

Pursuant to due call and proper notice thereof, a meeting of the Breckenridge Public Utilities Commission was held on Monday, March 2, 2020, 2:00 PM via teleconferencing.

Members Present: Commissioners Larson, Graves, Martinson, Summerville

Members Absent: Commissioner Rakow

Others Present: Dir. of Public Services Crocker, Finance Officer Christensen, Paige Rudick, Daily News  
City Administrator Smith

The Agenda was approved as printed.

Members welcomed new Commissioner Nate Summerville.

### **Approval of Minutes**

Commissioner Martinson offered a motion to approve the minutes from the regular meeting of March 2, 2020. The motion was seconded by Commissioner Graves. Roll call vote: Graves-yes, Summerville-yes, Martinson-yes, Larson-yes. Motion carried.

### **City Officials**

City Administrator Smith updated Commissioners regarding changes due to COVID-19. At this time the crews (electric, water, public works, support staff) have been separated. They will be using the 80 hours emergency pay that is part of the FFCRA. This will allow the City to separate out employees and continue to serve the citizens of Breckenridge.

### **UTILITY MANAGEMENT**

#### **Bills and Claims**

Commissioner Martinson offered a motion to approve the following Bills and Claims. The motion was seconded by Commissioner Graves. Roll call vote: Graves-yes, Summerville-yes, Martinson-yes, Larson-yes. Motion carried.

#### **March 16, 2020**

Border States Electric	Electric Line Fault Indicators	\$ 13,019.51
702 Communications	Phone Lines/Calls	94.22
Albertson's Parts City	Wtr Plant Belts, Oil, Filters	195.57
EconoFoods-Wahpeton	UPS-Lead/Copper/PCB Tests	118.18
Conzemius Oil	Bulk Mobil Oil – Shop	370.45
Daily News	Ad - Electric Profile	370.00
Farmers Union Oil Company	Fuel, Repair Parts	951.46
Great Plains Natural Gas	Nat Gas - Water Plants	824.58
Irby	Rubber Goods Testing	70.00
Pitney Bowes	Postage Machine Rental	180.00
KBMW	Electric Ads	186.00
Ethanol Products	CO2 - Water Plant	3,265.57
Lloyd's 75 Service	Alternator-Water Plant Pickup	285.78
Waste Management	Garbage	198.63
Midco	LM/Internet	183.42
MN Pollution Control Agency	2020 Lagoon Permit	1,450.00
DPC Industries	Chlorine - Water Plant	1,089.25

Gopher State One-Call	Locate	1.35
Sturdevant's	Hand Guard - Electric	6.95
Farm City Supply	Trouble Lgt, Nuts, Brass, Etc.	394.34
Wade Bischoff	Meals - Water School	61.00
Summerville Electric	Lift Station Light	135.64
Missouri River Energy Serv	Energy	178,835.01
MN Dept of Commerce	Electric Assessments	638.78
Blazer Express	Fuel	463.61
Curt Berg	Safety Boot Reimbursement	189.00
USA Blue Book	Fluoride Tester, Misc.	949.56
RMB Environmental	Water Bacteria/Lagoon Tests	221.00
Graymont	Lime - Water Plant	4,727.92
Dakota Mailing & Shipping	Folder/Sorter Ann Maint Fee	1,019.00
Sanford Health	Drug Collection Fee	25.00
EconoFoods-Breckenridge	Garbage Bags, TP-Shop/Wtr Plant	40.28
Amy Haugen	Meals - Water School	61.00

\$210,622.06

601 Electric -	\$194,817.05
602 Sewer -	2,193.56
603 Water -	13,611.45
<b>TOTAL - \$210,622.06</b>	

#### April 6, 2020

American Solutions for Business	Utility Bill Envelopes (15,000)	\$ 900.56
Breck Public Utilities	Lift Station Electricity	1,464.03
Ferguson Waterworks	Repair Parts - Water	83.23
Dakota Supply Group	Repair Parts-So 9th St Wtrmain Leak	3,258.29
Verizon Wireless	Cell Phones	146.83
Flaherty & Hood	Serv-Lagoon Permit Reissuance	1,474.58
Disposal Services	Sludge Disposal	3,058.33
Midco	LM/Internet-Util Shop	94.87
Quill	Floor Mat - Laurie's Office	54.99
ND Sewage Pump & Lift	Annual Service, Wtr Plant Pump Maint.	2,644.00
Gopher State One-Call	Locates	13.50
Farm City Supply	Coveralls, Gloves, Misc.	248.96
Summerville Electric	Highway 75 Lift Station Work	85.00
Breck Port Authority	Cold Storage Rental	600.00
Blazer Express	Fuel	359.36
Omni-Pro	2020 SCADA License Fee	2,464.00
USA BlueBook	Fluoride Chemical Expenses	119.67

Toshiba Financial	Newsletter Copies	22.44
Dakota Mailing & Shipping	Ink Cartridge - Postage Machine	81.04
Valley FAB	Tubing, Metal	29.10
Thein Well	Well #1-Pulled and Maintenance	7,667.08
DGR Engineering	Services - Circuit A	1,659.50
Core & Main	Saddle - So 9th St Wtrman Leak	88.74
Solomon Corporation	112 KVA Transformer	4,061.25

\$ 30,679.35

601 Electric -	\$ 9,644.39
602 Sewer -	4,511.73
603 Water -	16,523.23
<b>TOTAL - \$ 30,679.35</b>	

#### **Crew Updates**

**Electric:** Crew has been doing general maintenance, trimming trees, etc. Director Crocker stated that with the crews being split up the amount of work completed is less but this is what is needed in order to keep crew safe.

**Water/Wastewater:** Crew has been doing general maintenance. They will be doing beginning of month sampling both in water and wastewater.

#### **Infrared Inspection Report Review**

Director Crocker informed members that the Electric Crew has taken care of the majority of the problems that were detected thru the Infrared study. When everything settles down the Crew will repair all problems that the Report has shown. There was no formal action taken at this time.

#### **Circuit A Boring – Advertisement for Bids**

Director Crocker stated that with the cost for boring regarding the Circuit A Underground Project being over \$100K the City needs to advertise for bids. Director Crocker stated that if approved by Commissioners and Council the ad will run until April 24, 2020. Commissioner Graves offered a motion to recommend to the City Council to advertise for bids regarding Circuit A Boring Project. The motion was seconded by Commissioner Martinson. Roll call vote: Graves-yes, Summerville-yes, Martinson-yes, Larson-yes. Motion carried.

#### **Miscellaneous Updates**

**Water Plant:** Director Crocker informed Commissioners that the New Water Treatment Plant testing procedure ran at maximum capacity (water only) last week. Further, at this time the updated plumbing has been completed. Director Crocker stated that there is an issue with the blow down valve. There seems to be a significant difference between the North and the South Clarifier Tanks. Director Crocker stated that he would like to camera the line and see if the problem can be identified and repaired tomorrow. Cost to use the camera is around \$150.00 per day. Commission members concurred that Director Crocker should rent camera to look at line.

**Other**

Commissioner Martinson thanked all City employees for the job they are doing during this COVID-19 event. All Commissioners agreed with Commissioner Martinson.

There being no further business Commissioner Graves offered a motion to adjourn at 2:25 PM. The motion was seconded by Commissioner Martinson and carried unanimously.