

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Doyal, Simon, and Keilman. Absent were Commissioners Rossi and Kottke. Also present were General Manager Warehime; City Administrator Busse; Chief Financial Officer Fondell; Manager, Human Resources Madson; Supervisor, Accounting Olson; Executive, Communications & Administration Coordinator Schmoll; and Gas Design Engineer Josh Prokopec. Also present was customer, Roger Wacek.

Commissioner Doyal led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of January 28, 2020 were presented to the Commission. Commissioner Keilman moved to approve the Minutes as submitted. Commissioner Simon seconded the motion. All Commissioners voting Aye, except Commissioner Simon who abstained due to his absence at the meeting, the motion passed.

Committee Reports

Finance Committee – Commissioner Doyal reported the Finance Committee met, reviewed and approved Vouchers totaling \$5,411,263.21. There were not any issues of concern to report.

Personnel Committee – Commissioner Keilman reported the Personnel Committee received an email update from Manager, Human Resources Madson regarding staffing. Mrs. Madson recapped the email noting we are working on filling several positions. A meter service worker transferred to the open waterworks operator position; we hired a gas/water engineering technician; and the empty meter service worker position was filled internally by the water design engineer. Other open positions at this time include: Apprentice Lineworker, Director, Engineering & Field Operations and Electric Foreman position.

City Administrator's Report

City Administrator Busse updated the Commission on street projects for 2020. She noted the Truman Avenue project has been delayed a year so the City has time to address concerns from the citizens in those neighborhoods. The Council adopted its Master Plan for Parks and Trails in February and the comprehensive guide is posted on their website.

6" Gas Main Extension Bid Tab

The attached bid tabulation for the 6" gas main extension was presented to the Commission. Chief Financial Officer Fondell explained this project will extend gas main to the Costco area. We asked bidders to give prices for boring in the main and plowing it in. After extensive review of the bid packages, staff recommends awarding the bid to Ellingson Trenchless, LLC the apparent low bidder. After discussion, Commissioner Simon moved to award the bid to Ellingson Trenchless, LLC in the amount of \$246,742.50. Commissioner Keilman seconded the motion. All Commissioners voting Aye, the motion passed.

Distributed Energy Resources Annual Filing

Supervisor, Accounting Olson presented the Distributed Energy Resources documents on behalf of Energy Conservation/Key Accounts Officer Hendricks who was not able to attend the meeting. Mr. Olson noted the papers have not changed from the previous year. It is a formality to review and

present the documents yearly. After discussion, Commissioner Simon moved to approve the continuation of the rates for distributed generation. Commissioner Keilman seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of January 31, 2020 was presented to the Commission. The Commission signed the report.

Operations/Scorecard

General Manager Warehime noted this is the new scorecard for 2020 with one month's data for January. There were not any notable things to discuss.

General Manager/Staff Report

General Manager Warehime invited the Commissioners to the SMMPA Board Meeting being held at OPU on March 11th. He further noted, the agreement with SMMPA regarding the gas turbine refurbishment project is coming in underbudget lowering the payback from 7 years to closer to 5 years.

Mr. Warehime closed by stating an agreement has been reached with Steele Waseca Coop Electric for the Costco service territory and will be brought to the Commission next month for approval.

Executive, Communications & Administration Coordinator Schmoll shared four videos the Communications Team had developed to help heighten awareness of natural gas safety. The four videos address the topics of gas smell, carbon monoxide, ice on meters and call before you dig. The videos will be played on social media, public access channel, theatre, and on live stream.

Commission Roundtable

There was nothing further to add from the Commissioners.

Audience Comments

Customer, Roger Wacek encourage the Commission and staff to watch the documentary The Biggest Little Farm that follows a couple through their successes and failures as they work to develop a sustainable farm outside Los Angeles.

Adjournment

There being no further business to come before the Commission, Commissioner Simon moved to adjourn the meeting. Commissioner Keilman seconded the motion. All Commissioners voting Aye, the meeting adjourned at 4:31 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator

BID TABULATION

Project: 6 Inch Gas Main Extension Project	Work Order #: G2020003
Date/Time of Opening: February 12, 2020, 1:00 pm	Budget #:
	Budget Amt: \$250,000
	Project Amt: \$250,000
	Est. Budget Portion: \$250,000
	Acct. Number: 3.00.101.363

Calculated Vendor	Subcontractor Bid Security?	Contractor List Included?	Contractor Safety	Unit Pricing Form?	Unit Bid Provided?	Base Amount	Bid Amount
Ellingson Trenchless, LLC ***	Yes	Yes	Yes	Yes	Yes	\$394,142.50	\$246,742.50
NPL Construction Co.	Yes	Yes	Yes	Yes	Yes	\$238,512.00	\$475,113.20

*** - Apparent Low Bidder

Bidders List

Project: 6 Inch Gas Main Extension Project

List of Companies Furnished Bid Documents:

**Western Edge, Inc.
Minnesota Bid Network
Deltek
NPL Construction Co.
Ellingson Trenchless, LLC
MinnComm Utility Const.**

List of Ineligible Bidders:

None