



UTILITIES COMMISSION MEETING AGENDA

City of New Prague

Monday, July 29, 2024 at 3:30 PM

Power Plant - 300 East Main St

-
1. **CALL TO ORDER**
 2. **APPROVAL OF AGENDA**
 3. **APPROVAL OF MINUTES**
 - [a.](#) June 24, 2024, Utilities Meeting Minutes
 4. **UTILITY AND SMMPA BILLS**
 - [a.](#) Approval of accounts payable in the amount of **\$162,231.97** and the SMMPA billing of **\$528,546.50**.
 5. **FINANCIAL REPORTS**
 - [a.](#) Investment Report
 - [b.](#) Financial Report
 - [c.](#) Water and Kilowatt Hours Sales
 6. **APPROVAL OF HIRING OF BILLING SPECIALIST**
 - [a.](#) Memo
 7. **REVIEW AND APPROVAL OF POLICIES**
 - [a.](#) Multi-Dwelling Water Meter Policy
 - [b.](#) Commercial Water Service Policy
 8. **SMMPA BOARD OF DIRECTORS MEETING**
 - [a.](#) June 13, 2024
 - [b.](#) July 10, 2024 (Bruce)
 9. **GENERAL MANAGER'S REPORT**
 10. **OTHER BUSINESS**
 11. **ADJOURNMENT**

NEXT COMMISSION MEETING – Monday, August 26, 2024



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, June 24, 2024 at 3:30 PM

Power Plant - 300 East Main St

1. CALL TO ORDER

The meeting was called to order by Commission President Dan Bishop on Monday, June 24, 2024, at 3:30 p.m.

Commissioners present: Dan Bishop, Paul Busch, Chuck Nickolay, and Bruce Wolf

Commissioners absent: Tom Ewert

Staff present: GM Bruce Reimers, EOS Ken Zweber, and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

Motion made by Commissioner Busch, seconded by Commissioner Wolf, to approve the agenda as presented. Motion carried (4-0).

3. APPROVAL OF MINUTES

a. May 28, 2024, Utilities Meeting Minutes

Motion made by Commissioner Bishop, seconded by Commissioner Busch, to approve the May minutes.

Motion carried (4-0).

4. UTILITY AND SMMPA BILLS

a. Approval of accounts payable in the amount of **\$134,824.88** and the SMMPA billing of **\$533,610.64**.

Motion made by Commissioner Nickolay, seconded by Commissioner Wolf, to approve the SMMPA and utility bills. Motion carried (4-0).

5. FINANCIAL REPORTS

a. Investment Report

b. Financial Report

c. Water and Kilowatt Hours Sales

Motion made by Commissioner Wolf, seconded by Commissioner Busch, to approve the financial reports as presented. Motion carried (4-0).

6. ELECTION OF VICE PRESIDENT POSITION

Motion made by Commissioner Wolf, seconded by Commissioner Busch to have Chuck Nickolay serve as Vice President for the remainder of 2024. Motion carried (4-0).

7. SMMPA BOARD OF DIRECTORS MEETING

a. May 9, 2024

b. June 13, 2024 (Bruce)

GM Reimers reported on the following:

- SMMPA staff reviewed the long-term budget with the board, indicating that rates should remain stable the next couple of years with some indication that there could be slight rate deductions beginning in 2026 depending on renewable energy and transmission restraints in the MISO footprint.
- NPUC staff and SMMPA members will be having a workshop to discuss the future quick start generation and the possibility of New Prague building new generation facilities if costs are in line with current capacity markets.

8. GENERAL MANAGER'S REPORT

GM Reimers informed the commission on the following:

- The #2 well has been replaced and is back in service. There will be no cost to the utility for its replacement.
- He will be drafting a letter with the help of legal counsel to inform Minnesota Valley Electric of the utility's intent to take over approximately 60 acres of service territory. This area includes the Bisek farm and Robert Yost properties.
- He and Finance Director Pikal discussed the possibility of needing to add some staffing to help with the Billing Clerk position in the future. GM Reimers stated that the need for additional staffing in this position has become evident over the past few years and that this position needs to have multiple personnel with the ability to carry out the task of the Billing Clerk position.

9. OTHER BUSINESS

None.

10. ADJOURNMENT

Motion made by Commissioner Bishop, seconded by Commissioner Busch, to adjourn the June 24, 2024, meeting at 4:35 p.m. Motion carried (4-0).

NEXT COMMISSION MEETING – Monday, July 29, 2024

Respectfully Submitted,

Bruce Reimers
General Manager



Southern Minnesota Municipal Power
Agency
500 First Ave SW
Rochester MN 55902-3303
United States

Bill To
New Prague Municipal Utilities
118 N Central Avenue
New Prague MN 56071
United States
Due Date: 7/25/2024

BILLING PERIOD	kWh	kW	DATE / TIME
Jun 2024	6,281,542	11,740	Jun 24, 2024 3:00:00 PM
SOLAR PRODUCTION	0	0	
TOTAL	6,281,542	11,740	
BASE RATE BILLING DEMAND CAP	N/A	0	
SUMMER SEASON BASE RATE DEMAND	N/A	15,667	Aug 23, 2023 5:00:00 PM
BASE RATE RATCHET DEMAND	N/A	11,594	Aug 23, 2023 5:00:00 PM

Description	Quantity	Rate	Amount	TOTAL
BASE RATE POWER SUPPLY				
Demand Charge (kW)	11,740	\$10.95	\$128,553.00	\$128,553.00
On Peak Energy Charge (kWh)	2,937,524	\$0.06431	\$188,912.17	\$188,912.17
Off Peak Energy Charge (kWh)	3,344,018	\$0.04808	\$160,780.39	\$160,780.39
Cost Adjustment (kWh)	5,482,934	\$0.001506	\$8,257.30	\$8,257.30
BASE RATE SUBTOTAL				\$486,502.86
TRANSMISSION				
Transmission Charge - CP (kW)	11,740	\$1.00	\$11,740.00	\$11,740.00
Transmission Charge - Ratchet (kW)	15,667	\$1.934234	\$30,303.64	\$30,303.64

OTHER CHARGES

Total	\$528,546.50
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Vendor Name	Net Invoice Amount
ABDO	
OSA REPORTING	\$200.00
AMERICAN MAILING MACHINES	
FOLDING MACHINE MAINTENANCE	\$1,292.39
BEVCOMM	
TELEPHONE	\$322.83
TELEPHONE/COMMUNICATIONS	\$119.90
CIVIC SYSTEMS LLC	
SEMI-ANNUAL SUPPORT FEES	\$4,984.06
CL BENSEN CO. INC	
FURNANCE FILTERS	\$126.24
COMPUTER TECHNOLOGY SOLUTIONS	
COMPUTER SUPPORT	\$3,824.80
OFFICE 365 / FIREWALL	\$836.23
COMPUTERSHARE TRUST COMPANY	
2011 BOND INTEREST	\$364.55
2014 BOND INTEREST	\$900.00
GOPHER STATE ONE CALL	
LINE LOCATES	\$69.53
GREATAMERICA FINANCIAL SERVICES	
POSTAGE MACHINE LEASE	\$99.81
HILLSIDE GIFT & GARDEN CENTER	
FLOWER POTS - POWER PLANT	\$88.88
INTERSTATE BATTERIES	
FIBER SWITCH BATTERIES	\$8.78
LAKERS NEW PRAGUE SANITARY	
TRASH - ELECTRIC	\$17.28
TRASH - POWER PLANT	\$87.35
TRASH - WATER	\$17.28
METRO SALES INC	
COPIER LEASE	\$49.50
NEON LINK	
ONLINE PAYMENT FEES	\$550.37
NEW PRAGUE UTILITIES	
ELECTRIC UTILITIES	\$970.52
WATER UTILITIES	\$32.09
O'REILLY AUTOMOTIVE INC	
BRAKE CLEANER	\$41.88
ROBERT HALF	
TEMP UTILITY BILLING EMPLOYEE	\$4,685.62
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$372.60
ST LOUIS MRO INC	
DRUG SCREENING	\$20.00
SUEL PRINTING	
CHECKS	\$84.16
US BANK	
CIP 2020 WATER	\$7,998.09
US BANK CREDIT CARD	
APPA CONFERENCE	\$18.82
CASELLE TRAINING	\$77.06
CLAMPS	\$34.58
COMMISSION SUPPLIES	\$13.99
INSULATION - TECH ROOM	\$3.10
INSULATION -TECH ROOM	\$6.65
SAMPLES	\$14.02
UNDERGROUND SCHOOL	\$298.71

Vendor Name	Net Invoice Amount
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$484.17
VERIZON WIRELESS	
IPADS	\$55.10
VETERAN SHREDDING	
CONTRACTED SERVICES	\$17.00
ZIONS BANK	
2021A BOND INTEREST	\$25,098.75
2022A BOND INTEREST	\$6,175.00
2023A BOND INTEREST	\$10,250.00
Grand Totals	<u>\$70,711.69</u>

Vendor / Description	Invoice Amount
AAI GARAGE DOOR	
WEATHER STRIP	\$126.00
ACE HARDWARE	
BACKUP BATTERIES	\$9.72
GRASS SEED	\$70.33
OIL HEATER REPAIR	\$15.36
POLY & JOINT COMPOUND	\$56.30
SILICONE	\$68.22
SILICONE & SWITCH	\$61.30
SPRAY PAINT	\$43.32
STARTER ROPE	\$5.36
ACME TOOLS	
TOOLS	\$20.00
AMAZON CAPITAL SERVICES	
BANDED EAR PLUGS	\$17.60
ARVIG ANSWERING SOLUTIONS	
ANSWERING SERVICE	\$431.67
BORDER STATES ELECTRIC SUPPLY	
BUSHING, 2" INSULATED	\$16.13
CLAMP, GROUND ROD GRC58 BRONZE	\$221.00
CONDUIT, 2" PVC	\$348.16
CONDUIT, 4" PVC WH	\$919.06
C L BENSEN COMPANY INC	
FILTERS 12X18X1	\$43.68
CENTERPOINT ENERGY	
NATURAL GAS	\$4,743.52
CORE & MAIN	
TESTING SUPPLIES	\$73.61
WATER VALE PARTS	\$400.42
WATEROUS HYD THRUST RING #90	\$73.98
WATEROUS LOWER SUPPORT ORING WB67 #83	\$31.68
WATEROUS OP NUT BUSHING WB67 #89	\$109.18
WATEROUS OP NUT O-RING #57	\$31.68
WATEROUS RUBBER MAIN VALVE WB59 #35	\$246.52
WATEROUS STEM O-RING #59	\$31.68
COREMARK METALS	
CURB STOP PIPE EXTENSION	\$364.05
DGR ENGINEERING	
FUTURE GENERATION	\$901.50
WEST SUB RTU	\$1,565.50
GRAINGER	
SMMPA P0 781 -CASTER WHEELS	\$306.88
SPRAYER	\$65.66
HACH COMPANY	
TESTING SUPPLIES	\$278.68
HAWKINS INC	
WATER PURIFICATION	\$30.00
INTERSTATE CHIROPRACTIC	
DRUG TESTING	\$25.00
KURITA AMERICA INC	
CHEMICALS	\$165.93
LAKER'S NEW PRAGUE SANITARY	
MAY REFUSE REIMB (PENALTIES)	\$1.10
LEAGUE OF MN CITIES INSURA	
2024 SAFETY & LOSS WORKSHOP	\$20.00
MACH LUMBER COMPANY	
JOB #4 - FEEDER 1	\$37.74
WASH BAY DOOR	\$151.03

Vendor / Description	Invoice Amount
METERING & TECHNOLOGY SOLUTIONS	
WATER METER HEAD HRE M25	\$2,482.74
WATER METER, 3/4" HRE	\$2,506.80
MN DEPT OF HEALTH	
2ND QTR CONNECTION FEES	\$7,215.00
MN MUNICIPAL UTILITIES ASSOC	
DRUG & ALCOHOL TESTING	\$82.50
JT&S TRAINING	\$787.50
MSC INDUSTRIAL SUPPLY CO	
COOLING TOWER FAN	\$61.47
POSTMASTER OF NEW PRAGUE	
UTILITY BILL POSTAGE	\$2,305.70
R & R METALWORKS INC	
METAL	\$870.00
RDO EQUIPMENT CO.	
BORING MACHINE - CONTROL	\$2,415.40
RESCO	
JACKET SEAL KIT	\$443.00
RIVER COUNTRY CO-OP	
LP GAS	\$35.75
MOTORS FUEL	\$2,026.32
SODA	\$14.70
SALTCO	
MONTHLY SALT	\$35.00
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$287.07
UTILITY CONSULTANTS	
WATER SAMPLES	\$92.96
VEGA AMERICAS INC	
RADAR	\$1,404.61
VOYAGER FLEET	
FUEL	\$145.49
WESCO RECEIVABLES CORP.	
75KVA 208/120 #	\$21,372.00
POLE, ALUM 24.8 FEET, VALMONT	\$33,384.00
ZORO TOOLS	
PO 781 - PAINTING SUPPLIES	\$1,021.12
SMMPA PO 781- COOLING TOWER	\$323.85
TAIL LIGHTS - F-550 DUMP	\$78.75
Grand Totals	\$91,520.28

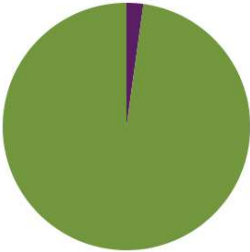
NEW PRAGUE UTILITIES COMMISSION			
INVESTMENT SUMMARY			
5/31/2024			
First Bank and Trust			
Checking - Cash Balance			
Electric		\$	2,421,344.03
Water		\$	1,263,619.70
Subtotal		\$	3,684,963.73
Money Market		\$	2,040,745.75
Wells Fargo			
F.I.S.T. (Market Value per Wells Select report)		\$	3,254,785.00
Electric (74% of account)	\$ 2,408,540.90		
Water (26% of account)	\$ 846,244.10		
Total		\$	8,980,494.48
Invested			
F.I.S.T. original investment - 6/21/2012	\$ 1,050,000		
F.I.S.T. Add'l investment - 7/19/2012	\$ 730,000		
F.I.S.T. Add'l investment - 8/22/2014	\$ 470,000		
F.I.S.T. Add'l Investment - 7/31/2015	\$ 500,000		
F.I.S.T. Add'l Investment - 11/16/2015	\$ 100,000		
	\$ 2,850,000		

Managed Asset Allocation Summary

As of June 14, 2024

June 17, 2024
Trade Date Basis
NEW PRAGUE UTILITIES
COMMISSION
221880
Investment Objective Is Fixed Income

	MARKET VALUE	TOTAL COST	UNREALIZED G/L	EST ANNUAL INCOME	EST ANNUAL YIELD	ALLOCATION
Cash Alternatives	71,359	71,359	0	3,721	5.21	2.2
Fixed Income	3,183,426	3,364,509	(181,083)	98,914	3.11	97.8
Total Portfolio	\$3,254,785	\$3,435,868	\$(181,083)	\$102,635	3.15%	100.0%



NEW PRAGUE UTILITIES COMMISSION, MINNESOTA

STATEMENT OF REVENUES AND EXPENSES

BUDGET AND ACTUAL

WATER FUND (UNAUDITED)

May 31, 2024

WATER FUND						
41.67% of year completed						
	2023 Thru 5/31/2023	Current Month	Actual Thru 5/31/2024	2023/2024 Variance YTD	2024 Fiscal Budget	% Received or Expended Based on Actual Budget
REVENUES						
Unbilled Accounts Receivable	26,977.52	11,725.94	10,215.97	(16,761.55)	-	0.00%
Residential	\$ 440,068.47	\$ 93,658.34	\$ 469,301.17	\$ 29,232.70	\$ 1,167,088.00	40.21%
Commercial	180,184.16	26,630.45	141,301.24	(38,882.92)	619,473.00	22.81%
Water Hook-up Fees	\$ 24,627.16	\$ 315.00	\$ 24,223.00	\$ (404.16)	\$ 20,000.00	121.12%
Interest Income	4,935.50	2,547.06	6,910.99	1,975.49	15,000.00	46.07%
Other Income	\$ 18,028.93	\$ 2,426.77	\$ 13,840.57	\$ (4,188.36)	\$ 56,400.00	24.54%
TOTAL REVENUES	\$ 694,821.74	\$ 137,303.56	\$ 665,792.94	\$ (29,028.80)	\$ 1,877,961.00	35.45%
EXPENSES						
Power Used	48,238.41	7,878.32	44,250.54	(3,987.87)	117,500.00	37.66%
Purification	10,275.86	7,300.78	25,701.78	15,425.92	58,000.00	44.31%
Distribution	16,185.13	(94.66)	1,109.43	(15,075.70)	70,500.00	1.57%
Depreciation	181,077.18	43,000.31	216,864.94	35,787.76	431,460.00	50.26%
Debt & Other Interest	54,083.90	87.68	56,909.47	2,825.57	101,948.00	55.82%
Salary & Benefits	226,888.76	34,629.48	260,481.47	33,592.71	647,468.00	40.23%
Admin & General	\$ 73,573.78	\$ 18,721.50	\$ 75,428.44	\$ 1,854.66	\$ 163,028.00	46.27%
TOTAL EXPENSES	\$ 610,323.02	\$ 111,523.41	\$ 680,746.07	\$ 70,423.05	\$ 1,589,904.00	42.82%
EXCESS REVENUES OVER EXPENSES	\$ 84,498.72	\$ 25,780.15	\$ (14,953.13)	\$ (99,451.85)	\$ 288,057.00	

CITY OF NEW PRAGUE, MINNESOTA
STATEMENT OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
ELECTRIC FUND (UNAUDITED)
May 31, 2024

Section 5, Item b.

ELECTRIC FUND						
						41.67% of year completed
REVENUES	2023 Thru 5/31/2023	Current Month	Actual Thru 5/31/2024	2023/2024 Variance YTD	2024 Fiscal Budget	% Received or Expended Based on Actual Budget
Unbilled Accounts Receivable	\$ (95,119.42)	\$ 101,167.16	\$ 33,932.45	\$ 129,051.87	\$ -	0.00%
Residential Revenue	\$ 1,656,689.59	\$ 272,514.97	\$ 1,549,841.15	\$ (106,848.44)	\$ 4,230,849.00	36.63%
Commercial	\$ 278,513.34	\$ 48,868.81	\$ 261,934.49	\$ (16,578.85)	\$ 606,240.00	43.21%
Small Industrial	\$ 759,675.77	\$ 142,513.65	\$ 745,670.68	\$ (14,005.09)	\$ 1,837,352.00	40.58%
Industrial	\$ 973,980.49	\$ 191,400.20	\$ 947,343.82	\$ (26,636.67)	\$ 2,374,761.00	39.89%
Streetlights	\$ 29,762.23	\$ 3,696.82	\$ 26,392.20	\$ (3,370.03)	\$ 58,529.00	45.09%
Other Departments	\$ 56,006.92	\$ 8,986.71	\$ 54,190.06	\$ (1,816.86)	\$ 162,901.00	33.27%
SMMPA LOR Reimbursement	\$ 81,353.06	\$ 13,896.78	\$ 79,130.25	\$ (2,222.81)	\$ 180,000.00	43.96%
SMMPA O&M Revenue	\$ 308,885.31	\$ 49,602.56	\$ 348,005.03	\$ 39,119.72	\$ 654,740.00	53.15%
Reimbursement - SMMPA Rebates	\$ 17,737.61	\$ 310.00	\$ 3,195.44	\$ (14,542.17)	\$ -	0.00%
Interest Income	\$ 18,372.00	\$ 9,417.45	\$ 25,692.67	\$ 7,320.67	\$ 25,000.00	102.77%
Other Income	\$ 65,964.86	\$ 9,784.43	\$ 190,713.72	\$ 124,748.86	\$ 343,700.00	55.49%
TOTAL REVENUES	\$ 4,151,821.76	\$ 852,159.54	\$ 4,266,041.96	\$ 114,220.20	\$ 10,474,072.00	40.73%
EXPENSES						
Production	\$ 3,315.22	\$ 438.49	\$ 3,206.70	\$ (108.52)	\$ 26,000.00	12.33%
Purchased Power	\$ 2,444,802.81	\$ 533,610.64	\$ 2,449,098.87	\$ 4,296.06	\$ 6,401,508.00	38.26%
SMMPA O&M Expenses	\$ 144,924.80	\$ 14,861.52	\$ 168,769.66	\$ 23,844.86	\$ 486,740.00	34.67%
Distribution/Transmission	\$ 18,908.96	\$ 6,262.08	\$ (1,137.07)	\$ (20,046.03)	\$ 114,000.00	-1.00%
Energy Conservation - Rebates	\$ 20,745.40	\$ 551.00	\$ 4,483.14	\$ (16,262.26)	\$ 12,500.00	35.87%
Depreciation	\$ 285,783.26	\$ 63,034.92	\$ 315,395.57	\$ 29,612.31	\$ 680,160.00	46.37%
Salary & Benefits	\$ 489,800.90	\$ 75,011.03	\$ 579,117.35	\$ 89,316.45	\$ 1,697,681.00	34.11%
MVEC LOR Payment	\$ 162,706.11	\$ 27,793.56	\$ 158,260.48	\$ (4,445.63)	\$ 357,793.00	44.23%
Admin & General	\$ 129,657.05	\$ 23,688.79	\$ 128,012.09	\$ (1,644.96)	\$ 260,278.00	49.18%
Payment in Lieu of Taxes	\$ 16,666.69	\$ 3,333.33	\$ 16,666.65	\$ (0.04)	\$ 40,000.00	41.67%
TOTAL EXPENSES	\$ 3,717,311.20	\$ 748,585.36	\$ 3,821,873.44	\$ 104,562.24	\$ 10,076,660.00	37.93%
EXCESS REVENUES OVER EXPENSES	\$ 434,510.56	\$ 103,574.18	\$ 444,168.52	\$ 9,657.96	\$ 397,412.00	

Note: "Other Income" includes metal recycling

NEW PRAGUE UTILITIES COMMISSON					
ELECTRIC SALES KWH					
		ACCUM			ACCUM
MONTH	2024	2024	MONTH	2023	2023
JAN	5,508,723	5,508,723	JAN	7,167,597	7,167,597
FEB	5,637,288	11,146,011	FEB	5,749,576	12,917,173
MAR	5,184,089	16,330,100	MAR	5,309,337	18,226,510
APR	5,127,034	21,457,134	APR	5,593,759	23,820,269
MAY	4,697,436	26,154,570	MAY	4,902,810	28,723,079
JUNE	5,321,360	31,475,930	JUNE	5,925,918	34,648,997
JULY			JULY	6,929,204	41,578,201
AUG			AUG	6,782,693	48,360,894
SEPT			SEPT	6,923,879	55,284,773
OCT			OCT	5,971,226	61,255,999
NOV			NOV	4,829,240	66,085,239
DEC			DEC	5,387,440	71,472,679
TOTAL	31,475,930		TOTAL	71,472,679	

*Monthly Kwh totals are not final until year-end

AGENDA ITEM: 5C									
NEW PRAGUE UTILITIES COMMISSION									
WATER PUMPED-SOLD-USED									
2024									
YR/MO	2024		2023		YR/MO	2024		2023	
	2024	YTD	2023	YTD		2024	YTD	2023	YTD
JANUARY	12/8/23-1/8/2024		12/2/22-1/10/2023		JULY	6/7/2024-7/8/2024		6/9/2023-7/11/2023	
GAL PUMPED	18,004	18,004	17,529	17,529	GAL PUMPED	110,032	44,904	160,021	
GAL SOLD	15,411	15,411	14,793	14,793	GAL SOLD	92,149	41,150	142,482	
GAL USED	280	280	337	337	GAL USED	2,034	981	3,391	
GAL(LOSS)/GAIN	(2,313)	(2,313)	(2,399)	(2,399)	GAL(LOSS)/GAIN	0	(15,849)	(2,773)	(14,148)
PERCENTAGE	12.8%	12.8%	13.7%	13.7%	PERCENTAGE	#DIV/0!	14.4%	6.2%	8.8%
FEBRUARY	1/8/2024-2/7/2024		1/10/2023-2/8/2023		AUGUST	7/8/2024-8/7/2024		7/11/2023-8/9/2023	
GAL PUMPED	17,511	35,515	17,060	34,589	GAL PUMPED	110,032	38,624	198,645	
GAL SOLD	14,979	30,390	15,323	30,116	GAL SOLD	92,149	35,725	178,207	
GAL USED	343	623	325	662	GAL USED	2,034	579	3,970	
GAL(LOSS)/GAIN	(2,189)	(4,502)	(1,412)	(3,811)	GAL(LOSS)/GAIN	0	(15,849)	(2,320)	(16,468)
PERCENTAGE	12.5%	12.7%	8.3%	11.0%	PERCENTAGE	#DIV/0!	14.4%	6.0%	8.3%
MARCH	2/7/2024-3/8/2024		2/8/2023-3/9/2023		SEPTEMBER	8/7/2024-9/9/2024		8/9/2023-9/8/2023	
GAL PUMPED	16,824	52,339	15,950	50,539	GAL PUMPED	110,032	37,180	235,825	
GAL SOLD	14,823	45,213	14,555	44,671	GAL SOLD	92,149	34,643	212,850	
GAL USED	330	953	368	1,030	GAL USED	2,034	601	4,571	
GAL(LOSS)/GAIN	(1,671)	(6,173)	(1,027)	(4,838)	GAL(LOSS)/GAIN	0	(15,849)	(1,936)	(18,404)
PERCENTAGE	9.9%	11.8%	6.4%	9.6%	PERCENTAGE	#DIV/0!	14.4%	5.2%	7.8%
APRIL	3/8/2024-4/8/2024		3/9/2023-4/8/2023		OCTOBER	9/9/2024-10/8/2024		9/8/2023-10/10/2023	
GAL PUMPED	17,280	69,619	17,103	67,642	GAL PUMPED	110,032	30,086	265,911	
GAL SOLD	15,301	60,514	15,509	60,180	GAL SOLD	92,149	27,240	240,090	
GAL USED	311	1,264	311	1,341	GAL USED	2,034	452	5,023	
GAL(LOSS)/GAIN	(1,668)	(7,841)	(1,283)	(6,121)	GAL(LOSS)/GAIN	0	(15,849)	(2,394)	(20,798)
PERCENTAGE	9.7%	11.3%	7.5%	9.0%	PERCENTAGE	#DIV/0!	14.4%	8.0%	7.8%
MAY	4/8/2024-5/8/2024		4/8/2023-5/10/2023		NOVEMBER	10/8/2024-11/7/2024		10/10/2023-11/8/2023	
GAL PUMPED	19,862	89,481	18,946	86,588	GAL PUMPED	110,032	17,838	283,749	
GAL SOLD	14,611	75,125	14,860	75,040	GAL SOLD	92,149	14,855	254,945	
GAL USED	318	1,582	373	1,714	GAL USED	2,034	330	5,353	
GAL(LOSS)/GAIN	(4,933)	(12,774)	(3,713)	(9,834)	GAL(LOSS)/GAIN	0	(15,849)	(2,653)	(23,451)
PERCENTAGE	24.8%	14.3%	19.6%	11.4%	PERCENTAGE	#DIV/0!	14.4%	14.9%	8.3%
JUNE	5/8/2024-6/7/2024		5/10/2023-6/9/2023		DECEMBER	11/7/2024 - 12/8/2024		11/8/2023 - 12/8/2023	
GAL PUMPED	20,551	110,032	28,529	115,117	GAL PUMPED	110,032	17,948	301,697	
GAL SOLD	17,024	92,149	26,292	101,332	GAL SOLD	92,149	15,465	270,410	
GAL USED	452	2,034	696	2,410	GAL USED	2,034	331	5,684	
GAL(LOSS)/GAIN	(3,075)	(15,849)	(1,541)	(11,375)	GAL(LOSS)/GAIN	0	(15,849)	(2,152)	(25,603)
PERCENTAGE	15.0%	14.4%	5.4%	9.9%	PERCENTAGE	#DIV/0!	14.4%	12.0%	8.5%



New Prague Utilities Commission

In the Counties of Scott & Le Sueur

Section 6, Item a.

118 CENTRAL AVENUE NORTH • NEW PRAGUE, MINNESOTA 56071 •
PHONE (952) 758-4401 • www.ci.new-prague.mn.us • FAX (952) 758-1149

Bruce Reimers
General Manager

MEMORANDUM

TO: New Prague Utilities Commission

FROM: Bruce Reimers, General Manager & Robin Pikal, Finance Director

DATE: July 24th, 2024

SUBJECT: Utility Billing Specialist Assignment

Due to a resignation effective July 5th, 2024, the Utility Billing position was vacant. The Utilities General Manager and Finance Director extended our contracted services with Robert Half staffing solutions to secure a temporary placement during the transition.

The Utility Billing position was posted on July 12th on our website and other electronic sources ex: League of MN Cities, MMUA, and Facebook. It was listed as open until filled with applications being reviewed upon receipt. The hiring wage for the position is based off Grade 9, Step 1 \$27.54-Step 11 \$36.13. We also utilized Robert Half's recruiting services for this position. The rate through Robert Half is a one-time cost of 25% of the salary accepted by the applicant, with a cap of \$16,250.

We received 13 applications through our posting, of which we determined did not have the applicable experience to advance to an interview and/or the individuals did not complete the application process. Robert Half presented us with 6 candidates and 3 advanced to second interviews. Ultimately, we presented Laurel Falck with a conditional offer at Step 6, \$31.51/hr.

Laurel has 6+ years of experience in AR and in her current role she manages over 800 accounts totaling \$16.4M, she does billing, collections, and credit review with approvals up to \$100k. Laurel has experience with a variety of software systems and is very familiar and comfortable with Microsoft Office with an emphasis on Excel.

Recommendation: The Commission approves the hiring of Laurel Falck for the Utility Billing Specialist position with an anticipated start date of August 13th, 2024.

MULTI DWELLING WATER METER POLICY

Purpose

To effectively monitor water consumption by individual residents and commercial rental spaces in multi-dwelling properties, New Prague Utilities (NPU) mandates the installation of individual water meters in all such units. This policy facilitates precise billing, accurate sewer charge calculations, and aids in leak detection.

Purchase of Meters

All individual and irrigation water meters must be purchased as part of the building permit process at rates specified in the official City of New Prague Fee Schedule, available on the City's website at www.ci.new-prague.mn.us.

Deposit Requirements

Owners or builders of multi-dwelling or commercial rental spaces must provide NPU with the addresses of these units and a deposit for the building and irrigation services. Each individual dwelling unit requires a deposit when applying for utility services. Failure to meet the deposit requirements will delay service activation. The deposit earns interest at a rate established by MN Statutes Section 325E.02 (b). After 24 consecutive months without penalties, the deposit plus interest will be credited to the account. If the service is terminated, the deposit and accrued interest will be applied to any outstanding balances owed to NPU or the City of New Prague. Any remaining amount will be refunded within 45 days. Deposits are non-transferable and only payable to the original applicant.

Meter Accessibility

Customers and facility owners must ensure that water meters are accessible for reading and maintenance.

Meter Testing

If a property owner believes a bill is excessive, they can request a meter reread. If still dissatisfied, the owner can request a meter test by a certified company, with a deposit covering the test cost. If the meter is found to be inaccurate by more than five percent in favor of the Utility, the deposit will be refunded, a new meter installed, and the bill adjusted accordingly. The adjustment will not cover more than one service period prior to the request date. If the meter is accurate, the deposit is forfeited.

Landlord and Tenant Responsibilities

NPU considers the individual who completes the "Application for Utility Service" and assumes payment

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responsibility as the customer. Services continue until the customer requests discontinuation or fails to adhere to service regulations. Upon service discontinuation, if no new arrangement is made, the service will transfer to the landlord’s name. Landlords are responsible for unpaid sewer, water, and refuse bills, which will be assessed according to the “Collection of Delinquent Accounts” in NPU service policy.

Ownership of Service Lines and Meters

All water meters even though they are purchased by the facility owner are the property of New Prague Utilities.

Water Service Lines

Water connections and lines from the City’s water mains are considered private and belong to the property owner, who is responsible for their maintenance as outlined in the City’s code of ordinances.

Sewer Service Lines

Sewer connections and lines from the City’s sewer mains are considered private and belong to the property owner, who is responsible for their maintenance as outlined in the City’s code of ordinances.

Right of Entry/Access

NPU has the right to enter private property, including buildings and dwellings, for inspecting and repairing meters, reading utility meters or systems, and connecting or disconnecting service.

NEW PRAGUE UTILITIES COMMERCIAL WATER SERVICE POLICY

All Commercial buildings will be responsible for the water service lines no matter the size from the connection to the city water main typically located in the street or city utility easement to the metering point located inside the building facilities.

All water meters, even though they are purchased by the facility owner, are the property of New Prague Utilities.

NPU has the right to enter private property, including buildings and dwellings, for inspecting, repairing meters, reading utility meters, and connecting or disconnecting service.

If replacement or repair to any New Prague Utilities assets is made necessary by a willful act, negligence or carelessness that may occur as a result, either directly or indirectly shall be billed to the owner of the commercial establishment.

SOUTHERN MINNESOTA MUNICIPAL POWER AGENCY
Minutes of the Board of Directors' Meeting
June 13, 2024

President Reimers called the meeting to order at 9:00 a.m. at the Spring Valley Ambulance Service Building in Spring Valley, Minnesota.

Mr. Rolli, Spring Valley Public Utilities Superintendent, welcomed the members to Spring Valley.

Board Members Present:

President Bruce A. Reimers, New Prague; Secretary Roger E. Warehime, Owatonna; Treasurer James R. Bakken, Preston; Mark E. Nibaur, Austin; T. Scott Jensen, Lake City; and Timothy M. McCollough, Rochester.

Board Member Absent:

Vice President Peter T. Moulton, Saint Peter.

Others Present:

David P. Geschwind, Executive Director & CEO; Alex Bumgardner, Austin; Miles Heide, Julie Zarling, Fairmont; Chris Rolli, Spring Valley; Craig Anderson, Wells; Parker Ormonde, Chris Lewis, The Energy Authority; Beth A. Fondell, Naomi A. Goll, Joseph A. Hoffman, Todd W. Heins, and Jeremy B. Sutton of the Agency staff.

Others Present Via Conference Call:

Keith R. Butcher, Princeton; and Jason Halvorson, Redwood Falls.

#1 Agenda Approval:

Mr. Warehime moved to approve the agenda, seconded by Mr. Bakken, passed upon a unanimous vote of the board members present.

#2 Consent Agenda:

Mr. McCollough moved to approve the consent agenda, seconded by Mr. Warehime, passed upon a unanimous vote of the board members present.

APPROVED the May 9, 2024 board meeting minutes.

APPROVED the Byron Substation Potential Transformers Replacement. (Attachment A.)

#3 Risk Analysis Study Results-Sutton/The Energy Authority:

Mr. Sutton introduced Mr. Parker Ormonde, The Energy Authority (TEA).

Mr. Parker Ormonde, TEA, reported on the results of the semi-annual risk study. The risk study is a detailed analysis of the Agency's load and generation, and natural gas and energy market prices that evaluates many different scenarios to identify potential economic risks to the Agency.

Discussion.

Mr. Chris Lewis, TEA, reported on current natural gas projections.

Hedge Recommendations

Potential hedge opportunities exist during Sherco 3 planned outages and the summer months if there are emission constraints based on the Environmental Protection Agency's proposed ozone rule. The analysis shows the potential for forward energy sales during the months of September, November, and December 2024. The Agency will evaluate further.

#4 Five-Year Forecast-Fondell:

Ms. Fondell reported on the five-year forecast.

The forecast and assumptions were reviewed. Results of this forecast are similar to the long-term forecast that was prepared in December 2023.

Discussion.

Financial Cases

- **Case 1** – Sherco 3 Ozone Limits in Effect: Sherco 3 fully available for most of the year with a summer limit (May-September).
- **Case 1a** – Sherco 3 Ozone Limits in Effect with High LMPs & Natural Gas: Case 1 with LMPs and Natural Gas increased by 35%.
- **Case 2** – Sherco 3 Ozone Limits not in Effect: Sherco 3 fully available for the whole year without any summer limit.
- **Case 2a** – Sherco 3 Ozone Limits not in Effect with High LMPs & Natural Gas: Case 2 with LMPs and Natural Gas increased by 35%.

After a short break, the board reconvened at 10:35 a.m.

#5 SMMPA Finance & Audit Committee New Member-Fondell:

Ms. Fondell reported that the SMMPA Finance & Audit Committee has a vacancy due to the retirement of Mr. Amy (Wells). The Charter requires member representatives serving on the committee be approved by the board of directors. The Committee is comprised of the board vice president and the board treasurer and up to two member representatives.

The Agency recommends approval of member representative Mr. Chris Rolli (Spring Valley) to serve on the SMMPA Finance & Audit Committee.

Mr. Warehime moved to approve Mr. Rolli, Spring Valley, to serve on the SMMPA Finance & Audit Committee, seconded by Mr. Jensen, passed upon a unanimous vote of the board members present.

#6 New Dispatchable Generation Update-Sutton:

Mr. Sutton reported on the new dispatchable generation status.

Discussion.

Request for proposal was issued for 45-50 MW generation to maintain capacity requirements. Bids were received and SMMPA is waiting for two additional bids. The equipment delivery lead time is 1½ years. Targeting in-service by March 2028. More analysis will be provided at future board meetings.

#7 Quick Start Agreement Extension-Sutton:

Mr. Sutton reported on the Quick Start Capacity and Energy Purchase Agreement Extension.

The Quick Start Agreement with Grand Marais expires December 31, 2024, and the Agency must provide formal notice of its intent to extend the term for five years by June 30, 2024.

Discussion.

Mr. Bakken moved to approve extending the Grand Marais Quick Start Capacity and Energy Purchase Agreement for five years without change to any provisions other than extension of the term and to provide formal notice to Grand Marais extending the agreement through December 31, 2029, seconded by Mr. Jensen, passed upon a unanimous vote of the board members present.

#8 OES Cylinder Heads Replacement-Sutton:

Mr. Sutton reported on the Owatonna Energy Station cylinder heads replacement.

SMMPA staff noticed cylinder heads leaking glycol around the exhaust valves on Units 3 and 4. Caterpillar sent SMMPA two heads at no cost for utilization and are inspecting the two failed heads in Germany.

To expedite returning Units 3 and 4 to service, the Agency is recommending purchasing six cylinder heads at a total cost of \$240,000. Depending on the analysis results, this may start a larger project of head replacements estimated at \$1.263 million, including the \$240,000 for the initial new six heads.

Discussion.

Mr. McCollough moved to authorize expenditure of \$240,000 for six cylinder heads to get Units 3 and 4 back in-service, seconded by Mr. Warehime, passed upon a unanimous vote of the board members present.

#9 Austin Power Sales Contract Extension-Geschwind:

Mr. Geschwind reported on the Austin Power Sales Contract extension.

The Agency and Austin Utilities have been discussing the possibility of Austin extending their Power Sales Contract (PSC) from 2030 to 2050. Austin's current PSC will expire March 31, 2030, if not extended. Austin has been working with an outside consultant to evaluate options for Austin to move forward. The Austin Utilities Board of Commissioners approved a recommendation to the Austin City Council to seek an extension of the Power Sales Contract with SMMPA. Austin anticipates the council could approve the extension at its July 2024 meeting. The PSC extension would also require SMMPA Board approval.

Discussion.

If the PSC extension is approved, Austin currently intends to keep their 70 MW contract rate of delivery (CROD) in effect. The CROD was established on January 1, 2016.

Another consideration is the Badger Coulee Transmission Project Agreement with Austin Utilities and SMMPA related to Austin's potential post-2030 participation in the Badger Coulee Transmission Project after their Power Sales Contract expires in 2030. Under the agreement, Austin would be responsible for 12% of the project costs and receive 12% of the project revenues. If the PSC is extended, the Project Agreement would not go into effect and Austin would effectively share in the Badger Coulee Transmission Project through the PSC.

Mr. Nibaur indicated he appreciates the patience of the SMMPA members during the due diligence of Austin's Board through this process, and he thanked Mr. Bumgardner for his efforts too.

Government Affairs/Member Services Report-Hoffman:

Mr. Hoffman summarized the government affairs/member services report detailed in the board book.

MISO Public Appeals Program Update

The Agency coordinated the development of a public appeals message to be used when members' customers need to reduce electricity consumption. While the use of radio stations for public appeals message remains an option, social media or direct messaging to customers may be a better option. An email containing radio, social media, or direct messaging options will be sent to the members to respond on their preferred option.

DCFC Pricing Update

DC fast chargers (DCFCs) have a new charging fee of \$0.43/minute and no connection fee effective June 1, 2024. One member requested a different rate.

Scholarship Program

The Agency will convene a virtual workgroup in July 2024 to discuss and potentially develop a SMMPA Scholarship Program.

DEED Fall 2024 Grant Application

Members were reminded of the DEED fall 2024 grant applications due August 15, 2024 for funding of up to \$125,000 for initiatives aimed at increasing efficiency, reducing costs, introducing new services, or enhancing processes and practices for improved customer service.

Operations Report-Sutton:

Mr. Sutton reported:

Quick Start Working Group

The next Quick Start Working Group conference call will be held June 20, 2024 to review the renewal language and discuss contingency dollars for the engine package.

MISO Generator Interconnect Requests

Power producers interconnecting generators into MISO at Agency-owned facilities require SMMPA to facilitate those interconnections. This includes engineering, facilities, and network upgrades. SMMPA direct bills the interconnection customers for facility upgrade costs. All costs are recaptured minus 10% of the required network upgrades, which SMMPA will recover through Attachment GG of the MISO tariff. A requested interconnection at the Byron Substation has an estimated facility upgrade cost of \$1,584,500, with SMMPA's 10% of network upgrade costs estimated at \$230,500.

MRO Audit – NERC Audit Results

In May 2024, the Midwest Reliability Organization (MRO) performed an audit of the Agency's compliance with reliability standards, which resulted in "no findings".

Tranche 2.1 Update

MISO proposed a near-final Tranche 2.1 portfolio to build 765 kV transmission lines in the Midwest to meet transmission needs.

Sherco 3

Due to constant rain in the Sherco area, runoff ponds are full and other ponds are at or above their normal operating levels. Xcel is running Sherco units to try to evaporate pond water through scrubbing. Xcel is building pond 4 with an anticipated completion date in July 2024. No impact to SMMPA's share of Sherco 3 is expected.

Austin Storm Damage

On May 21, 2024, strong winds damaged eleven transmission structures on the Austin-Adams 161 kV line. SMMPA worked with DGR Engineering to order materials that should arrive by the end of this month and Dairyland Power Cooperative will rebuild the line. On June 18, 2024, State disaster relief representatives will meet with SMMPA staff to assess the damage, and SMMPA may be eligible for reimbursement of 75% of the eligible costs.

Market Price Update

A graph of recent natural gas and on-peak electricity prices was discussed.

Financial Report April 2024-Fondell:

Ms. Fondell summarized Agency financial results through April as provided in the board book materials.

SMMPA Credit Ratings

Moody's conducted its annual SMMPA financial review, and SMMPA will maintain the A1 credit rating with a stable outlook. Fitch Ratings' review is underway and nearing completion.

President's Report:

Mr. Reimers reported:

- APPA National Conference: The APPA National Conference was held June 9-12, 2024 in San Diego, California. Representatives from Austin, New Prague, Rochester, and SMMPA attended the conference. It was a good conference.

Executive Director & CEO's Report:

There was no report.

Member Forum:

Mr. McCollough announced that a new SMMPA alternate representative may be named due to Rochester's recent hire of a new Power Resource Director.

Other Business:

There was no other business.

Adjourn:

A motion to adjourn the meeting was made by Mr. Nibaur, seconded by Mr. Jensen, passed upon a unanimous vote of the board members present.

The meeting was adjourned at 12:14 p.m.

Secretary