

PUBLIC UTILITIES COMMISSION

REGULAR MEETING

October 28, 2020, 1:00 P.M.

Pursuant to due call and notice thereof, the Regular Meeting of the Public Utilities Commission, City of Princeton, was held at the Mille Lacs County Historical Society Depot Museum in the Amdall Room, 202 10th Avenue South, on October 28, 2020, at 1:00 P.M.

Present: Chairman Greg Hanson and Commissioner Rick Schwartz. Commissioner Dan Erickson was present via Zoom.

Also Present: Manager Keith Butcher, Water Superintendent Scott Daniels, Princeton Councilor Jules Zimmer, Princeton Mayor Brad Schumacher, and Princeton Insurance Agent Jim Burroughs.

Meeting was called to order by Chairman Hanson at 1:06 P.M.

Mr. Schwartz moved to approve the Minutes for the September 23, 2020 Regular PUC Commission Meeting. Mr. Erickson seconded. Motion carried unanimously.

There was no Public Comments.

Chairman Hanson called for additions or deletions to the agenda. PUC Chairman Greg Hanson added to the agenda:

New Business:

H. Covid Costs and Tracking

Mr. Schwartz made a motion to approve the agenda with additions of the October 28, 2020 Regular PUC Commission Meeting. Mr. Erickson seconded. Motion carried unanimously.

Mr. Schwartz made a motion to approve the accounts payable listing for the period of September 1, 2020 through September 30, 2020. Mr. Erickson seconded. Motion carried unanimously.

6. REPORTS AND CORRESPONDENCE:

- A. Both the September SMMPA Key Metrics worksheet and September 9th Board Meeting Minutes were reviewed.
- B. In the Generation Plant, staff have help out our colleagues in Wells and Mora working on their engines. The generators ran on October 14th and 15th without any incidents.

In the Electric Department, they have continued to work on underground conversions. They have continued with the installation of the EV DC Fast Charger at Coborn's and converting electric meters to AMI meters. They are also working on system maintenance, repairs and improvements.

- C. In the Water Department, the Middle Water Tower has been drained for the winter. The Princeton Fire Department and the Minnesota Department of Health have both been notified. Fall hydrant

flushing has been completed. 125 hydrants do not have drains. The Princeton Fire Department has been notified of this. Total Control has installed the SCADA system in both Water Treatment Plant #1 and Water Treatment Plant #2 and it is working. A heater was installed in Water Treatment Plant #2.

- D. Princeton Mayor Brad Schumacher reported the new light has been installed at city hall next to the new cell tower. In approximately one month the new cell tower will be online.
- E. General Manager Keith Butcher reported the following:
 - i. With the AMI meter conversions, we are currently at:
 - 1. 42.2% of the Electric meters have been converted to the new AMI meters.
 - 2. 19.1% of the Water meters have been converted to the new AMI meters.
 - ii. The DC Fast Charger at Coborn's is in the process of being installed. It should be operational in the next month or so.
 - iii. The days of cash on hand as of September 30, 2020 was 103 in the Electric Department and 536 in the Water Department. Since February 1, 2020 kWh electric consumption has been down 4.7%. Comparing September 2019, consumption is down 12.1%.
 - iv. The City of Princeton has included Princeton Public Utilities in the use of the CARES funding they received. Paperwork has been submitted for re-imbusement for PPE and other materials related to COVID-19 costs. We are currently installing three touchless faucets and adding ionizing filters in our HVAC system. We also included the cost of a laptop to allow some staff to work from home should they be required to quarantine.
 - v. A request to Blue 42 for the addition of a "Scroll Down" flag on the PUC website has been made so people know that there are items lower down on the screen. A Connector Newsletter will be mailed with the bills the end of October highlighting the 2020 Ballot Question information.
 - vi. Commission Dan Erickson had donated dog waste stations to be placed in Princeton. Two of the dog waste stations have been installed. They are located at each of the Water Treatment Plants. The Princeton Park Board will be discussion potential installations of them around Princeton. The dog waste stations are to encourage people to pick up after their pets.

7. UNFINISHED BUSINESS:

a. AMI

There was a discussion on the process for changing out water meters to the new AMI meters. The Water AMI scheduling process has begun for 2021. With the AMI conversions in 2020, we are looking to increase the 2020 budget by \$40,000.00. This would reduce the Water Days of Cash on Hand to 509 days. It is anticipated the 2021 change out will be approximately 150 replacements per quarter. Mr. Schwartz made a motion to approve increases the Water 2020 budget by \$40,000.00 to purchase additional meters, registers and replacement parts to change out water AMI meters. Mr. Erickson seconded. Motion carried unanimously.

b. 2020 COMMISSION CALENDAR CHANGES

After a discussion on upcoming PUC Commission Meetings, Mr. Schwartz made a motion to change the November Regular PUC Commission Meeting from November 25th, 2020 to November 18th, 2020, and to change the December Regular PUC Commission Meeting from December 23rd, 2020 to December 16th, 2020 due to the holidays. Mr. Erickson seconded. Motion carried unanimously. The Amdahl Room at the Mille Lacs County Historical Society is available and has been reserved.

There was a discussion to hold a Work Session to discuss budgets. The meeting would be held in the Amdahl Room at the Mille Lacs County Historical Society. Mr. Erickson made a motion to schedule a Work Session to discuss budgets on Wednesday, November 11th, 2020 at 1:00 p.m. Mr. Schwartz seconded. Motion carried unanimously.

c. WELLHEAD PROTECTION PLAN (PHASE I)

The PPU works with the Minnesota Department of Health on the Wellhead Protection Plan for Princeton. The Wellhead Protection Plan is designed to protect the PPU's ground water supplies. The Wellhead Protection Plan is developed every 10 years with the 10 year anniversary approaching. Since the PPU already has a Wellhead Protection Plan in place, this phase is just an upgrade. Part 1 of the Wellhead Protection Plan was presented to the PPU Commission for approval. Part 2 will identify potential problems that will need to be addressed. Mr. Schwartz made a motion to approve Part 1 of the Wellhead Protection Plan. Mr. Erickson seconded. Motion carried unanimously.

d. EV DCFC FEE PROPOSAL

Once the EV DC Fast Charger at Coborn's is installed and operational, Manager Keith Butcher proposed a charge for the use of the charger. The proposal is to charge a \$5.00 connection fee along with \$0.30 per minute charge for persons using the DC Fast Charger was presented. The fees are the recommendation of ZEF. Manager Keith Butcher's recommendation is to start with this fee and re-evaluate the fees next year. Mr. Hanson made a motion to approve the fee schedule of a \$5.00 connection fee with a \$0.30 per minute charge. Mr. Schwartz seconded. Motion carried unanimously.

8. NEW BUSINESS:

a. INSURANCE OVERVIEW

Insurance agent Jim Burroughs from Princeton Insurance Agency presented the 2021 Property and Liability Insurance along with data breach, equipment coverage and workers compensation proposal to the PPU Commission. The insurance is carried through the League of MN Cities Insurance Trust and Travelers.

b. HOLIDAY LIGHTS PROMOTION AND CONTEST

There was a discussion of sponsoring the 2020 Residential Holiday Lighting Contest again this year. Prizes for the contest would be Grand Prize \$100.00; First Runner-Up \$75.00; and Second Runner-Up \$50.00. Customers participating in the Holiday Lighting Contest must be a Princeton Public Utilities electric customer. The award will be issued as a credit on their bill. PPU Staff, Princeton City Staff, and Public Officials (elected or appointed) are ineligible. Judges for the contest are children of PPU staff. The consensus of the PPU Commission was to continue sponsoring the 2020 Holiday Lighting Contest for Residential customers of the PPU.

c. LIGHT UP PRINCETON

The City of Princeton is creating a drive-through lighted holiday scenes at Riverside Park to increase a sense of community while providing for a new activity that the City of Princeton would do for years to come. The total expected cost of the project is \$14,000.00. The City of Princeton has authorized \$5,000.00 matching grant to the effort. Mr. Erickson made a motion to contribute \$2,500.00 from PPU to help fund the Light Up Princeton project. Mr. Schwartz seconded. Motion carried unanimously.

d. WATER SHUTOFF SERVICE

A customer of the PPU is leaving Princeton for the winter and has requested that we shut his water off at the curb stop. In addition, the customer stated that he may return during the Christmas holidays and would therefore want the water turned on during that time and to be turned back off when he leaves. Currently the PPU does not have a written policy addressing this issue. There was a discussion on whether to offer this service free of charge or for a fee all within limits. The discussion included how many PPU customers would utilize this service and the risk involved. General Manager Keith Butcher will research this further.

e. BUDGET DISCUSSIONS

There was a discussion regarding the Budget Work Session for early November was discussed previously during the 2020 Commission Calendar changes.

f. OCTOBER 21st CLOSED SESSION RESCHEDULE

With the Closed Meeting that was scheduled for October 21st being canceled, there was a discussion on rescheduling the meeting. The closed meeting will be to discuss General Manager Keith Butcher's review and possible salary adjustment. Mr. Schwartz made a motion to hold a Closed Session on November 11th, 2020 following the Work Session. Mr. Erickson seconded. Motion carried unanimously.

g. MEETING ROOM EQUIPMENT/RESOURVES

Manager Keith Butcher reported the PPU is partnering with the Mille Lacs Historical Society to equip the Amdahl room to better record meetings and improve presentations. Mayor Brad Schumacher stated the screens and speakers have been approved by the City Council to be covered under the CARES funds.

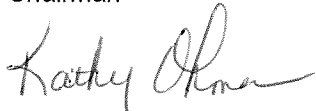
h. COVID COSTS AND TRACKING

Commissioner Greg Hanson brought up a discussion on the costs that have incurred by PPU and the city during Covid-19. He would like to have these costs tracked and reported back to the PPU Commission.

There being no further business, Mr. Erickson made a motion to adjourn the meeting at 3:05 p.m. Mr. Schwartz seconded. Motion carried unanimously.



Gregory Hanson
Chairman



Kathy Ohman
Secretary



Keith R. Butcher
General Manager