



MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, November 29, 2021

The regular meeting of the New Prague Utilities Commission (NPUC) was held on Monday, November 29, 2021, at 3:30 p.m. at 300 East Main Street.

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

STAFF 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, November 29, 2021 at 3:30 p.m.
2. **APPROVAL OF AGENDA** –Motion made by Commissioner Jordan and seconded by Commissioner Skok to approve the agenda. Motion carried 5-0.
3. **MEETING MINUTES** - Motion made by Commissioner Skok and seconded by Commissioner Busch to approve the October 25, 2021 Meeting Minutes. Motion carried 5-0.
4. **UTILITY & SMMPA BILLS:** Motion made by Commissioner Skok and seconded by Commissioner Wolf on the approval of:
 - A. Accounts Payable in the amount of \$225,163.92
 - B. The SMMPA claim for payment in the amount of \$416,262.39Motion carried 5-0.
5. **FINANCIAL REPORTS A – C (Enclosed):**
 - A. Investment Report – The Investment Report was presented for review and approval.
 - B. Financial Report – The Financial Reports were presented, reviewed, and approved.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.Motion made by Commissioner Skok and seconded by Commissioner Wolf to accept all reports as presented. Motion carried 5-0.
6. **REVIEW AND APPROVAL OF 2022 ELECTRIC BUDGET:** General Manager (GM) Reimers and Finance Director Patty Solheid presented the 2022 Electric Budget. The 2022 Electric Budget reflects a 2% rate increase for all KWh rate schedules and a \$2 increase in all base rates. GM Reimers explained that rate increases were necessary to cover increasing distribution, labor and energy demand costs that will be incurred in 2022. GM Reimers also informed the Commission that Staff will be updating the Cost-Of-Service Study and will also work with consultants to develop a cash reserve recommendation for the Commission to review before the 2023 budget year. After discussion, motion made by Commissioner Wolf, seconded by Commissioner Busch on the *APPROVAL OF THE 2022 ELECTRIC BUDGET*. All voted in favor. Motion carried 5-0.
7. **APPROVE PURCHASE OF CAPITAL EQUIPMENT:** GM Reimers and EOS Zweber informed the Commission that due to extended lead times and manufacturer cut-off dates for replacement of a Utility Vacuum Excavation System and a Cable Reel Trailer that orders should be placed ASAP to assure delivery before the 2022 Construction season. Lowest bids for the requested equipment came in as follows:
 - **2022 Utility Vacuum Excavation System** – Ditch Witch of Minnesota Model HX50 Vacuum System for \$100,513.00
 - **2022 Cable Reel Trailer** – Ditch Witch of Minnesota Model FT-8 for \$17,463.00

Motion made by Commissioner Jordan and seconded by Commissioner Bishop on the *APPROVAL OF THE LOWEST BID FOR A 2022 UTILITY VACUUM EXCAVATION SYSTEM AND A 2022 CABLE REEL TRAILER, BOTH FROM DITCH WITCH OF MINNESOTA*. All voted in favor. Motion carried (5-0).

8. SALE OF SURPLUS PROPERTY: GM Reimers and EOS Zweber requested that the Commission approve the Sale of Surplus Property involving the sale of a 2010 Ditch Witch FX30 Utility Vacuum System. Staff had determined that this equipment has more value than what is currently being offered by equipment dealers and that the item should be listed for sale by the Utility instead. Motion made by Commissioner Jordan and seconded by Commissioner Busch on the *APPROVAL OF THE SALE OF THE 2010 DITCH WITCH FX30 UTILITY VACUUM SYSTEM*. All voted in favor. Motion carried (5-0).

9. STAFF UPDATE ON TH#19 MAIN STREET RECONSTRUCTION PROJECT: GM Reimers informed the Commission that all the work that was planned for the 2021 construction season was completed and that the final billing to the State for the install of the streetlights and signs that were placed on streetlight poles will be sent out in the coming week.

10. SMMPA BOARD OF DIRECTOR MEETING – October 15, 2021
Informational only, no action needed.

11. SMMPA BOARD OF DIRECTORS MEETING – November 10, 2021

General Manager Reimers reported on the following:

- SMMPA Board approved the Integrated Resource Plan that will be submitted to the MPUC for review.
- Coal supplies are still an issue and the SHERCO plant is only running at a minimum load to conserve coal for the months of January and February.

12. GENERAL MANAGERS REPORT:

General Manager Reimers reported on the following:

- Staff is finishing some projects in preparation for winter.
- Installed nearly 3,600' of fiber optic lines in the past two weeks that will feed the east water tower and sewer lift stations in the area.
- Staff has been working with DGR to gain information on the replacement of the power plant black start engine and the possibility of adding two to three megawatts to the generation fleet in the New Prague Power Plant to serve future load growth and a need that SMMPA has for future capacity requirements.
- Work has been progressing on the addition to the Distribution Services Building with all the footings now installed and some of the interior support walls being constructed and prepared for the delivery of the precast walls and roof that are scheduled to arrive in the middle of January.

13. OTHER BUSINESS:

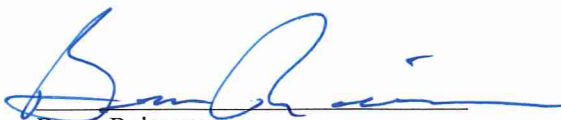
- None

14. ADJOURN:

A motion was made by Commissioner Jordan and seconded by Commissioner Skok to adjourn the November meeting at 4:57 p.m. Motion carried 5-0.

NEXT COMMISSION MEETING – MONDAY, DECEMBER 27, 2021, 3:30 P.M.

Respectfully Submitted,



Bruce Reimers
General Manager