Humboldt Natural Gas Minutes

The Humboldt Natural Gas Board met in regular session on Monday, November 16, 2015 at the Humboldt City Hall. The meeting was called to order by President Mike Garrey at 6:32p.m. Members present were Lynn Froke, Cara Luke and Brenda Haviland. Daryl Sieverding, Donnie Boll and Amanda Siemonsma were present for city personnel. Mike Shumaker was absent.

There was a motion by Froke and a second from Luke to approve and adopt the agenda. Motion carried with all present members voting aye.

The minutes from the meeting held on October 19, 2015 were reviewed. On a motion by Haviland and a second from Froke the minutes were approved. Motion carried with all present members voting aye.

Donnie Boll presented the board with the updated Emergency Response Plan. After some updates and changes the new plan was approved.   
The board discussed the use of a Municipal Gas Service Agreement form. There is currently no form needed to obtain natural gas services through the city. After some discussion there will be a new agreement form drafted, approved and put into place for services needing added. This form will be a binding contract between the city and the resident to obtain and meet the expense of new natural gas services. The form will be signed by the resident and approved by the board before services are obtained.   
Donnie Boll has been added to the “on-call” duties for the natural gas system and has given his person phone line for these services. A motion made by Froke to pay for Boll’s cell phone bill out of the natural gas funds was seconded by Luke. Motion carried with all present members voting aye.

Garrey spoke of the Schoenfish audit of the natural gas fund approved at the last meeting. The report did help the understanding of the natural gas usage but did not clarify the jumping around of the natural gas fund monies. The Schoenfish report cost $425 to complete. More clarification will be obtained from Schoenfish as needed. In the meantime, the natural gas fund and all monies used will be closely monitored and all usage will be approved through the natural gas board.

Garrey spoke of meter readings cannot be estimated at any time. The price of natural gas can fluctuate at any given time and individuals should be charged accordingly to what they have used. Rates currently continue to remain the same. An audit of all meters, correct reading and meter/gas type used, will be done at the end of the month. Boll and Sieverding shall write down each meter reading as it reads on the meter as well as reading and documenting what type of meter is being used. Follow up discussion and information will be on the next agenda.

The PUC held a meeting to discuss the agreement between themselves and the Humboldt Municipal Gas Utility. Garrey testified at the meeting. The PUC accepted the agreement with the stipulations that the HMGU report to the PUC every month for the first year and twice during the second year. The PUC asked again about any information that Garrey or the natural gas board had about the meetings between Northwestern and the Town Board. Garrey had no new information to report and is disappointed with the Town Board that no response was received about the meetings that were held. Garrey feels that the stipulation of the second year of reporting to the PUC stems from the lack of information from this issue. He will follow up with the Town Board at the next Town Board meeting.

All claims, bills, financials, and payroll paid using natural gas funds were reviewed by the board and were approved on a motion by Haviland and a second from Luke. Motion carried with all present members voting aye.

The 2016 Helpline contract was reviewed. On a motion by Froke and a second from Luke, the contract was accepted. Motion carried with all present members voting aye.

The natural gas board is in the process of completing training on a variety of different subjects as needed. Currently the training will be on Open Meeting Laws. The public is welcome to attend.

Next HMG regular meeting will be scheduled for Monday, December 21, 2015 at 6:30 p.m.

With no further business, a motion was made by Froke and seconded by Luke to adjourn the meeting at 7:34pm.

ATTEST: Amanda Siemonsma  
 Finance Officer