

## **PUBLIC UTILITIES COMMISSION**

### **REGULAR MEETING**

**March 22, 2023, 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 10<sup>th</sup> Avenue South, on March 22<sup>nd</sup>, 2023, at 1:00 p.m.

#### **1. CALL TO ORDER / ROLL CALL**

Present: Chair Richard Schwartz and Commissioners Dan Erickson and Jack Edmonds.

Absent: None.

Also Present: Manager Keith Butcher, City Administrator Michele McPherson, Electric Superintendent Jeremy Linden, Water/Power Plant Superintendent Scott Schmit, and Office Manager Christina Cunningham.

Meeting was called to order by Chair Schwartz at 1:00 p.m.

#### **2. APPROVAL OF THE AGENDA**

Mr. Erickson made a motion to approve the agenda of the March 22<sup>nd</sup>, 2023 Regular PUC Meeting. Mr. Edmonds seconded. Motion carried unanimously.

#### **3. PUBLIC COMMENTS:**

There were no Public Comments.

#### **4. CONSENT AGENDA:**

- a. Public Utilities Commission Regular Meeting Minutes – March 2<sup>nd</sup>, 2023
- b. Certification of Accounts Payable
- c. SMMPA Reports – Minutes and Key Metrics
- d. Financial Reports – Income Statement, Balance Sheet, Trial Balance, and Cash Reserves
- e. Operational Reports – EV and ACH Report

Mr. Erickson made a motion to approve the Consent Agenda of the March 22<sup>nd</sup>, 2023 Regular PUC Meeting. Mr. Edmonds seconded. Motion carried unanimously.

#### **5. UPDATES:**

- a. Electric Superintendent Jeremy Linden provided the Electric Department update.

- b. Water/Power Plant Superintendent Scott Schmit provided the Water Department update and the Power Plant update.
- c. Office Manager Christina Cunningham provided the Office Department update.
- d. City Administrator Michele McPherson and City Councilor Jack Edmonds provided an update on City activities.
- e. General Manager Keith Butcher provided an update on PPU activities.

## 6. REGULAR AGENDA:

### a. **RESOLUTION 23-05: BOND REIMBURSEMENT**

General Manager Keith Butcher presented *Resolution 23-05: Bond Reimbursement*. This resolution will establish procedures relating to compliance with reimbursement bond regulations under the Internal Revenue Code in order to reimburse PPU for capital improvements expenses incurred prior to bonds being issued. Mr. Schwartz made a motion to adopt Resolution 23-05: Bond Reimbursement as stated. Mr. Erickson seconded. Motion carried unanimously.

### b. **ELECTRIC CAP PLAN (PHASE 1) – MINOR MATERIALS BID PACKAGE**

General Manager Keith Butcher presented *Memo 23-09: Electric Cap Plan (Phase 1) Bid Selection*. DGR Engineering completed their review of the bids received on March 14, 2023 for the minor electrical materials associated with the Electric Distribution Improvements Phase 1 Project. DGR Engineering recommends the following: Bid #1 for primary cable fittings be awarded to WESCO. Bid #2 for cable sealing and identification materials be awarded to Border States Electric. Bid #3 for grounding materials received two complete bids be awarded to Irby Utilities. Bid #4 for primary and secondary pedestals be awarded to Dakota Supply Group. Bid #5 for 600V secondary power cable be awarded to WESCO. Bid #7 for fault indicators be awarded to WESCO. Bid #8 for meter sockets be awarded to WESCO. Total purchase price for all contracts awarded is \$198,260.89. Mr. Edmonds made a motion to approve the recommendations of DGR Engineering for a total contract price of \$198,260.89. Mr. Erickson seconded. Motion carried unanimously.

### c. **ELECTRIC CAP PLAN (PHASE 1) – CONSTRUCTION BID PACKAGE**

General Manager Keith Butcher presented *Memo 23-10: Electric Cap Plan (Phase 1) Bid Selection*. DGR Engineering completed their review of the bids received on March 14, 2023 for the primary/secondary construction contract with five responsive bids received. Their recommendation was to award the project to Castrejon, Inc. who submitted the lowest bid. Total cost of this portion of the project is \$1,916,197.50. Mr. Edmonds made a motion to approve the recommendations of DGR Engineering awarding the contract to Castrejon, Inc. at a project cost of \$1,916,197.50. Mr. Erickson seconded. Motion carried unanimously.

## 7. DISCUSSION:

### a. **REMINDERS:**

- i. Sherco 3 Tour for March 31<sup>st</sup>, 2023
- ii. Facility Tour schedule for after the April 26, 2023 meeting

There being no further business, Mr. Edmonds made a motion to adjourn the meeting at 1:36 p.m. Mr. Erickson seconded. Motion carried unanimously.



Richard B. Schwartz  
Chair



Kathy Ohman  
Secretary/Treasurer