

The Owatonna Public Utilities Commission met in rescheduled session in the Commission Room. The meeting was rescheduled due to staff attending the MMUA Summer Conference. Present were Commissioners Truelson, Mayhew, Schreiner, Noyce and Emanuelson. Also present were General Manager Shurts, Field Services Manager Morgan, Gas Marketing Manager Green, Finance Manager Bruno, HR/Administration Supervisor Madson, Production Supervisor Reese, Marketing/Energy Conservation Analyst Warehime, Accountant Teresa Hottman and Executive/HR Assistant Tammy Schmoll. Special guests included Mayor Tom Kuntz.

Mayor Kuntz led the Pledge of Allegiance.

### **Minutes**

The Minutes from the regular meeting of July 27, 2004 were presented to the Commission. Commissioner Mayhew moved to approve the Minutes as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Mayhew reported the Finance Committee met, reviewed and approved the Financial Statements, and vouchers. There were no work orders. Commissioner Mayhew discussed the cash flow report included in the agenda packets.

Personnel Committee – Commissioner Schreiner reported the Personnel Committee did not meet.

### **APPA Policy Maker's Update**

Mayor Tom Kuntz reported to the Commission on the APPA Policy Maker's meeting he attended. Mayor Kuntz expressed his appreciation to the Commission for allowing him to attend the meeting. He reported issues discussed at the meeting included broadband service and telecommunications. Other issues discussed were tradable tax credits, and renewable energy. The Commission thanked Mayor Kuntz for attending.

### **Contributed Services**

The Contributed Services report as of July 31, 2004 was presented to the Commission. The Commission signed the report.

### **General Manager/Staff Report**

Production Supervisor Reese reported to the Commission on the hours the steam unit and gas turbine ran this past summer as well as the peak alert days. He reported our peak hour occurred on July 21, 2004 at 5:00 p.m. with a load of 67.7 megawatts. He further reported our steam unit ran 239 hours this year versus an average of 900 hours in previous years and the gas turbine ran 65 hours versus an average of 300 previously. He noted the decrease was due to the cooler weather.

General Manager Shurts reported Ryan Deering interviewed for, and accepted, the position of instrument/relay technician. He will be working for Larry Reese on substations and relays. Mr. Shurts further reported Dave Linders will be retiring in September.

General Manager Shurts reported the building accessibility project is moving forward. We are expecting to have a bid opening in October with a proposed start date of November 1<sup>st</sup> if the Commission approves the bids.

General Manager Shurts reported he met with Alliant to discuss the new annexation area north of Kenyon Road. Mr. Shurts further reported President Truelson and himself will be meeting with Steele Waseca Coop Electric to sign the agreement for the joint service territory.

Mr. Shurts reported to the Commission on the MMUA Summer Conference. He reported staff members present at the Conference were Dan Morgan, Joe Green, Mike Bruno and himself.

Finance Manager Bruno reported staff has met with Virchow, Krause to request a proposal for additional accounting training for the staff and Commission. Mr. Shurts added, the training will cover rate making, balance sheets, and fiduciary responsibilities of the Commission.

Field Services Manager Morgan reported to the Commission, staff is not expecting any surprises this year relating to the budget.

Commissioner Truelson inquired about the tree trimming schedule. General Manager Shurts replied, the tree trimmers are right on schedule.

Gas Marketing Manager Green distributed a CIP update. Marketing/Energy Conservation Analyst Warehime and Mr. Green discussed the CIP update.

Mr. Green also reported on the Partners for Progress meeting he attending dealing with economic development.

HR/Administrative Supervisor Madson distributed a report detailing OPU's work comp mod. as well as a history of premiums.

### **Commission Roundtable**

Commissioner Emanuelson – What are the dates of the budget meetings? Mr. Shurts replied, November 3<sup>rd</sup> and November 9<sup>th</sup> at 4:00 p.m.

Commissioner Mayhew – I am impressed with the mod rate.

Commissioner Noyce – I want to thank Dan Morgan for helping with a customer on a complaint.

Commissioner Truelson – Thank you for the fair booth. It was well received.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Mayhew moved to adjourn the meeting. Commissioner Noyce seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive/HR Assistant