

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, May 17, 2021, in the city hall council chambers.

2. **Roll Call:** Present: Commissioners Greg Ardner, Brett Baldwin, and Ryan Christianson
Absent: none
Staff Present: Utilities General Manager Lindy Crawford, Public Works Director Joe Kohlgraf, Utility Billing Clerk Jessica Bliss, City Accountant Sara King, and Deputy City Clerk Mandi Yoder
3. **Adopt Agenda:** MOTION made by Christianson, seconded by Baldwin, and unanimously carried to approve the agenda as presented.
4. **Consent Agenda:** MOTION made by Christianson, seconded by Baldwin, and unanimously carried approve the consent agenda as presented.
 - a. Regular Meeting Minutes – April 19, 2021
 - b. April 2201 Claims
 - c. Approve Hire of Water/Wastewater Operator III
 - d. Approve Hire of Administrative Services Director
5. **Open Forum:** No one spoke at open forum.
6. **Special Business:** There were no special business items to discuss.
7. **New Business:**
 - a. **Electric GIS Service Discussion:** Crawford reported after entering into the service agreement with STAR Energy Services in July 2018, staff had been working to implement the GIS mapping software and found issues with the map and user ability. Crawford expounded with a list of identified operating problems including non-compatibility with all staff computers and the utility billing software, STAR's inability to keep up with mapping updates often running two-three months behind, maps that were not web based, and STAR's only mapping capability was for electric, not water or sewer.

Crawford informed the PUC of another organization which may be less expensive with more and better operating capabilities and that STAR would need a 60-day notice of non-renewal.

The PUC consensus was to direct staff to obtain proposals and to notify STAR of the intent of Mora Municipal Utilities to discontinue services upon contract completion.
8. **Old Business:** There were no old business items to discuss.
9. **Communications:** The following communications were reviewed.
 - a. Quarterly Financial Reports: King recapped the financial reports stating all three enterprise funds were within good position. King expounded the fund balance policy was set by the city and the city did not have an investment committee internally, staff worked with Ehlers and received monthly updates. King reported banks followed the US treasury rates when issuing CD rates and since the COVID-19 pandemic, interest rates had plummeted, and it could remain that low until 2023 based on the Federal Reserve Bank.
 - b. Utility Billing Monthly Report – April 2021: Bliss reported one adjustment of a 90% tax reduction, which was billed and had been received.
 - c. Utility Billing Adjustment Report – April 2021

10. Reports:

- a. Public Utilities General Manager: Crawford reported the City Council would be meeting with the Mora Housing & Redevelopment Authority at a 5:00 pm work session tomorrow to discuss the terms and conditions of the loan from the PUC to the City Council, to the Mora HRA, and that Amanda Peterson would start as the Administrative Services Director next Monday.
- b. Public Works Director: Kohlgraf reported one of the three utility new trucks purchased had been received, the city was still waiting for the digger derek truck, and the electric transformers had begun arriving for the school project.
- c. Commissioner Baldwin: Nothing new to report.
- d. Commissioner Christianson: Christianson was curious about the status of the reed beds at the Wastewater Treatment Plant. Kohlgraf reported the reeds grew to approximately 12-18 inches high and spread out to fill in sparse areas; the final payment for the WWTP project was still withheld and CWG and Gridor would be in contact with Kohlgraf about a visit in early June.
- e. Chairperson Ardner: Nothing new to report.

11. Adjournment: MOTION made by Christianson, seconded by Baldwin, and unanimously carried to adjourn at 3:23 PM.

Chair

Mandi Yoder

Secretary