



## MEETING AGENDA – FEBRUARY 20, 2018

BOARD ROOM  
4000 EAST RIVER ROAD NE  
ROCHESTER, MN 55906

4:00 PM

### Call to Order

1. **Approval of Agenda**
2. **Approval of Minutes**
  1. Public Utility Board - Regular Meeting - Jan 30, 2018 4:00 PM
3. **Approval of Accounts Payable**
  1. A/P Board listing

### NEW BUSINESS

### Open Comment Period

*(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)*

4. **Informational**
  1. Board Organization Policy
  2. Involuntary Disconnection Policy
  3. Westside Energy Station Project Status Report
  4. Cayenta Customer Care System Update
5. **Board Liaison Reports**
  1. Rochester Public Utilities Index of Board Policies
6. **General Managers Report**
7. **Division Reports & Metrics**
8. **Other Business**
9. **Adjourn**

### Board Study Session immediately following meeting

*The agenda and board packet for Utility Board meetings are available on-line at [www.rpu.org](http://www.rpu.org) and <http://rochestercitymn.iqm2.com/Citizens/Default.aspx>*



## MEETING MINUTES – JANUARY 30, 2018

BOARD ROOM  
4000 EAST RIVER ROAD NE  
ROCHESTER, MN 55906

4:00 PM

**Call to Order**

Attendee Name	Title	Status	Arrived
Mark Browning	Board President	Present	
Tim Haskin	Board Member	Present	
Melissa Graner Johnson	Board Member	Present	
Brian Morgan	Board Member	Present	
Michael Wojcik	Board Member	Present	

**1. Election of Officers****A. Election of Board President**

Board Member Melissa Graner Johnson made a motion to nominate Mark Browning to the office of Board President. This was seconded by Board Member Brian Morgan. Motion passed.

**B. Appointment of Board Secretary**

Christina Bailey was appointed as Board Secretary.

**2. Approval of Agenda**

1. **Motion to:** approve the Board agenda with the correction of the start time

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

**3. Approval of Minutes**

1. Public Utility Board - Regular Meeting - Dec 19, 2017 4:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

**4. Approval of Accounts Payable**

Board Member Melissa Graner Johnson asked about two payments to the Water Utility Share Costs 2017. Water Maintenance and Construction Manager Cary Johnson replied that these are payments from RPU to Public Works for street reconstruction.

Ms. Johnson also asked about a payment to Insty-Prints of Rochester for 50,000 note pads for \$1,875.41. Communications Coordinator Tony Benson explained that these are 1,000 note pads of 50 sheets each.

Minutes Acceptance: Minutes of Jan 30, 2018 4:00 PM (Approval of Minutes)

1. A/P Board listing

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

## 5. Recognition of Terry Adkins

President Browning recognized City Attorney Terry Adkins, who is retiring on February 28, 2018, for his 28 years of service to the utility. Mr. Adkins was presented a signed resolution highlighting his many contributions to the Board and thanking him for his service.

1. Resolution: Recognition of Terry Adkins

*WHEREAS, Mr. Terry Adkins has diligently served as legal counsel to the Utility Board since 1990 in matters including contracts, real property, employment law, FERC, environmental permitting, service territory, data practices, open meetings, as well as many others,*

*WHEREAS, Mr. Adkins has been a valuable asset and has contributed substantially to the well-being of Rochester Public Utilities and the local citizens by his leadership, experience, and trustworthy advice to the Utility, and*

*WHEREAS, Rochester has benefited from the steady guidance and principled leadership of people like Mr. Adkins who believe in municipal ownership, and*

*NOW, THEREFORE BE IT RESOLVED, that the Rochester Public Utility Board wishes to recognize and thank Mr. Adkins for his leadership, many talents, commitment to excellence and service to the Board and community.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30<sup>th</sup> day of January, 2018.*

## NEW BUSINESS

### Open Comment Period

*(This agenda section is for the purpose of allowing citizens to address the Utility Board. Comments are limited to 4 minutes, total comment period limited to 15 minutes. Any speakers not having the opportunity to be heard will be the first to present at the next Board meeting.)*

President Browning opened the meeting for public comment. One person came forward to speak.

Ivan Idso, of Rochester, spoke in favor of energy efficient homes, and invited Board members and staff to tour his home, an older home located in Rochester that has been renovated to run on 100% electric energy.

## 6. Consideration Of Bids

1. Lump Sum Power Line Clearance Tree Trimming

RPU Buyer Mona Hoeft presented a request to the Board to approve two contracts for tree trimming and tree removal near power lines for 2018. Sealed bids were opened on January 17, 2018. An amount not to exceed \$378,226.99 was awarded to Asplundh Tree Expert Co., to trim lines 405C and 703C, and an amount not to exceed \$146,525.63 was awarded to New Age Tree Service MN, pending a review of their qualifications, to trim lines 812B and 814A. Another line, 801B, is not within the budget for trimming this year, said Ms. Hoeft, and will be placed on next year's budget.

Board Member Michael Wojcik asked if all the tree trimming vendors are certified arborists. Ms. Hoeft replied that they are.

Resolution: Lump Sum Power Line Clearance Tree Trimming

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve two contracts, one with Asplundh Tree Expert Co., in an amount not to exceed \$378,226.99, and one with New Age Tree Service MN, pending qualifications, in an amount not to exceed \$146,525.63, and authorize the Mayor and the City Clerk to execute the agreements for:

POWER LINE CLEARANCE TREE TRIMMING

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

2. Aerial Lift & Utility Body for (V619)

Bids were opened on January 16, 2018 for the purchase of a new aerial device and utility body for the electrical maintenance and construction crews. Buyer Mona Hoeft stated that the two bids received from Altec Industries and Terex Utilities were both rejected due to failure to meet specification requirements. Altec Industries' bid did not contain an aerial device capable of articulated over center assembly, specified at 100 degree lower boom travel and a 200 degree upper boom travel. Terex Utilities' bid included additional terms and conditions that are not acceptable under a formal bid process.

Staff is looking into purchasing the utility body, as well as the chassis, separately, each from a State of Minnesota cooperative purchase contract. Staff is currently checking into those costs, Ms. Hoeft said.

Resolution: Aerial Lift & Utility Body (V619)

BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to reject the bids from Altec Industries Inc. and Terex Utilities as non-responsive.

Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.

Minutes Acceptance: Minutes of Jan 30, 2018 4:00 PM (Approval of Minutes)

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Brian Morgan, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

**7. Regular Agenda**

1. Custodial Services - Marsden Building Maintenance

*Buyer Mona Hoeft and Supervisor of Facilities Steve Monson stated that the utility terminated a contract on January 26, 2018, with Perfection Plus Inc. for custodial services that was previously approved by the Board in July 2017, for non-compliance of terms. Board Member Melissa Graner Johnson asked of the nature of the non-compliance. Ms. Hoeft and Mr. Monson replied that the utility was dealing with dirty bathrooms and overflowing garbage.*

*Staff requested the Board to approve a new contract with Marsden Building Maintenance, LLC, the second lowest bidder from the original request for proposal. The term of the contract is five years, effective February 15, 2018, in an amount not to exceed \$600,000, the same price as the previous contract with Perfection Plus Inc. In addition to monthly cleaning services at the RPU service center and Silver Lake Plant, the contract includes carpet extraction, window cleaning and shock cleaning of the restrooms. Marsden has agreed to provide critical cleaning tasks in the interim until the new contract takes effect, said Mr. Monson. He shared that he has so far been very pleased with the quality of the cleaning and the responsiveness of the company.*

*Board Member Michael Wojcik stated that going forward, he is interested in seeing the minimum pay scales for the cleaning jobs provided in the contracts.*

Resolution: Custodial Services - Marsden Building Maintenance

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a multi-year agreement with Marsden Building Maintenance, LLC, in an amount not to exceed \$600,000, and authorize the Mayor and the City Clerk to execute the agreement, following final approval of the General Manager and City Attorney for:*

**CUSTODIAL SERVICES**

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

2. Gas Supply Contract (Constellation)

*Interim Director of Power Resources Jeremy Sutton presented a request to the Board to approve a gas supply contract between the City of Rochester, Minnesota, and Constellation NewEnergy to supply natural gas to the Westside*

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*Energy Station for one year. Constellation NewEnergy will provide the commodity gas and the firm transportation in the pipeline, said Mr. Sutton.*

Resolution: Gas Supply Contract (Constellation)

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a contract agreement with Constellation NewEnergy - Gas Division LLC, following final review by the General Manager and City Attorney, and authorize the Mayor and the City Clerk to execute the agreement for*

**LARGE VOLUME TRANSPORTATION SERVICE AGREEMENT TO SUPPLY NATURAL GAS TO THE CITY OF ROCHESTER'S WESTSIDE ENERGY STATION**

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Brian Morgan, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

3. Gas Supply Contract (MERC)

*Jeremy Sutton, interim Director of Power Resources, presented a request to the Board to approve a gas supply contract between the City of Rochester, Minnesota, and Minnesota Energy Resources Corporation (MERC) to transport natural gas to Westside Energy Station for the delivery period of one year. MERC is the local distribution company, said Mr. Sutton, that will transport the gas from the pipeline directly to Westside.*

Resolution: Gas Supply Contract (MERC)

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve a contract agreement with Minnesota Energy Resources Corporation (MERC), following final review by the General Manager and City Attorney, and authorize the Mayor and the City Clerk to execute the agreement for*

**LARGE VOLUME TRANSPORTATION SERVICE AGREEMENT TO SUPPLY NATURAL GAS TO THE CITY OF ROCHESTER'S WESTSIDE ENERGY STATION**

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Brian Morgan, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

4. Hydro-Vac Excavation Unit (V624)

*Buyer Mona Hoeft presented a request to the Board to approve the purchase of a 2019 Freightliner M2 with a Vactor HXX Paradigm® vacuum excavator body, to be used in the installation, maintenance and repair of underground water, sewer, gas, electric and telecommunications utilities. The unit will be purchased through the State of Minnesota Cooperative Purchasing Venture (CPV) program*

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authorized by Minn. Stat. §471.345, subd. 15(a), eliminating the sealed bidding requirement, and will be purchased from Macqueen Equipment in the amount of \$270,622 plus applicable taxes.

Resolution: Hydro-Vac Excavation Unit (V624)

*BE IT RESOLVED* by the Public Utility Board of the City of Rochester, Minnesota, approval of the purchase of a 2019 Freightliner M2 with a Vactor HXX Paradigm® vacuum excavator body from Macqueen Equipment, in the amount of \$270,622, plus applicable tax.

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Melissa Graner Johnson, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

5. Aerial Device (V620) Boom and Bucket Assembly

*Buyer Mona Hoeft presented a request to the Board to approve the purchase of an articulating telescopic aerial device (AT48M) for electrical maintenance and construction crews, along with a separate chassis. This boom and bucket assembly will be purchased through the State of Minnesota Cooperative Purchasing Venture (CPV) program authorized by Minn. Stat. §471.345, subd. 15(a), eliminating the sealed bid requirement, and will be purchased from Altec Industries Inc. in the amount of \$111,557.40 plus applicable tax. This purchase is included in the utility's 2018 fleet services vehicle replacement plan.*

*Board Member Michael Wojcik asked if RPU will pay more for the assembly through the state contract than it would through competitive bid. Ms. Hoeft said that the state does competitively bid these contracts.*

Resolution: Aerial Device (V620) Boom and Bucket Assembly

*BE IT RESOLVED* by the Public Utility Board of the City of Rochester, Minnesota, approval for the purchase of an aerial device (AT48M) from Altec Industries Inc. in the amount of \$111,667.40, plus applicable tax.

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Brian Morgan, Board Member
<b>SECONDER:</b>	Tim Haskin, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

6. Microsoft Enterprise Agreement

*Director of Corporate Services Peter Hogan presented a request to the Board to approve renewal of the utility's Microsoft License through SHI International Corporation, to include servers, workstations, databases and the use of the Microsoft Office suite, for a term of three years. The current agreement expires on February 28, 2018. Under the terms of the agreement, RPU can add or adjust*

*the amount of licenses it needs. The three-year cost is estimated at \$275,000 plus applicable taxes.*

*President Browning pointed out that the Board Resolution associated with this action is missing a zero in the dollar amount, which will be added before signing.*

Resolution: Microsoft Enterprise Agreement

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the purchase of the Microsoft License renewal through SHI International Corp in an amount not to exceed \$275,000.00, plus applicable taxes, subject to the General Manager and City Attorney's review and approval of the final agreement.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Michael Wojcik, Board Member
<b>SECONDER:</b>	Brian Morgan, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

7. SMMPA Member Rep Appointment

*With the impending retirement of Director of Power Resources Wally Schlink, General Manager Mark Kotschevar presented a request to the Board to approve the appointment of Wally's successor, Jeremy Sutton, as RPU's alternate representative to the Southern Minnesota Municipal Power Agency (SMMPA), to act on behalf of the City and RPU in the course of official SMMPA business. As a member of SMMPA, RPU is entitled to appoint a member representative and an alternate member representative; Mark Kotschevar is currently the member representative. Mr. Sutton's appointment will be effective February 1, 2018.*

Resolution: SMMPA Member Rep Appointment

*BE IT RESOLVED by the Public Utility Board of the City of Rochester, Minnesota, to approve the appointment of Jeremy Sutton as the Alternate Member Representative to the Southern Minnesota Municipal Power Agency (SMMPA), replacing Walter Schlink effective February 1, 2018.*

*Passed by the Public Utility Board of the City of Rochester, Minnesota, this 30th day of January, 2018.*

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Melissa Graner Johnson, Board Member
<b>SECONDER:</b>	Michael Wojcik, Board Member
<b>AYES:</b>	Browning, Haskin, Johnson, Morgan, Wojcik

8. Board Liaison Reports

1. Rochester Public Utilities Index of Board Policies

*The Public Utility Board has set the task of revising its outdated Board policies, and has revised seven to date. General Manager Mark Kotschevar has distributed a draft copy of the next policy in line for revision, the Involuntary Disconnect Policy, formerly the RPU Cold Weather Disconnect Policy, to the*



*Board's Communications Committee for review. The draft will be presented to the Board at its February meeting as an informational item, and brought for approval at its March meeting.*

*The Board is waiting for final approval of a revision to the Board Organization policy that will change the election of officers from January to May. The change has already received approval from the Rochester City Council and the City Charter Commission; the utility is now waiting for the required 90-day waiting period established by the Charter; that approval is expected in March.*

*The next policy in line for revision is the Electric Metering policy. Looking at the other policies, President Browning stated that the Board may choose to combine some of the policies; the Member Attendance at Conferences and Meetings, and Member Expenses policies may be combined with the City's policy, he said, and the Customer Relations and Customer and Public Information policies may potentially be combined.*

*President Browning reminded the Board of the upcoming study session on rate structure planned immediately following the regular Board Meeting on February 20, 2018. Mike Bull of the Center for Energy and Environment and Mark Beauchamp of Utility Financial Solutions will facilitate the discussion. President Browning stated the Board will also hold a forum on rates open to the public later this year.*

*Additionally, the Board's audit committee will meet at 3:00 pm on February 20, 2018.*

## **9. General Managers Report**

Manager of Marketing and Energy Services Patty Hanson shared with the Board that the implementation of the utility's new customer care software system, Cayenta, continues to be behind schedule. Originally planned to go live on November 13, 2017, the Board was asked to approve a change order on October 24, 2017, extending the launch of the program to March 28, 2018. Given the current situation, that date may be pushed out to July 24, 2018, said Ms. Hanson.

The utility is pushing hard to attempt an earlier go-live date, possibly at the end of June, Ms. Hanson stated. Causing the delay is Cayenta's lack of resources to devote to the project and a lack of development due to other competing projects. This has resulted in a delay in required end to end testing and configuration. The last data conversion did not go well, Ms. Hanson said, and the plan is to have one more prior to the "mock go-live" anticipated in early June.

The utility has been firm and diligent in holding back milestone payments and requested modification payments to Cayenta since it learned of the additional delays, said Ms. Hanson. The Board approved a \$563,583 change order back in October, to cover the work extension and additional travel expenses for Vancouver-based Cayenta personnel, which included a 20 percent contingency. Ms. Hanson stated that RPU will not pay any additional funds to Cayenta.

City Attorney Terry Adkins replied that the utility may have to consider a notice of default if Cayenta requests any incremental travel expenses, and he requested to review the contract.

Board Member Brian Morgan urged staff to have a conversation with Cayenta to reiterate the utility's position. Director of Corporate Services Peter Hogan said those conversations have already taken place.

Board Member Michael Wojcik proposed three things: including the Cayenta project as a standing item on the Board agenda, reviewing the contract, and hearing from Cayenta.

City Attorney Terry Adkins further urged the General Manager and Board President to meet with the Cayenta project manager to express their concerns. Ms. Hanson said she will send a copy of the contract to Mr. Adkins.

General Manager Mark Kotschevar shared that RPU has been in recent service territory discussions with Peoples Co-op. Peoples Co-op canceled a service territory agreement in 2013 and has been trying to negotiate a new agreement since that time. The utility either needs to reach an agreement with the Co-op or can go to the Public Utility Commission for a decision, said Mr. Kotschevar. He will assemble some historical information to provide to the Board to bring them up to speed.

In other news, the Southern Minnesota Municipal Power Agency (SMMPA) received a request for proposal from the City of Willmar to become a new agency member, said Mr. Kotschevar. If approved, Willmar would join RPU and 17 other members in Southern Minnesota.

Mr. Kotschevar will attend the American Public Power Association (APPA) CEO Roundtable event in Phoenix, Arizona, on February 11-14, 2018.

An agreement in the Badger Coulee transmission line is coming down to final terms. Mr. Kotschevar will bring the agreement to the Board for final review when available.

RPU has been in discussions with Richard Freese, Public Works Director, and Dale Martinson, Director of Finance, to change out City street lights to LED lights. RPU is working to ensure its costs are covered and will be recovered going forward, stated Mr. Kotschevar. A revised rate tariff will be brought to the Board for approval.

The APPA National Conference will be held on June 15-20, 2018, in New Orleans, Louisiana. Mr. Kotschevar invited Board members to attend the event.

Mr. Kotschevar announced that RPU will hold its annual Employee Recognition Breakfast on March 8, 2018 at the Kahler Apache and invited Board members to attend.

## 10. Division Reports & Metrics

In discussion of the RPU Division Reports and Metrics for December 2017, President Browning asked if the "dynamically changing public works road projects scheduled for 2018 implementation that may require various relocation and redesign of existing RPU electrical and water infrastructure" mentioned in the Core Services water report are related to the Destination Medical Center (DMC) initiative? General Manager Mark Kotschevar replied that they are, on the water side, and he's asked Director of Core Services Sidney Jackson to monitor Public Works and to bring RPU to the table in these discussions as needed.

Board Member Tim Haskin thanked the RPU staff for their efforts in planning the Westside Energy Station Employee Open House held on January 17, 2018, and for their contributions to the Environmental Achievement Awards held on January 18, 2018.

Director of Core Services Sidney Jackson credited the T&D crew and RPU staff for avoiding a power outage during the winter storm on January 22, 2018.

In other discussion, Board Member Michael Wojcik asked if there is a milestone date that RPU is waiting for in the Federal Energy Regulatory Commission (FERC) ruling on the joint pricing zone 16 agreement addendum with Xcel Energy. Mr. Kotschevar stated that RPU is waiting for the FERC Commission to write an order.

Mr. Wojcik asked if the utility has a policy that establishes parameters for digging in the public right-of-way. Public right-of-way is controlled by Rochester Public Works, said Mr. Kotschevar.

Mr. Wojcik also inquired about SMMPA's proposed incentives for electric vehicles. Mr. Kotschevar confirmed that SMMPA is currently in discussions regarding the incentives.

The Mayo Civic Center has an enormous roof space to support a solar array and has installed infrastructure to do so, said Mr. Wojcik. Does RPU's contract with SMMPA limit the ability to contract with a third party to install solar panels there, he asked? Director of Power Resources Wally Schlink replied that the Rochester International Airport and Fire departments are also interested. Mr. Wojcik requested Mr. Schlink set up a meeting with SMMPA to discuss solar on City buildings.

**11. Other Business**

**12. Adjourn**

*The agenda and board packet for Utility Board meetings are available on-line at [www.rpu.org](http://www.rpu.org) and <http://rochestercitymn.igq2.com/Citizens/Default.aspx>*

Submitted by:

\_\_\_\_\_  
Secretary

Approved by the Board

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

Minutes Acceptance: Minutes of Jan 30, 2018 4:00 PM (Approval of Minutes)

# ACCOUNTS PAYABLE

Meeting Date: 2/20/2018

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**SUBJECT: A/P Board listing**

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**PREPARED BY: Terri Engle**

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Please approve

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 01/11/2018 To 02/11/2018  
**Consolidated & Summarized Below 1,000**

1                    **Greater than 50,000 :**

2			
3	MN DEPT OF REVENUE	December Sales & Use Tax	583,396.43
4	CONSTELLATION NEWENERGY-GAS D	December Gas SLP	213,707.33
5	CONSTELLATION NEWENERGY-GAS D	December Gas - Cascade Creek	77,711.16
6	BORDER STATES ELECTRIC SUPPLY	144-Meter, FM9S 2-Way 3-Register	59,120.69
7	TARGET CORPORATION	CIP Conserve & Save Rebates-Lighting	51,772.00
8			
9		<b>Price Range Total:</b>	<b>985,707.61</b>

10

11                    **5,000 to 50,000 :**

12			
13	BILLTRUST dba	16-18 CC/Billing/Mailing/IVR Services	43,243.52
14	RESCO	72-SL Pole, 25', Residential, 21' Mtg Ht	42,826.52
15	ROCH AREA ECONOMIC DEVELOPMEN	RAEDI Sponsorship 2018	40,000.00
16	BORDER STATES ELECTRIC SUPPLY	96-Meter, FM16S CL200 MRV 2-Way	39,413.80
17	BERK - TEL COMMUNICATIONS INC	WES Interior Cellular Enhancement Sys	35,739.00
18	PEOPLES ENERGY COOPERATIVE (P	January Compensable	33,053.97
19	U S ALLIANCE GROUP	January Credit Card Processing Fees	22,906.09
20	BLUESPIRE STRATEGIC MARKETING	2016 - 2019 RPU Plugged In Contract	20,853.00
21	BORDER STATES ELECTRIC SUPPLY	160-Meter, FM2S CL320 240V 2-Way	19,714.59
22	DAKOTA SUPPLY GROUP	60-Luminaire, 108W LED, PC 120-277V, Gray	18,339.75
23	STUART C IRBY CO INC	12-Trans, PM, 1ph, 25kVA, 13.8/8, 240/120	13,812.00
24	VISION COMPANIES LLC (P)	Org Strategy	13,462.50
25	SCHWEITZER ENGINEERING LAB IN	2-Relay, SEL 387-6, 48V DC, Panel	12,136.00
26	CENTURYLINK	2018 Monthly Telecommunications	11,935.35
27	BORDER STATES ELECTRIC SUPPLY	240-Meter, FM2S CL200 240V AMR	10,439.55
28	SNC MANUFACTURING CO INC	10kV restore light case w/out meter head	10,127.48
29	POWER SYSTEMS ENGINEERING INC	Substation Siting Study	10,078.75
30	DELL MARKETING LP	10-Computer, Dell Optiplex 7050	10,045.18
31	JOURNEY TO GROWTH PARTNERSHIP	Journey to Growth 2018 Sponsorship	10,000.00
32	HUNT SILVER LAKE DRUG	CIP Conserve & Save Rebates-Lighting	9,600.00
33	COMPUTER TASK GROUP INC	Project Coordinator for Cayenta Project	9,092.32
34	GAUTHIER INDUSTRIES INC	CIP Conserve & Save Rebates-Custom	8,496.56
35	BADGER METER INC (P)	36-HRE Badger 3"T450 100W Itron ERT Integra	7,972.20
36	STUART C IRBY CO INC	1-Trans, PM, 3ph, 225kVA, 13.8/8, 208/120	7,778.00
37	LOURDES HIGH SCHOOL	CIP Conserve & Save Rebates-Lighting	7,774.24
38	STUART C IRBY CO INC	1-Trans, PM, 3ph, 225kVA, 13.8/8, 480/277	7,391.00
39	COSTCO	CIP Conserve & Save Rebates-Lighting	7,296.00
40	ELECTROCON INTERNATIONAL INC	2018 CAPE software maintenance	7,223.98
41	DLT SOLUTIONS, LLC	2018 AutoCad Autodesk (9)	6,671.28
42	TRUCKIN' AMERICA	snow plow	6,572.81
43	WRIGHT TREE SERVICE INC	2018 Hourly Tree Trimming~	6,504.76
44	EPLUS TECHNOLOGY INC	Firepower IPS and AMP license	6,219.59
45	STUART C IRBY CO INC	1-Trans, PM, 3ph, 112.5kVA,13.8/8,208/120	5,833.00
46	SOMA CONSTRUCTION INC	Crushed concrete for break excavation backfill	5,634.67
47	SIEMENS INDUSTRY INC.	2-Switch, Air, Unit Arm, 3ph, 600A, LB	5,620.00
48	ROCH GOLF & COUNTRY CLUB	2017 Environmental Awards Dinner	5,582.20
49	BADGER METER INC (P)	3-Meter, Bare 3" Badger Compound Round Flg	5,515.65
50	TRINITY LUTHERAN CHURCH	CIP Conserve & Save Rebates-Lighting	5,486.90
51	SCHWEITZER ENGINEERING LAB IN	2-Protection system, SEL-351	5,276.00
52	CREDIT MANAGEMENT LP	2018 Collections/Delinquent Services	5,217.50
53	STUART C IRBY CO INC	4-Trans, PM, 1ph, 15kVA, 13.8/8, 240/120	5,012.00
54	PITNEY BOWES 10041747 RESERVE	Postage Reimbursement	5,000.00
55			

Attachment: AP Board CrMo (8551 : A/P Board listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 01/11/2018 To 02/11/2018  
**Consolidated & Summarized Below 1,000**

56		<b>Price Range Total:</b>	570,897.71
57			
58	<b><u>1,000 to 5,000 :</u></b>		
59			
60	D P C INDUSTRIES INC	2018 Carus 8500 Aqua Mag F35	4,613.60
61	TRANSDATA INC	3-Transducer, Transdata W/V 30EWRS525	4,548.00
62	CASEY'S #1767	CIP Conserve & Save Rebates-Lighting	4,348.00
63	BADGER METER INC (P)	8-Meter, Bare 2" Badger Disc	4,341.60
64	D P C INDUSTRIES INC	2018 Chlorine, 150 lb Cyl	4,242.00
65	MINNESOTA ENERGY RESOURCES CO	monthly billing - Natural Gas SC	4,180.93
66	D P C INDUSTRIES INC	2018 Hydrofluorosilicic Acid - Delivered	4,098.40
67	MINNESOTA ENERGY RESOURCES CO	December Gas SLP	4,036.32
68	SPECTRUM REACH	Service Assured advertising	3,991.00
69	STUART C IRBY CO INC	20-Grd Sleeve, 1ph Trans., 37 x 43 x 15	3,990.00
70	BADGER METER INC (P)	24-HRE Badger M-70 100W Itron ERT Integral	3,955.20
71	THE FREIGHT YARD LLC	Westside Energy Ssubstation (WES) event	3,847.50
72	BORDER STATES ELECTRIC SUPPLY	8-Meter, FM9S 2-Way 5-Register TOU W/KYZ	3,797.48
73	GUEST HOUSE INN & SUITES	CIP Conserve & Save Rebates-Lighting	3,685.54
74	STUART C IRBY CO INC	5-Trans, OH, 1ph, 15kVA, 13.8/8, 120/240	3,675.00
75	BADGER METER INC (P)	6-Meter, Bare 2" Badger Disc	3,256.20
76	LAWSON PRODUCTS INC (P)	WES tools	3,220.17
77	RESCO	50-Mast Arm, Residential LED, Extension	3,200.91
78	STUART C IRBY CO INC	50-Arrester, 10kV, Dist, Elbow MOV	3,197.50
79	CRESCENT ELECTRIC SUPPLY CO	2-K-frame molded case circuit breaker	3,185.00
80	NALCO COMPANY	110 gal-Sur-Gard 1700 Oxygen Scavenger DEMIN/SLI	3,183.48
81	SNC MANUFACTURING CO INC	4-Meter head assy	3,113.10
82	SENECA FOODS CORPORATION	CIP Conserve & Save Rebates-Lighting	2,919.00
83	BADGER METER INC (P)	2-Measuring Chamber, 8" Turbo T-3500	2,807.72
84	TENG PHIL	Regis-Intro to Challenges & Oppor of Big	2,750.00
85	RESCO	16-Switch, Ft, 10 Potentials	2,702.40
86	CONSOLIDATED COMMUNICATIONS d	17-19 Network and Collocation Services	2,665.25
87	BADGER METER INC (P)	12-HRE Badger 2"T200 100W Itron ERT Integra	2,657.40
88	KATS EXCAVATING LLC	Water SA service repair - 583 Point CT S	2,500.00
89	STUART C IRBY CO INC	18-Isolating link w/standard swivel eye	2,430.00
90	TWIN CITY SECURITY INC	2018 Security Services	2,363.58
91	NETWORKFLEET INC	2018 Monthly Charge - GPS Fleet Tracking	2,281.93
92	CITY OF ROCHESTER	Workers Comp Payments	2,281.40
93	HUSKIE TOOLS INC	Repair parts-crimping tool	2,239.17
94	CITY OF ROCHESTER	Workers Comp Insurance Fees	2,225.11
95	RESCO	800-Lock, Trans. Security	2,171.70
96	BADGER METER INC (P)	12-HRE Badger M-170 100W Itron ERT Integral	2,160.00
97	BORDER STATES ELECTRIC SUPPLY	2-Meter, FM9S With Ethernet	2,137.50
98	LICENSE CENTER ROCHESTER INC	2018 vehicle tabs-123, 2018 Boat license	1,997.00
99	CSM CORPORATION	CIP Conserve & Save Rebates-Lighting	1,994.00
100	WESCO DISTRIBUTION INC	12-CT, Bar Type, 600/5 600V High Accuracy	1,979.40
101	NALCO COMPANY	54.821 gal-Nalco, N356	1,884.84
102	ELITE CARD PAYMENT CENTER	TKeach,SMcDowell,CKoster, Lodging APPA R	1,793.91
103	BORDER STATES ELECTRIC SUPPLY	4-Meter, FM16S CL320 MRV 2-Way	1,749.12
104	WADE CONSULTING AND SOLUTIONS	Lab Assessment	1,730.00
105	SAFEGUARD BY QBF	33 boxes-Form, Billing Statements	1,708.42
106	HALO BRANDED SOLUTIONS	230-power play sport bags	1,607.82
107	BORDER STATES ELECTRIC SUPPLY	12-Fuselink, 100E, SMU-20	1,600.44
108	ALSTOM GRID INC	Operation Counter	1,578.05
109	CRAMER ANGELA	CIP Conserve & Save Rebates Led Fixture & Bulbs	1,535.00
110	HOLY SPIRIT CATHOLIC CHURCH	CIP Conserve & Save Rebates-Lighting	1,529.00

Attachment: AP Board CrMo (8551 : A/P Board listing)



**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 01/11/2018 To 02/11/2018  
**Consolidated & Summarized Below 1,000**

111	ONLINE INFORMATION SERVICES I	2018 Utility Exchange Report	1,504.76
112	SCHNEIDER ELECTRIC USA INC. (	SCADA RTU GPS Receiver Card	1,500.00
113	DELL MARKETING LP	Computer, Dell 22 Inch Monitor	1,474.88
114	PUGLEASA COMPANY INC	Mntce & Fluids program	1,434.00
115	BAIER GERALD	2018 Sweeping Services Jan-December	1,417.16
116	BADGER METER INC (P)	3-Strainer, Bronze Plate. 3" Round Flange	1,390.50
117	RESCO	3-Pole guard, 6'	1,372.50
118	STUART C IRBY CO INC	5-Fiberglass Shotgun 8.50'	1,355.98
119	BADGER METER INC (P)	6-HRE Badger 4"T1000 100W Itron ERT Intgrl	1,328.70
120	STUART C IRBY CO INC	1-Trans, PM, 1ph, 37.5kVA,13.8/8,240/120	1,315.00
121	U S A SAFETY SUPPLY	120 pair -Gloves, Leather Work, Insulated, Large	1,296.00
122	EAGLE HOLDINGS LLC	CIP Conserve & Save Rebates-Lighting	1,288.00
123	CRESCENT ELECTRIC SUPPLY CO	2-Trip unit, 350A	1,274.00
124	RENTAL DEPOT INC	WES event	1,214.90
125	WILLIAMS SCOTSMAN INC	Officer trailer rental	1,207.02
126	ELITE CARD PAYMENT CENTER	LScheel & JKronbusch-Regis MMUA	1,190.00
127	STUART C IRBY CO INC	3150 ft Wire, Copper, #6 SD Solid, Bare	1,165.50
128	RESCO	6-Grd Cable Set w/ferrules, 20'	1,151.69
129	ELITE CARD PAYMENT CENTER	Travel, SANS Conf,Lodging	1,121.25
130	WERNER ELECTRIC SUPPLY	Replacement Breaker	1,116.98
131	ROCHESTER ARMORED CAR CO INC	2018 Pick Up Services	1,104.40
132	ELITE CARD PAYMENT CENTER	APPA Registration	1,095.00
133	DLT SOLUTIONS, LLC	2018 AutoCad Civil 3D (1)	1,092.89
134	ELITE CARD PAYMENT CENTER	APPA Regis-Mark K,Steve N	1,075.00
135	K A A L TV LLC	Ads spot in January 2018	1,050.00
136	RESCO	6-Switch, Ft, 3 Current 4 Potent	1,049.40
137	RESCO	6-Junction, LB, 200A, 4 Position, w/Brkt	1,046.40
138	U S BANK	RPU Pension Plan Admin Annual Fees	1,035.15
139	CLEMENTS CHEVROLET CADILLAC S	Fleet parts - bar & deflector	1,026.26
140	BORDER STATES ELECTRIC SUPPLY	20-Pedestal Repair Kit	1,024.40
141			
142		<b>Price Range Total:</b>	182,403.81
143			
144	<b><u>0 to 1,000 :</u></b>		
145			
146	REBATES	Summarized transactions: 261	37,343.38
147	EXPRESS SERVICES INC	Summarized transactions: 23	15,361.80
148	ELITE CARD PAYMENT CENTER	Summarized transactions: 70	11,732.34
149	Customer Refunds (CIS)	Summarized transactions: 59	7,191.06
150	CRESCENT ELECTRIC SUPPLY CO	Summarized transactions: 58	5,260.77
151	BORDER STATES ELECTRIC SUPPLY	Summarized transactions: 22	5,150.31
152	VIKING ELECTRIC SUPPLY INC	Summarized transactions: 42	4,764.19
153	STUART C IRBY CO INC	Summarized transactions: 15	4,755.21
154	WESCO DISTRIBUTION INC	Summarized transactions: 12	4,058.46
155	GRAINGER INC	Summarized transactions: 28	3,650.42
156	LAWSON PRODUCTS INC (P)	Summarized transactions: 22	3,275.49
157	U S A SAFETY SUPPLY	Summarized transactions: 24	2,987.44
158	MN PIPE & EQUIPMENT	Summarized transactions: 14	2,377.08
159	RESCO	Summarized transactions: 9	2,062.88
160	ROCH SAND & GRAVEL INC	Summarized transactions: 3	2,052.50
161	TWIN CITY SECURITY INC	Summarized transactions: 2	1,779.05
162	INNOVATIVE OFFICE SOLUTIONS L	Summarized transactions: 15	1,756.40
163	CLAREY'S SAFETY EQUIPMENT dba	Summarized transactions: 6	1,730.93
164	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 3	1,657.60
165	FIRST CLASS PLUMBING & HEATIN	Summarized transactions: 6	1,557.16

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 01/11/2018 To 02/11/2018  
**Consolidated & Summarized Below 1,000**

166	DAVIES PRINTING COMPANY INC	Summarized transactions: 4	1,537.39
167	STATE CHEMICAL SOLUTIONS	Summarized transactions: 2	1,500.23
168	HUSKIE TOOLS INC	Summarized transactions: 9	1,403.25
169	METRO SALES INC	Summarized transactions: 2	1,401.49
170	REBATES	Summarized transactions: 43	1,400.00
171	SPECTRUM REACH	Summarized transactions: 2	1,265.00
172	MCMASTER CARR SUPPLY COMPANY	Summarized transactions: 20	1,138.33
173	ADVANCE AUTO PARTS	Summarized transactions: 18	1,120.87
174	FASTENAL COMPANY	Summarized transactions: 50	1,106.56
175	WERNER ELECTRIC SUPPLY	Summarized transactions: 25	1,095.48
176	ARNOLDS SUPPLY & KLEENIT CO (	Summarized transactions: 12	1,093.19
177	MISSISSIPPI WELDERS SUPPLY CO	Summarized transactions: 17	1,058.81
178	MCNEILUS STEEL INC	Summarized transactions: 10	1,051.09
179	DELL MARKETING LP	Summarized transactions: 8	1,045.21
180	AMARIL UNIFORM COMPANY	Summarized transactions: 17	998.20
181	OPEN ACCESS TECHNOLOGY	Summarized transactions: 1	987.05
182	WARNING LITES OF MN INC	Summarized transactions: 6	981.15
183	W W GOETSCH ASSOCIATES	Summarized transactions: 2	978.43
184	ZEE MEDICAL SERVICE INC (P)	Summarized transactions: 3	942.05
185	SCHWEITZER ENGINEERING LAB IN	Summarized transactions: 4	920.99
186	MAILE ENTERPRISES INC	Summarized transactions: 2	910.71
187	SPECTRUM PRO-AUDIO dba	Summarized transactions: 1	905.00
188	RED SEAL ELECTRIC CO INC	Summarized transactions: 5	857.14
189	G A ERNST & ASSOCIATES INC	Summarized transactions: 2	846.00
190	ON SITE SANITATION INC	Summarized transactions: 2	833.71
191	MIDCONTINENT ISO INC	Summarized transactions: 1	825.58
192	AUTHORIZE.NET	Summarized transactions: 1	822.00
193	MENARDS ROCHESTER SOUTH	Summarized transactions: 2	782.03
194	STEVE BENNING ELECTRIC	Summarized transactions: 4	781.09
195	THE FREIGHT YARD LLC	Summarized transactions: 1	778.50
196	JEFFREY HUANG	Summarized transactions: 1	776.69
197	BATTERIES PLUS	Summarized transactions: 1	717.99
198	ERC WIPING PRODUCTS INC	Summarized transactions: 2	714.30
199	CENTURYLINK	Summarized transactions: 2	695.62
200	TOTAL TOOL SUPPLY INC (P)	Summarized transactions: 4	691.59
201	MUELLER MATTHEW	Summarized transactions: 3	691.37
202	SCHLINK WALTER	Summarized transactions: 1	691.00
203	DLT SOLUTIONS, LLC	Summarized transactions: 1	670.17
204	SCHUMACHER ELEVATOR COMPANY	Summarized transactions: 1	641.25
205	OLLENDIECK PHIL	Summarized transactions: 5	639.76
206	HALO BRANDED SOLUTIONS	Summarized transactions: 5	630.53
207	POWER DELIVERY PROGRAM INC	Summarized transactions: 2	627.36
208	NORTHERN / BLUETARP FINANCIAL	Summarized transactions: 2	601.44
209	ZARNOTH BRUSH WORKS INC	Summarized transactions: 1	588.45
210	HUBBELL POWER SYSTEMS	Summarized transactions: 2	586.80
211	WORKING PERSONS STORE	Summarized transactions: 12	575.69
212	REINDERS INC	Summarized transactions: 1	549.35
213	GARCIA GRAPHICS INC	Summarized transactions: 4	534.66
214	CORE & MAIN LP (P)	Summarized transactions: 5	531.64
215	ALDEN POOL & MUNICIPAL SUPPLY	Summarized transactions: 2	530.50
216	HY VEE	Summarized transactions: 9	484.55
217	MENARDS ROCHESTER NORTH	Summarized transactions: 5	466.85
218	SCHNEIDER ELECTRIC USA INC. (	Summarized transactions: 1	465.00
219	HAWK & SON'S INC	Summarized transactions: 1	450.00
220	A T & T	Summarized transactions: 1	435.08

Attachment: AP Board CrMo (8551 : A/P Board listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 01/11/2018 To 02/11/2018  
**Consolidated & Summarized Below 1,000**

221	WARNING LITES OF MN INC	Summarized transactions: 3	427.74
222	TABORDA SOLUTIONS INC	Summarized transactions: 1	423.99
223	TEXAS OIL TECH LABORATORIES I	Summarized transactions: 1	405.00
224	JOHNSON PRINTING CO INC	Summarized transactions: 4	397.58
225	EAGLE EYE POWER SOLUTIONS LLC	Summarized transactions: 3	387.96
226	KRONEBUSCH JESSICA	Summarized transactions: 1	387.50
227	MSC INDUSTRIAL SUPPLY CO INC	Summarized transactions: 11	385.81
228	SIEMENS INDUSTRY INC.	Summarized transactions: 1	372.00
229	GRAYBAR ELECTRIC COMPANY INC	Summarized transactions: 4	367.87
230	NETWORKFLEET INC	Summarized transactions: 6	359.84
231	COLE PARMER INSTRUMENT CO (P)	Summarized transactions: 3	354.80
232	MISSISSIPPI WELDERS SUPPLY CO	Summarized transactions: 1	352.00
233	NAPA AUTO PARTS (P)	Summarized transactions: 5	348.29
234	ZIEGLER INC	Summarized transactions: 1	338.58
235	SNC MANUFACTURING CO INC	Summarized transactions: 2	330.62
236	NALCO COMPANY	Summarized transactions: 3	329.25
237	TENG PHIL	Summarized transactions: 1	313.50
238	NETWORK SERVICES COMPANY	Summarized transactions: 2	308.46
239	KOTSCHIEVAR MARK	Summarized transactions: 1	304.40
240	SNAP ON INDUSTRIAL	Summarized transactions: 1	289.43
241	WRUBEL JOHN M	Summarized transactions: 1	275.00
242	TOTAL RESTAURANT SUPPLY	Summarized transactions: 5	268.89
243	THOMAS TOOL & SUPPLY INC	Summarized transactions: 3	262.93
244	ROCHESTER WOMEN MAGAZINE dba	Summarized transactions: 1	262.50
245	ROCHESTER WOMEN MAGAZINE dba	Summarized transactions: 1	262.50
246	CLEMENTS CHEVROLET CADILLAC S	Summarized transactions: 5	256.49
247	JETTER CLEAN INC	Summarized transactions: 1	250.00
248	MILESTONE MATERIALS	Summarized transactions: 1	248.78
249	CHS ROCHESTER	Summarized transactions: 3	236.54
250	ALTEC INDUSTRIES INC	Summarized transactions: 6	219.17
251	NORTHERN / BLUETARP FINANCIAL	Summarized transactions: 3	218.98
252	BAIER GERALD	Summarized transactions: 1	213.75
253	FAST PHONE REPAIR LLC	Summarized transactions: 1	213.74
254	INTERSTATE MOTOR TRUCKS INC	Summarized transactions: 3	211.23
255	CORPORATE WEB SERVICES INC	Summarized transactions: 1	210.00
256	CHARTER COMMUNICATIONS HOLDIN	Summarized transactions: 2	202.59
257	R D O - POWERPLAN OIB	Summarized transactions: 1	202.56
258	WRIGHTS SMALL ENGINE SERVICE	Summarized transactions: 1	185.64
259	MCMASTER CARR SUPPLY COMPANY	Summarized transactions: 3	185.40
260	ELITE CARD PAYMENT CENTER	Summarized transactions: 2	182.02
261	HAWKINS INC	Summarized transactions: 9	173.02
262	FEDEX SHIPPING	Summarized transactions: 9	167.38
263	ARROW ACE HARDWARE-ST PETER	Summarized transactions: 5	161.91
264	EGGERT MIKE	Summarized transactions: 1	160.31
265	CURVATURE INC	Summarized transactions: 1	149.63
266	T E C INDUSTRIAL INC	Summarized transactions: 3	143.98
267	SEMA	Summarized transactions: 1	141.78
268	LANGUAGE LINE SERVICES INC	Summarized transactions: 1	139.02
269	POMPS TIRE SERVICE INC	Summarized transactions: 1	128.25
270	DYNAMIC RECYCLING	Summarized transactions: 1	126.50
271	ULINE	Summarized transactions: 2	120.80
272	RENTAL DEPOT INC	Summarized transactions: 1	117.56
273	VANCO SERVICES LLC	Summarized transactions: 1	114.14
274	THOMAS TOOL & SUPPLY INC	Summarized transactions: 2	112.49
275	TRUCKIN' AMERICA	Summarized transactions: 1	110.00

Attachment: AP Board CrMo (8551 : A/P Board listing)

**ROCHESTER PUBLIC UTILITIES**  
**A/P Board Listing By Dollar Range**  
For 01/11/2018 To 02/11/2018  
**Consolidated & Summarized Below 1,000**

276	ROCH FORD TOYOTA	Summarized transactions: 2	107.91
277	RENDLER SCOTT	Summarized transactions: 2	105.50
278	ANDERSON JUDITH	Summarized transactions: 1	101.50
279	MENARDS ROCHESTER NORTH	Summarized transactions: 3	99.05
280	VERIZON WIRELESS	Summarized transactions: 1	95.88
281	C & N UPHOLSTERY	Summarized transactions: 1	95.00
282	BLUESPIRE STRATEGIC MARKETING	Summarized transactions: 1	94.35
283	TEREX UTILITIES INC	Summarized transactions: 1	86.85
284	SLEEPY EYE TELEPHONE CO	Summarized transactions: 1	84.76
285	DONAHUE DEBRA	Summarized transactions: 1	82.30
286	ADAMSON MOTORS INC	Summarized transactions: 1	81.31
287	TOKAY SOFTWARE	Summarized transactions: 1	75.00
288	STURM DANNY K	Summarized transactions: 5	68.18
289	NATL FIRE PROTECTION ASSN	Summarized transactions: 1	67.33
290	POST BULLETIN CO	Summarized transactions: 1	64.64
291	SANCO EQUIPMENT LLC	Summarized transactions: 2	64.51
292	STAMP STEVE	Summarized transactions: 1	60.00
293	HACH COMPANY	Summarized transactions: 3	57.03
294	FASTENAL COMPANY	Summarized transactions: 2	53.63
295	T E C INDUSTRIAL INC	Summarized transactions: 3	50.30
296	STAR TRIBUNE	Summarized transactions: 1	49.27
297	SHERWIN WILLIAMS CO	Summarized transactions: 1	48.07
298	OLSON BJORN	Summarized transactions: 1	47.56
299	PROPERTY RECORDS OLMSTED COUN	Summarized transactions: 1	46.00
300	BECKLEYS OFFICE PRODUCTS INC	Summarized transactions: 1	42.22
301	CENTRAL FINANCE OLMSTED COUNT	Summarized transactions: 1	36.75
302	MISTER CARWASH	Summarized transactions: 1	35.52
303	BLACKHAWK INC	Summarized transactions: 4	32.00
304	HATHAWAY TREE SERVICE INC	Summarized transactions: 1	30.00
305	MINNESOTA ENERGY RESOURCES CO	Summarized transactions: 1	26.89
306	BOWMANS SAFE & LOCK SHOP LTD	Summarized transactions: 3	25.69
307	A T & T MOBILITY	Summarized transactions: 1	25.68
308	SWAGELOK MN INC (P)	Summarized transactions: 1	25.54
309	MENARDS ROCHESTER SOUTH	Summarized transactions: 1	19.99
310	SAFEGUARD BY QBF	Summarized transactions: 2	19.72
311	FLOETER CHARLES	Summarized transactions: 1	19.00
312	IDEXX DISTRIBUTION CORP	Summarized transactions: 3	16.76
313	ALSTOM GRID INC	Summarized transactions: 1	15.81
314	CITY OF ROCHESTER	Summarized transactions: 1	13.96
315	TRANSDATA INC	Summarized transactions: 1	12.30
316	FEDEX SHIPPING	Summarized transactions: 1	9.55
317	HY VEE	Summarized transactions: 2	8.93
318	KAMAN INDUSTRIAL TECHNOLOGIES	Summarized transactions: 2	6.37
319	PUGLEASA COMPANY INC	Summarized transactions: 1	4.28
320	CREDIT MANAGEMENT LP	Summarized transactions: 1	1.54
321			
322		<b>Price Range Total:</b>	182,893.17
323			
324		<b>Grand Total:</b>	1,921,902.30

Attachment: AP Board CrMo (8551 : A/P Board listing)

## FOR BOARD ACTION

Agenda Item # (ID # 8510)

Meeting Date: 2/20/2018

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**SUBJECT: Board Organization Policy**

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**PREPARED BY: Mark Kotschevar**

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ITEM DESCRIPTION:

Attached for your review and comment is a redlined and clean version of the Board Organization policy, which is being revised to change the timing of Board elections from January to May, based on recently approved changes to the City Charter and adding a vice president. A draft copy was previously sent to the Policy committee for their review and comment and it is now ready for the full Board's review. The intention is to incorporate any changes from this meeting, and bring it back to the March Board meeting for adoption. The March adoption is compliant with the required 90 day waiting period from the second reading of the ordinance on December 4, 2017, amending the Charter.

UTILITY BOARD ACTION REQUESTED:

Informational only.

ROCHESTER PUBLIC UTILITIES  
BOARD POLICY STATEMENT

POLICY SUBJECT: BOARD ORGANIZATION

POLICY OBJECTIVE:

The Board's objective is to organize itself and to carry out its duties and responsibilities in an efficient and business-like manner in accordance with applicable provisions of the Rochester Home Rule Charter and other pertinent laws.

POLICY STATEMENT:

1. The Public Utility Board shall be organized in accordance with Sections 15.00 through 15.03 of the Rochester Home Rule Charter.
2. The Board shall each year, at the first regular meeting in May, elect a President and Vice President from its membership and appoint a Secretary, as prescribed by the Rochester Home Rule Charter. Only Board members whose terms will not expire prior to the next election are eligible for election. The Board's election and appointment may be defined to a subsequent regular or special meeting in the event of circumstances which prevent the attendance of a quorum, at least three (3) members. The Board's President, Vice President and Secretary shall take office immediately following their election/appointment and shall serve ~~for the next ensuing year or~~ until replaced by an election held or an appointment made when a quorum is present at a regularly scheduled meeting.
3. The Board President is responsible for calling special meetings of the Board, for establishing the meeting agendas, and for conducting the meetings. The President is also authorized to appoint Board members to ad hoc committees or to make other assignments as may be required.

At any time when the Board President is unavailable or otherwise unable to carry out his/her responsibilities, the ~~most senior member~~ Vice President will cover the absence until the Board President returns or a President pro tem is appointed by a quorum of the Board at its next regular meeting. In the event the President and Vice President are unavailable or otherwise unable to carry out his/her responsibilities, the most senior board member will cover the absence will assume the duties of President pro tem until the Vice President or President become available.

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Attachment: Board Organization-Rev2\_redline\_2\_12\_18 (8510 : Board Organization Policy)



4. The Board President shall, each year at the first regular meeting after election, appoint each Board member to serve as Board-management liaison for the following functions:

Finance, ~~Accounting,~~ and

Audit Communications

Strategic Planning

Operations and Administration

Policy

The appointments shall be effective for the next ensuing year, unless changed earlier by the President.

RELEVANT LEGAL AUTHORITY: Rochester Home Rule Charter Sections 15.00, 15.01, 15.02, 15.03.

EFFECTIVE DATE OF POLICY: September 24, 1985

DATE OF POLICY REVISION: ~~March 29, 2016~~

POLICY APPROVAL:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

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Attachment: Board Organization-Rev2\_redline\_2\_12\_18 (8510 : Board Organization Policy)

ROCHESTER PUBLIC UTILITIES  
BOARD POLICY STATEMENT

POLICY SUBJECT: BOARD ORGANIZATION

POLICY OBJECTIVE:

The Board's objective is to organize itself and to carry out its duties and responsibilities in an efficient and business-like manner in accordance with applicable provisions of the Rochester Home Rule Charter and other pertinent laws.

POLICY STATEMENT:

1. The Public Utility Board shall be organized in accordance with Sections 15.00 through 15.03 of the Rochester Home Rule Charter.
2. The Board shall each year, at the first regular meeting in May, elect a President and Vice President from its membership and appoint a Secretary, as prescribed by the Rochester Home Rule Charter. Only Board members whose terms will not expire prior to the next election are eligible for election. The Board's election and appointment may be defined to a subsequent regular or special meeting in the event of circumstances which prevent the attendance of a quorum, at least three (3) members. The Board's President, Vice President and Secretary shall take office immediately following their election/appointment and shall serve until replaced by an election held or an appointment made when a quorum is present at a regularly scheduled meeting.
3. The Board President is responsible for calling special meetings of the Board, for establishing the meeting agendas, and for conducting the meetings. The President is also authorized to appoint Board members to *ad hoc* committees or to make other assignments as may be required.

At any time when the Board President is unavailable or otherwise unable to carry out his/her responsibilities, the Vice President will cover the absence until the Board President returns or a President pro tem is appointed by a quorum of the Board at its next regular meeting. In the event the President and Vice President are unavailable or otherwise unable to carry out his/her responsibilities, the most senior board member will assume the duties of President pro tem until the Vice President or President become available.

4. The Board President shall, each year at the first regular meeting after election, appoint each Board member to serve as Board-management liaison for the following functions:

- Finance/Accounting
- Audit Communications
- Strategic Planning
- Operations and Administration
- Policy

The appointments shall be effective for the next ensuing year, unless changed earlier by the President.

RELEVANT LEGAL AUTHORITY: Rochester Home Rule Charter Sections 15.00, 15.01, 15.02, 15.03.

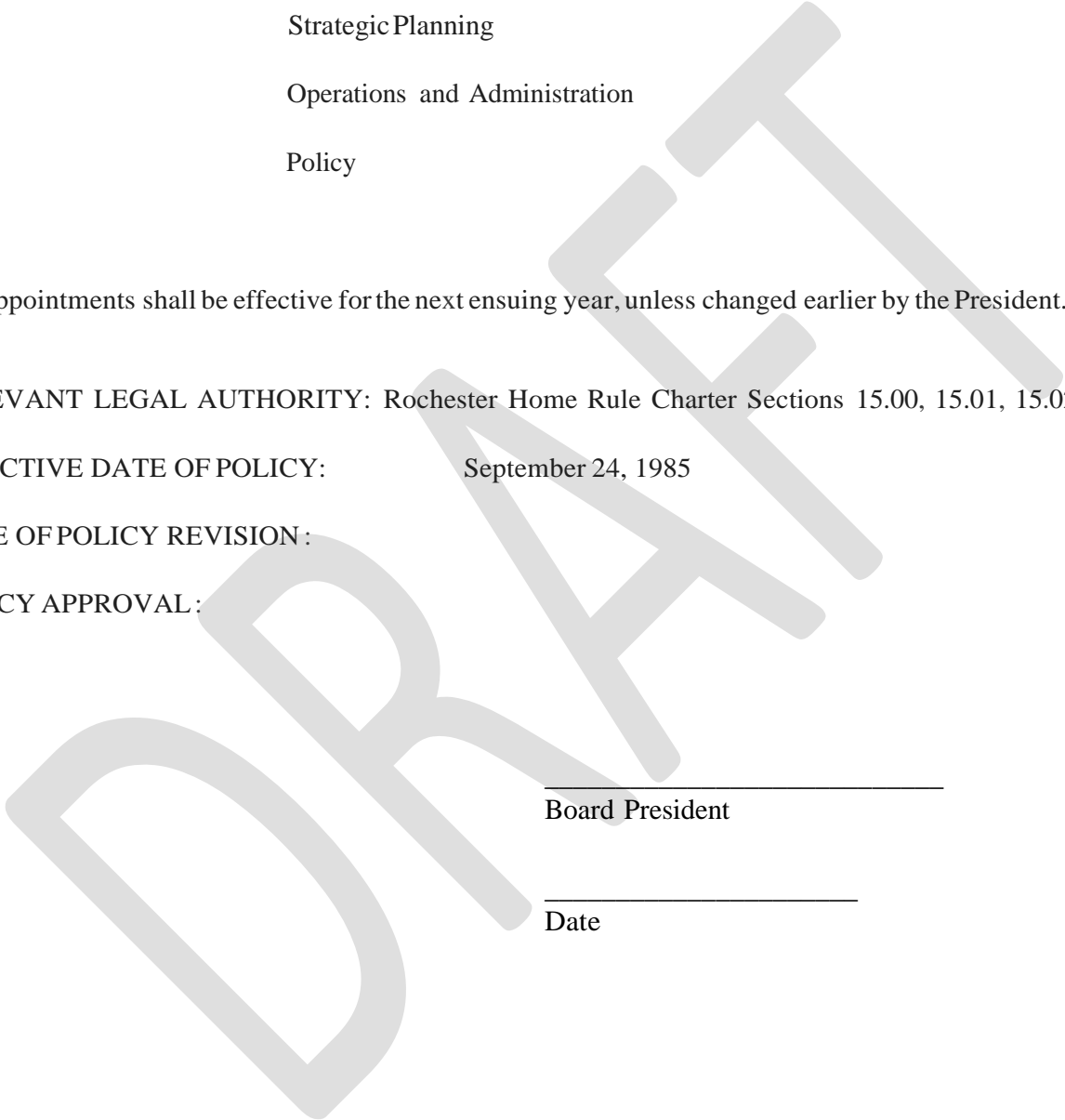
EFFECTIVE DATE OF POLICY: September 24, 1985

DATE OF POLICY REVISION :

POLICY APPROVAL :

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



Attachment: Board Organization-clean version\_2\_12\_18 (8510 : Board Organization Policy)

## FOR BOARD ACTION

Agenda Item # (ID # 8508)

Meeting Date: 2/20/2018

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**SUBJECT: Involuntary Disconnection Policy**

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**PREPARED BY: Mark Kotschevar**

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**ITEM DESCRIPTION:**

Attached for your review and comment is a redlined and clean version of the Board policy on Involuntary Disconnection, formerly the RPU Cold Weather Disconnect Policy. The redlined version is a bit messy but gives you a reference to the existing policy. The clean version has been reformatted for consistency in layout, font, and punctuation. The policy has been updated to include disconnects due to hot as well as cold weather; Minnesota Statue § 216B.0975 regarding disconnection during extreme heat conditions was added. A draft copy was sent to the Communications committee and the City Attorney for their review, and it is now ready for review by the full Board. The schedule is to bring this back to the Board for final adoption at the March meeting.

**UTILITY BOARD ACTION REQUESTED:**

Informational only.

ROCHESTER PUBLIC UTILITIES  
BOARD POLICY STATEMENT

POLICY SUBJECT/STATEMENT: ~~RPU Cold Weather~~ Involuntary Disconnection ~~Policy~~

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POLICY OBJECTIVE:

The Board's objective is to ensure that residential customer accounts are protected during ~~the~~ cold weather periods and extreme heat conditions and Rochester Public Utilities (RPU) follows the requirements of as prescribed in Minnesota Statutes

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~~§216B.097 and 216B.0975.~~

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POLICY STATEMENT:

1. COLD WEATHER RULE

Minnesota Statute ~~§216B.097~~ states that ~~RPU a municipal utility~~ must not disconnect and must reconnect the utility service of a residential customer during the period between October 15 and April 15, if the disconnection affects the primary heat source for the residential unit and all of the conditions described in the statute are met. For the purposes of this policy, "disconnection" includes a service or load limiter or any device that limits or interrupts electric service in any way. It is important to note that this protection does not prohibit RPU from disconnecting service, but that it requires several steps to be taken before disconnection.

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Comment [PH1]: Included verbiage from Office of Attorney General Lori Swanson

POLICY STATEMENT:

A. Subdivision 1. Application; notice to residential customer.

~~Rochester Public Utilities (RPU)~~ will not disconnect or will reconnect the utility service of a residential customer if the disconnection affects the primary heat source for the residential unit and all of the following conditions are met:

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- (1) The household income of the customer is at or below 50 percent of the state median household income. RPU may verify income on forms it provides or obtain verification of income from the local energy assistance provider. A customer is deemed to meet the income requirements of this clause if the customer receives any form of public assistance, including energy assistance, that uses an income eligibility threshold set at or below 50 percent of the state median household income.
- (2) A customer enters into and makes reasonably timely payments under a payment agreement that considers the financial resources of the household. "Reasonably timely payment" means payment within five working days of agreed-upon due dates.
- (3) A customer receives referrals to energy assistance, weatherization, conservation, or other programs likely to reduce the customer's energy bills.

Comment [BB2]: When we drafted this we took this provision from the CWR statute that applies to investor-owned utilities, 216B.05 muni statute 216B.097 doesn't define "reasonably timely". I think it's good to have it in the RPS so it isn't open to question. Just wanted to know the background of this.

Attachment: 21 RPU Cold Weather Disconnect - revised redlined Draft (8508 : Involuntary Disconnection Policy)

~~RPU will~~ RPU will, ~~between August~~ between August 15 and October 15 each year, notify all residential customers of the provisions of this policy ~~section~~ and Minnesota Statute §216B.097.



**B. Subdivision 2. Notice to residential customer facing involuntary disconnection.**

Before disconnecting service to a residential customer during the period between October 15 and April 15, RPU will provide the following information to a customer:

- (1) a notice of proposed disconnection;
- (2) a statement explaining the customer's rights and responsibilities;
- (3) a list of local energy assistance providers;
- (4) a form on which to declare inability to pay; and
- (5) a statement explaining available time payment plans and other opportunities to secure continued utility service.

**C. Subdivision 3. Restrictions, if involuntary disconnection is necessary.**

~~(a)~~ If a residential customer must be involuntarily disconnected between October 15 and April 15 for failure to comply with ~~subdivision 4~~section A, the disconnection will not occur:

- (1) on a Friday, unless the customer declines to enter into a payment agreement offered that day in person or via personal contact by telephone by an RPU representative;
- (2) on a weekend, holiday, or the day before a holiday;
- (3) when RPU offices are closed; or
- (4) after the close of business on a day when disconnection is permitted, unless a field representative of RPU who is authorized to enter into a payment agreement, accept payment, and continue service, offers a payment agreement to the customer.

Further, the disconnection will not occur until at least 20 days after the notice required in ~~subdivision 2~~section B has been mailed to the customer or 15 days after the notice has been personally delivered to the customer.

~~(b)~~ If a customer does not respond to a disconnection notice, the customer will not be disconnected until RPU investigates whether the residential unit is actually occupied. If the unit is found to be occupied, RPU will immediately inform the occupant of the provisions of this section and allow five working days to comply with this policy or apply for service in the event of a new occupant. ~~If the~~ the unit is unoccupied, RPU will give seven days' written notice of the proposed disconnection to the local energy assistance provider before making a disconnection, and RPU will also

Attachment: 21 RPU Cold Weather Disconnect - revised redlined Draft (8508 : Involuntary Disconnection Policy)

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notify the City of Rochester Building and Safety Department of an impending disconnection

(e) If, prior to disconnection, a customer appeals a notice of involuntary disconnection, as provided by RPU's established appeal procedure, RPU will not disconnect until the appeal is resolved.

**2. DISCONNECTION DURING EXTREME HEAT CONDITIONS**

Minnesota Statute §-216B.0975 states that RPU may not involuntarily disconnect a residential service when an excessive heat watch, heat advisory, or excessive heat warning has been issued by the National Weather Service.

3. Rochester Public Utilities will provide notification to the City of involuntary disconnection per Minnesota Statute § 216B.0976

**RELEVENT LEGAL AUTHORITY**

Minnesota Statutes §.216B.097 and 216B.0975.

Effective Date of Policy: September 10, 1991  
Revised: September 28, 2010  
MONTH XX, 2018

*Joseph Williams*  
Board President  
9/28/10  
Date

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Attachment: 21 RPU Cold Weather Disconnect - revised redlined Draft (8508 : Involuntary Disconnection Policy)

ROCHESTER PUBLIC UTILITIES  
BOARD POLICY STATEMENT

**POLICY SUBJECT**

Involuntary Disconnection

**POLICY OBJECTIVE**

The Board's objective is to ensure that residential customer accounts are protected during cold weather periods and extreme heat conditions as prescribed in Minnesota Statutes §§ 216B.097 and 216B.0975.

**POLICY STATEMENT:**

*COLD WEATHER RULE*

Minnesota Statutes § 216B.097 states that RPU must not disconnect and must reconnect the utility service of a residential customer during the period between October 15 and April 15, if the disconnection affects the primary heat source for the residential unit and all of the conditions described in the statute are met. For the purpose of this policy, "disconnection" includes a service or load limiter or any device that limits or interrupts electric service in any way. This protection does not prohibit RPU from disconnecting service, but requires several steps to be taken before disconnection.

*APPLICATION: NOTICE TO RESIDENTIAL CUSTOMER*

RPU will not disconnect or will reconnect the utility service of a residential customer if the disconnection affects the primary heat source for the residential unit and all of the following conditions are met:

- (1) The household income of the customer is at or below 50 percent of the state median household income. RPU may verify income on forms it provides or obtain verification of income from the local energy assistance provider. A customer is deemed to meet the income requirements of this clause if the customer receives any form of public assistance, including energy assistance that uses an income eligibility threshold set at or below 50 percent of the state median household income.
- (2) A customer enters into and makes reasonably timely payments under a payment agreement that considers the financial resources of the household. "Reasonably timely payment" means payment within five working days of agreed-upon due dates.
- (3) A customer receives referrals to energy assistance, weatherization, conservation, or other programs likely to reduce the customer's energy bills.

RPU will, between August 15 and October 15 each year, notify all residential customers of the provisions of this policy and Minnesota Statutes § 216B.097.

*NOTICE TO RESIDENTIAL CUSTOMER FACING INVOLUNTARY DISCONNECTION*

Before disconnecting service to a residential customer during the period between October 15 and April 15, RPU will provide the following information to a customer:

- (1) a notice of proposed disconnection;
- (2) a statement explaining the customer's rights and responsibilities;
- (3) a list of local energy assistance providers;
- (4) a form on which to declare inability to pay; and
- (5) a statement explaining available time payment plans and other opportunities to secure continued utility service.

*RESTRICTIONS, IF INVOLUNTARY DISCONNECTION IS NECESSARY*

If a residential customer must be involuntarily disconnected between October 15 and April 15 for failure to comply with the conditions stated in "APPLICATION NOTICE TO RESIDENTIAL CUSTOMER", the disconnection will not occur:

- (1) on a Friday, unless the customer declines to enter into a payment agreement offered that day in person or via personal contact by telephone by an RPU representative;
- (2) on a weekend, holiday, or the day before a holiday;
- (3) when RPU offices are closed; or
- (4) after the close of business on a day when disconnection is permitted, unless a field representative of RPU who is authorized to enter into a payment agreement, accept payment, and continue service, offers a payment agreement to the customer.

Further, the disconnection will not occur until at least 20 days after the disconnection notice has been mailed to the customer or 15 days after the notice has been personally delivered to the customer.

If a customer does not respond to a disconnection notice, the customer will not be disconnected until RPU investigates whether the residential unit is actually occupied. If the unit is found to be occupied, RPU will immediately inform the occupant of the provisions of this section and allow five working days to comply with this policy or apply for service in the event of a new occupant. If the unit is unoccupied, RPU will give seven days' written notice of the proposed disconnection to the local energy assistance provider before making a disconnection, and RPU will also notify the City of Rochester Building and Safety Department of an impending disconnection.

If, prior to a disconnection, a customer appeals a notice of involuntary disconnection, as provided by RPU's established appeal procedure, RPU will not disconnect until the appeal is resolved.

*DISCONNECTION DURING EXTREME HEAT CONDITIONS*

Minnesota Statutes § 216B.0975 states that RPU may not involuntarily disconnect a residential service when an excessive heat watch, heat advisory, or excessive heat warning has been issued by the National Weather Service.

Rochester Public Utilities will provide notification to the City of involuntary disconnection per Minnesota Statutes § 216B.0976.

RELEVANT LEGAL AUTHORITY: Minnesota Statutes §§ 216B.097, 216B.0975, and 216B.0976.

Effective Date of Policy: September 10, 1991  
Revised: MONTH DAY, 2018

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date

DRAFT

Attachment: Involuntary Disconnect Policy - Draft clean version (2) (8508 : Involuntary Disconnection Policy)

## FOR BOARD ACTION

Agenda Item # (ID # 8505)

Meeting Date: 2/20/2018

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**SUBJECT: Westside Energy Station Project Status Report**

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**PREPARED BY: Wally Schlink**

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ITEM DESCRIPTION:

Update on the status of the Westside Energy Project.

UTILITY BOARD ACTION REQUESTED:

No action requested, for information only.



## FOR BOARD ACTION

Agenda Item # (ID # 8507)

Meeting Date: 2/20/2018

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**SUBJECT: Cayenta Customer Care System Update**

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**PREPARED BY: Peter Hogan**

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ITEM DESCRIPTION:

After discussion at the Board's January 30, 2018 meeting regarding the delay in the launch of Cayenta, it was requested that staff return to the Board this month with an update.

UTILITY BOARD ACTION REQUESTED:

No action requested, for information only.

## FOR BOARD ACTION

Agenda Item # (ID # 8534)

Meeting Date: 2/20/2018

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**SUBJECT: Rochester Public Utilities Index of Board Policies**

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**PREPARED BY: Mark Kotschevar**

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ITEM DESCRIPTION:

RPU Index of Board Policies.

UTILITY BOARD ACTION REQUESTED:

Informational only.

ROCHESTER PUBLIC UTILITIES		
INDEX OF BOARD POLICIES		
	REVISION DATE	RESPONSIBLE BOARD COMMITTEE
<b>BOARD</b>		
1. Mission Statement	6/26/2012	Policy
2. Responsibilities and Functions	3/27/2012	Policy
3. Relationship with the Common Council	2/28/2012	Policy
4. Board Organization	3/29/2016	Policy
5. Board Procedures	3/27/2012	Policy
6. Delegation of Authority/Relationship with Management	2/28/2012	Policy
7. Member Attendance at Conferences and Meetings	6/10/1986	Policy
8. Board Member Expenses	6/10/1986	Combine with #7
9. Conflict of Interest	11/26/1985	Delete
10. Alcohol and Illegal Drugs	7/28/1988	Delete
11. Worker Safety	3/27/2012	Policy
<b>CUSTOMER</b>		
12. Customer Relations	5/8/1984	Ops & Admin
13. Customer and Public Information	4/10/1984	Communications
14. Application for Service	7/1/2016	Ops & Admin
15. Electric Utility Line Extension Policy	3/28/2017	Finance
16. Billing, Credit and Collections Policy	7/25/2017	Finance
17. Electric Service Availability	4/28/1998	Ops & Admin
18. Electric Metering	4/10/1984	Ops & Admin
19. Electric & Water Bill Adjustment	3/10/1994	Finance
20. Rates	7/25/2017	Finance
21. RPU Cold Weather Disconnect Policy	9/28/2010	Communications
<b>ADMINISTRATIVE</b>		
22. Acquisition and Disposal of Interest in Real Property	12/19/2017	Ops & Admin
23. Electric Utility Cash Reserve Policy	1/13/2017	Finance
24. Water Utility Cash Reserve Policy	1/13/2017	Finance
25. Charitable Contributions	11/26/1985	Communications
26. Utility Compliance	10/24/2017	Communications
27. Contribution in Lieu of Taxes	6/29/1999	Finance
28. Debt Issuance (PENDING)	PENDING	Finance
29. Joint-Use of Fixed Facilities and Land Rights	10/8/1996	Ops & Admin
30. Customer Data Policy	10/9/2014	Communications
31. Life Support	10/9/2014	Communications
Red - Currently being worked on		
Yellow - Will be scheduled for revision		