

**Minutes of the Moorhead Public Service Commission**  
**Hjemkomst Center, Auditorium**  
**Tuesday, April 22, 2025 – 4:30 PM**

**MEMBERS PRESENT:** Paul Baker, Lisa Borgen, Heidi Durand (Interactive Technology—Personal), Matthew Leiseth (Interactive Technology—Business), and Jason Ness

**MEMBERS ABSENT:** Joel Paulsen

**OTHERS PRESENT:** General Manager Travis Schmidt, Staff Members Cheryl Glasoe, Taylor Holte, Jake Long, Mark Moilanen, Marc Pritchard, and James Sumba; MPS Attorney John Boulger; Assistant City Manager Mike Rietz

**1. CALL TO ORDER.**

Vice Chairperson Baker called the meeting to order at 4:30 PM. A quorum of the following members was present: Baker, Borgen, Durand, Leiseth, and Ness.

**2. 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, Durand, Leiseth, and Ness. Voting No: None.*

**3. APPROVE CONSENT AGENDA.**

*Commissioner Durand made a motion to approve the consent agenda. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. 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 MARCH 18, 2025.**

*Commissioner Durand made a motion to approve the minutes of March 18, 2025. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

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

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

**\*6. APPROVE TASK ORDER NO. 13 WITH DGR ENGINEERING FOR CONTROL BUILDING AND CAPACITOR BANKS AT SOUTHEAST SUBSTATION.**

*Commissioner Durand made a motion to approve Task Order No. 13 with DGR Engineering for a control building and capacitor banks at Moorhead Public Service's Southeast Substation. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**\*7. APPROVE TASK ORDER NO. 3 WITH TERRACON CONSULTANTS, INC., FOR 2025 CONSTRUCTION MATERIALS TESTING.**

*Commissioner Durand made a motion to approve Change Order No. 3 with Terracon Consultants, Inc., for 2025 construction materials testing. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**\*8. APPROVE PROFESSIONAL SERVICES AGREEMENT WITH MUNICIPALH2O FOR CHLORINE SAFETY MANAGEMENT.**

*Commissioner Durand made a motion to approve the Professional Services Agreement with AssureCo Risk Management and Regulatory Compliance, LLC (dba MunicipalH2O), to support Moorhead Public Service's Risk Management Plan, in the amount of \$4,400, with an option for annual renewal at \$2,400, contingent upon final legal approval. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**\*9. APPROVE REVISED 2025 DELEGATES.**

*Commissioner Durand made a motion to approve the revised 2025 alternate. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**10. CUSTOMERS TO BE HEARD/RECOGNITIONS.**

There were no customers to be heard.

General Manager Travis Schmidt mentioned that Moorhead Public Service recently earned the Reliable Public Power Provider (RP<sub>3</sub>)<sup>®</sup> designation from American Public Power Association for providing reliable and safe electric service, which the designation lasts for three years. Schmidt stated that Katie Kemper, MPS' HR Generalist, received an Outstanding Management Student award from the University of Minnesota Crookston for exhibiting exceptional academic performance in the 2024-2025 Management degree program.

**11. OLD BUSINESS.**

There was no old business to discuss.

**12. REPORTS.**

**City Council.**

Commissioner Borgen mentioned that the Moorhead City Council and City of Moorhead management staff recently held their monthly Council Workshop (Workshop). Borgen stated that General Manager Travis Schmidt attended the Workshop and provided information on MPS' Advanced Metering Infrastructure Project (Project), which included installation of the electric and water meters, progress of the Project, and the implementation process. Borgen stated that Schmidt's presentation was well-received by the Council and City staff and thanked Schmidt for attending and providing this information.

**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 an update on NERC requirements, MRES' power factor assessment, 2025 AWWA Drinking Water Week, legislative newsletters, and the availability of LIHEAP funds.

Project Engineer Taylor Holte provided an update on the annual review that MPS completed of the North American Electric Reliability Corporation requirements, verifying that MPS complies with all updated standards. Holte also provided an update on the assessment completed by Missouri River Energy Services to ensure that MPS has maintained an acceptable power factor.

Water Plant Manager Marc Pritchard provided information on American Water Works Association's 2025 Drinking Water Week, which will be held May 4-10, 2025. Pritchard stated that Drinking Water Week is an ideal way to educate the public, connect with the community, and promote employee morale.

Finance Division Manager Mark Moilanen provided an update on Minnesota's Low Income Home Energy Assistance Program (LIHEAP). Moilanen stated that, at this time, the State of Minnesota is hoping to receive the remaining 10 percent of its 2025 program year allotment. Moilanen responded to questions of the Commission. Discussion was held.

**Accept Report on Capacity Improvements Study Prepared by DGR Engineering.**

Project Engineer Taylor Holte provided an update on the Capacity Improvements Study (Study) that was prepared by DGR Engineering. Holte explained that the Study is necessary to ensure electric reliability, maintain proper voltage regulations, and support upgrades and maintenance of MPS' electrical infrastructure. Holte stated that some of the projects being proposed as a result of the Study include expanding MPS' electrical distribution system and upgrading the transformers at MPS' Moorhead DOE and Opportunity Substations. Holte responded to questions of the Commission. Discussion was held.

***Commissioner Borgen made a motion to accept the report on the Capacity Improvements Study that was prepared by DGR Engineering. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.***

**13. APPROVE REQUEST TO MAYOR AND MOORHEAD CITY COUNCIL TO APPROVE RESOLUTION OF APPLICATION FOR MPS' 2025 LEAD SERVICE LINE REPLACEMENT PROJECT.**

Water Distribution Manager Jake Long provided information on MPS' 2025 Lead Service Line Replacement Project and the request to the Mayor and Moorhead City Council to consider approving the Resolution of Application for the Minnesota Public Facilities Authority Drinking Water Revolving Fund Application for this project. Long responded to questions of the Commission. Discussion was held.

*Commissioner Durand made a motion that the Commission approve the request to the Mayor and Moorhead City Council to consider approval of the Resolution of Application for the Minnesota Public Facilities Authority Drinking Water Revolving Fund Application for Moorhead Public Service's 2025 Lead Service Line Replacement Project. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**14. CLOSE MEETING FOR EXECUTIVE SESSION.**

Vice Chairperson Baker stated that the meeting will be closed for executive session as permitted by Minnesota Statutes, Section 13D.05, Subdivision 3(c), to discuss the purchase of water.

*Commissioner Leiseth made a motion to close the meeting for executive session, and adjourn upon conclusion. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

THE MEETING CLOSED FOR EXECUTIVE SESSION AT 5:24 PM.

PRESENT IN CLOSED SESSION WERE: COMMISSIONERS PAUL BAKER, LISA BORGEN, HEIDI DURAND, MATTHEW LEISETH, AND JASON NESS; GENERAL MANAGER TRAVIS SCHMIDT; STAFF MEMBERS JAKE LONG, MARK MOILANEN, AND MARC PRITCHARD; MPS ATTORNEY JOHN BOULGER.

[No action was taken in closed session; therefore, a motion was not presented in open session.]

**15. UPCOMING MEETINGS.**

Upcoming meetings of the Moorhead Public Service Commission are scheduled for May 6, 2025, if needed, and May 20, 2025.

**16. ADJOURN.**

The meeting adjourned at 6:40 PM.

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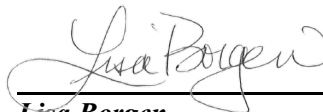
*The minutes herein are approved on this 20th day of May, 2025.*

**APPROVED BY:**



**Paul Baker**  
**Vice Chairperson<sup>i</sup>**

**ATTEST:**



**Lisa Borgen**  
**Secretary<sup>i</sup>**

<sup>i</sup> 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."