

**WILLMAR MUNICIPAL UTILITIES MINUTES**  
**MUNICIPAL UTILITIES AUDITORIUM**  
**AUGUST 22, 2016**

WMU Commissioners participated in a tour of WMU's facilities beginning at 3:00 p.m. on Monday, August 22, 2016. This informative tour included site visits to the following areas: Wind Turbine Generators, NE Water Treatment Plant, NE Substation, Lakeland Drive Property, Willmar Substation, Service Center, Power Plant (Storm Water Project area), and returning to the WMU Office. Projects related to the various sites were noted throughout the tour.

Following the facilities tour, the Municipal Utilities Commission conducted their regular meeting beginning at 5:20 p.m. in the Municipal Utilities Auditorium with the following Commissioners present: Dan Holtz, Carol Laumer, Jeff Nagel, Abdirizak (Zack) Mahboub, and Nathan Weber. Absent were Commissioners Joe Gimse and Justin Mattern.

Others present at the meeting were: Interim General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Power Production Supervisor Jon Folkedahl, Administrative Secretary Beth Mattheisen, Facilities & Purchasing Supervisor Kevin Marti, and City Attorney Robert Scott.

Commission President Holtz opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Laumer offered a resolution to approve the Consent Agenda as presented. Commissioner Mahboub seconded.

**RESOLUTION NO. 41**

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the August 8, 2016 Commission meeting; and,
- ❖ Bills represented by vouchers No. 161519 to No. 161605 and associated wire transfers inclusive in the amount of \$2,537,666.52.

Dated this 22<sup>nd</sup> day of August, 2016.

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President

ATTEST:

\_\_\_\_\_  
Secretary

The foregoing resolution was adopted by a vote of five ayes and zero nays.

Power Production Supervisor Folkedahl informed the Commission of the need to solicit bids for storm water improvements located in the Power Plant area (Pacific Avenue). To remain compliant with permit requirements established by the National Pollutant Discharge Elimination System (NPDES), improvements to the quality of WMU's storm water discharge (runoff) are necessary. The required improvements would include paving selected areas to re-direct runoff, remove storm

water inlet & concrete curbing, install fencing & wheel loader rumble strips, and construction of a sand filter bed. Folkedahl was requesting the Commission to authorize the issuance of an invitation to bid for the storm water improvements. Following review and discussion, Commissioner Nagel offered a motion to approve the Invitation to Bid for the WMU Pacific Avenue Storm Water Improvements Project. Commissioner Weber seconded the motion which carried by a vote of five ayes and zero nays.

Director of Finance Runge presented the Commission with the July 2016 Financial Reports. Among the statistical analyses presented were:

- 1) Operating Revenue/Expenses/Income/Retaining Earnings for all Divisions (electric, water, heating & combined)
- 2) Year-To-Date Sales for each Division (electric, water & heating)

Interim General Manager Harren presented the Commission with an update on the repair work necessary at the Willmar Substation. Staff Electrical Engineer Jeron Smith has reviewed the damage and analyzed the options for the bushing replacement work. Smith further stated that regarding WMU's current insurance coverage and deductible limits, it would not be advantageous for the Utility to submit the repair costs to our insurance provider for processing (estimated repair costs vs deductible).

Commissioner Laumer along with Interim General Manager Harren presented the Commission with a recap of their recent attendance at the MMUA Annual Summer Meeting held August 15-17. Both emphasized the valuable networking and information gathering they receive at these annual events and thanked the Commission for allowing them the opportunity to attend. Among the key topics discussed were: 1) change management; 2) railroad crossings & Right-of-Ways (modifications & fee structures); 3) community solar projects/opportunities; 4) cyber security; 5) electric vehicles; and, 6) rate studies (including distributed generation & solar power).

Interim General Manager Harren reminded the Commissioners of the MUC Work Session scheduled for Monday, August 29<sup>th</sup> beginning at 4:00 p.m. The sole objective of this session will be to review and discuss the recently updated Facilities Study and to establish directive from the Commission for the proposed project.

Interim General Manager Harren informed the Commission that a request to schedule a WMU Planning Committee meeting will be forthcoming (in addition to the Sept. 9<sup>th</sup> Planning Committee meeting). Issues to be addressed will include: 1) potential hydro power supply agreement; 2) WMU logo update; and, 3) GRE status update.

For Your Information: Upcoming meetings/events to note include:

- WMU to host Chamber Connection – Friday, August 26<sup>th</sup> @ 7:30 a.m. (WMU Auditorium)
- MUC Work Session – Monday, August 29<sup>th</sup> @ 4:00 p.m. (Facilities Study/Building Project)
- WMU Planning Committee Meeting – Friday, Sept. 9<sup>th</sup> @ 12:00 noon; agenda items to include:
  - Emergency Contingency Plan (update)
  - Utility deposits
  - Storm Water Improvement Project bids
  - 2017 WMU Budget
- WMU Annual Open House (Public Power Week) – Tues., October 4<sup>th</sup> (Willmar Civic Center)

There being no further business to come before the Commission, Commissioner Nagel offered a motion to adjourn the meeting. Commissioner Laumer seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 5:58 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

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Beth Mattheisen  
Administrative Secretary

ATTEST:

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Jeff Nagel, Secretary