MEETING MINUTES

NEW PRAGUE UTILITIES COMMISSION

Monday, June 26, 2023

The regular meeting of the New Prague Utilities Commission (NPUC) was held on Monday, June 26, 2023, at 200 7th Street NW.

PRESENT: Commissioners Dan Bishop, Paul Busch, Dick Jordan, Tom Ewert, and Bruce Wolf

STAFF PRESENT: General Manager (GM) Bruce Reimers, Finance Director Robin Pikal, and Electric Operations Superintendent (EOS) Ken Zweber

1. **CALL TO ORDER** - The meeting was called to order by Commission President Dan Bishop on Monday, June 26, 2023, at 3:30 pm. The meeting was held at the new line garage to allow Commissioners to have a chance to tour the new facility and meet the field staff from the water and electric departments.

2. **APPROVAL OF AGENDA** – GM Reimers requested to address Item 7 before Item 6 as the refunding resolution would not be necessary should agenda Item 7 not be approved. Motion made by Commissioner Jordan and seconded by Commissioner Wolf to approve the agenda, as amended. Motion carried (5-0).

3. **MEETING MINUTES** - Motion made by Commissioner Jordan and seconded by Commissioner Busch to approve the May 22, 2023, Meeting Minutes. Motion carried (5-0).

4. **UTILITY & SMMPA BILLS:** Motion made by Commissioner Wolf and seconded by Commissioner Ewert on the approval of:
   A. Accounts Payable in the amount of **$231,999.33**; and
   B. The SMMPA Claim for Payment in the amount of **$496,161.90**.
   Motion carried (5-0).

5. **FINANCIAL REPORTS:**
   A. Investment Report – The Investment Report was presented for review and approval.
   B. Financial Report – The Financial Report was presented for review and approved.
   C. Water & Kilowatt Hour Sales – The kilowatt and water sales were reviewed.
   Motion made by Commissioner Wolf and seconded by Commissioner Ewert to approve all reports as presented. Motion carried (5-0).

6. **REVIEW AND APPROVAL OF BID TO REPLACE WATER MAIN ON 10TH AVENUE NE**
   GM Reimers reviewed the 10th Avenue water main replacement project and went over the bids that were received that met the specifications that had been provided by the City Engineer. In total, four bids were received with the low bid coming from Widmer Construction in the amount of $363,356.50. A motion was made by Commissioner Bishop and seconded by Commissioner Jordan to accept the low bid from Widmer Construction. Motion carried (5-0).

7. **RESOLUTION #23-06-26-02: DECLARING THE OFFICIAL INTENT OF CITY OF NEW PRAGUE TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF TAX-EXEMPT BONDS OR OTHER OBLIGATIONS AND ESTABLISHING PROCEDURES FOR ADDITIONAL DECLARATIONS OF OFFICIAL INTENT**
   GM Reimers and Finance Director Pikal reviewed with the Commission a resolution allowing the Commission to have the ability to bond for expenses incurred on the 2023 10th Avenue water main replacement to be included with other CIP bonding that will take place in 2024, should the Commission decide that would be the best option. A motion was made by Commissioner Ewert and seconded by Commissioner Wolf to approve Resolution #23-06-26-02 as presented and to move forward with having it approved by the City Council. Motion carried (5-0).

8. **SMMPA BOARD OF DIRECTORS MEETING – May 10, 2023**
   Informational only, no action needed.

9. SMMPA BOARD OF DIRECTORS MEETING – June 14, 2023

GM Reimers informed the Commission of the following:

- SMMPA staff presented the 5-year financial forecast.
- Updated the Board on SHERCO 3 outage.
- The Board approved the financial reserves policy.

10. GENERAL MANAGERS REPORT:

A. Audit Deficiency Findings. GM Reimers and Finance Director Pikal reviewed the audit deficiency findings informing the Commission that the City and Utility is aware of the segregation duties and internal control findings and tries to segregate duties as much as possible with limited staff.

B. Comprehensive Plan Update. GM Reimers informed the Commission that the City was working on updating its Comprehensive Plan and would like input for the utility to gain perspective on future needs and challenges as it pertains to electric and water services to the community. GM Reimers also updated the Commission on electric and water construction projects.

11. OTHER BUSINESS:

None

12. ADJOURN:

A motion was made by Commissioner Jordan and seconded by Commission President Bishop to adjourn the June 26, 2023, meeting at 4:36 p.m. Motion carried (5-0).

NEXT COMMISSION MEETING – MONDAY, JULY 31, 2023, 3:30 PM.

Respectfully Submitted,

Bruce Reimers
General Manager