

Humboldt Natural Gas Minutes

The Humboldt Natural Gas Board met in regular session on Tuesday, January 28th, 2020 at Humboldt City Hall. The meeting was called to order by President Marlene Elko at 6:40 p.m. Members present at roll call were Marlene Elko, Brenda Haviland, and Ladd McCluskey. Taylor Ekle was absent with cause, and Briana Ries was absent at the time of roll call. Eugene Betz was present for Gas employee personnel.

Adopt Agenda McCluskey motioned to adopt the agenda. Eklo seconded. All Ayes, motion carried.

Approve 12/17/19 Minutes - The December 17th minutes were reviewed. McCluskey motioned to approve minutes. Haviland seconded. All ayes, motion carried.

Public Comment/Discussion - No public comments were brought forth for discussion.

Gas Employee Report – Betz Indicated that Betz and Beaner would be attending fusing update training on Wednesday, January 29th in Garretson. OQ testing for pipe fusing is scheduled to take place on Friday, February 7th, 2020 in Garretson. Betz indicated that there was 1 disconnect that took place from the November billing. Betz asked for clarification on the current vacation and sick time policy. Lengthy discussion was had regarding what sick time could be used for. The HMGU board offered their interpretation of the policy in the employee handbook and would like to work on making changes to clarify the policies going forward. Betz was instructed to send an email regarding planned time off and if he would like to use vacation or sick time going forward.

Job Description for Natural Gas Manager – Tabled until the February meeting.

Public Awareness 2020/2019 Public Awareness Accomplishment Report – The 2019 Public Awareness report was presented to the board and filed in the Public Awareness Binder. Betz also presented his 2020 Public Awareness plan.

Annual Review of Public Awareness Policy – The HMGU board reviewed the current Public Awareness Policy. No changes were suggested.

Finalize Definitions for Residential, Commercial, On Rte, Industrial – Extensive discussion was held regarding the definitions for the different types of services in Humboldt.

2020 Bond Payment – Upon review of current finances McCluskey motioned to make the 2020 bond payment on or around March 1st. Seconded by Haviland, all ayes. Motion carried.

Review Basic Service Fee/Rates – Considerable discussion took place regarding the different billing categories. McCluskey will be presenting the new categories to the board. Billing will be based on type of structure and natural gas equipment used.

Meter Removal Fee – Elko presented the proposed definitions for the Meter Removal Fee and other work that is performed. Considerable discussion was held, and Elko will retype the definitions up and bring them to the February meeting.

Resolution #20-4 Tampering with HMGU NG Equipment – 2nd reading – The second reading of resolution #20-4 was performed. Resolution #20-4 was signed and will be given to Nicole to be put in the HMGU fines and fees binder.

Resolution #20-5, Fees and Basic Service Fee – 1st reading – The first reading of resolution #20-5 was performed. After considerable discussion about some of the fees, the board decided to table the first reading until the February meeting pending some changes.

SDPA Safety Training February 6, 2020 Sioux Falls, SD – Betz indicated that he is signed up for the SDPA Safety Training. He also signed up Taylor Ekle, Ladd McCluskey, and Brenda Haviland.

NG loss report and history – Elko presented the loss report. Upon review, the report showed that numbers were within acceptable limit. Betz will continue looking for the reason for such a big discrepancy for the November billing cycle.

Past Due Accounts - The Past Due Accounts report was reviewed

Bills/Financials/Payroll - All bills and payroll were reviewed. A motion was made by Elko to approve all bill and payroll, seconded by McCluskey. All ayes, motion carried.

Board Training – SD 9-39 – The board reviewed the resolution procedures and policies.

Internal Audit - Internal audit of log entries for gas usage and cross-referencing what is billed was completed.

Executive Session (SDCL 1-24-2) None

Comments None

With no further business Haviland motioned to adjourn, seconded by McCluskey. All ayes, meeting adjourned at

10:26 p.m.

ATTEST: Eugene Betz

Natural Gas Employee