

WILLMAR MUNICIPAL UTILITIES MINUTES
MUNICIPAL UTILITIES AUDITORIUM
JANUARY 22, 2018

The Municipal Utilities Commission met in its regular meeting on Monday, January 22, 2018 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck, Ross Magnuson and Brendan MacDonald. Absent was Commissioner Carol Laumer.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Power Supply Manager Chris Carlson, Customer Service Supervisor Stacy Stien, Line Department Supervisor Todd Graves, Facilities & Purchasing Supervisor Kevin Marti, Power Resources Analyst Michelle Marotzke, Staff Electrical Engineer Jeron Smith, Compliance Officer & HR Administrator Janell Johnson, Energy Services/Marketing Rep Mary Kosbab, Water & Heating Supervisor Joel Braegelman, Administrative Secretary Beth Mattheisen, City Attorney Robert Scott (via teleconference), and David Turch.

Due to the absence of Commission President Laumer, Commission Vice President Mattern opened the meeting by requesting the Commission to offer a resolution to approve the Consent Agenda. Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 3

“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 January 8, 2018 Commission meeting; and,
- ❖ Bills represented by vouchers No. 180082 to No. 180178 and associated wire transfers inclusive in the amount of \$2,264,193.52.

Dated this 22nd day of January, 2018.

Vice President

Attest:

Secretary

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

Commissioner Mattern introduced David Turch from the consulting firm of David Turch & Associates (DTA) who was present to address the Commission. Turch is a federal congressional lobbyist from Washington, DC who provides WMU with comprehensive strategic planning and legislative consulting on governmental issues facing municipal utilities. Turch stated that he has been instrumental in the process of obtaining federal funding for a number of WMU projects throughout the years. His current service fee is \$2,500 per month (\$30,000/year) and would remain at the amount. The contract with DTA automatically renews unless notification is given by

WMU to the consulting firm. Following the presentation, Commissioner Mattern thanked Mr. Turch for his time spent addressing the Commission.

Facilities & Purchasing Supervisor Marti presented the Commission with the updated Power Supply SWOT Analysis (SWOT: strengths, weaknesses, opportunities & threats). The SWOT Analysis is intended to be a living document that guides WMU in tasks needed to complete Strategic Planning goals. Staff informed the Commission that this new process for reviewing the document will be to present monthly updates addressing individual SWOT subjects/categories (Power Supply; Operations; Financial; Facilities; Customer Service; and, Organization). These presentations will be held during the second MUC meeting of the month.

Power Resources Analyst Marotzke shared with the Commission the November 2017 Power Supply Report. Included in the data were: 1) Power Supply comparisons; 2) Actual vs. Budget; 3) LMP comparisons; and, 4) gas prices.

Line Dept. Supervisor Graves presented the Commission with the annual 2017 Year-End Line Department Review. Graves reviewed with the Commission the annual Reliability Report (including outage data/causes) along with a listing of the Line Department's Capital Improvement Projects including a map illustrating the status of the 3-Phase Replacement Project. Graves further stated that the anticipated completion of the city-wide Street Light Conversion Project (upgrade from high-pressure sodium to LED lighting) should be within 3-5 years. In conjunction with the Reliability Report, General Manager Harren reminded the Commission that in 2017 WMU had been designated as a Reliable Public Power Provider (RP3) through APPA's RP3 program which validates how seriously WMU takes reliability. The RP3 program is based on operating an efficient, safe and reliable distribution system, and WMU received the highest designation, Diamond Level.

General Manager Harren presented the Commission with the 2018 WMU Consultant Listing. This listing consists of consultants (along with project descriptions & costs) which have been budgeted to be utilized for various projects throughout the year. It was further noted that all projects requiring consulting services over \$5,000 not listed will be brought before the Commission for approval. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the 2018 WMU Consultant Listing as presented. Commissioner Magnuson seconded.

RESOLUTION NO. 4

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2018 WMU Consultant Listing be approved as presented."

Dated this 22nd day of January, 2018.

Vice President

Attest:

Secretary

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

General Manager Harren presented the Commission with an update of current WMU projects. These projects include:

- Diesel Generator NESHAP Upgrades (out for bids)
 - Bid opening: 01/29/18 @ 1:30 p.m.
 - Bid recommendation & acceptance: 02/12/18 MUC mtg.
- Priam Substation Site Grading (out for bids)
 - Bid opening: 01/31/18 @ 2:00 p.m.
 - Bid recommendation & acceptance: 02/26/18 MUC mtg.
- Priam Substation Materials (out for bids)
 - Bid opening: 02/05/18 @ 2:00 p.m.
 - Bid recommendation & acceptance: 02/12/18 MUC mtg.
- Joint Action Agency Membership - Requested data to be returned by 02/12/18

General Manager Harren informed the Commission that scheduling of both WMU Labor and Planning Committee meetings will be forthcoming. Labor Committee agenda items will include: Commissioner 101; review roles & responsibilities of MUC and management staff; and, MUC Self-Evaluations. Planning Committee agenda items will include: EAA; Joint Action Agency; WMU/City MOA; and, new gas contract (current contract extension).

For information: Upcoming meetings/events to note include:

- 2018 APPA Legislative Rally – Feb. 26-28 (Washington, DC) – (Harren, Laumer & Mahboub)
- 2018 APPA National Conference – June 15-20 (New Orleans, LA)

There being no further business to come before the Commission, Commissioner Weber offered a motion to adjourn the meeting. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays, and the meeting was adjourned at 12:34 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES

Beth Mattheisen
Administrative Secretary

ATTEST:

Abdirizak Mahboub, Secretary