

Pursuant to due call and notice thereof, Commissioner Ardner called to order the regular meeting of the Mora Public Utilities Commission at 3:00 PM on Monday, January 19, 2021 via a public Web-Ex virtual meeting.

1. **Oath of Office:** Commissioner Christianson took the oath of office for the term ending December 31, 2023.
2. **Roll Call:** Present: Commissioners Greg Ardner, Brett Baldwin, and Ryan Christianson
Absent: none
Staff Present: Utilities General Manager Crawford, Public Works Director Kohlgraf, Utility Billing Clerk Bliss, and Deputy City Clerk Yoder
3. **Adopt Agenda:** MOTION made by Christianson, seconded by Baldwin, voted on by roll call;
Aye: Ardner, Baldwin, and Christianson
Nay: none
motion unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Baldwin, seconded by Christianson, voted on by roll call;
Aye: Ardner, Baldwin, and Christianson
Nay: none
motion unanimously carried to approve the consent agenda as presented.
 - a. Regular Meeting Minutes – December 15, 2020
 - b. December 2020 Claims
 - c. Approve Hire of Water/Wastewater Operator I (Lead)
 - d. Transmission & Distribution Pole Replacement – Hwy 65/ Mora Lake Project Payment
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** There were no special business items to discuss.
7. **Public Hearings:** There were no public hearings.
8. **New Business:**
 - a. **Pay Equity Compliance Report:** The 2019 Pay Equity Compliance Report was presented to the commissioners for review. The PUC consensus was to recommend approval of the Pay Equity Compliance Report to the city council.
 - b. **Organizational Chart Update:** The PUC reviewed the updated organizational chart which reflected the addition of two positions, the Administrative Services Director and the Plant/Line Supervisor to be hired in 2021, and the Deputy City Clerk/Administrative Assistant was moved from below the City Administrator to under the Administrator Services director. MOTION made by Christianson, seconded by Baldwin, voted on by roll call;
Aye: Ardner, Baldwin, and Christianson
Nay: none
motion unanimously carried to approve the updated organizational chart as presented.
9. **Old Business:** There were no old business items to discuss.
10. **Communications:**
 - a. Utility Billing Monthly Report – December 2020
 - b. Utility Billing Adjustments Report – December 2020

- c. Quarterly Sanitary Sewer Response Report – December 2020: Kohlgraf stated it had been a quiet year and staff had done a good job cleaning sewers annually.

11. Reports:

- a. Public Utilities General Manager: Crawford reported Rodney Knudsen's last day would be Wednesday, January 20, 2021 as he was retiring; with the Capital Improvement Plan approved, Kohlgraf began the process of purchasing vehicles approved in the CIP which were at or below budget, with the anticipated arrival in approximately four months.
- b. Public Works Director: Kohlgraf reported the Highway 65 electrical project was close to completion; there was a water main break in the morning which staff tackled in a timely manner.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Nothing new to report.
- e. Chairperson Ardner: Ardner inquired about a quarterly report to show the usage of the electric vehicle charging stations and Crawford would look into how to retrieve the data and report back with findings.

12. Adjournment: MOTION made by Baldwin, seconded by Christianson, voted on by roll call;

Aye: Ardner, Baldwin, Christianson

Nay: none

motion unanimously carried to adjourn at 3:16 PM.

Chair

Secretary