



# MEETING MINUTES

## NEW PRAGUE UTILITIES COMMISSION

300 East Main St – Power Plant

Tuesday, December 26, 2017

3:30 p.m.

The regular meeting of the New Prague Utilities Commission was held on Tuesday, December 26<sup>th</sup>, 2017, at 3:30 p.m., at 300 East Main St – Power Plant, New Prague, MN 56071.

**PRESENT:** Commissioners Dan Bishop, Paul Busch, Amy Jirik, and Richard Jordan

**OTHERS PRESENT:** General Manager, Bruce Reimers; Generation Supervisor, Bob Heine; Water Supervisor, Craig Novotny; and Electric Distribution Supervisor, Ken Zweber

**ABSENT:** Brian Skok

1. **Call to Order:** The meeting was called to order by President Bishop on Tuesday, December 26, 2017 at 3:30 p.m.
2. **Approval of Agenda:** A motion was made by Commissioner Jordan, seconded by Commissioner Jirik to approve the agenda. Motion carried.
3. **Meeting Minutes:** A motion was made by Commissioner Jordan, seconded by Commissioner Busch to approve the November 27, 2017 meeting minutes and the November 27, 2017 Special Closed Commission meeting minutes. Motion carried.
4. **Utility & SMMPA Bills:** A motion was made by Commissioner Jirik, seconded by Commissioner Jordan to approve claims for payment in the sum of \$203,885.24 and the SMMPA claim for payment in the amount of \$416,636.50. Motion carried.
5. **Financial Reports:**
  - A. Investment Report (Enclosed)
  - B. Financial Report (Enclosed)
  - C. Water & Kilowatt Hour Sales (Enclosed)

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

6. **2017 Year in Review - Department Supervisor Reports:** (Ken, Craig, Bob)  
Department Supervisors presented the Commission with an annual review power point detailing the completion of major 2017 projects. General Manager Reimers stated that 2017 was a very busy year and completed several large projects on time and on budget. The Utility staff was commended for the successful completion of these projects.

7. **Memo Declaring Listed Property as Surplus:** General Manager Reimers went over a memo declaring two pieces of equipment as surplus. The Utility staff can solicit bids on the sale of this equipment instead of just taking the trade in allowance that has been offered by equipment venders. A motion was made by Commissioner Jordan, seconded by Commissioner Busch to declare the listed property as surplus. Motion carried.
8. **SMMPA Board of Directors Meeting – November 8, 2017:** General Manager Reimers gave a short update on the November 8, 2017 SMMPA Board meeting. No action needed, informational only.
9. **SMMPA Board of Directors Meeting – December 13, 2017:** General Manager Reimers informed the Commission that SMMPA staff is working on new rail coal contracts and plan to have the contract approved by the January board meeting. The Commission was also informed that sales to members were down about 3.4% year to date. The expenses were also held down, however, the overall financial outcome for 2017 should be positive with an estimated contribution to the rate stabilization account of approximately 9 million.
10. **General Managers Report:** General Manager Reimers informed the Commission on the progress of the AMI meter installs; there were only about 10 residential and 60 commercial customers that still need to have the nodes installed. GM Reimers also stated that the Service territory agreement had been sent to MVEC for their review and the staff was working on a letter that will be sent to current MVEC customers explaining the pending changes.
11. **Other Business:** No other business.
12. **Adjourn:** With no further business, a motion was made by Commissioner Busch, seconded by Commissioner Jirik to adjourn the meeting at 4:53 p.m. Motion carried.

**NEXT COMMISSION MEETING - MONDAY, January 29, 2018**