

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, July 24th at 2:00pm, at City Hall – Council Chambers.

Present: Commissioners Martinson, Summerville, Karlgaard, Graves and Larson

Others Present: Director of Public Services Crocker, Finance Officer Johnson, and City Administrator Conway

Approval of Agenda

The agenda was approved as printed.

Approval of Minutes

Commissioner Graves offered a motion to approve the minutes from the regular meeting of Monday, July 24th. The motion was seconded by Commissioner Martinson and carried unanimously.

City Officials

City Administrator Conway requested the Public Utilities Commission update the current amount of \$225,000 that is transferred to the city be a higher amount. The current amount has been the same amount transferred for many years and with the climate and cost of living the amount transferred is not practicable. Discussion was carried out around what the amount should be and if it be a one-time increase or gradual increase. The matter was tabled until the next meeting when comparable numbers from other public utility companies and further information can be provided.

Utility Management

Bills and Claims

Commissioner Graves offered a motion to approve the following Bills and Claims. The motion was seconded by Commissioner Summerville and carried unanimously.

Bills and Claims- Util- 07/24/2023		
Albertson's Parts City Auto Parts	Oil- Water	\$ 20.69
Carus Corporation	Chemicals- Water Plant	5,502.00
Disposal Services, Inc.	Sludge Disposal	3,058.33
Farmers Union Oil Co.	Gas, Rep Parts- Util	2,047.55
Gopher State One-Call	Locates	151.20
Great Plains Natural Gas	Nat Gas- Util	185.19
Holcim - MWR, Inc.	Black Dirt- Electric	108.27
Missouri River Energy Ser	MRES Bill	185,065.54
MN Municipal Util. Assn.	July- Sept Safety-Training- MMUA Conference	4,920.35
RMB Environmental Lab, Inc.	Water Bacteria Testing	224.34
Stuart C. Irby Company	Inventory- Electric	1,457.06
Wex Bank	Fuel- Water	125.24
Wilkin County Recorder	Old Water Plant Sale- Water	220.00

\$ 203,085.76

601 Electric \$191,043.57
 602 Sewer 110.14
 603 Water 11,932.05
Total: \$203,085.76

Crew Updates

Electric: Director of Public Services Crocker informed the Commission the electrical department is working on Twito Substation Circuit C along with locates and other work orders.

Water/Wastewater: The water/sewer crew has been sending in lagoon pond samples along with fluoride samples.

Well Pump Improvement Bids

Director of Public Services Neil Crocker shared with the commission he had quotes for Well #1 that was included in the 2023 Management Letter and approved. The updates included the well, and Variable Frequency Drive (VFD). The Wells are already overseen by Their Well for servicing and updates so the quote of \$56,452.25 was recommended by Director of Public Services Crocker through the 2023 Management Letter but with the cost of the project the following electrical bids for were as followed:

FM Electric	\$16,941.83
Summerville Electric	\$12,895.00

Commissioner Martinson offered a motion to recommend Summerville Electric’s bid of \$12,895.00 to the City Council. The motion was seconded by Commissioner Graves and carried unanimously.

Water Meter Purchases

Director of Public Services Crocker provided some hard numbers on water loss in the city on the water side with the losing 15-18 million gallons of water per day. There was discussion regarding searching for major leaks and none was found. An option he provided to the Commission was to update water meters as many are outdated from anywhere of 50-70 years old and with new meters the number could be more accurate. Discussion was also held around purchasing a 3” and 4-inch meter to use at the four lift stations as thousands of gallons are used each day during their busy season this again could help identify inaccurate readings and or another problem leading to loss water and loss revenue for the Breckenridge Public Utilities. The topic was tabled until the next meeting when actual cost per ¾ inch meter and a three- and four-inch meter costs can be provided.

Funeral, Years of Service, Maternity Polices

Director of Public Services Crocker shared with the Utility Commission a Breckenridge Public Utility employee lost a loved one and that we do not have a policy in place on a dollar amount allowed to provide, nor descriptions of who is allowable or not for loss of family members to receive card, item, etc. Discussion of this also led to another employee out on maternity leave and again the dollar amount allowance to be given along with a clear description and policy. Both items were tabled until the next meeting where a policy will be drafted and presented to the Commission to review and have further discussion on.

Salvation Army Heat Share Program

The Salvation Army (Heat Share) has requested that the Utility participate in this Program. Heat Share provides emergency assistance with heating and utility bills. Utility customers are asked to donate to Heat Share. If donations are received Utility Staff forwards on to the Salvation Army. Commissioner Graves offered a motion to enter into the Salvation Army Heat Share Program Agreement. The motion was seconded by Commissioner Summerville and carried unanimously.

Financials

June 2023 financial statements were reviewed.

Commission Comments

None.

There being no further business, Commissioner Martinson offered a motion to adjourn the meeting at 3:00p.m. The motion was seconded by Commissioner Karlgaard and carried unanimously.

Russell Graves, Secretary/Treasurer
Breckenridge Public Utilities Commission