

**Minutes of the Moorhead Public Service Commission**  
**Hjemkomst Center, Auditorium**  
**Tuesday, September 23, 2025 – 4:30 PM**

**MEMBERS PRESENT:** Paul Baker, Lisa Borgen, Heidi Durand, Matthew Leiseth, Jason Ness, and Joel Paulsen (Interactive Technology—Personal) [joined meeting at 5:00 PM]

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** General Manager Travis Schmidt; Staff Members Adam Benhardt, Jake Long, Mark Moilanen, Lisa Norstad, Marc Pritchard, James Sumba, and Jason Yonke; 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 Leiseth made a motion to approve the agenda. Commissioner Borgen 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 Ness made a motion to approve the consent agenda. Commissioner Durand 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 AUGUST 26, 2025.**

*Commissioner Ness made a motion to approve the minutes of August 26, 2025. Commissioner Durand 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 Ness made a motion to approve the bills for payment. Commissioner Durand seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**\*6. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2026 ELECTRICAL MATERIALS.**

*Commissioner Ness made a motion to approve the specifications and authorize the advertisement for bids for 2026 Electrical Materials. Commissioner Durand seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**\*7. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2025/2026 TREE TRIMMING.**

*Commissioner Ness made a motion to approve the specifications and authorize advertisement for bids for 2025/2026 Tree Trimming. Commissioner Durand seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**\*8. APPROVE AMENDMENTS TO FIRM ELECTRIC SERVICE AND CONSOLIDATED FACILITY ARRANGEMENTS CONTRACTS WITH WAPA AND REVISIONS TO INTERCONNECTION AND TIE LINE(S) CONTRACT WITH SOUTHWEST POWER POOL.**

*Commissioner Ness made a motion to approve the following:*

- (A) Amendment No. 1 to Firm Electric Service Contract No. 14-UGPR-1008 between Western Area Power Administration and the City of Moorhead;*
- (B) Amendment No. 1 to Consolidated Facility Arrangements Contract No. 14-UGPR-3008 between Western Area Power Administration and the City of Moorhead;*
- (C) Revisions to Interconnection and Tie Line(s) Contract No. 14-UGPR-2008.2 between Western Area Power Administration, the City of Moorhead, and the Southwest Power Pool, which terminates Interconnection and Tie Line(s) Contract No. 14-UGPR-2008.1; and*
- (D) Recommend approval of the same to the Moorhead City Council.*

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

**\*9. APPROVE SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR 2026 WATER TREATMENT AND WASTEWATER TREATMENT CHEMICALS.**

*Commissioner Ness made a motion to approve the specifications and authorize advertisement for bids for 2026 Water Treatment and Wastewater Treatment Chemicals. Commissioner Durand 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 recognized IT Administrator Aaron Southard and Water Plant Lab Supervisor Adam McCallister for reaching their 10-year employment milestones.

**11. OLD BUSINESS.**

There was no old business to discuss.

**12. REPORTS.**

**City Council.**

Commissioner Lisa Borgen reported that the Moorhead City Council (City Council) received interest from a prospective buyer seeking to purchase the former Moorhead City Library. At its meeting on September 22, 2025, the City Council passed a resolution to proceed with the sale, contingent upon favorable conditions. Borgen also noted that the City Council is responsible for setting the City of Moorhead's (City's) tax levy limit by October 1, 2025. During the meeting, City Council members engaged in approximately two hours of discussion regarding the City's proposed budget and its implications.

**Public Service Commission.**

Commissioners Lisa Borgen and Matt Leiseth shared their experience attending Missouri River Energy Services' (MRES') Municipal Power Leadership Academy—describing it as a valuable and worthwhile course. They encouraged other Moorhead Public Service (MPS) staff and Commissioners to consider participating in future sessions. Discussion was held.

**General Manager's Report.**

General Manager Travis Schmidt provided an introduction to the General Manager's Report, which included MPS' participation in MRES' upcoming Retail Customer Survey and receiving notification from Landis+Gyr Technology, Inc., regarding the surrender of its Pole Attachment License. Assistant Water Plant Supervisor Jason Yonke provided an update on the annual Emergency Response Coordination meeting that was held on September 4, 2025. Additionally, Schmidt noted that MPS participated in the Greater Moorhead Days Parade and received thank you notes from both Moorhead Area Public Schools and the Moorhead Legacy Education Foundation.

**13. APPROVE UPDATED PART 1 OF MPS' WELLHEAD PROTECTION PLAN.**

Water Plant Manager Marc Pritchard provided an overview of MPS' Wellhead Protection Plan (WHPP), outlining its two-part planning process and describing Part 1 and Part 2 in detail. Pritchard stated that staff works to update the WHPP every ten years to reinforce strategies to safeguard the quality of water stored in local aquifers. Pritchard responded to questions of the Commission. Discussion was held.

*Commissioner Borgen made a motion to approve updated Part 1 of Moorhead Public Service's Wellhead Protection Plan. 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. APPROVE SPONSORSHIP REQUEST FROM MOORHEAD BUSINESS ASSOCIATION FOR ANNUAL MEMBER CELEBRATION.**

General Manager Travis Schmidt provided information on a sponsorship request that MPS received from the Moorhead Business Association for its Annual Member Celebration. Discussion was held.

*Commissioner Leiseth made a motion to approve the sponsorship request from Moorhead Business Association for its Annual Member Celebration in the amount of \$2,500. Commissioner Ness seconded the motion. The motion passed with a 5-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, and Ness. Voting No: None.*

**15. APPROVE POLICY ON ADVANCED METERING INFRASTRUCTURE OPT-OUTSIDE OPTION.**

General Manager Travis Schmidt provided background on the planned upgrade to the existing metering system, including concerns raised by some customers regarding the placement of communication modules inside their home/building. Schmidt stated that the Policy on Advanced Metering Infrastructure Opt-Outside Option will help replace electric and water meters and offer options for customers who prefer external placement of the communication module. Schmidt responded to questions of the Commission. Discussion was held.

CHAIRPERSON PAULSEN JOINED THE MEETING AT 5:00 PM.

*Commissioner Borgen made a motion to approve the Policy on Advanced Metering Infrastructure Opt-Outside Option, a copy of which policy is attached hereto and made a part of these minutes. Commissioner Paulsen seconded the motion. The motion passed with a 6-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, Ness, and Paulsen. Voting No: None.*

**16. CLOSE MEETING FOR EXECUTIVE SESSION.**

Chairperson Baker stated that the meeting will be closed for executive session as authorized by Minnesota Statutes, Section 13D.05, Subdivision 3(a), to evaluate the performance of the General Manager.

*Commissioner Ness made a motion to close the meeting for executive session and adjourn upon conclusion of executive session. Commissioner Durand seconded the motion. The motion passed with a 6-0 vote. Voting Yes: Baker, Borgen, Durand, Leiseth, Ness, and Paulsen. Voting No: None.*

General Manager Travis Schmidt informed the Commission that Commissioner Durand's last meeting will be on September 23, 2025. Schmidt, Commissioner Baker, and Chairperson Paulsen thanked Commissioner Durand for her years of service on the Moorhead Public Service Commission.

THE MEETING WAS CLOSED FOR EXECUTIVE SESSION AT 5:06 PM.

PRESENT IN CLOSED SESSION WERE: COMMISSIONERS PAUL BAKER, LISA BORGAN, HEIDI DURAND, MATT LEISETH, JASON NESS, AND JOEL PAULSEN (INTERACTIVE TECHNOLOGY); GENERAL MANAGER TRAVIS SCHMIDT (JOINED EXECUTIVE SESSION AT 6:28 PM); STAFF MEMBER MARK MOILANEN; MPS ATTORNEY JOHN BOULGER.

COMMISSIONER DURAND LEFT THE MEETING AT 6:03 PM.

COMMISSIONER LEISETH LEFT THE MEETING AT 6:47 PM.

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

**17. UPCOMING MEETINGS.**

Upcoming meetings of the Moorhead Public Service Commission are scheduled for October 7, 2025 (if needed), and October 21, 2025.

**18. ADJOURN.**

The meeting adjourned at 7:03 PM.

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*The minutes herein are approved on this 21st day of October, 2025.*

**APPROVED BY:**



**Joel Paulsen**  
**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."

| MOORHEAD PUBLIC SERVICE COMMISSION POLICY                                                                                                                                   |                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>Category:</b> Administrative/Customer Relations                                                                                                                          | <b>Policy Title:</b> Advanced Metering Infrastructure (AMI) Opt-Outside Option |
| <b>Explanation:</b> This policy provides eligible customers with the option to have their electric meter or water communication module installed outside the home/building. |                                                                                |
| <b>Date of Adoption:</b> 9/23/2025                                                                                                                                          | <b>Amended:</b>                                                                |

**Policy:**

It shall be the policy of the Moorhead Public Service Commission (Commission) that all customers receiving water and electric services from Moorhead Public Service (MPS) will be equipped with Advanced Metering Infrastructure (AMI) compatible water and electric meters. Incompatible water and electric meters are not permitted due to concerns regarding overall system integrity and performance, as well as billing and meter reading efficiencies and administrative operational costs. However, eligible customers meeting all of MPS' requirements may have the AMI electric meter and water communication module relocated on the outside of the home/building at the customer's expense.

Water meters are required to be installed inside climate-controlled buildings due to external weather conditions (i.e., freezing temperatures). Water meters are typically installed in the basement, or in a ground-level utility room if there is no basement, near the water service line entering the home/building. The water communication module, which is necessary for the water meter to communicate, may be mounted outside on the exterior wall of the home/building.

The water communication module is a low radio-frequency (RF) device connected to the water meter via a wire and is installed near the water meter. The water meter data is sent to the electric meter through the water communication module via RF, and then relayed back to MPS. The water communication module transmits significantly less RF transmission waves than other indoor devices, such as baby monitors, microwaves, Wi-Fi, or cellphones.

Customers may request to have the water communication module installed outside the home/building on an exterior wall. If a customer chooses this option, the customer will be responsible for all expenses incurred to install the water meter wiring (25 feet of wire connected to the water meter) to the exterior of the home/building. Once the wire has been fed through the exterior wall and meets all of MPS' requirements, MPS, or its approved contractor, will connect the water meter wiring to the water communication module.

Customers will be required to complete MPS' AMI Opt-Outside Option form before MPS, or its approved contractor, installs the new AMI-compatible water meters. If a customer requests modifications after the original installation has been completed, MPS will assess charges for truck usage and labor, as well as any additional expenses incurred, as outlined above.

If the customer's electric meter is located inside the home/building and qualifies for relocation outside, the customer can hire a licensed electrician to relocate the meter outside. Customers who relocate their electric meter in full compliance with the requirements outlined in the Commission's Policy on Residential Meter Relocation Credit will be eligible to receive a bill credit in accordance with that policy.

Customers who fail to schedule an appointment for the required replacement of their water and electric meters as part of MPS' AMI Project, or who do not comply with this policy, will be subject to suspension of water and/or electric service.

**APPROVED BY THE MOORHEAD PUBLIC SERVICE COMMISSION ON SEPTEMBER 23, 2025.**



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Joel Paulsen, Chairperson  
Moorhead Public Service Commission



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Travis L. Schmidt, General Manager  
Moorhead Public Service