

**MINUTES OF THE DELANO WATER, LIGHT AND POWER COMMISSION
CITY OF DELANO, COUNTY OF WRIGHT, STATE OF MINNESOTA
WITH ALL ACCOUNTS BEING AUDITED BY SAID COMMISSION
Monday, June 20th, 2011**

1. CALL TO ORDER

The meeting was called to order by Chairman Larry Bartels.

2. ROLL CALL

Roll call was taken and a quorum established

Members Present:	Larry Bartels, Chairman- Bob Hutter, Commissioner Jonathan Ness, Commissioner
Members Absent:	Derek Schansberg, Commissioner Randy Keranen, Commissioner
Also Present:	Hal Becker, General Manager Aimee Dreger, Recorder

3. AGENDA

A. There was a motion by Bob Hutter with a second by Jonathan Ness to approve the agenda.
Motion Carried

4. MINUTES

A. There was a motion by Jonathan Ness with a second by Bob Hutter to approve the minutes of the regular meeting conducted on May 16th, 2011.
Motion Carried

5. POWER COST ADJUSTMENT

Our transmission credits are now included in our PCA resulting in a favorable negative number.

A. There was a motion made by Jonathan Ness with a second by Bob Hutter to approve the power cost adjustment for bills due June 27th, 2011 at negative .01656.
Motion Carried

6. FINANCIALS

The first half of the utility study expense was due and our dump truck engine repairs both had an impact on our expense side for May. We are over budget in electric revenue partly due to usage up from last May with the humid weather. In the water revenue we are about \$4,200 behind MTD and approximately \$11,000 YTD having one permit come in for May. We also did maintenance at the Water Treatment Plant which added to our expenses this month.

A. Motion to Approve the Financials for May 2011

There was a motion by Jonathan Ness and a second by Larry Bartels to approve financials for May 2011.
Motion Carried

7. GENERAL MANAGER REPORT

A. Conservation Improvement Program

In the residential CIP, we are currently at 15% of our goal. The DMU Projects are at 9.53% of our goal and Commercial & Industrial projects are at 11.87% of our year to date goal. We also have projects that are not on the dashboard that are in the preliminary planning stages.

B. Substation Transformer Update

We have found a firm that stated they can find the parts to replace the damaged insulators. We were not able to get the quotes from the company as of yet.

C. Reel Truck Update

DMU Staff is continuing to search for a new reel truck.

8. Unfinished Business

9. New Business

A. Approve Purchase of New Check Scanner

DMU purchased a check scanner from Girard's Business Solution five years ago to replace processing the checks by hand. Girard's provided us with a software package that helped to automate the collection of the scanned check data, compile the data and transmit the data to DMU's accounting system. The system has worked consistently and if/when there have been any operational issues, representatives from Girard's have been able to fix the problem via remote support, support by telephone or support by onsite visit.

The benefits to using the check scanner have been:

- Increased reliability of data entry in the Accounting System.
- Streamline data entry of payment information into customer's accounts (work load is reduced by at least 40 hours a month) (\$15/hr x 40hrs/month x 12 months/year = \$7,200/year)
- Scanning provides a copy of each check received for research
- Reduced work place injuries (no carpel tunnel)
- Allow for remote transmission of deposit information to the ban

In February 2011, we were contacted by Girard's that the scanner software provider, JDS, had filed for bankruptcy and was out of business. As a result, DMU would not be able to receive another renewal "key" to provide our current software. Girard's provided us with the news that to keep our operation running as it has new software would have to be developed and a new scanner had to be purchased as the technology for devices communicating to computers used almost exclusively the USB ports on a computer and our existing scanner uses a SCUZY port. We have also contacted other companies for pricing and have been given a quote from Profit Star. This company has software that is also in compliance with Crow River Bank to meet their requirements for file transmittal. This quote came in considerably less than the Girards quote.

This is a non-budgeted issue. There is \$10,000 that was budgeted for meters for new growth that won't be used this year. The AMR implementation is beginning to happen and the 1 or 2 meters that will go in because of growth will be handled as part of the AMR implementation. Funding for the scanner could come from this area.

There was a motion by Jonathan Ness and a second by Bob Hutter to approve the purchase as per the proposal from Profit Star pending the capabilities of their systems and a 30-day guarantee.

Motion Carried

B. Approve attendance to MMUA (Minnesota Municipal Utility Association) Summer Conference

There was a motion by Bob Hutter and a second by Larry Bartels to approve the General Manager and any Commissioners attendance to MMUA Summer Conference.

Motion Carried

10. CLAIMS

A. There was a motion made by Bob Hutter with a second by Jonathan Ness to approve claims for the month of May 2011 in the amount of \$486,251.63.

Motion Carried

11. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 8:01 pm.

Larry Bartels, Chairman

Jonathan Ness, Secretary