

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Truelson, Moen, Schreiner and Noyce. Absent was Commissioner Mayhew. Also present were General Manager Kuntz, Finance Manager Bruno, Field Services Manager Morgan, Gas Marketing Manager Green, HR/Administrative Supervisor Madson, Accountant Teresa Hottman and Administrative Assistant Tammy Schmoll. Guests included Jodi Rogstad from the Owatonna Peoples Press and Stephen Shurts.

Mr. Shurts led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of May 27, 2003 were presented to the Commission. Commissioner Schreiner moved to accept the Minutes as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Moen reported the Finance Committee met, reviewed and approved the Vouchers, Financial Statements and two unbudgeted Work Orders. One work order was for installing ventilation equipment in the welding shop and the other was for hand held air monitoring equipment for the gas department. Both work orders are covered by the Safety Grant OPU was awarded from the State.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and discussed the updating of OPU's history book.

### **Policies**

General Manager Kuntz presented the Energy Management Program policy to the Commission. He reported the policy covers the load management credit of 5% as well as a per kilowatt credit to industrial customers who volunteer to interrupt their load. It was reported there are currently three (3) customers participating in the curtailment program with two more to be joining soon. After discussion, Commissioner Moen moved to approve the policy as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Kuntz presented the Gas Services for Non-Owatonna Public Utilities Customers policy to the Commission. He reported the policy will cover providing service to Community Utility located south of Austin. OPU is serving as their energy manager. Commissioner Moen inquired if there were any drawback for having a signed contract. Gas Marketing Manager Green replied, there really aren't any drawbacks. After discussion, Commissioner Moen moved to approve the policy as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Kuntz presented the GB09 Interruptible Electric Power Plant Generation policy to the Commission. He reported the only change in the policy is to add wording which will add CIP charges to the monthly billing for generation gas. Commissioner Schreiner moved to accept the policy as presented. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the motion passed.

**Service Territory Discussion**

General Manager Kuntz discussed with the Commission the pros and cons of purchasing service territory versus joint ventures and asked the Commission for direction on future service territory the City may annex. After a discussion about rates and reliability, the Commission directed Mr. Kuntz to work out a purchase agreement for the territory currently owned by Steele Waseca. Also, the Commission stated it is their wishes to try to purchase any future service territory instead of entering into joint ventures.

**Contributed Services**

The Contributed Services report as of May 31, 2003 was presented to the Commission. The Commission signed the report.

**General Manager's Report**

General Manager Kuntz reported the County Road 45 N project is costing OPU more than anticipated due to relocation costs. In the future OPU will look at obtaining an easement versus installing main in the right-of-way to try to avoid unexpected costs.

Mr. Kuntz further reported utility disconnects for non-payment are up from 143 in May 2002 to 254 in May 2003. Also June numbers from 2002 were 113 versus 204 through June 24, 2003.

Field Services Manager Morgan gave an outage report.

Gas Marketing Manager Green gave a load management program update.

General Manager Kuntz reported for the August Commission meeting several personnel will be attending the MMUA Summer Conference and therefore the meeting date has been changed from the 26<sup>th</sup> to the 28<sup>th</sup>.

**Commission Roundtable**

Commissioner Schreiner – Thank you to staff and management for the training at Cabela's.

Commissioner Noyce – Nothing.

Commissioner Moen – Nothing.

Commissioner Truelson – Thank you to all the employees for their involvement in the hiring process for the new general manager.

**Adjournment**

There being no further business to come before the Commission, Commissioner Moen moved to adjourn the meeting. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

Tammy Schmoll  
Administrative Assistant