

**Minutes of the Proceedings of the Commission of North Branch Water & Light
Regular Session
November 20, 2018**

CALL TO ORDER: The North Branch Water & Light Commission met in regular session and Kirsten Hagen-Kennedy called the meeting to order at 3:30 p.m.

ROLL CALL: Commissioners present were Kirsten Hagen-Kennedy, Chris Bibeau and Peter Schaps. Staff members present were general manager Petsche and office manager Kraemer.

APPROVE AGENDA: (.12)

Motion by Bibeau, seconded by Schaps to approve the agenda. All voted aye. Motion carried.

PUBLIC COMMENT: (.39)

None

Minutes (.46)

Motion by Schaps, seconded by Bibeau to approve the minutes of the October 16, 2018 regular session meeting. All voted aye. Motion carried.

Payment of Bills (1.21)

Schaps asked about the professional services payment.

Petsche explained that it was a payment to Springsted for continuing disclosure for the bonds.

Motion by Schaps, seconded by Bibeau, to approve payment of bills as presented. All voted aye. Motion carried.

Utility Financial Update (2.28)

Hill was absent. Hagen-Kennedy instructed the commissioners to look over the financial information and email Petsche if there were questions.

Petsche stated that there is a lot of detail in the budget that is reflected in the financial information.

Admin Policy “Water” Fire Service (2.58)

Petsche said that he was bringing the language back for action. It was tabled at the last meeting.

Discussion.

Motion by Hagen-Kennedy, seconded by Bibeau to approve the additional language for 9.0 and 17.0 water policy. All voted aye. Motion carried.

Insurance (6.36)

Petsche went over the 2019 health insurance quotes for our current plan with Health Partners and for a Public Employees Insurance Plan (PEIP). He said that there could be a savings of around \$40,000 for the year if the commission chose the PEIP option.

Discussion.

Motion by Hagen-Kennedy, seconded by Bibeau to approve the change from Health Partners to the Public Employees Insurance Plan. All voted aye. Motion carried.

Budgets (16.18)

Petsche described some highlighted sections of the electric and water budgets for 2019. He explained the quickstart payments and gave an explanation for the professional services amount in 2018. He doesn't feel that the trunk and WAC fees will continue at the 2018 pace.

Discussion.

Motion by Hagen-Kennedy, seconded by Bibeau to approve the 2019 electric and water budgets. All voted aye. Motion carried.

Petsche handed out a 2019 capital budget. He went over both the electric and water capital budgets as well as a long-range capital plan. He feels that a water tower inspection should be completed in the near future.

Discussion.

Motion by Hagen-Kennedy, seconded by Schaps to approve the 2019 capital budget. All voted aye. Motion carried.

Salary Survey (45.22)

Petsche gave an overview of the MMUA annual salary survey. He said that the survey has been a tool in wage negotiations. He explained that the employees have negotiated with the commission for the past couple of years. He asked for the commission's thoughts on how they would like to handle the negotiations this year.

Discussion.

The commission agreed to have a special meeting on December 4, 2018 at 3:30 p.m. for wage negotiations.

Antenna Contract (52.32)

Petsche informed the commission that the school district's attorney is reviewing the contract.

General Discussion (53.02)

Hagen-Kennedy asked Petsche to go over Moody's bond rating.

Petsche said that our bond rating has been upgraded to a Baa2 stable. Our days of liquidity have increased to 162 days. The rating was only related to the electric not the water.

Discussion.

Petsche gave a brief update on the air permit. He received a notice that MN Pollution control has the air permit, but it has not been approved or disapproved because they need more information. The deadline to have it approved has been extended.

Motion by Schaps, seconded by Bibeau to adjourn the meeting.
Meeting was adjourned at 4:30 p.m.

The next regular session meeting is December 18, 2018 at 3:30 p.m.

Chris Bibeau, Secretary