

Minutes of the Moorhead Public Service Commission
Hjemkomst Center, Auditorium
Tuesday, June 17, 2025 – 4:30 PM

MEMBERS PRESENT: Paul Baker, Lisa Borgen, Matthew Leiseth (Interactive Technology—Personal), and Joel Paulsen

MEMBERS ABSENT: Heidi Durand and Jason Ness

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

1. CALL TO ORDER.

Chairperson Paulsen called the meeting to order at 4:45 PM. A quorum of the following members was present: Baker, Borgen, Leiseth, and Paulsen.

2. APPROVE AGENDA.

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

3. APPROVE CONSENT AGENDA.

Commissioner Baker made a motion to approve the consent agenda. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, 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 JUNE 3, 2025.**

Commissioner Baker made a motion to approve the minutes of June 3, 2025. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

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

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

***6. APPROVE LICENSE AGREEMENT FOR POLE ATTACHMENTS WITH UBIQUITY MANAGEMENT, LLC.**

Commissioner Baker made a motion to approve the License Agreement with Ubiquity Management, LLC, for pole attachments, contingent upon final legal approval by Attorney John Boulger. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

***7. APPROVE PROFESSIONAL SERVICES FOR LAND ACQUISITION ACTIVITIES.**

Commissioner Baker made a motion to approve professional services to complete an appraisal and associated geotechnical analysis related to the potential acquisition of land within Parcel No. 10.032.1000 in an amount not-to-exceed \$25,000, and authorize the General Manager, or his designee, to execute any documents related to these land acquisition activities. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

8. CUSTOMERS TO BE HEARD/RECOGNITIONS.

There were no customers to be heard.

General Manager Travis Schmidt recognized Moorhead Public Service (MPS) Equipment Operator Shane Werre for reaching his 10-year employment milestone.

9. OLD BUSINESS.

There was no old business to discuss.

10. REPORTS.

City Council.

Commissioner Borgen stated that on June 17, 2025, the Moorhead City Council held a workshop where a presentation on wastewater was given which could potentially lead to increased wastewater rates.

Public Service Commission.

Chairperson Paulsen noted that the customer issue related to the Advanced Metering Infrastructure (AMI) project has been resolved through MPS' contractor. General Manager Travis Schmidt added that, as a precaution, MPS and its contractor will improve communication in future correspondence.

General Manager's Report.

General Manager Travis Schmidt provided an introduction to the General Manager's Report, which included the Governmental Accounting Standards Board (GASB) 75 Actuarial Report, distribution of MPS' 2024 Consumer Confidence Report (CCR), MPS employees' participation in Public Power Day of Giving on June 6, 2025, and the recent legislative newsletter from Missouri River Energy Services.

Finance Division Manager Mark Moilanen provided an update on the GASB 75 Actuarial Report that will be used to update accruals on MPS' 2025 financial statements.

Water Plant Manager Marc Pritchard provided more specific details regarding the CCR. Pritchard responded to questions of the Commission.

Accept 2024 Annual Reliability Performance Report.

Project Engineer Taylor Holte provided an overview of MPS' 2024 Annual Reliability Performance Report. Holte noted that MPS met all three of the reliability indices set by the Commission for 2024. MPS' overall system reliability was 99.9983 percent in 2024. Discussion was held.

Commissioner Baker made a motion to accept Moorhead Public Service's 2024 Annual Reliability Performance Report. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

Accept 2024 Annual Management Report for Moorhead Public Service.

General Manager Travis Schmidt presented a PowerPoint slide show on MPS' 2024 Annual Management Report. Schmidt responded to questions of the Commission.

Commissioner Baker made a motion to accept the 2024 Annual Management Report for Moorhead Public Service. Commissioner Borgen seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

11. AWARD BID FOR CONSTRUCTION OF MPS' REDUNDANT NETWORK OPERATIONS CENTER.

Construction Manager Adam Benhardt provided details regarding the bids that MPS received for the construction of MPS' Network Operations Center that will be located at the Oakport Water Tower site. Benhardt noted that a change order and an amendment to Task Order No. 2025-1 will be presented to the Commission for items that were overlooked during the engineering phase.

Commissioner Baker made a motion to award the bid for the construction of Moorhead Public Service's redundant Network Operations Center to Border Construction, LLC, for \$448,000 for the base bid and \$15,000 for Alternate No. 1, for a total bid price of \$463,000, as shown on the 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: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

12. AWARD BID FOR 2025 LEAD SERVICE LINE REPLACEMENT PROJECT.

Water Distribution Manager Jake Long provided information on MPS' Lead Service Line Replacement Project. Long stated that the project is 100 percent reimbursable through the Minnesota Public Facilities Authority after MPS has dispersed the funds.

Commissioner Borgen made a motion to award the bid for the 2025 Lead Service Line Replacement Project to Randall's Excavating, Inc., in the amount of \$371,475, as shown on the Bid Tabulation Sheet attached hereto and made a part of these minutes, and authorize the General Manager to execute the Water Service Replacement Agreements with the property owners. Commissioner Baker seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

13. APPROVE SPONSORSHIP REQUEST FROM MOORHEAD AMERICAN LEGION FOR VETERANS HONOR FLIGHT OF ND/MN SUMMER BLAST FUNDRAISER.

General Manager Travis Schmidt provided information on the sponsorship request from the Moorhead American Legion for the Veterans Honor Flight of ND/MN Summer Blast Fundraiser event.

Commissioner Borgen made a motion to approve the sponsorship request from the Moorhead American Legion for the Veterans Honor Flight of ND/MN Summer Blast Fundraiser in the amount of \$2,500. Commissioner Baker seconded the motion. The motion passed with a 4-0 vote. Voting Yes: Baker, Borgen, Leiseth, and Paulsen. Voting No: None.

14. CLOSE MEETING FOR EXECUTIVE SESSION.

The meeting was not closed for executive session.

15. UPCOMING MEETINGS.

Upcoming meetings of the Moorhead Public Service Commission are scheduled for July 1, 2025, (if needed) and July 15, 2025.

16. ADJOURN.

The meeting adjourned at 5:35 PM.

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The minutes herein are approved on this 15th day of July, 2025.

APPROVED BY:



Joel Paulsen
Chairpersonⁱ

ATTEST:



Lisa Borgen
Secretaryⁱ

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