

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Emanuelson, Schreiner, Truelson, Mayhew and Stansberry. Also present were General Manager Shurts; Interim City Administrator Benoit; Director, Finance & Administration Bruno; Supervisor, Energy Management & SCADA Warehime; Supervisor, Meter Services Pelot; and Executive/HR Assistant Schmoll.

Supervisor, Meter Services Pelot led the Pledge of Allegiance.

### **Minutes**

The Minutes from the rescheduled meeting of June 28, 2007 were presented to the Commission. Commissioner Truelson moved to approve the Minutes as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, with Commissioner Mayhew abstaining, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Mayhew reported the Finance Committee met and reviewed June Financials. With the new financial system still being worked on, Commissioner Mayhew reported the financial statements for July will be reviewed once available. Mr. Mayhew further reported the Committee reviewed and approved Vouchers, the Investment Report and two Work Orders. The first was to purchase an uninterruptible power system to provide longer backup to the computer systems and the other was to purchase SCADA hardware to separate SCADA from the corporate network for security purposes.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee met and discussed potential personnel changes in 2008, including options for replacement of the Director, Engineering & Field Services, possible addition of a custodial position, and discussions on the possibility of adding a second night serviceworker position.

### **City Administrator's Report**

Interim City Administrator Benoit discussed changes with the proposed Aquatic Center including location and attractions. Discussion ensued.

### **Water Conservation & Water Emergency Restrictions Program Policies**

General Manager Shurts presented two draft policies to the Commission regarding water conservation and emergency restrictions. Mr. Shurts noted the policies are to provide guidelines in conditions where water restrictions are necessary and briefly described some of the aspects of the policies. He further noted we don't anticipate having to use the policies, but will have them in the rare instance they would be needed. Commissioner Emanuelson inquired if the policies are required by law. Director, Finance & Administration Bruno replied, no, but the State likes to see them. Discussion ensued regarding public notification, the effect of a potential additional water customer, policy fees, and legalities of the policies. General Manager Shurts will contact the City Attorney to review the policies.

### **Contributed Services**

The Contributed Services report as of June 30, 2007 was presented to the Commission. The Commission signed the report.

**General Manager/Staff Report**

General Manager Shurts discussed the issues with the financial statement, noting when the statements are ready, they will be sent to the Commission.

General Manager Shurts reported resolutions regarding the formation of a Municipal Gas Agency have been approved by both the Commission and the City Council and OPU will move forward ensuring all the next proper steps are taken.

General Manager Shurts discussed two handouts. The first addressed outages and the second addressed strategic plan objectives.

Supervisor, Energy Management & SCADA Warehime discussed the Energy Management program, Peak Alerts and load shedding with the Commission.

Supervisor, Energy Management & SCADA Warehime informed the Commission on the theme and activities surrounding the OPU booth at the Steele County Free Fair.

**Commission Roundtable.**

Commissioner Stansberry – Suggested handing out hand fans at the fair for seniors. Also, the article regarding OPU in the Growing Owatonna publication was very good and is good press for OPU.

Commissioner Schreiner – Nothing.

Commissioner Mayhew – Nothing.

Commissioner Truelson – Inquired on the RPU lawsuit against SMMPA. General Manager Shurts stated the lawsuit is in the stage of choosing a mediator. The rest of the lawsuit is ongoing.

Commissioner Emanuelson – Inquired on the acquisition of the Maple Creek Highlands territory from Alliant and the turbine from Xcel Energy. General Manager Shurts noted OPU did acquire the Maple Creek Highlands area and a financial evaluation is still being conducted on the turbine. Mr. Emanuelson gave a brief summary of the SMMPA meeting held in Owatonna.

**Adjournment**

There being no further business to come before the Commission, Commissioner Mayhew moved to adjourn the meeting. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:18 p.m.

Respectfully submitted

Tammy Schmoll  
Executive/HR Assistant