

**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, November 15th, 2021**

1. CALL TO ORDER

The meeting was called to order by Adam Steffl, Chairman

2. ROLL CALL

Roll call was taken, and a quorum established

Members Present: Adam Steffl, Chairman
Nicholas Willing, Commissioner
Betsy Moran, Commissioner
Tom Rowbotham, Commissioner

Member Absent: Mike Mathisen, Commissioner

Staff Present:

Paul Twite, General Manager
Wendy Neu, Operations Manager
Brittany DeGroot, Recorder
Michelle Hoffman, CLA
Tim Miller, Missouri River Energy Service

3. AGENDA

A. There was a motion by Tom Rowbotham with a second by Nick Willing to approve the agenda.

Motion Carried

4. Rate Study

A. Review Rate Study as presented by Tim Miller of Missouri River Energy Service.

4. Minutes

A. Approve the minutes of the Regular Meeting on October 18th, 2021.

There was a motion by Nicholas Willing with a second by Tom Rowbotham approve minutes.

Motion Carried

5. POWER COST ADJUSTMENT (No motion or approval necessary or required.)

A. Review the Power Cost Adjustment for October 2021 billing of .00063.

7. Staff Update

A. CIP (Conservation Improvement Update) Wendy Neu presented the CIP update and mentioned that residential rebates are down for the month of October.

B. Staff Update

Paul Twite talked about creating an action plan for exiting our energy purchase agency.

A joint meeting will take place on Tuesday the 23rd at 7pm with the city council.

The city has purchased 16.5 acres of land with looking at building a joint facility with public works.

8. Commissioners Report

A. City Council Improvement Updates

No further update

9. Financials

A. Clifton Allen Larson presented the October financials.

10. New Business

A. Motion to Approve Response Letter to CMPS.

There was a motion by Tom Rowbotham with a second by Betsy Moran to approve the response letter to CMPS.

Motion Carried

B. Motion to Approve Travelers Breakdown Insurance Coverage

The commission decided to table the approval for Travelers Insurance Coverage.

C. Motion to Approve the Full Financial Services Engagement Letter.

The commission would like to table the approval of the engagement letter with further breakdown of rates and hours.

There was a motion by Tom Rowbotham and a second by Betsy Moran to approve CLA to send a RVP to look for new auditors.

Motion Carried

11. Claims

A. There was a motion by Betsy Moran with a second by Nick Willing to approve claims for the month of October 2021 in the amount of \$1,158,282.51

Motion Carried

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:22pm.

Adam Steffl, Chairman

Nick Willing, Secretary