

**WILLMAR MUNICIPAL UTILITIES COMMISSION**  
**MEETING MINUTES OF FEBRUARY 10, 2020**

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, February 10, 2020 at 11:45 a.m. in the Municipal Utilities Auditorium with the following Commissioners present: Justin Mattern, Carol Laumer, Nathan Weber, Abdirizak Mahboub, Bruce DeBlieck, and Ross Magnuson. Absent was Commissioner Cole Erickson.

Others present at the meeting were: General Manager John Harren, Director of Finance Denise Runge, Compliance & HR Manager Janell Johnson, Facilities & Maintenance Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, Line Department Supervisor Todd Graves, Administrative Secretary Beth Mattheisen, Energy Services & Marketing Rep Michelle Marotzke, City Council Liaison Shawn Mueske, City Attorney Robert Scott (via teleconference), and WC Tribune Journalist Shelby Lindrud.

Commissioner Mattern (President) opened the meeting 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 Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner Laumer seconded.

**RESOLUTION NO. 3**

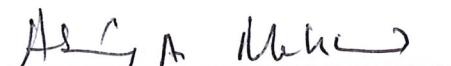
“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consent Agenda be approved as presented which includes:

- ❖ Minutes from the January 27, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20200161 to No. 20200220 and associated wire transfers inclusive in the amount of \$306,345.82.

Dated this 10<sup>th</sup> day of February, 2020.

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary

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

Commissioner DeBlieck (PC Chair) reviewed with the Commission the minutes from the January 27<sup>th</sup> WMU Planning Committee Meeting (see attached). The main topics of discussion focused on: 1) City Opportunity Zone (concept/incentives); 2) Power Plant environmental studies; 3) new WMU Building Project; 4) WMU/City Street Light Agreement; and, 5) Mission Statement wall display. Following review of the presented minutes, Commissioner DeBlieck offered a motion to approve the minutes as presented. Commissioner Weber seconded the motion which carried by a vote of six ayes and zero nays.

In conjunction with the above approved minutes, five separate items were presented for consideration and approval by the Commission. Relating to the Opportunity Zone discussion, General Manager Harren brought up a number of stipulations concerning this concept. Harren provided background information comparing the original area designated as the Opportunity Zone with the possible expansion of the original footprint (Renaissance Zone and Heritage Zone). City Council Liaison Mueske informed the Commission that the City is currently in the early stages of the development of the Opportunity Zone

concept including defining both the Renaissance Zone and Heritage Zone areas involved in the program. Following discussion, the following items were addressed and actions taken as listed below:

- 1) Commissioner Mahboub offered a motion to approve the following Opportunity Zone recommendations. Commissioner Laumer seconded the motion which carried by a vote of six ayes and zero nays.
  - a. Support the Opportunity Zone concept with the inclusion of WMU properties as presented. Timetables relating to the Utility's various properties were addressed. While some properties are currently available, the Power Plant area would not be included until the necessary environmental studies have been completed.
  - b. As an incentive, reduce new service fees for the designated area by 50% for the initial 5-yr. Opportunity Zone program with the option to renew/extend the program if desired.
  - c. Consider land-swap option with the City as a redevelopment opportunity through the Opportunity Zone redevelopment concept.
- 2) Commissioner Laumer offered a motion to approve issuing a Request for Proposals (RFP) to complete the Power Plant Phases I & II Environmental Studies as required. Commissioner Mahboub seconded the motion which carried by a votes of six ayes and zero nays.
- 3) Commissioner DeBlieck offered a motion to proceed with the new WMU Building Project with the following recommendations. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.
  - a. Staff is directed to develop criteria for site acquisition and develop a listing of potential sites that meet the criteria as determined.
  - b. Staff will develop an in-house marketing campaign to keep the public informed as the project proceeds.
- 4) Commissioner Mahboub offered a motion to approve the WMU/City Street Light Agreement as presented and to forward this Agreement to the City for final approval (City Council). There currently is a Street Light Agreement in place with the City, but the new agreement will address the street lighting downtown (decorative) and provide additional modifications to bring the agreement current. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.
- 5) Commissioner Laumer offered a motion to approve the installation of a wall display both in the WMU Auditorium and Customer Service area. This display will be vinyl lettering of the WMU Mission Statement. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.

Commissioner Weber (LC Chair) reviewed with the Commission the minutes from the February 6<sup>th</sup> WMU Labor Committee Meeting (see attached). The main topics of discussion focused on: 1) annual review of Personnel Policies; 2) MUC Self-Evaluation Survey; and, 3) District Heat Decommissioning Package (PTO value). Following review of the presented minutes, Commissioner Weber offered a motion to approve the minutes as presented. Commissioner Mahboub seconded the motion which carried by a vote of six ayes and zero nays.

Related to the approved WMU Labor Committee minutes, three items were presented to the Commission for consideration and approval. Below are the items addressed and actions taken for each.

- 1) Commissioner Mahboub offered a motion to approve the proposed modifications to the WMU Personnel Policies with the inclusion of two new policies (Social Media Policy and Internship Policy & Procedures Manual) as presented. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.
- 2) Following Commission input, it was a consensus of the Commission to defer from conducting the MUC Self-Evaluation Survey at this time. Therefore, Commissioner Mahboub offered a motion to defer conducting the survey this year, and to request the Labor Committee to determine an acceptable timetable for conducting future MUC Self-Evaluation Surveys (i.e. every 3 years). Commissioner Magnuson seconded the motion which carried by a vote of six ayes and zero nays.

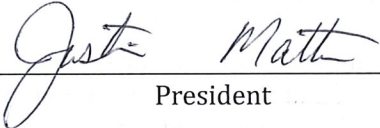
- 3) Commissioner Mahboub offered a motion to approve the District Heat Decommissioning PTO payout process as presented. Commissioner Weber noted that this payout process will involve three Utility employees. Commissioner DeBlieck seconded the motion which carried by a vote of six ayes and zero nays.

Staff Electrical Engineer Smith requested the Commission to approve the Reliability Compliance Services (RCS) Agreement with Missouri River Energy Services (MRES). The North American Electric Reliability Corporation (NERC) requires that a Transmission Planner (TP) ensures that the electrical system is planned according to NERC Standards. These standards include thermal loading, voltage, stability, short circuit, geo-magnetic disturbances, etc. MRES has contracted Great River Energy (GRE) to supply TP services on behalf of the MRES members in the past; however, GRE has informed MRES that they will no longer provide this service. MRES has established a plan to transition the TP services from GRE to MRES by April 2020. Therefore, MRES has developed a RCS Agreement to supply its members with compliance services including TP services. In addition to TP services, the RCS Agreement outlines other NERC standards which MRES will provide. Smith further stated that this agreement assists in defining role responsibilities and is available to MRES members (i.e. WMU) at no additional cost. Following review and discussion, Commissioner Mahboub offered a resolution to approve the RCS Agreement with MRES as presented. Commissioner DeBlieck seconded.


#### RESOLUTION NO. 4

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Reliability Compliance Services Agreement with Missouri River Energy Services be approved as presented with an initial expiration date of December 31, 2023 noting the agreement will automatically renew for a one-year term unless prior written notice has been provided."

Dated this 10<sup>th</sup> day of February, 2020.

  
\_\_\_\_\_  
President

Attest:

  
\_\_\_\_\_  
Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the January 2020 Wind Turbine Report. Turbine availabilities for the month of January were at 99.7% (Unit #3) and 97.3% (Unit #4) with a monthly total production of 598,668 kWh. Marti informed the Commission that Utility personnel continue to effectively conduct additional maintenance on the turbines as needed.

Staff Electrical Engineer Smith and Line Department Supervisor Graves presented the Commission with 2019 Engineering and Line Department Updates. The annual data presented was comprised of the following components: 1) Engineering Summary; 2) Line Department Summary; and, 3) Electric Reliability Performance Report. The Engineering and Line Department summaries contained status updates of capital projects, purchases, and underground construction along with their expenditures. One project of significance to note was the completion of the Priam Substation which was operational as of June 26, 2019.

The 2019 Electric Reliability Performance Report reflects an overview of the Utility's electrical outages (duration of outage, frequency, and customers effected) for the past year. Also included in the report are various system average indicators for comparison. Per national IEEE data, WMU

received a 99.9991% ranking for the Average System Availability Index (ASAI) which indicates an extremely high percentage for availability of Willmar's electrical service. It was noted that due to the consistent reliability provided by our utility, WMU has been nationally recognized by the American Public Power Agency (APPA) as a recipient of the RP3 Diamond Level (highest honor) Reliability Award in 2017 (eligibility award is every 3 yrs.). This designation signifies leadership in reliability, safety, workforce development, and system improvement. Continuing with the annual review, various graphs were reviewed illustrating outage causes (i.e. electrical failure, animal/squirrels, construction, equipment damage, trees) and the duration of the identified causes.

Following the annual updates, Commissioner Mattern expressed his appreciation on behalf of the Commission for the thorough presentation and staffing efforts of both the Engineering and Line Departments for their projects and achievements throughout the year.

General Manager Harren reminded the Commission that due to a scheduling conflict with the annual APPA Legislative Rally, the next MUC meeting will be held on Friday, February 21<sup>st</sup> beginning at 11:45 a.m.

General Manager Harren informed the Commission that meetings of both the WMU Planning Committee and WMU Labor Committee would be forthcoming in the future (TBD). Agenda item(s) for the Planning Committee will include: Water Treatment Plant. Agenda item(s) for the Labor Committee will include: MUC Self-Evaluation Survey schedule.

For information: 2020 Upcoming meetings/events to note include:

- APPA Legislative Rally: February 24-26 (Washington, DC)
- MMUA Legislative Conference: March 31-April 1 (St. Paul)
- APPA National Conference - June 5-10 (Long Beach, CA)

There being no further business to come before the Commission, Commissioner Mahboub 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 12:51 p.m.

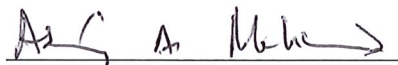
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen  
Administrative Secretary

ATTEST:



Abdirizak Mahboub, Secretary



## WILLMAR MUNICIPAL UTILITIES

### WMU PLANNING COMMITTEE MEETING MINUTES Monday, January 27, 2020 – 12:25 p.m. WMU Conference Room

Present: Commissioners Bruce DeBlieck, Ross Magnuson & Justin Mattern, General Manager John Harren, Director of Finance Denise Runge, Facilities & Maintenance Supervisor Kevin Marti, and Administrative Secretary Beth Mattheisen.

Commissioner DeBlieck (PC Chair) called the meeting to order at 12:25 p.m. The first order of business addressed was to appoint a Vice Chair for the Planning Committee. Commissioner Mattern nominated Commissioner Magnuson to serve as Vice Chair for the WMU Planning Committee for 2020. Commissioner DeBlieck seconded the motion which carried by vote of three ayes and zero noes.

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#### **1. City Opportunity Zone Incentives:**

General Manager Harren and Facilities & Maintenance Supv. Marti presented the Committee with an overview and background information regarding the newly created Downtown Opportunity Zone. The City partnered with the State of MN to define an area which encompasses the downtown area and parts of the east side of Willmar. For those eligible, this area provides the opportunity to take advantage of various incentives to develop or expand in the designated area (tax abatement, reduced/free permitting, greatly reduced city-land pricing, loan package, etc.). The City has requested the Utility to partner in this program by offering incentives relating to the Utility (i.e. discounted or waiver of service fees). The City would like to expand the original Opportunity Zone with a Renaissance Overlay Zone which includes all of WMU's properties from 7<sup>th</sup> to 10<sup>th</sup> Street SW. The Renaissance Zone would focus on commercial and multi-family housing projects (both new construction and repurposing of current buildings). Zones/district area logistics were discussed. Currently, only new or highly renovated services would be eligible for the incentives.

Staff members from both the Utility and City have met on numerous occasions to discuss the project. The meetings provided an avenue to educate and discuss with City personnel concepts (including ownership of Utility properties) and rules/regulations which are based on the City Charter. WMU Staff is requesting input and directive from the Planning Committee/Commission regarding this joint effort.

Facilities & Maint. Supv. Marti presented data and project maps (both Opportunity Zone and Renaissance Overlay District) for the proposed area noting that a number of properties included in the City's proposed area were Utility-owned rather than City-owned. Marti further presented specific incentives that the City was intending to offer (100% fee waivers, \$1 properties for developers, etc.), possible Utility incentives for consideration, timeframes related to various Utility properties/projects, and additional options for consideration such as land swapping. Committee input and discussion ensued with a number of questions being raised.

#### **Recommendations:**

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendations and to present the following recommendations to the Commission for consideration and approval at the February 10<sup>th</sup> MUC meeting:

1. MUC will support the Opportunity Zone concept and the inclusion of WMU properties as presented.

2. MUC will give consideration to waiving new service fees by 50% for the City's initial five-year Opportunity Zone Program (pilot program) with the option to renew/extend the program if desired.
3. MUC will be open to consideration of a property land swap option with the City as a redevelopment opportunity through the Opportunity Zone redevelopment concept.

## **2. Power Plant Environmental Studies:**

*(See Strategic Initiative: Generation: Gas/Diesel & Power Plant, Capital Improvement Budget in 2026 in the amount of \$5,000,000)*

Facilities & Maintenance Supv. Marti provided background data regarding the need for environmental studies required for the Power Plant area. Staff had originally planned to perform the studies and Plant cleanup work after infrastructure and controls (i.e. SCADA, switchgears) were relocated to make the site available. However, the City has indicated that they have been approached about the possible repurposing or redevelopment of the Plant. This area would be included in the City's proposed Opportunity Zone. Staff has asked that the City designate the facility as "tentative" for a two-year period until the necessary environmental studies have been completed. This would allow WMU to identify specific cleanup requirements, and to develop a plan to relocate the infrastructure and controls sooner if needed. Marti noted that these studies would be required if the facility was repurposed or razed.

Staff has estimated that the cost to conduct the necessary studies would be near \$100,000. General Manager Harren stated that there is the possibility of grant money available to assist with financing of the project. City Development Director Dave Ramstad and Economic Development Director Aaron Backman could provide assistance in preparing the grant applications for the project. Harren noted that a Request for Proposals would be required to conduct the environmental studies.

### **Recommendation:**

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendation and issue an RFP for completion of the Power Plant Phases I & II Environmental Studies in an amount not to exceed \$100,000. This recommendation would be presented to the Commission for consideration and approval at the February 10<sup>th</sup> MUC meeting.

## **3. WMU Building Project:**

*(See Strategic Initiative: Land Acquisition in 2020, Capital Improvement Plant budgeted \$650,000 in 2019)*

Facilities & Maintenance Supv. Marti opened discussion with the Committee regarding the WMU Building Project. It was noted that funding to identify and/or purchase land for the future facility has been budgeted for 2020 with the goal of having a specific property identified by year-end which meet the needs of the Utility. Therefore, staff is requesting directive on the next steps to take to proceed with the new building project.

Facilities & Maintenance Supv. Marti continued by providing background information relating to the project and stating the need to identify criteria specifically required for the building project. Included in the criteria for consideration would be acreage requirements, proximity to existing utilities, customer/vendor accessibility, 9-ton roadways, etc. Criteria must be established prior to identifying any suitable properties for the project.

Community input regarding the project was discussed. Staff is recommending that a marketing campaign be developed to keep the public informed as the project develops. The marketing campaign would include attendance at various business functions, newspaper articles, and public

informational events/meetings. It was further noted that staff intends to remain in line with the WMU Mission Statement regarding building needs and design (a modern, efficient facility that fits our needs and goals yet is not visually elaborate). At this time, photos of building examples were presented for discussion.

General Manager Harren reminded the Committee of the potential to utilize a possible land swap with the City (Opportunity Zone). Due to this option, an earlier timeline for the project has been developed rather than previously anticipated. Marti concurred that while some city property may have the potential to meet the needs of the Utility, the established criteria must be met. Past studies conducted indicated the size of property needed to adequately meet the needs of the Utility was in the range between 8-10 acres (additional acreage for possible future projects such as solar gardens would also need to be addressed). The actual size required for the facility will be reviewed and updated as needed.

NOTE: WMU's financial ability to move forward with the proposed building project will be impacted by the pending transmission investment project and possibly suspended until later.

**Recommendations:**

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff recommendations and to present the recommendations to the Commission for consideration and approval at the February 10<sup>th</sup> MUC meeting:

1. MUC to direct staff to develop criteria for site acquisition and develop a listing of sites that meet the criteria as determined.
2. MUC to recommend development of an in-house marketing campaign to keep the general public informed as the new building project progresses. (No need for community involvement/committee at this time.) The Utility will provide public outreach via attendance and sharing at local area meetings/events.

**4. WMU/City Street Light Agreement:**

General Manager Harren and Facilities & Maintenance Supv. Marti provided the Committee with a status update regarding the WMU/City Street Light Agreement. The agreement outlines the responsibilities of both parties for the design, installation, maintenance, and other aspects of the street lighting system. The current agreement was last updated in 1989. With the pending City's Downtown Street Light Replacement Project, it was necessary to make the appropriate adjustments/updates to the agreement at this time. The updates will determine which party is financially responsible for the costs associated with current and future street lighting projects. Marti has been working with the City reps to update the agreement. Attorney Robert Scott has provided input, and both parties have concurred with his recommendations. The agreement with the proposed revisions was reviewed.

The Committee was informed that the average annual expenses incurred by the Utility to provide the City's street lighting is approximately \$700,000-\$800,000 (labor, energy/kilowatts, materials, etc.). These costs are recouped through the Franchise Fee line item on the monthly utility bills. Marti provided a brief overview of the proposed Downtown Street Lighting Project. Finalization of the updated agreement would establish each entity's duties and responsibilities for the City street lighting projects (costs, timeline, etc.).

**Recommendation:**

Following review & discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendation to approve the WMU/City Street Lighting Agreement as presented and to forward the document to the City Council for final approval. This recommendation will be presented to the Commission for consideration and approval at the February 10<sup>th</sup> MUC meeting.

**5. WMU Mission Statement- Wall Display:**

Facilities & Maintenance Supv. Marti informed the Committee that in an effort to make the WMU's Mission Statement more visible on a daily basis, staff is recommending that the Mission Statement be displayed in both the Auditorium and Customer Service Area. Marti contacted a local vendor who provided options (proofs) for the visual wall display (vinyl lettering).

**Recommendation:**

Following input and discussion, it was the consensus of the WMU Planning Committee to concur with the staff's recommendation to approve Option #2 for the Mission Statement wall display. This recommendation will be presented to the Commission for consideration and approval at the February 10<sup>th</sup> MUC meeting.

**6. Adjournment:**

The Planning Committee extended their appreciation to General Manager Harren and Facilities & Maintenance Supv. Marti for the vast amount of information and discussion included in today's meeting. There being no further discussion to come before the WMU Planning Committee, Commissioner Mattern offered a motion adjourn. Commissioner DeBlieck seconded the motion which carried by a vote of three ayes and zero nays, and the meeting was adjourned at 1:40 p.m.





**WILLMAR MUNICIPAL UTILITIES**  
**MUC Labor Committee Meeting Minutes**  
**Thursday, February 6, 2020**  
**12:00 p.m.**

Attendees: Commissioners Nathan Weber & Abdirizak Mahboub, General Manager John Harren, Compliance/HR Manager Janell Johnson, Director of Finance Denise Runge, and Administrative Secretary Beth Mattheisen. Absent was Commissioner Cole Erickson.

Commissioner Weber (LC Chair) called the meeting to order at 11:59 a.m.

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**1) Annual review of WMU Personnel Policies:**

As part of the annual review of WMU Personnel Policies, Compliance/HR Manager Johnson presented the Committee with proposed revisions for a number of Personnel Policies and the inclusion of two newly created policies, WMU Social Media Policy and WMU Internship Policy & Procedure Manual. Johnson provided a step-by-step review of the proposed revisions and additions to the 2020 Personnel Policies as follow:

2020 WMU Personnel Policies (proposed revisions and additions):

- a. Personnel Policy Manual –
  1. “Nepotism” defined (Sec. 2.3);
  2. “Business Related Vehicle Operations” deleted (Sec. 2.15);
  3. “Volunteer Fire, Sheriff Reserve, Rescue Squad Duty, or Similar Volunteer Activities” updated (Sec. 3.5.3);
  4. “Payroll Deductions” updated (Sec. 5.2);
  5. “Compensatory Time” revised language for consistency with Union contract (Sec. 5.4.3);
  6. “PTO/Severance Payout at Retirement” updated language (Sec.6.1.18);
  7. “Extended Leave of Absence” updated for clarity (Secs. 6.5, 6.5.1, & 6.5.4);  
and,
  8. “Deferred Compensation – Union Employees” updated contract change (Sec. 6.8.3)
- b. Cell Phone Policy – no changes required
- c. Clothing Purchases Policy – position & title updates
- d. Dress Code Policy – no changes required
- e. FMLA Policy – no changes required
- f. Fraud Policy – no changes required
- g. PTO Donation Policy V2.0 – no changes required
- h. WC Policy V3.0 – no changes required
- i. DOT Drug & Alcohol (CDL) Testing Policy V2 – new language added regarding pre-employment testing
- j. Drug & Alcohol Free Workplace and Testing Policy – form name updated
- k. Data Practices Policies –Data Inventory Appendix K updated job titles
- l. Employee Performance Review Policy – no changes required
- m. Identity Theft Prevention Program – updated job title
- n. Tablet Policy V2 – no changes required
- o. IT Policy - removed “Social Media” section to create a new stand-alone policy
- p. **NEW** WMU Social Media Policy (01.01.2020)
- q. **NEW** WMU Internship Policy & Procedures Manual (01.01.2020)

**Recommendation:**

Following discussion, it was the consensus of the Labor Committee to recommend approval of the proposed revisions to the WMU Personnel Policies as listed with the inclusion of the two newly created policies (“Social Media Policy” and “Internship Policy & Procedures Manual”) as presented. This recommendation will be presented to the Commission for consideration and approval at the February 10<sup>th</sup> MUC meeting.

**2) MUC Self-Evaluation Survey:**

Compliance/HR Manager Johnson presented the Committee with background information regarding the MUC Self-Evaluation Survey. In 2017, under Commission directive, Staff had created the survey to assist Commissioners in understanding roles & responsibilities, provide orientation for new members, address board conflicts, clarify member expectations, identify priorities, strengths & weaknesses, and determine areas for improvement in board performance. The second MUC Self-Evaluation Survey was conducted in 2018. Johnson provided the Committee with the compiled survey results along with 2017-2018 ranking comparisons. Overall, the results indicated positive improvements in nearly all areas addressed in the survey.

**Recommendation:**

Following discussion and review, it was the consensus of the Labor Committee to recommend that the Commission defer from conducting the survey at this time (possibly wait for a year). While this is the recommendation of the Labor Committee, Commission President Mattern will be asked to address the full Commission to see if this is acceptable or if they feel the need to conduct the survey in the near future.

Commissioner Weber further emphasized that the areas which were identified in 2017 as areas of concern, have all shown positive improvements in 2018.

**3) District Heat (DH) Decommissioning Package (PTO value):**

General Manager Harren and Compliance/HR Manager Johnson reviewed with the Committee background information regarding the designed DH Decommissioning Package which included severance, performance incentive and other incentives. It was agreed upon by both Union and employees, that those who successful acquire other positions within the WMU at a lesser wage than they currently make, that their PTO would retain its value. Staff is proposing that the employees are paid the difference in value at the time of permanent transition rather than carrying the difference as a liability for WMU until they are no longer employed by the Utility (i.e. leave or retire). It was noted that currently three individuals are affected by this scenario.

**Recommendation:**

Following discussion, it was the consensus of the Labor Committee to recommend Commission approval and to proceed with the payout process for the difference in PTO value once the employee transitions to their permanent position status. This recommendation will be presented to the Commission for approval at the February 10<sup>th</sup> MUC meeting.

**4) Adjournment:**

There being no further business to come before the WMU Labor Committee, Commissioner Weber offered a motion to adjourn. Commissioner Mahboub seconded the motion which carried, and the meeting was adjourned by a vote of two ayes and zero nays at 12: 40 p.m.