

The Owatonna Public Utilities Commission met in regular session in the Commission Room. Present were Commissioners Emanuelson, Schreiner, Mayhew and Stansberry. Absent was Commissioner Mayhew. Also present were General Manager Shurts; Interim City Administrator Benoit; Director, Finance & Administration Bruno; Director, Marketing & Energy Management Green; Manager, HR & Customer Service Madson; Supervisor, Energy Management & SCADA Warehime; Supervisor Engineering & Waterworks Johnson; Supervisor, Gas & Water Services Bendorf and Executive/HR Assistant Schmoll.

Director, Marketing & Energy Management Green led the Pledge of Allegiance.

Minutes

The Minutes from the regular meeting of August 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, the motion passed.

Committee Reports

Finance Committee – Commissioner Truelson reported the Finance Committee met, reviewed and approved Vouchers and one work order for the replacement of a cut off saw. Commissioner Emanuelson inquired when the Financial Statements would be ready. Director, Finance & Administration Bruno replied, we are still missing a minor portion of allocations but should have them available within a week. Discussion ensued regarding cash flow, investment, expenses and revenue. Supervisor, Energy Management & SCADA Warehime distributed consumption graphs actual to budget. Mr. Warehime discussed the graphs reiterating they show consumption amounts in units instead of dollars. Mr. Emanuelson inquired about financial control in the absence of monthly Financial Statements. General Manager Shurts reassured the Commission all the stringent controls, such as bank statements, are still in place.

Personnel Committee - The Personnel Committee did not meet.

City Administrator Report

Interim City Administrator Benoit report the City Council will be having a storm water study session on October 4th. Mr. Benoit further reported on the process of replacing the City Administrator noting the candidates have been narrowed down to six.

Cross Connection & Backflow Prevention Program Policy

General Manager Shurts presented and explained policy #602.40, Cross Connection & Backflow Prevention Program Fee Structure for Non-Compliance, to the Commission and asked for approval. Commissioner Emanuelson inquired on who will be responsible for determining compliance. Supervisor, Engineering & Waterworks Johnson replied, it will be determined through the Engineering department and working with the customer. Mr. Johnson further explained a meeting will be held with all the plumbers in town to ensure consistency throughout the program. After discussion, Commissioner Truelson moved to accept Policy #602.40, Cross Connection & Backflow Prevention Program Fee Structure for Non-Compliance as presented. Commissioner Schreiner seconded the motion. All Commissioners voting Aye, the motion passed.

Water Conservation & Water Emergency Restriction Program

General Manager Shurts presented and explained policy #602.30, Water Conservation & Water Emergency Restriction Program, to the Commission and asked for approval. He noted, there are three steps to the program. It is being established as a policy in the event it would be needed in the future although, at this time, staff does not foresee enforcing the policy. After discussion, Commissioner Truelson moved to approve Policy #602.30, Water Conservation & Water Emergency Restriction Program as presented. Commissioner Stansberry seconded the motion. All Commissioners voting Aye, the motion passed.

Contributed Services

The Contributed Services report as of August 31, 2007 was presented to the Commission. The Commission signed the report.

General Manager/Staff Report

General Manager Shurts discussed a voltage drop the City of Owatonna experienced the prior week. He noted other states within the region were also affected. Mr. Shurts further reported SMMPA has determined they will not participate in the Big Stone II project. The City of Medford has sent a letter of intent regarding OPU providing water to the City of Medford. The Cities of Medford and Owatonna are working on an agreement as to where the future boundaries will be for each city. Mr. Shurts noted a resolution will be developed and brought before the Commission in the future. Mr. Shurts further reported the SMMPA/RPU lawsuit is currently in mediation.

Supervisor, Energy Management & SCADA Warehime updated the Commission on the upcoming customer communications. He noted October 7-13 is Public Power Week and OPU will be distributing compact fluorescent bulbs to customers coming into the office, as well as will have an insert in the Owatonna Peoples Press discussing energy conservation and public power. Mr. Warehime further reported OPU will beginning accepting compact fluorescent bulbs for recycling. Also, a Geothermal Community Ed class will be held at OPU on October 25th; OPU will be offering rebates for LED Christmas lights; BOC Training begins in November and the date for the annual customer meeting is scheduled for November 15th. Mr. Warehime concluded by reporting Requests for Quotes have been mailed out regarding retrofitting the Owatonna Tennis Center. The goal is to save a significant amount of energy, as well as improve lighting.

Director, Marketing & Energy Management Green reported on the status of the Prepay program, and the development of the Minnesota Municipal Gas Association.

Commission Roundtable

Commissioner Stansberry – Nothing.

Commissioner Schreiner – Nothing.

Commissioner Truelson – A suggestion for a newsletter article may be the procedure for reporting when a street light it out.

Commissioner Emanuelson – Want to wish SMMPA good luck in mediation and regret the decision to not participate in Big Stone II; it would have helped out greatly in the long run.

Adjournment

There being no further business to come before the Commission, Commissioner Schreiner moved to adjourn the meeting. Commissioner Truelson seconded the motion. All Commissioners voting Aye, the meeting adjourned at 5:01 p.m.

Respectfully submitted,

Tammy Schmoll
Executive/HR Assistant