

**MINUTES OF THE SEPTEMBER 9, 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 September 9, 2024, at the office of the Sauk Centre Public Utilities. Commissioners present were Jeff Bromenshenkel, and Mark Roberg. Also, present were Water/Wastewater Supervisor Glenn Bauer, Electrical Supervisor Shannon Ellering, General Manager Debbie Boyer, and Secretary Jennie Frank. Commissioner Stone was absent and Commissioner Senst arriving at 4:31 p.m. and leaving at 4:43 p.m.

MINUTES:

2. By general consent, the following minutes were approved:

- a. The minutes of the last Regular Commission Meeting held on August 12, 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 August 2024 accounts payable in the amount of \$1,520,571.44.

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

FINANCIAL REPORTS:

4ab&c. By general consent, the Commission approved all the Monthly, Investment, and 4M Fund 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, October 14, 2024, at 4:30 p.m.

b. Commissioners will get back to General Manager Boyer on attending the MRES Area Meeting in Alexandria on Wednesday, October 23, 2024.

OLD BUSINESS:

NEW BUSINESS:

- 7a. Pictures were presented to the Commission of the waterline for old Well #5. Informational only, no action needed.
- b. A motion was made by Commissioner Senst and seconded by Commissioner Bromenshenkel to approve Change Order No. 2 in the amount of \$3,312 for replacing the electrical panel within the well house to accommodate a 30 HP submersible pump motor. Motion carried four to zero.
- c. Commissioner Bromenshenkel made a motion to approve the invoice for Castrejon Payment #5 in the amount of \$133,485.45, seconded by Commissioner Stone. Motion carried three to zero.
- d. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Roberg to approve the invoice for Payment #7, final payment, of \$44,393.61 for Northern Plains Contracting. Motion carried three to zero.
- e. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Roberg to approve two invoices from Stantec for professional services for the 2024 Trunk SS Cleaning and Televising Project in the amount totaling \$9,216.00. Motion carried three to zero.
- f. A motion was made by Commissioner Bromenshenkel and seconded by Commissioner Roberg to reject the bid from American Environmental in the amount of \$612,350.00 for the 2024 Trunk SS Cleaning and Televising Project and to readvertise later. Only one bid was received and Stantec engineers estimated the work for the project at \$71,100.00. Motion carried three to zero.
- g. Two base bids were received for the padmount switchgear VFIs for the Electric Distribution Improvements Phase 1B & 2. Dykman in the amount of \$1,135,200.00 and Border States in the amount of \$915,629.22. Two alternate bids were received from Dakota Supply Group in the amount of \$1,028,925.00 and Border States in the amount of \$1,011,478.21. Commissioner Bromenshenkel made a motion to approve DGR Bid No 1 to Border States in the amount of \$1,011,478.28, and reject bid No 2 and Bid No 3 and to get new bids, seconded by Commissioner Roberg. Motion carried three to zero.

COMMISSIONERS ITEMS:

8a. Commissioners & Other Committee Items / Reports

b. Personnel Committee

GENERAL MANAGER AND SUPERVISOR'S ITEMS:

9a. Electrical Supervisor Shannon Ellering updated the Commission on the substation project. Construction should begin next week. No action needed, informational only.

b. A motion was made by Commissioner Spanier and seconded by Commissioner Bromenshenkel to approve the bid from Cummins in the amount of \$83,012.00 for a portable generator based on the proper specifications we need, if the specifications are not what we need then we will move to the Ziegler bid of \$84,825.00. Motion carried three to zero.

c. General Manager Boyer informed the Commission that the Source Water Protection Plan Implementation Grant in the amount of \$8,427.51 was received. The grant covers the consultant work done by Stantec to update the Spill Response Plan and the PUC expenses to prepare surveys and mail. Informational only, no action needed.

FOR YOUR INFORMATION ONLY

Being no further business, a motion was made by Commissioner Roberg and seconded by Commissioner Bromenshenkel to adjourn the meeting at 5:17 p.m. Motion carried three to zero.

Jennie Frank, Secretary
Sauk Centre Public Utilities Commission