

MINUTES  
LAKE CRYSTAL UTILITIES COMMISSION  
REGULAR MEETING  
TUESDAY, DECEMBER 5, 2023  
8:00 A.M.

The following Commissioners were present:  
Commissioners McCoy, Ahrenstorff, Richards.

Staff Present:

Jeremy Hutchens, Water/Wastewater Superintendent; Sara Raisbeck, Administrative Assistant;  
Angie Grafstrom, City Administrator; Lisa Jacoby, Utility Billing Clerk.

The meeting was called to order at 8 a.m. by Chairman McCoy.

Commissioner McCoy moved, and Commissioner Richards seconded the motion to approve the November 7, 2023, regular meeting minutes. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Ahrenstorff moved, and Commissioner Richards seconded the motion to approve utility bills totaling \$342,627.64. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to approve the "Form of Service Agreement for Transmission to Load Interconnection Service" between Northern States Power Company and Lake Crystal Municipal Utilities. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Ahrenstorff moved and Commissioner McCoy seconded the motion to approve the 2024 budget as presented. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve the 2024 Salary Schedule and Pay Plan as presented. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner Richards moved and Commissioner Ahrenstorff seconded the motion to accept the OSHA grant in the amount of \$5,428.43. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve the purchase of safety equipment for the electric department for a total cost of \$18,502.29 with \$5,428.43 to be covered by the OSHA grant. Total cost to LCMU will be \$13,073.86. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Ahrenstorff seconded the motion to approve changing the January 2024 regular meeting from January 2 to January 9, 2024. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Commissioner McCoy moved and Commissioner Richards seconded the motion to approve the contract with Frontier Energy to provide services and support with the Conservation Improvement Program. The following vote was had and taken,

Ayes: McCoy, Ahrenstorff, Richards.

Nays: None.

Superintendent Hutchens updated the Commission on the following:

- The cost of the VFD # 5 will be \$7,436.00.
- Working on getting quotes for cleaning and televising for 2024.
- Will clean reclaim tank for the media when the other work is being done.
- Bio-Solid samples were over the limit for arsenic, so samples had to be retested and the MPCA takes the average of the two. The average was under the ceiling limit. 2024 will require extra samples.
- Discussion was held regarding the summer sewer maximum.

City Administrator Grafstrom updated the Commission on the following:

- Contacted Blair with DGR Engineering regarding our Distributed Generation rates when they were set up. Blair stated that unless a customer is completely disconnected from the utility, the utility needs to be able to collect from the customer the cost of what it takes to have the "grid" available to the customer whenever they need it, at whatever load he puts on it. It has nothing to with limiting the customer output to 3.5kW or anything of that nature. The only way the Grid Access Charge can go away is if the customer has no connection to the grid and operates full time independently.
- The 2024 Election schedule will require us to moving the PUC meetings in March and November.
- I will be taking some time off between December 19 and January 25<sup>th</sup>. I will be using my time off that I have accrued.

Superintendent Allen updated the Commission on the following:

- Outage Report: there were three power outages.
- Changed out a leaking 25 KVA single phase pad mount transformer. There are no more 25 KVA pad mounts left in inventory. I ordered a Qty of 3 on October, 3 2023. At the time of order date, delivery was 45 weeks out.

- We need to build up more of our three-phase transformer inventory in case of transformer failure. At least for our largest customers.
- Coming back to the Generation O&M program through LMCIT, mentioned in my July 2023 Memorandum. We need to consider completing some of the important preventative maintenance tasks throughout our system for reliability. The list was created to catch small problems before they become big problems, which can be both costly, and a huge inconvenience when something bad does happen. One of the more important things to have performed, is get our substation, and biggest three phase transformers thermal imaged by a professional contractor. L&S should be able to provide this service.
- The 2400/4160 step up transformer for the CAT, and Fairbanks generators is leaking. If we do not have this transformer in working order, we cannot generate. Just a heads up that this repair will be coming up soon.
- With how hectic it has been to get the electric department in working order under the amount of work load we have been strained with, the budget is subject to change as I have not been able to tend to every detail. Specifically, Crystal Gardens, and Powder Werks material list, and installation costs. I apologize for this. We are all trying our best here to play catch up.
- The electric department's tree trimming is a couple of years behind, and we plan to start working on this the month of December, 2023.
- No update from Larry Wheeler on the Cooper as of 11/28/23.
- I would like to recognize the two electric department staff members that work under me who completed all the locating this summer. This was a huge task that could not have been done without them.
- Recommendations were made by both Caterpillar, and MMUA to run our CAT generator at least once per month under full load for an hour to two hours. And run our 12 Cyl. Fairbanks once per quarter under full load for two to three hours. I will be implementing this soon.

Information items:

- Revenue and expense summary reports.
- Next meeting is January 9, 2024, at 8 a.m.

There being no further business the meeting was adjourned.

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Dennis McCoy, Chairman

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Angela Grafstrom, Secretary