



UTILITIES COMMISSION MEETING AGENDA

City of New Prague

Monday, April 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. [March 25, 2024, Utilities Meeting Minutes](#)
4. **UTILITY AND SMMPA BILLS**
 - a. [Approval of accounts payable in the amount of \\$146,478.65 and the SMMPA billing of \\$484,044.84.](#)
5. **FINANCIAL REPORTS**
 - a. [Investment Report](#)
 - b. [Financial Report](#)
 - c. [Water and Kilowatt Hours Sales](#)
6. **APPROVE HIRING OF UTILITY BILLING CLERK**
 - a. [Memo](#)
7. **SMMPA BOARD OF DIRECTORS MEETING**
 - a. [March 13, 2024](#)
8. **GENERAL MANAGER'S REPORT**
9. **OTHER BUSINESS**
10. **ADJOURNMENT**

NEXT COMMISSION MEETING – Monday, May 28, 2024



UTILITIES COMMISSION MEETING MINUTES

City of New Prague

Monday, March 25, 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, March 25, 2024, at 3:30 p.m.

Commissioners present: Dan Bishop, Dick Jordan, Tom Ewert, Paul Busch, and Bruce Wolf
Staff present: GM Bruce Reimers, EOS Ken Zweber, and Finance Director Robin Pikal

2. APPROVAL OF AGENDA

Motion made by Commissioner Jordan, seconded by Commissioner Busch, to approve the agenda as presented. Motion carried (5-0).

3. APPROVAL OF MINUTES

- a. February 26, 2024, Utilities Meeting Minutes
Motion made by Commissioner Jordan, seconded by Commissioner Ewert, to approve the February minutes. Motion carried (5-0).

4. UTILITY AND SMMPA BILLS

- a. Approval of accounts payable in the amount of **\$120,933.79** and the SMMPA billing of **\$458,820.82**.
Motion made by Commissioner Ewert, seconded by Commissioner Busch, to approve the SMMPA and utility bills. Motion carried (5-0).

5. FINANCIAL REPORTS

- a. Investment Report
- b. Financial Report
- c. Water and Kilowatt Hours Sales
Motion made by Commissioner Wolf, seconded by Commissioner Jordan, to approve the financial reports as presented. Motion carried (5-0).

6. STAFF ASSIGNMENT CHANGE

- a. Interim Water Supervisor
GM Reimers asked that the commission approve the assignment of Travis Scheffler as Interim Water Department Supervisor. GM Reimers stated that Travis Scheffler has required qualifications and licenses to perform the duties of the position and is the most qualified of the water department staff to carry out the duties as supervisor of the department. A motion was made by Commissioner Wolf and seconded by Commissioner Jordan approve the assignment change. Motion carried (5-0).

7. SMMPA BOARD OF DIRECTORS MEETING

a. February 14, 2024

GM Reimers informed the commission that the SMMPA Board approved the payment allowances for the new generation quick start program and that he will be sharing more information with the commission on the possibility of New Prague adding additional generation in the coming months.

8. GENERAL MANAGER'S REPORT

GM Reimers reported on the following:

- New Prague Utilities has received the RP3 award from the American Public Power Association. This award is in recognition for meeting the standards set forth by the association in Reliability, Safety and Workforce Development, and System Improvement. Only 271 public power utilities out of over 2,000 public utilities received the award.
- All departments have been working on winter maintenance projects in preparation for the busy summer schedule that is fast approaching due to a mild winter.

9. OTHER BUSINESS

Commissioner Jordan announced that he will not be seeking another term and will hang up his commissioner hat after serving 17 years on the Utilities Commission.

10. ADJOURNMENT

Motion made by Commissioner Jordan, seconded by Commissioner Ewert, to adjourn the March 25, 2024, meeting at 4:10 p.m. Motion carried (5-0).

NEXT COMMISSION MEETING – Monday, April 29, 2024

Respectfully Submitted,

Bruce Reimers
General Manager

Section 4, Item a.

Vendor Name	Net Invoice Amount
ACE HARDWARE & PAINT	
SUPPLIES	\$40.62
AMAZON CAPITAL SERVICES	
OFFICE SUPPLIES	\$10.23
PRINTER RIBBON	\$4.30
AMERICAN MAILING MACHINES	
POSTAGE SUPPLIES	\$154.38
BEVCOMM	
TELEPHONE	\$156.11
TELEPHONE/COMMUNICATIONS	\$59.95
CENTERPOINT ENERGY	
NATURAL GAS	\$118.28
COMPUTER TECHNOLOGY SOLUTIONS	
COMPUTER SUPPORT	\$3,623.64
OFFICE 365 / FIREWALL	\$573.28
SERVER UPGRADE	\$170.10
GOPHER STATE ONE CALL	
LINE LOCATES	\$44.55
GRAINGER	
BATTERIES	\$33.13
INTERSTATE BATTERIES	
BATTERIER DIGGER TRUCK	\$339.90
BATTERY	\$130.95
BATTERY CORE	\$142.50-
FIBER SWITCH BATTERIES	\$130.15
LAKERS NEW PRAGUE SANITARY	
TRASH - ELECTRIC	\$35.14
TRASH - POWER PLANT	\$88.42
TRASH - WATER	\$35.14
LEAGUE OF MN CITIES INSURANCE	
PROPERTY & CASUALTY INSURANCE	\$1,902.01
METRO SALES INC	
COPIER LEASE	\$49.50
NEON LINK	
ONLINE PAYMENT FEES	\$1,105.04
ONLINE PAYMENT FEES - LAKERS	\$15.57
NEW PRAGUE UTILITIES	
ELECTRIC UTILITIES	\$977.13
WATER UTILITIES	\$30.45
O'REILLY AUTOMOTIVE INC	
DOT VEHICLE MAINTENANCE	\$639.30
WOOD CHIPPER PARTS	\$2.40
RIVER COUNTRY COOP	
DIESEL	\$386.65
MOTOR FUEL	\$1,068.80
ROSS NESBIT AGENCIES INC.	
AGENCY FEE	\$372.60
SUEL PRINTING	
ENGINE LOGS	\$53.35
US BANK CREDIT CARD	
AUGER	\$1,909.30
CALENDARS	\$10.00
DIGGER TRUCK	\$23.06
GLOVE & SLEEVE TESTING	\$30.07
MMUA METER SCHOOL	\$398.28
PIPE	\$2,062.97
SAMPLES	\$11.68

Section 4, Item a.

Vendor Name	Net Invoice Amount
SWITCH	\$34.10
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$374.30
VERIZON WIRELESS	
TELEPHONE	\$572.00
VETERAN SHREDDING	
CONTRACTED SERVICES	\$34.00
ZEP SALES & SERVICE	
CAR WASH SOAP	\$118.34
ZIEGLER INC.	
GENERATOR OIL SAMPLES	\$9.00
ZORO TOOLS INC.	
VACUUM FILTER	\$16.99
Grand s	<u>\$17,812.66</u>

Vendor / Description	Invoice Amount
ABM EQUIPMENT & SUPPLY LLC	
BUCKET TRUCK - PARTS	\$157.74
BUCKET TRUCK REPAIRS	\$4,883.39
ACME TOOLS	
BAND SAW BLADES	\$.00
BANDSAW BLADES	\$60.00
GRINDER	\$102.00
RATCHETING WRENCH- BORING MACH	\$48.99
RATCHETING WRENCH- BORING MACHIN	\$48.99
SAWZALL BLADES 6"	\$58.00
SAWZALL BLADES 9"	\$19.00
AIRGAS USA LLC	
NITROGEN	\$19.50
WELDING GAS	\$20.56
AMARIL UNIFORM COMPANY	
FR CLOTHING - ZACH	\$726.99
AMAZON CAPITAL SERVICES	
FIRE EXTINGUISHER SIGN	\$9.99
HYDROGEN PEROXIDE	\$54.24
IPAD CASE	\$59.98
LABELS	\$60.94
PHONE CASE	\$24.99
STROBE LIGHT	\$66.36
TIRE WEIGHTS	\$11.98
TORCH CART	\$259.94
TRAILER BATTERIES	\$17.81
TRAILER PINS	\$8.04
WHEEL WEIGHTS	\$15.98
AMERICAN MAILING MACHINES	
POSTAGE	\$2,010.00
ARVIG ANSWERING SOLUTIONS	
ANSWERING SERVICE	\$111.41
CENTERPOINT ENERGY	
NATURAL GAS	\$13,164.32
CORE & MAIN	
3/4" 90 COUPLING	\$164.10
3/4" X 1" CORPORATION ADAPTER	\$179.55
FITTINGS	\$216.63
HYDRANT PAINT	\$381.57
DENNY / DOTTY VONBANK	
WIPING RAGS	\$120.00
DGR ENGINEERING	
FUTURE GENERATION	\$8,035.00
WEST SUB RTU	\$6,400.17
GRAINGER	
SQUEEGEES	\$93.90
TAPE	\$14.04
GREG SOLHEID	
SAFETY BOOTS	\$60.00
HACH COMPANY	
TESTING SUPPLIES	\$462.35
HAWKINS INC	
WATER PURIFICATION	\$50.00
INNOVATIVE OFFICE SOLUTION	
BILLING PAPER	\$666.25
KURITA AMERICA INC	
CHEMICALS -BROMICIDE / TOWERPRO	\$9,152.75

Vendor / Description	Invoice Amount
LAKER'S NEW PRAGUE SANITARY	
FEBRUARY REFUSE BILLING FEE	\$533.20-
MARCH REFUSE REIMBURSEMENT	\$14,954.39
LANO EQUIPMENT	
BORING TRAILER- PARTS	\$19.02
LE SUEUR COUNTY AUDITOR-TREASURER	
PROPERTY TAXES	\$1,119.00
LEAGUE OF MN CITIES INS TRUST	
PROPERTY/CASUALTY INSURANCE	\$43.00
MID AMERICA METER INC.	
8" MAG METER- FILTER PLANT 1	\$2,400.00
WATER METER TESTING	\$402.00
MN DEPT OF HEALTH	
1ST QTR CONNECTION FEE	\$7,164.00
MPCA	
ANNUAL AIR EMISSIONS FEE	\$2,500.99
NIEMAN ROOFING COMPANY INC	
ROOF REPLACEMENT - FILTER #1	\$15,000.00
OLSEN CHAIN & CABLE INC.	
TRAILER CHAIN	\$129.30
POSTMASTER OF NEW PRAGUE	
April Utility Bill Postage	\$1,024.66
POSTAGE DUE ACCOUNT	\$100.00
RDO EQUIPMENT CO.	
BOLTS	\$6.12
RIVER COUNTRY CO-OP	
DIESEL FUEL	\$428.48
DIESEL FUEL - ENGINES	\$22,601.30
SALTCO	
MONTHLY SALT FEE	\$35.00
Schweitzer Engineering Laboratories Inc.	
2411#CRLB - CONTROLLER	\$1,853.72
C273A#HDN8 - SERIAL CABLE	\$53.46
SOUTHERN MINNESOTA INSPECTION	
CRANE & HOIST INSPECTION	\$327.50
CRANE HOIST INSPECTION	\$367.50
STAR GROUP LLC.	
DOT EQUIPMENT SUPPLIES	\$177.13
DOT TRUCK SUPPLIES	\$137.33
SHOP SUPPLIES	\$88.69
STASNEY ELECTRIC	
FREON - BREAKROOM A/C	\$266.75
STUART C. IRBY CO.	
BLANKET TESTING	\$84.98
JUNCTION, LOADBREAK 4PT. 15KV 200A	\$4,560.00
TIETZ, TUCKER	
MEAL REIMBURSEMENT- TUCKER & LOGAN	\$151.41
US BANK EQUIPMENT FINANCE	
COPIER LEASE	\$47.53
USA BLUE BOOK	
DIAPHRAGM LMI 31420 1.8 FLOUROFILM	\$373.94
DIAPHRAGM LPH6	\$393.10
UTILITY CONSULTANTS	
WATER SAMPLES	\$92.96
VOYAGER FLEET	
FUEL	\$131.58
WESCO RECEIVABLES CORP.	
BUTT SPLICE, ACSR 2/0 KL-47	\$118.00

Section 4, Item a.

Vendor / Description	Invoice Amount
BUTT SPLICE, ACSR 4/0 KL-69	\$80.00
CONN, CASE GROUND GC-207	\$638.00
VT PACK HARNESS 6'	\$122.18
WIRE, 2-2-2 AL TRIPLEX 600V OH (CON	\$1,583.71
WIRE, 2-2-2 AL URD 600V URD (RAMAPO	\$996.57
ZORO TOOLS	
BEARINGS	\$38.10
HEATER	\$556.99
IRON REDUCER	\$13.35
Grand Totals	<u>\$128,665.99</u>



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

Power Sales

Section 4, Item a.

#INV1305
 3/31/2024

Bill To

New Prague Municipal Utilities
 118 N Central Avenue
 New Prague MN 56071
 United States

Due Date: 4/25/2024

BILLING PERIOD	kWh	kW	DATE / TIME
Mar 2024	5,317,688	8,875	Mar 21, 2024 11:00:00 AM
SOLAR PRODUCTION	0	0	
TOTAL	5,317,688	8,875	
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)	11,594	\$10.95	\$126,954.30	\$126,954.30
On Peak Energy Charge (kWh)	2,370,364	\$0.06431	\$152,438.11	\$152,438.11
Off Peak Energy Charge (kWh)	2,947,324	\$0.04808	\$141,707.34	\$141,707.34
Cost Adjustment (kWh)	5,236,987	\$0.004019	\$21,047.45	\$21,047.45
BASE RATE SUBTOTAL				\$442,147.20
TRANSMISSION				
Transmission Charge - CP (kW)	11,594	\$1.00	\$11,594.00	\$11,594.00
Transmission Charge - Ratchet (kW)	15,667	\$1.934234	\$30,303.64	\$30,303.64
OTHER CHARGES				

Total \$484,044.84

NEW PRAGUE UTILITIES COMMISSION										
SMMPA										
03/31/2024										
MONTH	KWH	PURCHASED POWER	ENERGY COST ADJ	2024 Price/KWH	MONTH	KWH	PURCHASED POWER	ENERGY COST ADJ	2023 Price/KWH	
January	6,076,702	\$ 492,817.06	\$ (14,666.30)	\$ 0.08351	January	6,074,429	500,013		\$ 0.08231	
February	5,236,987	\$ 458,820.82	\$ (1,385.49)	\$ 0.08788	February	5,418,152	470,219		\$ 0.08679	
March	5,317,688	\$ 484,044.84	\$ 21,047.45	\$ 0.08707	March	5,727,100	501,121	\$ 12,245.02	\$ 0.08536	
April					April	5,245,499	477,287	\$ 18,251.67	\$ 0.08751	
May					May	5,710,038	496,162	\$ (7,480.08)	\$ 0.08820	
June					June	6,997,617	574,274	\$ (10,614.96)	\$ 0.08358	
July					July	7,101,113	608,890	\$ 14,338.12	\$ 0.08373	
August					August	7,423,203	639,770	\$ 5,368.44	\$ 0.08546	
September					September	6,153,035	543,661	\$ 20,673.62	\$ 0.08500	
October					October	5,407,912	428,039	\$ (52,140.82)	\$ 0.08879	
November					November	5,340,198	458,753	\$ (7,798.21)	\$ 0.08737	
December					December	5,662,663	523,376	\$ 42,107.46	\$ 0.08499	
Total	16,631,377	1,435,682.72	4,995.66	0.08632	Total	72,260,959	6,221,566	\$ 34,950.26	\$ 0.08610	

NEW PRAGUE UTILITIES COMMISSION			
INVESTMENT SUMMARY			
2/29/2024			
First Bank and Trust			
Checking - Cash Balance			
Electric			\$ 1,993,558.72
Water			\$ 1,129,058.47
Subtotal			\$ 3,122,617.19
Money Market			\$ 2,024,004.41
Wells Fargo			
F.I.S.T. (Market Value per Wells Select report)			\$ 3,205,113.00
Electric <i>(74% of account)</i>	\$ 2,371,783.62		
Water <i>(26% of account)</i>	\$ 833,329.38		
Total			\$ 8,351,734.60
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		

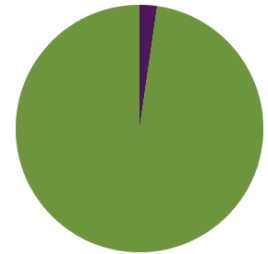


Managed Asset Allocation Summary

As of March 15, 2024

March 18, 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	73,240	73,240	0	3,792	5.18	2.3
Fixed Income	3,131,872	3,341,116	(209,244)	98,601	3.15	97.7
Total Portfolio	\$3,205,113	\$3,414,357	\$(209,244)	\$102,393	3.19%	100.0%



NEW PRAGUE UTILITIES COMMISSION, MINNESOTA
STATEMENT OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
WATER FUND (UNAUDITED)
February 29, 2024

WATER FUND						
						<i>16.67% of year completed</i>
REVENUES	2023 Thru 2/28/2023	Current Month	Actual Thru 2/29/2024	2023/2024 Variance YTD	2024 Fiscal Budget	% Received or Expended Based on Actual Budget
Unbilled Accounts Receivable	(14,554.11)	(4,314.46)	(1,019.56)	13,534.55	-	0.00%
Residential	\$ 181,876.49	\$ 92,698.81	\$ 189,480.94	\$ 7,604.45	\$ 1,167,088.00	16.24%
Commercial	73,435.34	29,252.69	56,394.53	(17,040.81)	619,473.00	9.10%
Water Hook-up Fees	\$ 3,960.00	\$ 11,281.00	\$ 12,307.00	\$ 8,347.00	\$ 20,000.00	61.54%
Interest Income	1,717.72	2,640.82	3,360.12	1,642.40	15,000.00	22.40%
Other Income	\$ 11,920.16	\$ 4,702.57	\$ 8,355.35	\$ (3,564.81)	\$ 56,400.00	14.81%
TOTAL REVENUES	\$ 258,355.60	\$ 136,261.43	\$ 268,878.38	\$ 10,522.78	\$ 1,877,961.00	14.32%
EXPENSES						
Power Used	18,142.83	8,547.39	17,312.07	(830.76)	117,500.00	14.73%
Purification	4,318.13	10,587.21	13,095.12	8,776.99	58,000.00	22.58%
Distribution	6,424.57	192.79	425.44	(5,999.13)	70,500.00	0.60%
Depreciation	72,483.55	43,543.11	87,321.21	14,837.66	431,460.00	20.24%
Debt & Other Interest	52,203.68	42.97	55,522.32	3,318.64	101,948.00	54.46%
Salary & Benefits	89,532.67	57,922.63	103,515.99	13,983.32	647,468.00	15.99%
Admin & General	\$ 25,663.61	\$ 28,186.65	\$ 41,134.66	\$ 15,471.05	\$ 163,028.00	25.23%
TOTAL EXPENSES	\$ 268,769.04	\$ 149,022.75	\$ 318,326.81	\$ 49,557.77	\$ 1,589,904.00	20.02%
EXCESS REVENUES OVER EXPENSES	\$ (10,413.44)	\$ (12,761.32)	\$ (49,448.43)	\$ (39,034.99)	\$ 288,057.00	

CITY OF NEW PRAGUE, MINNESOTA
STATEMENT OF REVENUES AND EXPENSES
BUDGET AND ACTUAL
ELECTRIC FUND (UNAUDITED)
February 29, 2024

Section 5, Item b.

ELECTRIC FUND						
16.67% of year completed						
REVENUES	2023 Thru 2/28/2023	Current Month	Actual Thru 2/29/2024	2023/2024 Variance YTD	2024 Fiscal Budget	% Received or Expended Based on Actual Budget
Unbilled Accounts Receivable	\$ (160,626.39)	\$ (50,172.32)	\$ (44,484.30)	\$ 116,142.09	\$ -	0.00%
Residential Revenue	\$ 747,828.80	\$ 326,683.28	\$ 676,333.97	\$ (71,494.83)	\$ 4,230,849.00	15.99%
Commercial	\$ 113,131.91	\$ 55,607.42	\$ 107,384.51	\$ (5,747.40)	\$ 606,240.00	17.71%
Small Industrial	\$ 320,349.62	\$ 152,022.72	\$ 308,509.63	\$ (11,839.99)	\$ 1,837,352.00	16.79%
Industrial	\$ 395,419.15	\$ 186,447.19	\$ 379,078.17	\$ (16,340.98)	\$ 2,374,761.00	15.96%
Streetlights	\$ 14,412.78	\$ 6,323.41	\$ 13,176.68	\$ (1,236.10)	\$ 58,529.00	22.51%
Other Departments	\$ 22,553.23	\$ 11,379.51	\$ 23,217.12	\$ 663.89	\$ 162,901.00	14.25%
SMMPA LOR Reimbursement	\$ 37,932.81	\$ 17,155.42	\$ 34,062.72	\$ (3,870.09)	\$ 180,000.00	18.92%
SMMPA O&M Revenue	\$ 123,519.27	\$ 109,569.72	\$ 154,716.13	\$ 31,196.86	\$ 654,740.00	23.63%
Reimbursement - SMMPA Rebates	\$ 1,323.08	\$ 2,645.44	\$ 2,645.44	\$ 1,322.36	\$ -	0.00%
Interest Income	\$ 6,405.45	\$ 9,813.46	\$ 12,502.20	\$ 6,096.75	\$ 25,000.00	50.01%
Other Income	\$ 12,619.33	\$ 19,734.34	\$ 161,989.87	\$ 149,370.54	\$ 343,700.00	47.13%
TOTAL REVENUES	\$ 1,634,869.04	\$ 847,209.59	\$ 1,829,132.14	\$ 194,263.10	\$ 10,474,072.00	17.46%
EXPENSES						
Production	\$ 1,010.12	\$ 197.91	\$ 1,147.29	\$ 137.17	\$ 26,000.00	4.41%
Purchased Power	\$ 970,232.30	\$ 458,820.82	\$ 951,637.88	\$ (18,594.42)	\$ 6,401,508.00	14.87%
SMMPA O&M Expenses	\$ 54,780.51	\$ 72,047.68	\$ 80,821.18	\$ 26,040.67	\$ 486,740.00	16.60%
Distribution/Transmission	\$ 9,020.62	\$ 6,816.73	\$ (13,341.99)	\$ (22,362.61)	\$ 114,000.00	-11.70%
Energy Conservation - Rebates	\$ 2,303.08	\$ -	\$ 2,645.44	\$ 342.36	\$ 12,500.00	21.16%
Depreciation	\$ 114,312.90	\$ 63,083.28	\$ 126,194.09	\$ 11,881.19	\$ 680,160.00	18.55%
Salary & Benefits	\$ 193,416.16	\$ 130,874.98	\$ 222,695.68	\$ 29,279.52	\$ 1,697,681.00	13.12%
MVEC LOR Payment	\$ 75,865.62	\$ 34,310.83	\$ 68,125.43	\$ (7,740.19)	\$ 357,793.00	19.04%
Admin & General	\$ 48,282.21	\$ 48,128.96	\$ 76,625.75	\$ 28,343.54	\$ 260,278.00	29.44%
Payment in Lieu of Taxes	\$ 6,666.70	\$ 3,333.33	\$ 6,666.66	\$ (0.04)	\$ 40,000.00	16.67%
TOTAL EXPENSES	\$ 1,475,890.22	\$ 817,614.52	\$ 1,523,217.41	\$ 47,327.19	\$ 10,076,660.00	15.12%
EXCESS REVENUES OVER EXPENSES	\$ 158,978.82	\$ 29,595.07	\$ 305,914.73	\$ 146,935.91	\$ 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			APR	5,593,759	23,820,269
MAY			MAY	4,902,810	28,723,079
JUNE			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	16,330,100		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	2024	2023	2023	YR/MO	2024	2024	2023	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		52,339	44,904	160,021
GAL SOLD	15,411	15,411	14,793	14,793	GAL SOLD		45,213	41,150	142,482
GAL USED	280	280	337	337	GAL USED		953	981	3,391
GAL(LOSS)/GAIN	(2,313)	(2,313)	(2,399)	(2,399)	GAL(LOSS)/GAIN	0	(6,173)	(2,773)	(14,148)
PERCENTAGE	12.8%	12.8%	13.7%	13.7%	PERCENTAGE	#DIV/0!	11.8%	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		52,339	38,624	198,645
GAL SOLD	14,979	30,390	15,323	30,116	GAL SOLD		45,213	35,725	178,207
GAL USED	343	623	325	662	GAL USED		953	579	3,970
GAL(LOSS)/GAIN	(2,189)	(4,502)	(1,412)	(3,811)	GAL(LOSS)/GAIN	0	(6,173)	(2,320)	(16,468)
PERCENTAGE	12.5%	12.7%	8.3%	11.0%	PERCENTAGE	#DIV/0!	11.8%	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		52,339	37,180	235,825
GAL SOLD	14,823	45,213	14,555	44,671	GAL SOLD		45,213	34,643	212,850
GAL USED	330	953	368	1,030	GAL USED		953	601	4,571
GAL(LOSS)/GAIN	(1,671)	(6,173)	(1,027)	(4,838)	GAL(LOSS)/GAIN	0	(6,173)	(1,936)	(18,404)
PERCENTAGE	9.9%	11.8%	6.4%	9.6%	PERCENTAGE	#DIV/0!	11.8%	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		52,339	17,103	67,642	GAL PUMPED		52,339	30,086	265,911
GAL SOLD		45,213	15,509	60,180	GAL SOLD		45,213	27,240	240,090
GAL USED		953	311	1,341	GAL USED		953	452	5,023
GAL(LOSS)/GAIN	0	(6,173)	(1,283)	(6,121)	GAL(LOSS)/GAIN	0	(6,173)	(2,394)	(20,798)
PERCENTAGE	#DIV/0!	11.8%	7.5%	9.0%	PERCENTAGE	#DIV/0!	11.8%	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		52,339	18,946	86,588	GAL PUMPED		52,339	17,838	283,749
GAL SOLD		45,213	14,860	75,040	GAL SOLD		45,213	14,855	254,945
GAL USED		953	373	1,714	GAL USED		953	330	5,353
GAL(LOSS)/GAIN	0	(6,173)	(3,713)	(9,834)	GAL(LOSS)/GAIN	0	(6,173)	(2,653)	(23,451)
PERCENTAGE	#DIV/0!	11.8%	19.6%	11.4%	PERCENTAGE	#DIV/0!	11.8%	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		52,339	28,529	115,117	GAL PUMPED		52,339	17,948	301,697
GAL SOLD		45,213	26,292	101,332	GAL SOLD		45,213	15,465	270,410
GAL USED		953	696	2,410	GAL USED		953	331	5,684
GAL(LOSS)/GAIN	0	(6,173)	(1,541)	(11,375)	GAL(LOSS)/GAIN	0	(6,173)	(2,152)	(25,603)
PERCENTAGE	#DIV/0!	11.8%	5.4%	9.9%	PERCENTAGE	#DIV/0!	11.8%	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, Utilities General Manager
DATE: April 22nd, 2024
SUBJECT: Utility Billing Clerk Assignment

Due to a resignation effective April 26th, 2024, the Utility Billing Clerk position was vacant. The Utilities General Manager and Finance Director contracted with Robert Half staffing solutions to secure a temporary placement that will fill the position until a permanent placement is hired.

The Utility Billing Clerk job is posted in the New Prague Times, the Extra and electronic sources (ex: League of MN Cities and MMUA). The position is open until filled and applications will be reviewed upon receipt. The hiring wage for the position is based off Grade 9, Step 1 \$27.54-Step 11 \$36.13. We are also utilizing Robert Half's recruiting services for this position, the service is no cost to us unless we hire an employee they have presented, the rate is a one-time cost of 25% of the salary accepted by the applicant.

Recommendation: Commission approves the hiring of a Utility Billing Clerk.

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

President Reimers called the meeting to order at 9:00 a.m. at the Rochester Public Utilities in Rochester, Minnesota.

Mr. McCollough, Rochester Public Utilities General Manager, welcomed the members to Rochester and introduced Rochester Public Utilities Director of Corporate Services Peter Hogan; Rochester Public Utilities Board Members Patrick Keane, Malachi McNeilus, Brian Morgan; Rochester Public Utilities Manager of Power Resources Tony Dzubay; and Rochester Public Utilities Manager of Portfolio Optimization Dirk Bierbaum.

Board Members Present:

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

Others Present:

David P. Geschwind, Executive Director & CEO; Jerry M. Mausbach, Blooming Prairie; Shane Steele, Grand Marais; Damian Baum, Owatonna; Keith R. Butcher, Princeton; Jason Halverson, Redwood Falls; Peter Hogan, Dirk Bierbaum, Tony Dzubay, Patrick Keane, Malachi McNeilus, Brian Morgan, Rochester; Jeffery D. Amy, Wells; Beth A. Fondell, Naomi A. Goll, Joseph A. Hoffman, Samuel S. Mack, Mark S. Mitchell, Rebecca J. Schmitz, and Jeremy B. Sutton of the Agency staff.

Others Present Via Conference Call:

Miles Heide, Julie Zarling, Fairmont; Mike Geers, Litchfield; Glenn Anderson, Joe Kohlgraf, Mora; and Chris Rolli Spring Valley.

#1 Agenda Approval:

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

#2 Consent Agenda:

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

APPROVED the February 14, 2024 board meeting minutes.

APPROVED the Byron-North Rochester Pilot Relay Communications Replacement.
 (Attachment A.)

APPROVED the New Prague Cooling Tower Replacement. (Attachment B.)

#3 Financial Forecast Assumptions-Schmitz:

Ms. Schmitz reviewed the annual financial planning calendar and presented the proposed financial assumptions and scenarios for the upcoming financial forecast.

Financial Planning Calendar

- May – Budget preparation begins.
- June – Five-year forecast to board.
- August – Load forecast summary to board.
- September – 2024 budget and rates preview. Budget & Rates Workshop.
- October – 2024 budget and rates for board approval.
- November – Develop long-term forecast.
- December – Long-term forecast to board.

Data from the Bureau of Labor Statistics and Energy Information Administration (EIA) is used to apply inflation rate historical averages for the next two years and EIA forecasted inflation is used for subsequent years.

The following financial cases were proposed:

- Case 1 (Ozone limits in effect) – Built from 2024 budget and 2023 long-term forecast. Sherco 3 fully available for most of the year with a summer limit from May through September.
- Case 1a – Case 1 with LMPs and natural gas prices increased.
- Case 2 (Ozone limits not in effect) – Sherco 3 fully available for the entire year without any summer limit.
- Case 2a – Case 2 with LMPs and natural gas prices increased.

After discussion, no changes to assumptions or additional sensitivities were proposed; therefore, these cases will be used in the five-year forecast.

#4 Revolving Credit Agreement Amendment-Fondell:

Ms. Fondell reported on the Revolving Credit Agreement (RCA) Amendment.

The US Bank RCA (short-term borrowing program) originated in January 2017 replacing the commercial paper program. The agreement renewed in April 2020 for 3 1/2 years and was amended and restated in November 2022.

The agreement expires May 8, 2024 and US Bank is willing to extend the agreement for 18 months with a limited number of changes. BSBY is scheduled to be discontinued in November 2024 and needs to be replaced with comparable indices in the amended RCA.

Discussion.

Next Steps

- US Bank to provide draft agreement.

- Work with Public Financial Management and Orrick to review agreement and make any necessary changes.
- Draft agreement will be available for April 2024 board meeting – action item.
- Closing in early May 2024.
- Consider Request for Proposal (RFP) for 2025 renewal.
 - Bonding strategy and timeline will be developed.
 - Consider refunding RCA balance with bond issuance.
 - Banking RFP will be completed.
 - Interest rate environment will likely change.

#5 Workforce Planning-Fondell/Mitchell:

Ms. Fondell reported on workforce planning. Since the Agency is aware of a couple upcoming retirements, staff evaluated the organizational structure to consider job responsibility alternatives for improved efficiencies and potential cost reductions.

Operations Positions

Mr. Mitchell reported there is a vacant plant operator/electronics position at Fairmont Energy Station as well as a vacant position for the Supervisor of Agency-Operated Generation at FES/OES. Pete Reinarts, Manager of Generation, Resource Planning & Operations, plans to retire October 4, 2024, and is willing to be flexible during the transition. Clint Schumacher will be taking on part of Pete Reinarts' role relating to generation. To facilitate a smooth transition and provide time for Mr. Schumacher to train his replacement, the Agency is seeking consensus from the board to hire to fill Mr. Schumacher's position as soon as possible. This would temporarily increase the number of employees until Mr. Reinarts' retirement.

Human Resources Position

Ms. Fondell reported that Sandy Feehan, Human Resources Manager, will retire in June 2024 and plans to work part-time until the end of the year. SMMPA will eliminate two positions (Human Resources Manager held by Sandy Feehan and Supervisor of Asset & Risk Management held by Kevin Hafner) and create one new position (Human Resources and Insurance Administrator) to include portions of both eliminated positions. Current employee Kevin Hafner will move into that new role.

Administrative Policy 405 Part-Time Employee Benefits

The proposed changes include adding a new Class 2 to Administrative Policy 405 and offering health insurance benefits to departing employees who meet certain criteria and agree to work under an arrangement that is similar to PERA's Phased Retirement Option and are willing to commit to a 50% work schedule. Offering health insurance for a limited time to part-time employees who can help with an orderly succession transition benefits the Agency and the departing/retiring employee.

Discussion.

Action Item

Seek board approval of the proposed changes to Administrative Policy 405.4 as presented and included in the board materials.

Mr. Moulton moved to approve Administrative Policy 405.4, seconded by Mr. Jensen, passed upon a unanimous vote of the board members present. (Attachment C.)

There was board consensus to move forward with backfilling the Manager of Member Generation & Permitting position.

After a short break, the board reconvened at 10:23 a.m.

#6 FES & OES 2023 Performance Summary-Mitchell:

Mr. Mitchell reported on the 2023 performance summary of Fairmont Energy Station (FES) and Owatonna Energy Station (OES).

Information on actual hours of operation, capacity factor, energy production, availability, and forced outage rates were reviewed.

Discussion.

Summary

- Both plants had solid operating years.
- OES ran a total of 465 hours from November 7 through December 15 (51% of the time) for voltage support/reliability due to outage of South Faribault 161/115 kV transformer.
- Availability at both plants exceeded national average.
- Both plants ran for energy, reliability, and ancillary services.
- Combined positive operating margins of over \$1.3 million.

#7 Quick Start Program-Mitchell:

Mr. Mitchell reported on the Quick Start Program.

At the February board meeting, there were discussions of the Agency's need for long-term capacity and members' interest in adding quick start generation for local reliability.

Proposed New Quick Start Contract Offering

- Monthly capacity payment=\$10/kW-month (on lesser of nameplate or GVTC value, not MISO accreditation)
- 20-year contract for new units
- 2028-2029 in-service date
- Member responsible for equipment procurement, capital costs, installation, permitting, O&M, staffing
- Agency responsible for capacity payment, fuel, MISO accreditation, scheduling.

The Agency will provide a formal offer to members outlining the terms of the program and will request formal notice of interest including amount of generation members would like to install.

If there is more interest than need, the Agency will develop a process to evaluate each member's ability to serve local load by determining a priority ranking among members.

Discussion

Mr. Warehime moved to authorize the Agency to formally **offer** 20-year contracts to members for new quick start diesel generation with a monthly capacity payment of \$10/kW-month under terms outlined above with a minimum of 500 permitted run hours, seconded by Mr. Moulton.

Mr. McCollough moved to amend the motion by changing “**offer**” to “**negotiate**”, seconded by Mr. Warehime. The motion to amend was approved and passed unanimously.

After discussion, the main motion as amended was approved and passed upon a unanimous vote of the board members present.

There was a suggestion to develop a Quick Start Working Group.

#8 Student Scholarships in Member Communities-Hoffman:

Mr. Hoffman reported on the student scholarships in member communities.

At the 2021 SMMPA Board Retreat, the Agency’s potential role in assisting members with providing scholarships was discussed. This issue was recently revived to determine if the Agency could assist with coordinating scholarship offerings for members. Some members are unable to use public funds for awarding scholarships.

Discussion.

Mr. Hoffman will contact SMMPA Legal Counsel to determine if the scholarship program could be administered through the Agency.

There was a suggestion to form a virtual Student Scholarship Working Group.

Government Affairs/Member Services Report-Hoffman:

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

MMUA Legislative Conference

Members were reminded of the MMUA Legislative Conference March 26-27, 2024.

APPA Legislative Rally

Nineteen people from SMMPA and the member communities attended the APPA Legislative Rally February 26-28, 2024 in Washington, D.C.

REC Retirements

SMMPA received requests from Austin, Owatonna, and Princeton to retire their Renewable Energy Credits for 2023.

SMMPA Member Orientation

A SMMPA member orientation will be scheduled in the upcoming months.

Electric Vehicle Charging Retail Rate Working Group

An Electric Vehicle Charging Retail Rate Working Group will be scheduled in the upcoming months with Dave Berg Consulting as the facilitator.

Operations Report-Mitchell:

Mr. Mitchell reported:

Sherco 3 Status Report

Sherco 3 continues to run well.

MISO Tranche 1 Transmission Investments

The MISO Tranche 1 memorandum of understanding (MOU) agreement defines the investment opportunities. Xcel Energy and SMMPA are reviewing a near-final version of the MOU.

MISO Tranche 2 Notice

MISO published Tranche 2 transmission project maps, which identified several 765 kV and 345 kV transmission lines. Project costs are estimated between \$17 billion to \$23 billion. The Agency will be exploring potential investment opportunities in southeast Minnesota.

Market Price Update

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

Financial Report January 2024-Fondell:

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

Annual Review of Financial Information

Ms. Fondell asked if there was any feedback on the materials emailed to the members explaining the financial and operational reports included in monthly board books. No suggestions were noted.

New SMMPA Transmission Rate Implementation

The new SMMPA transmission rate structure was implemented February 1, 2024. Members' bills now reflect the two transmission charge components – the ratchet charge and the coincident peak charge.

Revolving Credit Agreement Paydown

The Revolving Credit Agreement tax-exempt scheduled paydown of \$2.4 million related to 2023 was completed on February 22, 2024. The remaining borrowed balance is \$30.9 million, which consists of \$28.4 million tax-exempt and \$2.5 million taxable borrowings. The remaining taxable paydown may occur in April 2024 after a rate stabilization investment matures.

SMMPA Finance & Audit Committee Meeting

The SMMPA financial audit is underway and nearing completion. The SMMPA financial audit report will be presented at the April SMMPA Board meeting, and the SMMPA Finance & Audit Committee will meet prior to the board meeting.

President's Report:

Mr. Reimers reported:

- **SMMPA Representative:** The change of alternate representative for the City of Rochester from Jeremy Sutton to Tony Dzubay was effective March 1, 2024. (Attachment D.)
- **SMMPA Representative:** The change of representative for the City of Wells from Jeff Amy to Craig Anderson will be effective April 30, 2024. (Attachment E.)

Executive Director & CEO's Report:

Mr. Geschwind reported:

- **SMMPA Photo Session:** The SMMPA Board members were thanked for being part of today's photo session for updated board member photos.
- **Awards Recognition:** Recently, SMMPA was awarded the Minnesota Governor's Workplace Safety Award and the American Public Power Association's Safety Award of Excellence.
- **SMMPA Board Retreat:** The SMMPA Board Retreat is being planned for November 2024 with dates to be determined.
- **Mark Mitchell Retirement:** Mr. Geschwind acknowledged that Mr. Mark Mitchell's last board meeting is today and thanked him for being a valuable part of the Agency staff for the past 12 years. An open house for Mr. Mitchell will be held on March 29, 2024 at the Agency.

Member Forum:

Mr. McCollough reported that Rochester submitted a preliminary application for federal Grid Resilience and Innovation Partnerships (GRIP) funding for expansion of Rochester Public Utilities' AMI system and received notice that their project qualifies to proceed to the next step in the application process.

Other Business:

There was no other business.

Adjourn:

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

The meeting was adjourned at 11:57 a.m.

Secretary