

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES OF JANUARY 11, 2021

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting via Zoom (teleconference service) on Monday, January 11, 2021 at 11:45 a.m. with the following Commissioners present: Justin Mattern, Carol Laumer, Abdirizak Mahboub, Nathan Weber, Bruce DeBlieck, Ross Magnuson and Cole Erickson.

Others present at the meeting were: General Manager John Harren, Compliance/HR Manager Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, Facilities & Maintenance Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, Engineering Tech III Dave Andrist, IS Coordinator Mike Sangren, Administrative Secretary Beth Mattheisen, City Councilmember Shawn Mueske, Attorney Robert Scott, and WC Tribune Journalist Shelby Lindrud.

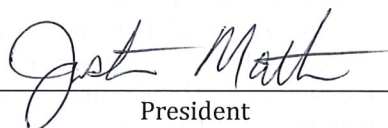
Commissioner Mattern (President) opened the meeting by asking if any revisions were needed to the agenda presented. There being none, Commissioner Mattern requested a resolution to approve the Consent Agenda. (Note: Due to the teleconference format being used for today's meeting, all resolutions and motions were conducted by verbal rollcall.) Following review and discussion, Commissioner Mahboub offered a resolution to approve the Consent Agenda as presented. Commissioner DeBlieck seconded.

RESOLUTION NO. 1

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

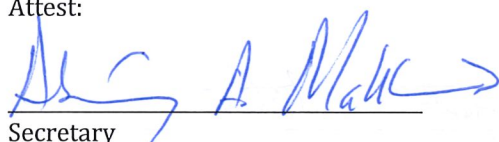
- ❖ Minutes from the December 28, 2020 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20210001 to No. 20210037 and associated wire transfers inclusive in the amount of \$258,790.19.

Dated this 11th day of January, 2021.



President

Attest:



Secretary

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

At this time, Commissioner Mattern informed the Commission the first matter of business for the new year would be to establish regular Commission meeting times and site location for the year. Following discussion, Commissioner Laumer made a motion to set the 2021 Municipal Utilities Commission meeting schedule as presented with the meetings to be held on the second and fourth Mondays of each month (unless otherwise designated) at 11:45 a.m. in the Municipal Utilities Auditorium (or via Zoom if required). Commissioner Erickson seconded the motion which carried by a vote of seven ayes and zero nays.

In conjunction with annual business matters, Finance & Office Services Supervisor Prekker requested the Commission to approve US Bank and Heritage Bank as WMU's official depositories for 2021 (i.e. daily financial transactions and checking/savings account). Following discussion, Commissioner Mahboub offered a motion to approve US Bank and Heritage Bank as the official depositories for the Willmar Municipal Utilities for 2021. Commissioner Laumer seconded the motion which carried by a vote of six ayes, zero nays, and one abstention (Commissioner Magnuson).

Finance & Office Services Supervisor Prekker presented the Commission with the November 2020 Financial Reports along with a recap of the November 30, 2020 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. Graphs depicting the 2019/2020 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Staff Electrical Engineer Smith informed the Commission that bids had been received on December 14th for miscellaneous substation materials for the South Substation. The 69 kV materials were divided into three specific components: Bid #1: Circuit Breakers; Bid #2: Potential Transformer; and, Bid #3: Group Operated Disconnect Switches. DGR Engineering reviewed the submitted bids for accuracy and compliance with the bid specification requirements. The contract award recommendations for the three bids are as follows:

- 1) Bid #1: Circuit Breakers: Award contract to GE Grid Solutions, LLC, for the purchase price of \$76,055 (bid price: \$75,300 + spare parts: \$755);
- 2) Bid #2: Potential Transformer: Award contract to ABB Enterprise Software, Inc., for the purchase price of \$4,914; and,
- 3) Bid #3: Group Operated Disconnect Switches: Award contract to Southern Electrical Equipment Co., for the purchase price of \$25,915.28.

The total value of all three contracts will be \$106,884.28 (budgeted amount: \$140,000). Following review and discussion, Commissioner DeBleck offered a resolution to approve the bid award recommendations for the South Substation 69 kV materials as presented. Commissioner Laumer seconded.

RESOLUTION NO. 2

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract bid awards for the furnishing of electrical materials for the South Substation be approved as follows:


- 1) Bid No. 1: 69 kV Circuit Breakers: Award contract to GE Grid Solutions, LLC of Charleroi, PA, in the amount of \$76,055.00;
- 2) Bid No. 2: 69 kV Potential Transformer: Award contract to ABB Enterprise Software, Inc., of Lexington, KY, in the amount of \$4,914.00; and,
- 3) Bid No. 3: 69 kV Group Operated Disconnect Switches: Award contract to Southern Electrical Equipment Co. (SEECO) of Charlotte, NC, in the amount of \$25,915.28."

Dated this 11th day of January, 2021.



President

Attest:



Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the December 2020 Wind Turbine Report. Turbine availabilities for the month of December were at 92.9% (Unit #3) and 97.2% (Unit #4) with a total monthly production of 613,308 kilowatt hours. The total generation year-to-date for 2020 is 6,993,564 kilowatt hours. Marti stated that it was an overall good year in production for the two units, and offered his appreciation to the WMU Maintenance Staff for their continual efforts to sustain the operations/maintenance of the turbines.

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 December 17, 2020 MRES and WMMPA Board of Directors meeting video update was presented.

Commissioner Mattern provided a brief review of the current status of the non-union market adjustments which had been recommended for approval. The topic had been introduced at the Dec. 28th MUC meeting, and additional data had been submitted to all Commissioners. Following input from the Commission, it was the consensus of the Commission to concur with the staff recommendations and to proceed with the market adjustments as specified. It was further noted, that specific data will be provided to the Labor Committee at their next scheduled meeting (TBD).

For information and review, two annual departmental updates were presented for discussion and review. The departmental reports and items of interest included:

- 1) 2020 Energy Services/Safety Program/Marketing Review: (Energy Safety Outreach Coordinator Chris Radel)
 - a) Energy Services:
 - i) Bright Energy Solutions (BES) Rebate Program:
 - (1) 1,425,847.93 kWh saved in 2020 (compared to 704,457.53 kWh in 2019)
 - (2) \$93,586 paid back in 2020 (compared to \$57,066 in 2019)
 - ii) Load Share Program: implemented 26 days over 6 mos. (total of 123 hours)
 - iii) Energy Services Goals for 2021
 - b) Safety Program:
 - i) Safety Committee listing
 - ii) Safety Statistics
 - iii) Safety Goals for 2021
 - c) Marketing Outreach:
 - i) Chamber connection; WMU/MMUA Scholarship Program; Open House; student education; purchase of Energy City exhibit (located at The Village Children's Museum in Willmar)
 - ii) Social media & website data review (note: biggest number of hits were regarding CARES Act and online auction)
 - (1) Conducted online auction of excess Power Plant equipment/tools (reported by Facilities/Maintenance Supervisor Marti). Auction ended Dec. 9th with pickup completed by Dec. 11th; netting over \$50,000 after expenses.
 - iii) Marketing Goals for 2021
- 2) 2020 NERC Compliance Year-End Review: (Engineering Tech III Dave Andrist)
 - a) Overview: North American Electric Reliability Corp (NERC) with enforcement by Midwest Reliability Organization (MRO) to assure reliability & security of the bulk power system in North America.
 - b) WMU is actively monitored as a Transmission Owner (TO) & subject to NERC compliance regulations.
 - c) 2020 compliance standards and requirements are continuously addressed to fit ever-changing atmosphere.
 - d) 2020 compliance activities recap and outlook for 2021 presented.

General Manager Harren reminded the Commission of the Work Session will be held immediately following today's MUC meeting to review the results of the 2020 MUC Self-Evaluation Survey.

Due to the trending decline in new cases of COVID-19 in our community, General Manager Harren requested the Commission to consider re-opening of the WMU Office/Lobby along with returning to in-person MUC meetings. Following discussion, it was the consensus of the Commission to re-open the WMU Lobby effective February 1st, and to resume in-person meetings of the Commission and Committees beginning January 25th. This action is dependent on the continuation of the current virus trend and may be altered as the situation dictates.

As stated per League of Minnesota Cities, Minnesota State Statutes generally prohibit the acceptance of gifts by elected or appointed "local officials". Therefore as a means of disclosure for transparency, General Manager Harren provided the Commission with a listing of 2020 holiday gifts received throughout the Utility by customers/business associates (i.e. candy, nuts, cookies, etc.).

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming. Tentative future Labor Committee agenda items include: pay equity, clothing policy (union), market adjustments, and employee survey (trending). Tentative future Planning

Committee agenda items include: Power Plant Substation Control Building and Operations Policies (annual review).

For information: Upcoming meetings/events to note include:

- Joint MUC/City/Wenck Work Session (re Power Plant) (actual date TBD)
 - Plant walk-throughs with various city officials have been conducted.
 - Wenck to provide additional data prior to the Work Session.
- 2021 APPA Legislative Rally (virtual): March 1 & 2


There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn. Commissioner Laumer seconded the motion which carried by a vote of seven ayes and zero nays, and the meeting was adjourned at 12:58 p.m.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen
Administrative Secretary

ATTEST:


Abdirizak Mahboub, Secretary

**WILLMAR MUNICIPAL UTILITIES
2021 MUC MEETING SCHEDULE**

Regular meetings of the Municipal Utilities Commission for the year 2021 will be held at 11:45 a.m., in the Municipal Utilities Auditorium, 700 SW Litchfield Avenue, Willmar, Minnesota, according to the following schedule unless revised by order of the Municipal Utilities Commission.

January 11, 2021	July 12, 2021
January 25, 2021	July 26, 2021
February 8, 2021	August 9, 2021
February 22, 2021	August 23, 2021
March 8, 2021	September 13, 2021
March 22, 2021	September 27, 2021
April 12, 2021	October 11, 2021
April 26, 2021	October 25, 2021
May 10, 2021	November 8, 2021
May 24, 2021	November 22, 2021
June 14, 2021	December 13, 2021
June 28, 2021	December 28, 2021*

*Denotes a Tuesday

BY ORDER OF THE MUNICIPAL UTILITIES COMMISSION

/s/ Justin Mattern
Commission President

