

Minutes of the Proceedings of the Commission of North Branch Water & Light
Regular Session
October 17, 2017

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

ROLL CALL: Commissioners present were Matt Falk, Cindy Erickson and Kirsten Hagen-Kennedy. Staff members present were general manager Petsche and office manager Kraemer. City Finance Director Hill was also present.

APPROVE AGENDA: (.15)

Motion by Erickson, seconded by Hagen-Kennedy to approve the agenda with the addition of 7A to discuss insurance costs. All voted aye. Motion carried.

PUBLIC COMMENT: (.50)

None

Minutes (.56)

Motion by Erickson, seconded by Hagen-Kennedy to approve the minutes of the September 19, 2017 regular session meeting. All voted aye. Motion carried.

Payment of Bills (1.09)

Motion by Hagen-Kennedy, seconded by Erickson, to approve payment of bills as presented. All voted aye. Motion carried.

Utility Financial Update (1.22)

Hill stated that on the revenue side things are relatively flat with water up slightly at 2.9% and electric down slightly at 3.3%. Debt coverage has already reached about 102% and the electric continues to do very well. Cash is climbing a little bit in water and the cash in electric is also up.

Utility Customer Communication Strategy Plan (4.38)

Hagen-Kennedy feels that a plan should be created to help customers understand what services are provided and keep them informed. She would like the commission to discuss and make decisions on how to get this accomplished.

Falk stated that there are mailing that already go out with the bills.

Discussion on different ideas to help customers become more informed.

Erickson asked about the tag line that had previously been mentioned.

Falk thought that the strengths of the utility should be utilized.

Discussion.

Falk asked the commissioners to think about what content could be sent out to the customers and bring that information back to the meeting in November for discussion.

Administrative Policy Amendments (25.42)

Petsche asked if there were any questions regarding the policy. He had a list of 4 items that need to be updated in the policy in the electric and water departments.

Discussion.

Petsche informed the commission on some issues regarding sewer only customers and WAC fees that he will be discussing with the city administrator in the next couple of weeks. The issues have just come up recently.

Discussion.

Falk questioned whether there should be an add on regarding customer owned wells to item number thirteen under the water section of the policy.

Hagen-Kennedy and Erickson agreed that there should be an addition to the language.

Motion by Erickson, seconded by Hagen-Kennedy, to approve the amendments to the administrative policy as discussed. All voted aye. Motion carried.

Health Insurance (50.14)

Petsche met with the health insurance consultant to discuss 2018 rates. He shared with the commission the information that was given to him.

Discussion.

The consensus was to leave the insurance with the current health insurance provider.

Electric Service Area (1.09.21)

Petsche informed the commission about some territory that he is looking at and he has had discussions with East Central Energy.

Discussion.

General Discussion (1.19.45)

Falk said that for the next meeting the commission should be ready to discuss wages and getting familiar with the policies, thinking about how the commission is run so they can be more efficient and better prepared.

Discussion.

Hagen-Kennedy informed the commission that the city council should be hearing about the possibility of the approval of new housing projects.

Motion by Hagen-Kennedy, seconded by Falk to adjourn the meeting.
Meeting was adjourned at 4:55 p.m.

The next regular session meeting is November 21, 2017 at 3:30 p.m.

Cindy Erickson, Secretary