**PUBLIC UTILITIES COMMISSION**

9:00 a.m. Thursday, January 21, 2021

Present: Ben Bautch Vacancy

 Nels Coleman Vacancy

 James FitzGerald

 Mike Miller – Public Utilities Superintendent

 Lana Fralich – City Administrator

 Devon Monteith – Confidential Secretary

Bautch called the meeting to order at 9:14 a.m.

**Board Chair Appointment –** Motion by FitzGerald, second Coleman to appoint Ben Bautch as Board Chair. MOTION CARRIED.

**Alternate Board Chair Appointment –** Motion by Coleman, Second Bautch to appoint James FitzGerald as Alternate Board Chair. MOTION CARRIED.

**Agenda** – Motion by Coleman, second FitzGerald to approve the agenda as presented.

MOTION CARRIED.

**Minutes** – Motion by Coleman, second FitzGerald to table the December 21, 2020 regular meeting minutes until the next meeting. MOTION CARRIED.

**Communications**

**October 2020 & November 2020 Treasurer’s Reports** – The Commission reviewed the Treasurer’s Reports and expenditures from October 2020 and November 2020. There was discussion on impacts of COVID-19, delinquent accounts, cash reserves, and anticipated expenditures. Motion by Coleman, second FitzGerald to accept the reports as presented. MOTION CARRIED.

**Department Head Update**

OLD BUSINESS

**Wastewater Pretreatment Project** – Miller updated the status of this project, installation of a new backup generator, that the sanitary connection to begin operations is scheduled for January 26th, and that the project is expected to be completed in 2021. There was further discussion on how this project was funded through the PFA.

**Primary Clarifier Project** – Miller updated the status of this project that we have not yet received the mechanism, provided an explanation of what the mechanism will do, and discussed how this project was funded through IRRR and cash reserves.

**Sanitary Sewer Improvements** – There was discussion on the closeout of this project relating to turf establishment, that the City is still holding a portion of the retainage, and that this project was funded by an IRRR grant, a loan, and cash reserves.

**Campground Project** – This project is finished and will be removed from the agenda.

**Multi-Modal Trailhead Center** – There was discussion regarding the need to identify the remaining funds for this project and doing the project in a phased approach.

**Plumbing Ordinance Amendment** – There was no changes since the previous meeting.

**Water Facility Improvement Plan –** There was discussion on a future need of the Water Plant to lower the PSI levels currently operated at our facility and that the City has submitted information to the PFA to start getting on the intended use plan for future funding.

**2021 Rate Study –** There was discussion on doing a rate study and who may do the study.

NEW BUSINESS

**New Commission Vacancies –** There was discussion of the 2 vacancies, advertising for them, and word of mouth to find people interested in serving on the Commission.

**Set 2021 Meeting Dates –** The Commission reviewed the 2021 meeting dates. Motion by Coleman, second FitzGerald to approve the 2021 PUC meeting dates as February 22nd, March 22nd, April 21st, May 24th, June 21st, August 23rd, September 22nd, October 21st, November 22nd and December 22nd. MOTION CARRIED.

**Unaccounted Water Metering Report –** There was discussion relating to the upcoming annual unaccounted water usage report, the impact high unaccounted water could have on the community, that commercial properties are metered, metering needs for potable water locations that get used by the public, and working on a way to better account for water in our community.

**Delinquent Accounts –** Due to the COVID-19 Executive Order shut offs of delinquent accounts are temporarily suspended but late fees are still being charged. There was further discussion on the impact for residents once the Executive Order is lifted, options for families to apply for aid through the MN Housing Finance Agency, and the city will continue to share information as becomes known.

The Commission members would like to take a tour of the wastewater plant at the next meeting. Motion by Coleman, second FitzGerald to schedule a tour of the wastewater facility at the next PUC meeting on Monday, February 22nd 2021 at 9:00 A.M. MOTION CARRIED.

Motion by Coleman, second FitzGerald to adjourn the meeting at 10:12 A.M. MOTION CARRIED.

 Minutes taken by Devon Monteith