

**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  
April 18th 2022**

**1. CALL TO ORDER**

The meeting was called to order by Chairman Adam Steffl.

**2. ROLL CALL**

Roll call was taken and a quorum established

Members Present:	Adam Steffl, Chairman Mike Matheson, Commissioner Nick Willing, Commissioner Tom Rowbotham, Commissioner
Members Absent:	Betsy Moran, Commissioner
Also Present:	Paul Twite, General Manager Michelle Hoffman, CLA Lance Louinger, CLA Wendy Neu, Recorder

**3. Election of Officers**

**i. Chairman:**

- a. Open for Nomination
- b. Close Nominations

There was a motion by Tom Rowbotham with a second by Mike Mathisen to nominate Adam Steffl as Chairman.

Nick Willing-Aye  
Tom Rowbotham-Aye  
Mike Mathisen-Aye  
Adam Steffl-Aye

Motion Carried

**ii. Vice Chair:**

- a. Open for Nomination
- b. Close Nominations

There was a motion by Nick Willing with a second by Tom Rowbotham to nominate Mike Mathisen as Vice Chair.

Nick Willing-Aye  
Tom Rowbotham-Aye  
Mike Mathisen-Aye  
Adam Steffl-Aye

Motion Carried

**iii. Secretary:**

- a. Open for Nomination
- b. Close Nominations

There was a motion by Mike Mathisen with a second by Tom Rowbotham to nominate Nick Willing as secretary.

Nick Willing-Aye  
Tom Rowbotham-Aye  
Mike Mathisen-Aye  
Adam Steffl-Aye

Motion Carried

#### 4. Agenda

A. There was a motion by Tom Rowbotham with a second by Mike Mathisen to approve the Agenda of April 18<sup>th</sup>.

Motion Carried

#### 5. Review 2021 Audit

A. Justin Nilson with Abdo presented the 2021 Audit review. There was a recommendation to review policies and procedures every 2-5 years. Abdo also mentioned that the cash reserve in the bank is lower than what Abdo would target. Overall, they gave DMU a clean audit and the Final copy will be ready in the next month.

#### 6. Financials

A. Michelle Hoffman to Present March Financials

Michelle discussed how things are coming in to balance when we review March and February together. Sales for electric and water are trending up from last year. Michelle also discussed the budget planning. There is a positive cash flow for both Electric and Water in the month of March.

#### 7. MINUTES

A. There was a motion by Tom Rowbotham with a second by Mike Mathisen to approve the minutes of the regular meeting on March 21<sup>st</sup>, the special meeting on March 21<sup>st</sup>, and Joint Meeting on March 7<sup>th</sup>, 2022.

Motion Carried

#### 8. Power Cost Adjustment

A. Review the Power Cost Adjustment for March 2022 billing of 0.00.  
Paul Twite presented the PCA and had a discussion on the Cost of Power.

#### 9. Staff Update

A. Conservation Improvement Update

B. Staff Update- Paul Twite, presented update.

- Paul discussed the MISO Auction market results, along with the handout and discussing the market shortages. Central portion of the US is 3MW short of what is needed in the north central tier.
- Supply Chain shortage, waiting on the transformer for the sub-station. We may be looking to October for the installation of the new transformer. We have discussed with GRE to bring in a portable sub-station at the Dorn Switch if needed. The portable is on reserve at this point.
- DMU brought on line the two additional water filters to be ready for additional needs as we move to our busy summer season.
- The public asked the status of the Gen 9. The Commission Chair advised that the Generator status has not been decided upon. The company that had made the offer to purchase the generator has not been heard from recently. Public requested a time frame for

the additional production to help protect the additional kWh needed to hit our peak loads. Paul Twite responded that it is when we get a secondary sub-station in accordance with the City Planning at the new location of the build of the new sub-station.

10. Commissioners Report

A. City Council Liaison Update

11. Unfinished Business-none to report

12. New Business

A. Approve the 2021 Consumer Confidence Report

There was a motion by Adam Steffl with a second by Nick Willing to approve the 2021 Consumer Confidence Report.

Motion Approved

B. 2022 Co-Gen Rate Review

C. Request for Action –Approve Credit Card through MN Lakes Bank

There was a motion by Tom Rowbotham with a second by Mike Mathisen to approve the credit card change.

Mike Mathisen-Aye  
Adam Steffl-Aye  
Nick Willing-Aye  
Tom Rowbotham-Aye

Motion Approved

D. CMPAS Board Appointments- Table until the initial meeting.

E. CMPAS Transitional Service Agreement-Paul Twite presented the option of moving to a service agreement. DMU is looking to convene a working group to roadmap the exit strategy from CMPAS. Tom Rowbotham and Mike Mathisen have volunteered to be part of the working group.

13. Claims-

There was a motion to approve the claims in the amount of \$837,692.37 by Tom Rowbotham with a second by Nick Willing.

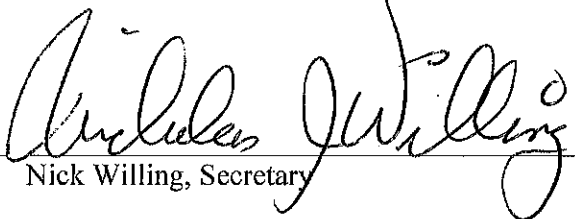
Motion Approved

14. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:00 pm.



Adam Steffl, Chairman



Nick Willing, Secretary