

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

MEMBERS PRESENT: Lisa Borgen, Matthew Leiseth (Interactive Technology—Business), Jason Ness, and Joel Paulsen

MEMBERS ABSENT: Paul Baker and Heidi Durand

OTHERS PRESENT: Staff Members Adam Benhardt, Taylor Holte, Jake Long, Kurt McClain, Mark Moilanen, Susan Orth, Marc Pritchard, and James Sumba; MPS Attorney John Boulger

1. CALL TO ORDER.

Chairperson Paulsen called the meeting to order at 4:36 PM. A quorum of the following members was present: Borgen, Leiseth, Ness, and Paulsen.

2. APPROVE AGENDA.

Commissioner Ness made a motion to approve the agenda. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

3. APPROVE CONSENT AGENDA.

Commissioner Borgen made a motion to approve the consent agenda. Commissioner Leiseth seconded the motion. The motion passed with a 4-0 vote. Voting Yes: 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.]

***4. APPROVE MINUTES OF FEBRUARY 18, 2025.**

Commissioner Borgen made a motion to approve the minutes of February 18, 2025. Commissioner Leiseth seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***5. APPROVE BILLS FOR PAYMENT.**

Commissioner Borgen made a motion to approve the bills for payment. Commissioner Leiseth seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***6. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE ROOF REPLACEMENT AT 415 HIGHWAY 75 NORTH.**

Commissioner Borgen made a motion to approve the specifications and authorize advertisement for bids for the roof replacement at Moorhead Public Service's storage building at 415 Highway 75 North, Moorhead, contingent upon final legal approval. Commissioner Leiseth seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***7. APPROVE CHANGE ORDER NO. 3 WITH BORDER STATES INDUSTRIES, INC., FOR CIRCUIT BREAKERS AT MOORHEAD DOE SUBSTATION.**

Commissioner Borgen made a motion to approve Change Order No. 3 with Border States Industries, Inc., in the amount of \$31,110.00 for the circuit breakers at the Moorhead DOE Substation. Commissioner Leiseth seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

***8. APPROVE REVISED ORGANIZATIONAL STRUCTURE AND NUMBER OF PERSONNEL FOR 2025 AND AMENDED SECTION 5.5 IN MPS' PERSONNEL POLICY MANUAL.**

Commissioner Borgen made a motion to approve Moorhead Public Service's revised Organizational Structure and Organizational Structure – Number of Personnel for 2025, and amended Section 5.5 in Moorhead Public Service's Personnel Policy Manual. Commissioner Leiseth seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

9. CUSTOMERS TO BE HEARD/RECOGNITIONS.

There were no customers to be heard.

Finance Division Manager Mark Moilanen recognized Moorhead Public Service (MPS) Utility Service Worker Dennis Otto for reaching his 10-year employment milestone and Construction Manager Adam Benhardt for reaching his 15-year employment milestone.

10. OLD BUSINESS.

There was no old business to discuss.

11. REPORTS.

City Council.

Commissioner Borgen, along with business owners, Moorhead Area Public Schools, and higher education institutions met with over 15 different legislators March 4-5, 2025, for Moorhead Area Day at the Capitol in St. Paul, Minnesota. The group discussed legislative activities as well as the City of Moorhead's (City's) key priorities. Borgen also stated that, following Moorhead Area Day at the Capitol, a legislative work group meeting was held to discuss Moorhead's priorities with other legislators and authors for the City's legislative bills.

Public Service Commission.

No report was made.

General Manager's Report.

Finance Division Manager Mark Moilanen provided an introduction of the General Manager's Report, which included the update to Moorhead Public Service's (MPS') Spill Prevention, Controls, and Countermeasure Plan, the 2025 flood outlook, tariff impacts on MPS, American Public Power Association's Legislative Rally and federal legislative updates, legislative newsletters from Minnesota Municipal Utilities Association and Missouri River Energy Services, and a thank you note from National Alliance on Mental Illness Moorhead.

Project Engineer Taylor Holte provided background information on MPS' Spill Prevention, Controls, and Countermeasure Plan. Holte responded to questions of the Commission.

Moilanen informed the Commission that Business Office staff has received inquiries from customers concerned with MPS' electric costs being subject to Canadian tariffs. Moilanen stated that MPS is aware of this and staff is taking the necessary steps to avoid any potential impacts to MPS' Electric, Water, and IT Divisions.

Water Plant Manager Marc Pritchard provided information on water sources when flood and drought scenarios are present. Pritchard responded to questions of the Commission. Discussion was held.

Accept Report on MPS' Advanced Metering Infrastructure Project.

Water Distribution Manager Jake Long provided an update on MPS' Advanced Metering Infrastructure Project, the process for replacing meters, and the communication pieces that have been distributed to customers. Long responded to questions of the Commission.

Commissioner Leiseth made a motion to accept the report on Moorhead Public Service's Advanced Metering Infrastructure Project. Commissioner Ness seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

12. APPROVE TASK ORDER AGREEMENT FOR PROFESSIONAL SERVICES WITH SHORT ELLIOTT HENDRICKSON, INC.

Water Plant Manager Marc Pritchard provided background information regarding the Ozone Generator and Equipment Replacement Project at MPS' Water Treatment Plant. Pritchard stated that, in order for Short Elliott Hendrickson, Inc., to continue working on this Project, a Task Order Agreement for Professional Services is needed because the existing agreement will expire in August 2025.

Commissioner Ness made a motion to approve the Task Order Agreement for Professional Services with Short Elliott Hendrickson, Inc., contingent upon final legal approval. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

13. APPROVE 2025 COOPERATIVE AND SELF-PERFORMED WATERMAIN IMPROVEMENT PROJECTS.

Water Distribution Manager Jake Long provided information on MPS' self-performed watermain projects, as well as coordinated watermain projects planned with the City of Moorhead in 2025. Long responded to questions of the Commission. Discussion was held.

Commissioner Leiseth made a motion to approve 2025 Cooperative Projects for Watermain Improvements with the City of Moorhead's Street and Underground Utility Improvement Projects and Moorhead Public Service's Self-Performed Watermain Improvements Projects. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

14. AWARD BID FOR 2025 WATER DISTRIBUTION PIPE AND FITTINGS.

Water Distribution Manager Jake Long provided information on the materials needed for inventory as well as annual watermain replacement projects.

Commissioner Leiseth made a motion to award the bid for 2025 Water Distribution Pipe and Fittings to Ferguson Waterworks in the amount of \$284,520.17, as shown on the attached Bid Tabulation Sheet attached hereto and made a part of these minutes. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Borgen, Leiseth, Ness, and Paulsen. Voting No: None.

15. APPROVE SPONSORSHIP REQUEST FROM MOORHEAD LEGACY EDUCATION FOUNDATION FOR MOORHEAD PUBLIC SERVICE SCHOLARSHIP.

Finance Division Manager Mark Moilanen provided information on the sponsorship request from the Moorhead Legacy Education Foundation. Administrative Assistant Susan Orth provided clarification on the sponsorship request, as well as the marketing sponsorship request which was included in the agenda item for the Commission's information. Moilanen responded to questions of the Commission. Discussion was held.

Commissioner Borgen made a motion to approve the sponsorship request from Moorhead Legacy Education Foundation for a Moorhead Public Service Scholarship in the amount of \$2,500. Commissioner Ness seconded the motion. The motion passed with a 3-0 vote. Voting Yes: Borgen, Ness, and Paulsen. Voting No: None. Abstaining: Leiseth.

16. CLOSE MEETING FOR EXECUTIVE SESSION.

The meeting was not closed for executive session.

17. UPCOMING MEETINGS.

Upcoming meetings of the Moorhead Public Service Commission are scheduled for April 8, 2025, if needed, and April 22, 2025.

18. ADJOURN.

The meeting adjourned at 5:23 PM.

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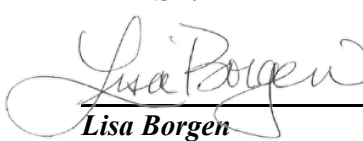
The minutes herein are approved on this 22nd day of April, 2025.

APPROVED BY:



Paul Baker
Vice 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."