAY, JANUARY 28, 2019

Respectfully Submitted,



Bruce Reimers
General Manager