

**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, March 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 Tom Rowbotham, Commissioner Nicholas Willing, Commissioner Michael Mathisen, Commissioner Betsy Moran, Commissioner
Staff Present:	Chris Hart, Finance Director Paul Twite, General Manager Wendy Neu, Operations Manager Brittany Moorhouse, Recorder

2. Review 2020 Audit

A. Review and Approve the Audit Report for 2020 as Presented by CliftonLarsonAllen.

There was a motion by Adam Steffl with a second by Mike Mathisen to approve the Audit Report.

Adam Steffl- Aye

Tom Rowbotham-Aye

Betsy Moran -Aye

Nicholas Willing-Aye

Michael Mathisen-Aye

Motion Carried

B. Recognize Oath of Office Betsy Moran

C. Election of Officers

i. Chairman (Current Officer Adam Steffl)

a. Open for Nominations

b. Close Nominations

There was a motion by Nick Willing with a second by Mike Mathisen to nominate Adam Steffi as Chairman.

Adam Steffl- Aye

Tom Rowbotham-Aye

Betsy Moran -Aye

Nicholas Willing-Aye

Michael Mathisen-Aye

Motion Carried

ii. Vice Chair (Current Officer Mike Mathisen)

- a. Open for Nominations
- b. Close Nominations

There was a motion by Adam Steffl with a second by Nicholas Willing to nominate Mike Mathisen as Vice Chairman.

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

iii. Secretary (Current Officer Nicholas Willing)

- a. Open for Nominations
- b. Close Nominations

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

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

3. AGENDA

A. There was a motion by Tom Rowbotham with a second by Mike Mathisen to approve the agenda.

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

4. Minutes

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

There was a motion by Tom Rowbotham with a second by Adam Steffl to approve minutes.

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye

Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

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

A. Review the Power Cost Adjustment for February 2021 billing of .01044. The average dollar amount that was added to the customers' bills was about \$7.00.

6. FINANCIALS (No motion or approval necessary or required)

A. Review the Financials for February 2021

Chris Hart provided a financial review of the cash flow and financial dashboard for the month. In the Electric Department, revenue is 16.52% over budget for the month. We used \$37,487.60 cash more than planned for the month. Year to date is \$63,481.22 cash ahead of budget. Electric expenses are 23.71% over budget for the month while year to date expenses are 13.84% over budget.

In the Water Department, revenue is 25.38% over budget for the month. We are \$23,526.43 cash ahead of plan for the month. Year to date we have we are \$87,694.25 ahead of budget and expenses are 2.58% under budget.

7. GM Report

A. CIP (Conservation Improvement Update) Wendy Neu presented that CIP is already at 88.4% of our goal for the year. Mrs. Neu will start including the line loss figure to the CIP spreadsheet. KLN's numbers have started coming in and the discussion has been to pay them in one to two years.

B. General Manager Update was presented by Paul Twite. Mr. Twite talked about CMPAS disbursements approved for 2021. The disbursements amount would be equaling around \$150,000. Mr. Twite also talked about Montrose water having high Manganese level. Here at Delano, we test for Manganese daily, and our levels are at 0.05PPM. This is 99.95% removal from the groundwater. Mr. Twite talked about allotting a certain amount of our cash reserve into CDs or T-Notes, Staff will provide suggestions in April. Wendy and legal counsel have been working on personnel policies and will have updates to come in the next couple of months. DGR Engineering will be attending the April Commission meeting, with the topic of capital plan and costs of construction for a new Transformer.

8. Commissioners Report

Betsy Moran provided an update about the new housing developments around Delano. Ms. Moran also talked about hiring Engineer Shawn Louwagie full time for the City.

9. Unfinished Business

10. New Business

A. Approve the 2021 Cogeneration Rate Schedule

B. Accept the 2021 Annual Cogeneration Commission Report

There was a motion by Adam Steffl with a second by Tom Rowbotham to approve 2021 Cogeneration Rate Schedule and Cogeneration Commission Report.

Adam Steffl- Aye
Tom Rowbotham-Aye

Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

C. Approve Initiation of a Letter of Intent with AEP for a Solar Farm

There was a motion by Adam Steffl with a second by Nick Willing to approve a letter of intent with AEP for a Solar Farm.

Adam Steffl- Aye
Tom Rowbotham-Aye
Betsy Moran -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

11. Claims

There was a motion by Tom Rowbotham with a second by Mike Mathisen to approve claims for the month of February 2021 the amount of \$811,294.29.

Adam Steffl- Aye
Tom Rowbotham-Aye
Jason Franzen -Aye
Nicholas Willing-Aye
Michael Mathisen-Aye

Motion Carried

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 8:36pm.

Adam Steffl, Chairman

Nick Willing, Secretary