

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF JANUARY 27, 2020

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, January 27, 2020 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Abdirizak Mahboub, Bruce DeBlieck, Ross Magnuson and Cole Erickson. Absent were Commissioners Carol Laumer and Nathan Weber.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, HR Manager Janell Johnson, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Council Liaison Shawn Mueske, and City Attorney Robert Scott (via teleconference).

As a matter of protocol, Commissioner Mattern (President) administered the Oath of Office to reappointed Commissioners Mahboub and DeBlieck for three-year terms.

Commissioner Mattern continued by asking if any revisions were required to the presented agenda. There being none, Commissioner Mattern continued by requesting a resolution to approve the Consent Agenda. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the Consent Agenda as presented. Commissioner Mahboub seconded.

RESOLUTION NO. 2

“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 13, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20200095 to No. 20200158 and associated wire transfers inclusive in the amount of \$2,434,436.33.

Dated this 27th day of January, 2020.



President

Attest:



Secretary

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

Director of Finance Runge presented the Commission with the December 2019 Financial Reports along with a recap of the December 31, 2019 Investment Portfolio. The data presented included analyses of the Electric, Water, Heating and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. The Investment Portfolio presented a summary of WMU's securities and associated brokerage firms/agencies to date. Runge noted that also included with the financial data were graphs depicting the 2018/2019 monthly year-to-date revenues, expenses, and retained earnings.

Director of Finance Runge reviewed with the Commission the WMU Cost of Power Report for November 2019. This report is illustrated using a rolling year-to-date format and provides the

overall cost of power for the year (0.068 per kWh year-to-date). Also reflected in the analysis is the total year-to-date cost.

For information and review, Director of Finance Runge presented the Commission with the 2019 Customer Service Update. Components of the presentation were a number of analytical graphs and data including: Service Order statistics; paperless billing (avg. Ebills sent out per month: 1,036); payment transactions (walk-ins and online data); and, annual write-offs of \$59,094.54 or 0.175% of total customer revenue (out of \$34 million est. billing for 2019).

As a member of Missouri River Energy Services (MRES), the Utility is provided a monthly update from the MRES and Western Minnesota Municipal Power Agency (WMMPA) Board of Directors meeting. The update provides a brief overview of the topics discussed by the Boards and the actions taken. At this time, the January 2020 MRES and WMMPA Board of Directors meeting video update was presented. As noted in the summary, General Manager Harren stated that new Reliability Compliance Service Agreements (RCS) will be forthcoming for approval. Currently, MRES contracts the agreements with Great River Energy which provide Transmission Planner (TP) services for MISO members. GRE is planning to cancel the current agreements. The Board approved a RCS Agreement to establish the responsibilities of MRES and its members, and to provide the necessary TP functions for its members.

As part of the Silent Impact Workshop presented by Joe Schmit in December, monthly video updates based on input from WMU employees would be conducted throughout the year. The first Silent Impact Resolution video addressed "Integrity". At this time, the informational video was presented.

General Manager Harren informed the Commission that a meeting of the WMU Planning Committee will be held immediately following today's MUC meeting (est. 1:00 p.m.). Agenda items to be discussed will include: Power Plant: Phases 1 & 2; City Opportunity Zone incentives; WMU Building Project; Street Lighting Agreement; and, WMU Mission Statement wall display. Harren continued by stating that a meeting of the WMU Labor Committee would be forthcoming in the near future (TBD). Agenda items to be addressed by the Labor Committee will include: Personnel Policies (annual review); and, MUC Self-Evaluations.

For information: Upcoming meetings/events to note include:

- 2020 APPA Legislative Rally: February 24-26 (Washington, DC)
- 2020 MMUA Legislative Conference: March 31-April 1 (St. Paul)

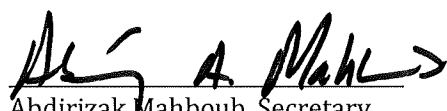
There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn the meeting. Commissioner Mahboub seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:15 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen
Administrative Secretary

ATTEST:


Abdirizak Mahboub, Secretary