

NEW PRAGUE UTILITIES COMMISSION

MEETING MINUTES

Monday, October 28th, 2013

The regular meeting of the New Prague Utilities Commission was held on October 28th, 2013, at 3:34 p.m., at the Power Plant – 300 E Main St, New Prague, MN 56071.

PRESENT: Commissioners Chuck Wann, Dan Bishop, Paul Busch, Richard Jordan, Chuck Nickolay

OTHERS PRESENT: General Manager Bruce Reimers; Administrative Service Director Patty Solheid; Line Foreman Ken Zweber; Generation Foreman Bob Heine, and John Shain from Bolton & Menk GIS Department

ABSENT: None

1. **CALL TO ORDER:** The meeting was called to order by President Wann on October 28th, 2013 at 3:34 p.m.
2. **APPROVAL OF AGENDA:** A motion made by Commissioner Jordan to approve the agenda as presented, second by Commissioner Busch. Motion carried.
3. **MEETING MINUTES:** A motion made by Commissioner Nickolay to approve the September 23rd, 2013 meeting minutes, second by Commissioner Jordan. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion made by Commissioner Bishop to approve claims for payment in the amount of \$396,410.17; and the SMMPA claim of payment in the amount of \$423,650.04. Second by Commissioner Busch. Motion carried.
5. **FINANCIAL REPORTS A – C:**
 - 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.

Motion made by Commissioner Busch to approve the Investment and Financial Reports, as presented, second by Commissioner Nickolay. Motion carried.
6. **CHANGE TO UTILITY BILLING MEMO:** A motion by Commissioner Busch to delay billing changes until fall of 2014 and to start sending out information of the billing changes during the summer of 2014. Second by Commissioner Nickolay. Motion carried.
7. **APPROVAL OF LIABILITY COVERAGE WAIVER FORM w/LEAGUE OF MINNESOTA CITIES INSURANCE TRUST:** A motion by Commissioner Bishop, second by Commissioner Busch to approve liability coverage waiver. Motion carried.

8. **MEMO – REVIEW OF RESIDENTIAL AND COMMERCIAL WATER HOOKUP RATES:** A motion by Commissioner Bishop to recommend to council that the water service connection cost be assessed at the same rate as the low bid given by the contractor, second by Commissioner Nickolay. Motion carried. Request will be presented to the city council by General Manager Reimers when assessment rates are being set.

9. **SMMPA BOARD OF DIRECTORS MEETING – SEPTEMBER 11, 2013:** General Manager Reimers gave a short update on the September 11th SMMPA Board meeting. No action needed.

10. **SMMPA BOARD OF DIRECTORS MEETING – OCTOBER 17, 2013:** General Manager Reimers gave a short review of the SMMPA annual meeting and informed the Commission that the SHERCO power plant is up and running and that once testing is complete the unit will be released for power sales into the market in November.

11. **OPERATIONS REPORT:**
 - A. **Water**
 - a. Tower Painting Update: General Manager Reimers informed the Commission that there are still a couple of punch list items to be finished on the water tower painting project and that the utility expects to receive the billing for the project in November.

 - B. **Electric**
 - a. Generation: General Manager Reimers informed the Commission that the testing on engine #6 has passed EPA testing and that there will not need to be any modifications made to the catalyst system.

 - b. Distribution: General Manager Reimers informed the Commission that other than a few customer services all CIP projects have been completed in the 2013 construction season.

12. **PRESENTATION OF GIS MAPPING:** A presentation was given by John Shain from Bolton & Menk on the development of the utilities new GIS mapping system.

13. **OTHER BUSINESS:**
No other Business.

With no further business a motion was made by Commissioner Bishop to adjourn the meeting at 4:38 pm, second by Commissioner Nickolay. Motion carried.

NEXT COMMISSION MEETING.....NOVEMBER 25th, 2013