

The regular meeting of the Brainerd Public Utilities Commission was held at 9:00 AM on January 30, 2018.

Commission President William Wroolie called the meeting to order.

Commissioners Roll Call

Mike Angland – Present
Don Samuelson - Present
William Wroolie – Present

Mark O'Day – Present
Dolly Matten – Present

Utility Staff Present

Secretary/Finance Director
Superintendent of Utilities
Recording Secretary

Todd Wicklund
Scott Magnuson
Sharon Jensen

Others in Attendance

Brainerd City Administrator
Brainerd Mayor
Brainerd Dispatch

Cassandra Torstenson (arrived @ 9:15)
Ed Menk
Gabe Lagarde

Approval of Minutes and Consent Items

Motion by Commissioner Samuelson and seconded by Commissioner Matten to approve the minutes of the December 19, 2017 regular monthly meeting and to approve payment of the January 2018 bills. There was a unanimous roll call vote in favor of the motion. Motion carried.

Public Forum

None

President's Report

Commission President Wroolie noted that he had received a plaque from Minnesota Municipal Utility Association (MMUA) for the eight years he was a member of the MMUA Board.

Wroolie welcomed newly appointed Commissioner Mike Angland to the BPU Commission. Mr. Angland moved to Brainerd in 2004. He is an Architect at WSN with a commercial background and is interested in Brainerd and has participated on other City projects.

Commission President Wroolie appointed BPU Committee assignments.

Human Resource
Don Samuelson
Mike Angland

Finance
Mark O'Day
Dolly Matten

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Other Commissioners' Reports

None

City Administrator Report

Brainerd Mayor Ed Menk welcomed Mr. Angland and noted that he has been involved with the City on the Capital Improvement Plan.

Commissioner Samuelson inquired about the hotel on South 6th Street. Mayor Menk stated that it has been sold and the new owner hopes to have part of it open by July. He owns three other motels in Minnesota.

Brainerd Administrator Casandra Torstenson reported that she had toured BPU facilities and noted that she was impressed with the infrastructure. She stated that she has a background in water and wastewater and is available to bounce ideas off of. Commissioner O'Day asked when the former Downtown Motel would be torn down. Ms. Torstenson stated the tear down has not been scheduled yet.

Secretary's Report

December 31, 2017 Summary of Financial Operations

Wicklund stated that the information is not available at this time.

Review of December 2017 Statistics Information and Hydro Generation

Wicklund reviewed the operating statistics for all the departments noting that electric meters in service at the end of December were 8,039 and 4,720 water meters an increase from December 31, 2016. Hydro kWh generation for 2017 was 11.3% of kWh sales.

Meadowview Manor-Adjustment Request

Wicklund presented a request from Patrick Lawton, the manager at Meadowview Manor, 1502 Erick Lane. On December 31st a major water leak was discovered at the Trailer park. Due to the holiday week-end the water main leak was fixed on January 2nd. Mr. Lawton requested a reduction of the wastewater treatment and collection charges. It was noted that on May 23, 2017 the Commission made a policy to deny any further waiver requests from trailer parks.

Motion by Commissioner Matten and seconded by Commissioner O'Day to deny the waiver request from Meadowview Manor as per policy. There was a unanimous vote in favor of the motion. Motion carried.

1926 Graydon-Adjustment Request

Wicklund presented a request from Joan Burnett, 1926 Graydon Avenue. Mrs. Burnett requested a waiver of WWT and WWC charges. A water pipe froze and broke in her downstairs while she was in Florida. BPU staff went to the home and observed that the water did not enter the floor drain. Staff recommendation is to adjust wastewater treatment (WWT) charges in the amount of \$113.59 and wastewater collection (WWC) charges in the amount of \$58.83 as the water did not enter sanitary sewer.

Motion by Commissioner O'Day and seconded by Commissioner Samuelson to approve staff recommendation of WWT \$113.59 and WWC \$58.83 adjustments for Joan Burnett, 1926 Graydon Avenue. There was a unanimous vote in favor of the motion. Motion carried.

Status Update of Rate Study

Wicklund reported that Utility Financial Solutions is still working on the electric portion of the rates. Water and wastewater are complete.

Minnesota Power (MP)-Operation Capacity Agreement

Wicklund reported on the meeting with two representatives of MP. They presented the projected rates for the last year of the contract starting July 1, 2018. Last year BPU received the rates on July 12th and this

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year MP is four months earlier. Discussions will be held with MP regarding our substation on Thiesse Road. The assets are intertwined and BPU staff wants control and access to our equipment.

Status Update of Minnesota Power MISO Transmission Charges

MCR Performance Solutions, LLC has reviewed the MISO charges. There is a phone conference scheduled for this afternoon to discuss the results of the study.

Crow Wing County Landfill – Leachate Agreement

Wicklund presented the Crow Wing County Landfill renewal request for leachate discharge. The agreement is for three years and is required by the State of Minnesota.

Motion by Commissioner Samuelson and seconded by Commissioner Matten to approve Crow Wing County Landfill Leachate three year agreement. There was a unanimous vote in favor of the motion. Motion carried.

Superintendent's Report

Water Department

- *Leaks/Breaks/Complaints* –
 - So. 6th Street – Still barricaded until Spring when it will be patched
 - So. 8th Street – Anderson Cleaners leak their side
- *Filtration Plant* – Well #5 due to plugged screen
- *Projects*
 - Tower land purchase – Crow Wing Abstract working on documents, closing date not set yet, City will need to sign

Wastewater Treatment Department

- WWTF Projects
 - Two new Wastewater Operators started, one on January 2nd and the other on January 3rd

Electrical Department

- Outages/Interruptions/Complaints – None
- Two Lineworkers are out on medical leave

Hydro Department

- *Projects*
 - Hydro Model – The Hydro model from the University of Utah was damaged during shipping working with insurance and trying to find someone local to repair it.
 - Apron – Final pay request from ECI being reviewed by Barr Engineering.

Administration Department

- OSHA Grant request resolution – Matching grant to purchase new trench boxes.

Motion by Commissioner O'Day and seconded by Commissioner Matten to approve Resolution No. 2018:01 to apply for a matching grant from MN OSHA to purchase trench boxes. There was a unanimous roll call vote in favor of the motion. Motion carried.

- Electric and Water Rules and Regulations – Magnuson will have them completed and ready for approval at the February meeting. BPU's new website has been launched and the new regulations will be put on the website along with the updated Solar policy.

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Old Business

None

New Business

None

Adjournment

Motion to adjourn by Commissioner O'Day and seconded by Commissioner Matten. There was a unanimous vote in favor of the motion. Motion carried at 9:44 AM.