AGENDA ITEM: 3A

NEW PRAGUE UTILITIES COMMISSION
MEETING MINUTES
August 13th, 2012

The regular meeting of the New Prague Utilities Commission was held on August 13th, 2012, at 3:30 p.m., at 118 Central Avenue North, New Prague, MN 56071.

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

OTHERS PRESENT: Public Works Director Dennis Seurer and Administrative Services Director Patty Solheid

ABSENT: None

1. **CALL TO ORDER:** The meeting was called to order by President Chuck Wann on August 13th, 2012, at 3:30 p.m.

2. **APPROVAL OF AGENDA:** Motion made by Commissioner Jordan to approve the agenda as presented. Second by Commissioner Busch. Motion carried.

3. **MEETING MINUTES:** Motion by Commissioner Nickolay to approve the July 16th, 2012, meeting minutes with the following corrections: under Election of Officers it should read Commissioner Bishop and under Other Business item # 2 it should include Public Works Director Seurer, second by Commissioner Jordan. Motion carried.

4. **UTILITY & SMMPA BILLS:** Motion by Commissioner Busch to approve claims for payment in the amount of $317,776.61 and SMMPA claim of payment in the amount of $520,127.27. Second by Commissioner Nickolay. 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 July were presented for review and approval.
   C. Kilowatt & Water Sales – The kilowatt and water sales were reviewed.

   Motion made by Commissioner Bishop to approve the Investment and Financial Reports as presented. Second by Commissioner Busch. Motion carried.

6. **ELECTRONIC BILLING OPTIONS:** Staff presented information and costs the utility would incur if the utility were to offer to the customers the ability to pay their utility bills on line. After a discussion it was the consensus of the Commission to have staff continue to pursue and report back to the Commission at a later date.

7. **SMMPA BOARD OF DIRECTORS MEETING JULY 11th, 2012:** Public Works Director Dennis Seurer presented minutes from the July 11th, 2012, SMMPA Board of Directors meeting for their information. No action needed.

8. **SMMPA BOARD OF DIRECTORS MEETING AUGUST 8th, 2012:** Public Works Director Dennis Seurer informed the Commission of the business that was discussed at the August 8th, 2012, SMMPA Board of Directors Meeting.

9. **UTILITY BILL DESIGN:** Staff presented a proposed new utility bill design layout that will be necessary due to the residential conservation program that the utility will be implementing. After a discussion a motion was made by Commissioner Nickolay, seconded by Commission Busch to approve the new utility bill design as presented. The plan to implement the new bill and conservation program is as follows; an information bill stuffer describing the program will be sent out with the customer's bill for two (2) consecutive months the following month the customer will receive the new bill with a description of the program.

10. **ELECTRIC SERVICE TERRITORY:** Public Works Director Dennis Seurer informed the Commission that he met with MVEC's General Manager Roger Geckler to discuss the Electric Service Territory agreement and informed him that it is the intention of the Utilities Commission to provide electric service to all areas within the city limits of New Prague. It was decided to continue this discussion with representatives from each board. Commissioners Wann and Nickolay will represent the Commission. A meeting date was set for August 30th at their office. Seurer also presented information regarding financial scenarios regarding the acquisition of the areas that are currently being served by MVEC within city limits.

11. **OPERATIONS REPORT:** The Commission was informed of the following:
    1. The cost to provide electric distribution equipment to the proposed Chart Industries expansion project is estimated at $65,000. This is an unbudgeted expense. Once staff receives electric load calculations the materials will be ordered.

    2. The water and electric departments experienced some electric equipment failures due to a recent lightning storm. This will be covered under the utility's insurance.

    3. The water department's filter plant #1 building has experienced a failure to a section of the ceiling. A structural engineer is assessing the issue before repairs can be made.

12. **OTHER BUSINESS:**
    1. Due to a scheduling conflict the September Commission date will be changed from September 17th to the 24th.

    2. Public Works Director Seurer presented a letter informing the Commission of his intention to retire from his position as Public Works Director effective October 31, 2012. After a discussion a motion was made by Commissioner Busch, seconded by Commissioner Bishop to accept the retirement letter with regrets.

With no further business a motion was made by Commissioner Jordan, to adjourn the meeting at 5:10 pm, seconded by Commissioner Bishop. Motion carried

Dennis Seurer