

**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 21st, 2021**

1. CALL TO ORDER

The meeting was called to order by Mike Mathisen, Vice Chairman

2. ROLL CALL

Roll call was taken, and a quorum established

Members Present: Michael Mathisen, Commissioner  
Tom Rowbotham, Commissioner  
Nicholas Willing, Commissioner  
Betsy Moran, Commissioner

Staff Present:

Paul Twite, General Manager  
Wendy Neu, Operations Manager  
Michelle Hoffman, CLA

3. AGENDA

A. There was a motion by Betsy Moran with a second by Tom Rowbotham to approve the agenda with the move of Michelle Hoffman of Clifton Larson Allen to number 5.

Motion Carried

4. Minutes

A. Approve the minutes of the Regular Meeting on May 17th, 2021.

There was a motion by Tom Rowbotham with a second by Betsy Moran to approve minutes.

Motion Carried

B. Approve the minutes of the Regular Meeting on June 3rd, 2021.

There was a motion by Mike Mathisen with a second by Tom Rowbotham to approve minutes.

Motion Carried

C. Approve the minutes of the Regular Meeting on May 21st, 2021.

There was a motion by Tom Rowbotham with a second by Betsy Moran to approve minutes.

Motion Carried

5. FINANCIALS

Paul Twite introduced Michelle Hoffman. Michelle presented the position of CLA moving forward. There was a discussion on what the Commission finds valuable for future reporting.

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

A. Review the Power Cost Adjustment for May 2021 billing of zero.

## 7. Staff Update

### A. CIP (Conservation Improvement Update)

Wendy Neu presented update on change of rate received from the state for line loss.

### B. General Manager Update

Paul Twite presented the update.

- There was discussion on the peak usage through the heat spell and the push on the substation needing updates to the Bus A Transformer.
- Discussed new legislation on disconnection of customers.
- Status on Cypress Engines maintenance and status
- The two Cat generators have been tested, tied into grid. Caterpillar Inc is waiting on a neutral core reactor for the Cat.
- Discussed the upgrades needed for the Water Filter Media. Currently there are two tanks that do not have filter media in them.

## 8. Commissioners Report

Concept plan of Greywood has been approved. There will be 220 houses with a variety housing styles and phased build.

There was a discussion on the needed space and plan options of a new joint facility vs an existing facility.

## 9. Unfinished Business

## 10. New Business

## 11. Claims

A. Review of AR Aging. The commission would like to see a percentage of what was not collected and the number of customers that have not paid.

B. There was a motion by Tom Rowbotham with a second by Nick Willing to approve claims for the month of May 2021 the amount of \$817,748.18.

Motion Carried

## 12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:15pm.

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Mike Mathisen, Vice Chairman

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Nick Willing, Secretary