

**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, April 19th, 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

3. AGENDA

A. There was a motion by Mike Mathisen with a second by Tom Rowbotham to approve the agenda and move DGR to 3B.

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

Motion Carried

B. DGR Progress Discussion

Chad Rasmussen from DGR Engineering presented on the Electrical Progress Discussion. Delano's peak load continues to grow at a rate of 5% for the last 5 years. Today's peak load is at 16MW and in 10 years a peak load is predicted to be 27MW. DGR also looked at age of equipment in the Substation. The findings are insufficient capacity to handle loss of a substation transformer during heavy loading conditions. DGR is proposing two phases to improve the Substation downtown, build a new substation in the industrial park, and finally for phase one to update distribution system. Phase two would be updating more distribution system upgrades and downtown substation Transformer upgrades.

4. Minutes

A. Approve the minutes of the Regular Meeting on March 15th, 2021.

There was a motion by Tom Rowbotham with a second by Nick Willing 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 March 2021 billing of zero.

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

A. Review the Financials for March 2021

Chris Hart provided a financial review of the cash flow and financial dashboard for the month. In the Electric Department, revenue is 13.69% over budget for the month. We used \$19,886.47 cash more than planned for the month. Year to date is \$43,594.75 more cash used than planned. Electric expenses are 10.68% over budget for the month while year to date expenses are 12.79% over budget.

In the Water Department, revenue is 29.09% over budget for the month. We are \$32,428.69 cash ahead of plan for the month. Year to date we have we are \$120,122.94 ahead of budget and expenses are 6.89% under budget.

7. GM Report

A. CIP (Conservation Improvement Update) Wendy Neu presented that CIP only had a handful of residential rebates for the month of March. However, we are almost at 86% of our goal for the year.

B. General Manager Update was presented by Paul Twite. Mr. Twite talked about Covid and the precautions that the utility is taking. The New Generators will be started in the next couple of weeks if all final testing is completed. The Crew from Cypress Engineering will be coming back this summer to finish upgrades on the Engines in the plant.

8. Commissioners Report

Betsy Moran provided an update about the trunk and Sewer looking to be extended in the Legacy Woods Neighborhood. Dollar General will be going up by Peppermint Twist.

9. Unfinished Business

A. Request for Action- Approve Prime Advertising contract for the website rebuild.

There was a motion by Mike Mathisen with a second by Tom Rowbotham to approve the Contract with Prime Advertising for an updated website.

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

Motion Carried

10. New Business

A. Motion to approve the 2020 Consumer Confidence Report

There was a motion by Nick Willing with a second by Adam Steffl to approve the 2020 Consumer Confidence Report.

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

Motion Carried

B. Motion to approve the “Electrical Education. Online, Anytime” Production with 3M.

There was a motion by Adam Steffl with a second by Mike Mathisen to approve the 3M Electrical Education. Online, Anytime by legal approval.

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

Motion Carried

C. Request for Action- Approve update to the Personnel Policy change to Sick Time.

There was a motion by Tom Rowbotham with a second by Betsy Moran to approve the Personnel Policy change of Sick Time.

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

Motion Carried

D. Request for Action- Approve update to the Personnel Policy change to Report of Illness/Injury

There was a motion by Nick Willing with a second by Betsy Moran to approve personnel policy change to report illness/injury.

Adam Steffl- Aye

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

Motion Carried

E. Request for Action- Approve update to the Personnel Policy change to On Call Service/Cell Phone

There was a motion by Tom Rowbotham with a second by Mike Mathisen to approve the Personnel Policy change to on Call Service/Cell Phone.

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

Motion Carried

11. Claims

There was a motion by Betsy Moran with a second by Adam Steffl to approve claims for the month of March 2021 the amount of \$815,298.32.

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

Motion Carried

12. ADJOURNMENT

There being no further business before the Commission, the meeting was adjourned at 9:35pm.

Adam Steffl, Chairman

Nick Willing, Secretary