

## **PUBLIC UTILITIES COMMISSION**

### **REGULAR MEETING**

**May 22, 2019, 1:00 P.M.**

Pursuant to due call and notice thereof, the Regular Meeting of the Public Utilities Commission, City of Princeton, was held in Princeton City Hall, 705 North 2<sup>nd</sup> Street, on May 22, 2019, at 1:00 P.M.

Present: Chairman Mindi Siercks, Commissioner Henry Findell and Commissioner Dan Erickson.

Absent: None

Also Present: Manager Connie Wangen, Bookkeeper Kathy Ohman, City Councilor Jack Edmonds, Electric Superintendent Jon Brooks, and Water Superintendent Scott Daniels. Also present was Union Times Reporter Tim Hennagir, Jen Edison from WSB and customers Kevin and Anita Gerrard.

Meeting was called to order by Chairman Siercks at 1:01 P.M.

Chairman Siercks called for additions or deletions to the agenda. Additions: New Business: E: Customer First Class Creations; and Unfinished Business: B.) General Manager Connie Wangen's Unused Vacation.

Mr. Findell made a motion to approve the agenda of the May 22, 2019 Regular PUC Commission Meeting. Mr. Erickson seconded. Motion carried unanimously.

Mr. Findell moved to approve the Minutes of the April 25, 2019 regular meeting. Mr. Erickson seconded. Motion carried unanimously. Mr. Erickson moved to approve the Minutes for the May 9, 2019 special meeting. Mr. Findell seconded. Motion carried unanimously.

During the Public Comment, PPUC customer Kevin Gerrard who lives at 411 North Rum River Drive asked when the water main located near his property was going to be moved and where it will be located. He stated the water main is a dead end. Kevin Gerrard stated at some time he thinks the water main had broken and he feels it was never repaired. He is asking for any documentation we may have if repairs were made to the water main. He also stated his daughter has been having issues with a skin rash which they feel is caused from the water. General Manager Connie Wangen explained the project was to be completed in 2018. However, the bids for the project came in significantly higher than anticipated. All bids for the project at that time were rejected. The project was to go out for bid again in 2019. The Sherburne County Roundabout came up and took precedence as there was a water main that went through where the roundabout was going. Therefore the relocation of the water main on Rum River Drive had to be delayed. She stated there is a plan to move forward with the relocation, but was not positive it would be in 2019. Kevin Gerrard asked for a clear copy of the map for that area. He also asked that a water sample be pulled from his home and tested. He asked if the relocation of this water main could be placed back on the PPUC Commission Meeting agenda for the June 2019 meeting. Mr. and Mrs. Gerrard left the meeting shortly after this discussion.

Mr. Erickson made a motion to approve the accounts payable listing for the period of April 1, 2019 through April 30, 2019. Mr. Findell seconded. Motion carried unanimously.

General Manager Wangen reported the following:

- A. The SMMPA Board Meeting was held May 8<sup>th</sup> in Austin, Minnesota. Two articles were presented that will be going into SMMPA's quarterly newsletter. One article was on the Business Expo in Princeton and the second was regarding the retirement of General Manager Connie Wangen. Manager Wangen presented a spreadsheet showing how the weighted votes with SMMPA are determined. Weighted votes are based on purchases from SMMPA. Xcel has announced they plan on ending all coal use in the Upper Midwest and have put a target date of 2030 for closing Sherco 3. There was a discussion on this announcement along with the future of the unit and SMMPA's resource needs. The potential closure will go before the Minnesota Public Utilities Commission for approval.
- B. In the Generation Plant, the Cat #7 Generator is back in working order but will not be put in service until the emissions testing has been done. Ziegler has replaced the governor, drive shaft, tachometer, and pre-lube pump. The emissions testing on the Cat #7 Engine is scheduled for June 20<sup>th</sup>. The other four units have been tested and all have passed. They will be doing monthly test runs tomorrow. They have also been doing routine maintenance in the Generation Plant.

In the Electric Department, the line crew has been working in the Riverview Terrace area, the City Maintenance Shop Area, and 9<sup>th</sup> Avenue South area burying primary and secondary services and doing a voltage upgrade. Letters were mailed to customers in these areas giving them the opportunity to bury their services at the same time. The line crew has also been numbering underground cabinets and installing fault indicators as time permits.

- C. In the Water Department, the 2018 Drinking Water Confidence Report has been received and published in the local paper, posted on the PPUC website, and will be mentioned in this month's bill message. Copies are available at the PPUC Office for anyone requesting them. All documentation has been sent to the MN Department of Health and we have received confirmation back. Water Superintendent Scott Daniels reported the spring hydrant flushing is completed. Eight of the hydrants did not pass inspection and will need to be repaired. They are also working on lowering and raising valve boxes.
- D. Jack Edmonds suggested when newly hired General Manager Keith Butcher is in place, he would like Keith and one additional commissioner to attend a work study session at City Hall and meet the City of Princeton staff.
- E. General Manager Connie Wangen reported the PPUC has connected with American Public Power Association and use an online tracking system for reporting outages. The PUC has received a certificate of excellence in reliability from APPA the past few years.

Newly hired General Manager Keith Butcher will be starting on May 29<sup>th</sup> which leaves three days for Manager Wangen to work with him during the transition. PUC employee Darcee Larsen has voluntarily terminated her employment on May 14<sup>th</sup>, 2019.

Utility bills will be mailed next week with two inserts. One on the Value of Public Power that SMMPA had put together and a brochure from the Princeton Chamber. General Manager Connie Wangen reported after the cold weather rule expired on April 15, 2019, the list of customers subject to disconnection was larger than normal. During the winter months, door hangers are sent out the day before disconnection as a final reminder. Office staff attempted to contact each customer on the disconnect list as a final reminder. Payments were received from majority of the customers contacted. After a discussion the consensus of the PPUC Commission was to follow our current policy for disconnect.

Jen Edison from WSB reported Princeton city staff and herself met with the Princeton School Principal and 5<sup>th</sup> grade teachers working on setting up tours at the Generation Plant, Water Treatment Plant and Waste Water Treatment Plant for 5<sup>th</sup> grade students. They would like to have a tour done with the 5<sup>th</sup> grade teachers only on June 3<sup>rd</sup>. She will confirm the date and time and report back to PPUC.

Included in the bid opening for the Sherburne County Roundabout was the cost to remove the former water main located in the roundabout at a cost of approximately \$36,000.00. After speaking with Sherburne County, they have decided the water main can be filled with sand and abandoned. Water Superintendent Scott Daniels received an estimate of \$3,000.00 to prep the pipe to be filled and approximately \$4,119.85 to fill the pipe with sand. Mr. Erickson made a motion to move forward with the estimates received from local contractors to fill the abandoned water main with sand. Mr. Findell seconded. Motion carried unanimously. The relocation of this water main has been completed and the hydro-seeding is done. Commissioner Dan Erickson stated he would like the PPUC to place temporary road patches in this area.

Mr. Erickson made a motion to approve a severance pay agreement with General Manager Keith Butcher. Mr. Findell seconded. Motion carried unanimously.

Mr. Erickson made a motion to approve paying the employer portion of General Manager Connie Wangen's health insurance for the months of June and July 2019 in place for some unused vacation. Mr. Findell seconded. Motion carried unanimously.

The auditors were at the PPUC the first week of May and everything went very well. They are completing the 2018 Audit and a draft of the audit should be coming this week for reviewal.

Commissioner Dan Erickson brought up the discussion of vehicle maintenance tracking for PPUC vehicles. He stated there are programs available that track maintenance such as oil changes, where the vehicles are at any given time, if a vehicle is just idling, and also tracks for theft. He would like this looked into as to the cost and if it could benefit the PPUC.

Commissioner Dan Erickson brought up the suggestion of having a work flow audit done. Delano Municipal Utilities had a work flow audit done and felt it was very valuable. Commissioner Erickson will speak with the General Manager from Delano in more detail about the audit.

Resolution 19-06 RESOLUTION OF THE PUBLIC UTILITIES COMMISSION OF THE CITY OF PRINCETON REGARDING AUTHORIZING THE SERVICES OF MINUTEMAN PRESS, PRINCETON, MN for the use of their services for printing and web design/upgrades in the amount of \$63.75 through May 22, 2019 was presented. Mr. Erickson made a motion to accept Resolution 19-06. Mr. Findell seconded. Ms. Siercks abstained from voting.

General Manager Connie Wangen presented an updated PPUC Distributed Energy Resources Interconnection Process to the PPUC Commission. In August of 2018, the Minnesota Public Utilities Commission adopted an updated process that has to be in place by June 15, 2019. This updated policy includes the updated process. All SMMPA members are following the same policy. Resolution 19-07 RESOLUTION OF THE PUBLIC UTILITIES COMMISSION OF THE CITY OF PRINCETON adopting the Princeton Public Utilities Commission's Distributed Energy Resource Interconnection Process was presented. Mr. Findell made a motion to accept Resolution 19-07. Mr. Erickson seconded. Motion carried unanimously.

Customer First Class Creations who has a business in the Pike Industrial Park has divided their building into three sections along with three meters. Two of the sections are occupied by First Class Creations. The third section is rented at times. First Class Creations is asking for the accounts to be combined so they will not be charged a monthly \$20.00 customer fee for each account. It has been explained to them that the service is in the building and there is a meter in each section. There was a discussion regarding disconnecting and reconnecting the service, however with larger services the power would have to be disconnected from the transformer. The cost to disconnect and reconnect the service would be approximately \$500.00. Manager Connie Wangen will speak with First Class Creations.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 2:48 p.m. Mr. Findell seconded. Motion carried unanimously.



Mindi Siercks  
Chairman



Kathy Ohman  
Secretary