

**MINUTES OF THE AUGUST 12, 2024, SAUK CENTRE
PUBLIC UTILITIES COMMISSION MEETING**

CALL TO ORDER:

1. The regular meeting of the Sauk Centre Public Utilities Commission was called to order by President Ted Spanier at 4:30 p.m. on August 12, 2024, at the office of the Sauk Centre Public Utilities. Commissioners present were Jeff Bromenshenkel, Warren Stone, Wayne Senst, and Mark Roberg. Also, present were Water/Wastewater Supervisor Glenn Bauer, Electrical Supervisor Shannon Ellering, General Manager Debbie Boyer, and Secretary Jennie Frank.

MINUTES:

2. By general consent, the following minutes were approved:
- a. The minutes of the last Regular Commission Meeting held on July 8, 2024.

UTILITY BILLS:

3a. A motion was introduced by Commissioner Bromenshenkel and seconded by Commissioner Roberg that the following utility bills be approved:

The full listing of the July 2024 accounts payable in the amount of \$1,117,724.47.

Motion carried five to zero. The Visa bill was available for review.

FINANCIAL REPORTS:

4abc&d. By general consent, the Commission approved all the Monthly, Investment, 4M Fund, and 2nd Quarter Financial Reports as presented by General Manager Boyer.

CORRESPONDENCE AND MEETINGS:

5a. The next regular meeting of the Sauk Centre Public Utilities Commission will be held on Monday, September 9, 2024, at 4:30 p.m.

OLD BUSINESS:

6a. A motion was made by Commissioner Senst and seconded by Commissioner Stone to approve the quote from Crane Engineering for \$11,588.58 for two blower spare repair kits for the WWTP. Motion carried five to zero.

NEW BUSINESS:

7a. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Roberg to approve the MESERB 2024-2025 Membership Assessment in the amount of \$1,769.00. Motion carried five to zero.

b. A motion was made by Commissioner Senst and seconded by Commissioner Bromenshenkel to approve the advertising request from Youth Hockey/Civic Arena in the amount of \$150.00. Motion carried five to zero.

c. Commissioner Roberg made a motion to approve the Stantec proposal of \$8,500 for Wellhead Protection Implementation (Spill Response Plan) plus well and tank surveys to customers in DSWMA area, seconded by Commissioner Stone. Motion carried five to zero.

d. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Senst to approve the invoice for Payment #4 of \$86,850.90 for Castrejon Inc. Motion carried five to zero.

e. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Stone to approve the invoice from Taft for professional services regarding the bond in the amount of \$21,000. Motion carried five to zero.

f. A motion was made by Commissioner Roberg and seconded by Commissioner Stone to approve Task Order No. 4, Amendment #1 from DGR Engineering for Phase 1B and Phase 2 with an updated project cost for Phase 1B and Phase 2 of \$5,817,000. Motion carried four to zero.

g. Commissioner Bromenshenkel made a motion for approval for DGR to go out for bids on the Transformers and VFI's, seconded by Commissioner Senst. Motion carried five to zero.

COMMISSIONERS ITEMS:

8a. Commissioners & Other Committee Items / Reports

b. Personnel Committee

GENERAL MANAGER AND SUPERVISOR'S ITEMS:

9a. General Manager Boyer informed the Commission that WAPA is estimating no additional change to the Drought Adder component for 2025. Informational only.

- b. A motion was made by Commissioner Stone and seconded by Commissioner Bromenshenkel to approve Payment #3 to Traut Wells in the amount of \$81,653.16 for Well #8. Motion carried five to zero.
- c. Information was given on the WMMPA-Western Minnesota Municipal Power Agency bond rating at AA- with a stable outlook. Informational only.
- d. General Manger Boyer informed the Commission on the changes to the WAPA Agreement and by general consent the Commission approved the updated changes to the WAPA Agreement.
- e. A motion was made by Commissioner Senst and seconded by Commissioner Bromenshenkel to approve the purchase of a new Cannon office printer from Loffler in the amount of \$4,092.32 with the State Contract Service and Supply Agreement which includes maintenance and supplies. Motion carried five to zero.
- f. General Manager Boyer presented the Liability and Workers' Compensation renewal through LMCIT. A motion was made by Commissioner Stone and seconded by Commissioner Roberg to approve the Regular Premium Option for Workers' Compensation coverage for \$28,683. Motion carried five to zero.
- g. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Stone to retain the current coverage of \$2,000,000 and waive statutory limits on liability coverage through LMCIT's Property/Casualty Policy. Motion carried five to zero.

FOR YOUR INFORMATION ONLY

Being no further business, a motion was made by Commissioner Stone and seconded by Commissioner Bromenshenkel to adjourn the meeting at 5:44 p.m. Motion carried five to zero.

Jennie Frank, Secretary
Sauk Centre Public Utilities Commission