

NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
Tuesday, September 27th, 2016

The regular meeting of the New Prague Utilities Commission was held on Tuesday, September 27th, 2016, at 3:30 p.m., at 300 E Main St, New Prague, MN 56071. (Power Plant)

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

OTHERS PRESENT: General Manager Bruce Reimers, Finance Director Patty Solheid, Distribution Supervisor Ken Zweber, Water Supervisor Craig Novotny, and Billing Clerk Lora Novotny

ABSENT: Brian Skok

1. **CALL TO ORDER:** The meeting was called to order by President Bishop on Tuesday, September 27th, 2016, at 4:00 p.m.
2. **APPROVAL OF AGENDA:** A motion was made by Commissioner Jordan to approve the agenda and seconded by Commissioner Jirik. Motion carried.
3. **MEETING MINUTES:** A motion was made by Commissioner Busch to approve the August 22nd, 2016 meeting minutes, seconded by Commissioner Jordan. Motion carried.
4. **UTILITY & SMMPA BILLS:** A motion was made by Commissioner Jirik to approve claims for payment in the sum of \$152,225.80 and the SMMPA claim for payment in the amount of \$505,276.65 seconded 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 August were presented for review and approval.
 - C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.

A motion was made by Commissioner Jordan to approve the Financial Reports, seconded by Commissioner Jirik. Motion carried.
6. **DEMONSTRATION OF THE NEW AMI METERING SYSTEM:** A demonstration of the new AMI metering system was presented by staff. The Commission was informed that approximately 1300 electric meters and 200 water meters have been installed and the new system was performing very well.
7. **MEMO – BUILDING ADDITION TO LINE GARAGE:** General Manager Reimers informed the Commission that staff has been working with two (2) engineering firms to get quotes on providing plans and specifications to build an addition to the current line department building. General Manager Reimers informed the Commission that the new addition would provide the electric department added storage space and allow the water department to be located in the same building as the electric department. The water department is currently storing service trucks and equipment at the public works garage and the power plant. General Manager Reimers informed the Commission that more information will be provided to the Commission as the 2017 and long range CIP budgets are prepared.

- 8. SMMPA BOARD OF DIRECTORS MEETING – AUGUST 10th, 2016:** General Manager Reimers gave a short update on the August 10th, 2016 SMMPA Board meeting. No action needed, informational only.
- 9. SMMPA BOARD OF DIRECTORS MEETING – SEPTEMBER 14th, 2016:** General Manager Reimers informed the Commission that the SMMPA staff will be asking the board to approve the 2017 rates and budget at the annual meeting in October.
- 10. GENERAL MANAGERS REPORT:** General Manager Reimers informed the Commission that both the electric and water departments have been installing AMI meters and that the project is going very well. General Manager Reimers also informed the Commission that final documents have been filed with the MNPUC for the industrial park service territory.
- 11. OTHER BUSINESS:** No other business.
- 12. ADJORN:** With no further business a motion was made by Commissioner Jordan to adjourn the meeting at 4:34 pm, seconded by Commissioner Busch. Motion carried.

NEXT COMMISSION MEETING.....MONDAY, OCTOBER 24th, 2016