

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Mayhew, Schreiner and Noyce. Absent was Commissioner Moen. Also present were General Manager Kuntz, City Administrator Sparks, Finance Manager Bruno, Field Services Manager Morgan, Gas Marketing Manager Green, Energy Conservation/Marketing Specialist Finholdt, HR/Administration Supervisor Madson and Administrative Assistant Tammy Schmoll.

City Administrator Sparks lead the Pledge of Allegiance.

### **Election of Officers**

President Truelson asked for nominations for the office of President. Commissioner Mayhew moved to nominate Commissioner Truelson as President, that nominations cease, and a unanimous ballot be cast for Raymond Truelson as President. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

President Truelson asked for nominations for the office of Vice President. Commissioner Noyce moved to nominate Commissioner Mayhew as Vice President, that nominations cease and a unanimous vote be cast for Chuck Mayhew as Vice President. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

### **Minutes**

The Minutes of the regular meeting of April 22, 2003 were presented to the Commission. Commissioner Schreiner moved to approve the Minutes as presented. Commissioner Noyce seconded the motion. Commissioner Mayhew abstained from voting, all remaining Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Mayhew reported the Finance Committee met, reviewed and approved financial statements, vouchers and two work orders. One work order was for the installation of feeder mains as needed. The other work order was for the replacement of a car involved in an accident.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee did not meet. He noted interviews for the finalist candidates for the general manager position are scheduled for April 29<sup>th</sup>. HR/Administrative Supervisor Madson discussed the schedule and process for that day.

### **Policies**

Renewable Energy Program Policy – General Manager Kuntz explained there are several things we are billing customers for that are not covered under a policy, such as wind power. This policy will cover wind power as well as other renewable energy programs. After discussion, Commissioner Mayhew moved to approve the policy as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

Internet Billing Policy – General Manager Kuntz explained this policy for Internet Billing. We have a contract with Midwest Wireless, but not a formal policy. Gas Marketing Manager Green reported there are currently 129 customers signed up for ClearWave. After discussion, Commissioner Mayhew moved

to approve the policy as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

### **Conservation Investment Program Update**

Energy Conservation/Marketing Specialist Finholdt discussed the Conservation Investment Program (CIP) update with the Commission. He noted several changes from 2002. The changes included combining our program with Austin and Rochester, new legislation in the conservation area and the electricity requirement going from 1% to 1.5%. Several customers are looking at large projects in 2003 including the school district retrofitting their lighting in all schools and Mills Fleet Farm coming in. Discussion followed.

### **Contributed Services**

The Commission signed the Contributed Services report as of April 30, 2003.

### **General Manager's Report**

General Manager Kuntz asked Field Services Manager Morgan to give the outage report. Mr. Morgan reported squirrels usually account for most of the outages. Commissioner Mayhew inquired if OPU is above or below the national trend in outages. Mr. Morgan reported we are below the average.

Gas Marketing Manager Green reported customer contacts are ongoing and the rebates are including lots of churches and hotels.

General Manager Kuntz stated the Rotary group has been meeting on the third Tuesday of every month in OPU's Commission Room and asked for the Commission's approval to continue those meetings after his retirement on September 12<sup>th</sup>. The Board agreed to continue to allow the group to meet.

Field Services Manager Morgan gave an update on the County Road 45 N project.

Mr. Kuntz reported MnOPS would be in-house for an inspection beginning June 2<sup>nd</sup>. Mr. Morgan explained the process involved.

Mr. Kuntz reminded the Commission, June 10<sup>th</sup> is the training session for Commissioners at Cabela's.

Mr. Kuntz reported the APPA National Convention is June 15-18 and the MMUA summer meeting is August 25-27.

### **Steele Waseca Service Territory**

General Manager Kuntz reported Finance Manager Bruno and himself met with Steele Waseca Co-op Electric regarding the service territory north of 26<sup>th</sup> St. NE. Two options are available, a joint venture and a total buy-out by OPU. Mr. Kuntz reported Steele Waseca drafted a letter showing the benefits of a joint venture as well as some numbers they would be asking for if a joint venture was not

possible. After discussion, Mr. Kuntz was directed to make a list of pros and cons for the joint venture versus a direct buy-out and bring it to the next Commission meeting.

**Commission Roundtable**

Commissioner Schreiner – Nothing.

Commissioner Mayhew – Staff has done a wonderful job through the selection process for the new general manager.

Commissioner Truelson – I would like to see a peak alert update at the next Commission meeting.

**Adjournment**

There being no further business to come before the Commission, Commissioner Mayhew moved to adjourn. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:50 p.m.

Respectfully submitted,

Tammy Schmoll  
Administrative Assistant