

Minutes of the Moorhead Public Service Commission
Hjemkomst Center, Auditorium
Tuesday, February 18, 2025 – 4:30 PM

MEMBERS PRESENT: Paul Baker (video), Lisa Borgen, Matthew Leiseth (video), Jason Ness, and Joel Paulsen

MEMBERS ABSENT: Heidi Durand

OTHERS PRESENT: General Manager Travis Schmidt; Staff Members Adam Benhardt, Jake Long, Mark Moilanen, Susan Orth, Marc Pritchard, and James Sumba; MPS Attorney John Boulger; Assistant City Manager Mike Rietz

1. CALL TO ORDER.

Chairperson Paulsen called the meeting to order at 4:31 PM. A quorum of the following members was present: Baker, Borgen, Leiseth, Ness, and Paulsen.

2. ELECTION OF VICE CHAIRPERSON AND SECRETARY.

Commissioner Borgen made a motion to nominate Commissioner Baker to serve as the Commission's Vice Chairperson. Commissioner Ness seconded the motion. Commissioner Baker accepted the nomination. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

Commissioner Leiseth made a motion to nominate Commissioner Borgen to serve as the Commission's Secretary. Commissioner Ness seconded the motion. Commissioner Borgen accepted the nomination. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

3. APPROVE AGENDA.

Commissioner Borgen made a motion to approve the agenda. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

4. APPROVE CONSENT AGENDA.

Commissioner Ness made a motion to approve the consent agenda. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

[The consent agenda approved above includes all items shown herein with an asterisk (*). These items were considered routine or non-controversial by the Commission and were enacted by the Commission in one motion, which is the motion above to approve the consent agenda.]

***5. APPROVE MINUTES OF JANUARY 21, 2025.**

Commissioner Ness made a motion to approve the minutes of January 21, 2025. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***6. APPROVE BILLS FOR PAYMENT.**

Commissioner Ness made a motion to approve the bills for payment. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***7. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR CONSTRUCTION OF MPS' REDUNDANT NETWORK OPERATIONS CENTER.**

Commissioner Ness made a motion to approve the specifications and authorize advertisement for bids for construction of Moorhead Public Service's redundant Network Operations Center, contingent upon final legal approval. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***8. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2025 WATER DISTRIBUTION PIPE AND FITTINGS.**

Commissioner Ness made a motion to approve the specifications and authorize advertisement for bids for 2025 Water Distribution Pipe and Fittings. Commissioner Borgen seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

9. CUSTOMERS TO BE HEARD/RECOGNITIONS.

General Manager Travis Schmidt recognized Moorhead Public Service (MPS) Electric Lineman Devan Schuler for reaching his 5-year employment milestone and Utility Service Worker Todd Score for reaching his 15-year employment milestone.

10. OLD BUSINESS.

Chairperson Paulsen stated that the Commission's Customer Concern Working Group (Working Group) met to discuss an issue that a customer addressed at the January 21, 2025, Commission meeting regarding the customer's user rates and meter connections. The Working Group reviewed the information that was provided, and at this time, no action will be taken. General Manager Travis Schmidt will provide a letter to the customer regarding the working group's decision.

11. REPORTS.

City Council.

Commissioner Borgen, along with City of Moorhead staff, recently attended the Legislative Work Group meeting in St. Paul, Minnesota, where they met with legislators to discuss Moorhead's priorities. Borgen thanked General Manager Travis Schmidt for his commitment to attending Moorhead Area Day at the Capitol on March 4-5, 2025, in St. Paul, Minnesota.

Public Service Commission.

No report was made.

General Manager's Report.

General Manager Travis Schmidt provided an introduction of the General Manager's Report, which included the 2024 fourth quarter Strategic Plan updates, 2024 Community Solar Garden credits, Eide Bailly, LLP's annual audit, the 2025 flood outlook, and legislative newsletters from Minnesota Municipal Utilities Association and Missouri River Energy Services. Schmidt also provided highlights of MPS' dashboards for the fourth quarter of 2024. Schmidt responded to questions of the Commission. Discussion was held.

Schmidt provided detailed information on the Community Solar Garden credits that were dispersed to customers in 2024. Finance Division Manager Mark Moilanen provided an update on the process for the annual audit with Eide Bailly, LLP, that will take place in March 2025.

12. ACCEPT REPORT ON SERVICE TERRITORY PAYMENT TO RRVCPA FOR 2024 ENERGY USAGE.

Finance Division Manager Mark Moilanen provided information on the payment to Red River Valley Cooperative Power Association for 2024 energy sales. Moilanen and General Manager Travis Schmidt responded to questions of the Commission. Discussion was held.

Commissioner Borgen made a motion to accept the report on the electric service territory payment to Red River Valley Cooperative Power Association totaling \$78,856.43 for 2024 energy sales within their former service area. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

13. AWARD BIDS FOR 2025 WATER TREATMENT AND WASTEWATER TREATMENT CHEMICALS.

Water Plant Manager Marc Pritchard provided an overview of the chemicals purchased for MPS' water treatment and the City of Moorhead's wastewater treatment. Pritchard explained that the bid cycle was shortened from 12 months to 9 months cycle in an effort to secure more competitive pricing. Pritchard noted that prices for 8 of the 14 chemicals remained the same or were lower compared to previous years. Pritchard responded to questions of the Commission.

Commissioner Ness made a motion to award the bids for 2025 Water Treatment and Wastewater Treatment Chemicals to the lowest, qualified bidders meeting the qualifications, as shown on the attached Bid Tabulation Sheet attached hereto and made a part of these minutes. Commissioner Leiseth seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

14. APPROVE SPONSORSHIP REQUEST FROM NATIONAL ALLIANCE ON MENTAL ILLNESS MOORHEAD FOR MENTAL HEALTH DAY IN THE PARK.

General Manager Travis Schmidt provided information on the sponsorship request from National Alliance on Mental Illness Moorhead. Schmidt stated that the event aligns with Moorhead Public Service's sponsorship criteria and is open to the general public.

Commissioner Borgen made a motion to approve the sponsorship request from National Alliance on Mental Illness Moorhead for Mental Health Day in the Park in the amount of \$700. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

15. CLOSE MEETING FOR EXECUTIVE SESSION.

The meeting was not closed for Executive Session.

16. UPCOMING MEETINGS.

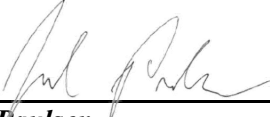
Upcoming meetings of the Moorhead Public Service Commission are scheduled for March 4, 2025, if needed, and March 18, 2025.

17. ADJOURN.

The meeting adjourned at 5:15 PM.

The minutes herein are approved on this 18th day of March, 2025.

APPROVED BY:



Joel Paulsen
Chairpersonⁱ

ATTEST:



Lisa Borgen
Secretaryⁱ

ⁱ Pursuant to the Bylaws of the Moorhead Public Service Commission adopted January 18, 2022, Article 3, Section 11, states, "The Chairperson and Secretary shall sign, execute, and acknowledge all instruments authorized by the Commission or as are incident to the office. If either the Chairperson or Secretary is unavailable to execute an instrument, the Vice Chairperson may execute the instrument in place of the unavailable officer. Execution of instruments by two officers is required."



***Preliminary* Bid Tabulation Sheet
for
2025 Water Distribution Pipe and Fittings**

March 5, 2025, at 2:00 PM
MPS Dispatch Operations Center, 2nd Floor Conference Room

BIDDER'S NAME	CHECK OR BID BOND	BID ITEM #1: Water Distribution Pipe and Fittings TOTAL PRICE
Core and Main Supply	Bid Bond	\$297,938.15
Dakota Supply Group	Bid Bond	\$305,309.97
Ferguson Waterworks	Bid Bond	\$284,520.17