

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – MAY 10, 2021
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, May 10, 2021 at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Justin Mattern, Nathan Weber, Ross Magnuson, Bruce DeBlieck, and Cole Erickson. Absent were Commissioners Abdirizak Mahboub and Kerry Johnson.

Others present at the meeting were: General Manager John Harren, Compliance/HR Manager Janell Johnson, Finance & Office Services Supervisor Andrea Prekker, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, Staff Electrical Engineer Jeron Smith, Facilities & Maintenance Supervisor Kevin Marti, Energy/Safety Outreach Coordinator Chris Radel, and City Attorney Robert Scott.

The meeting was opened by reciting of the Pledge of Allegiance. Due to the absence of Commission Secretary Mahboub, Commission President Mattern appointed Commissioner DeBlieck to serve as Acting Secretary. Following the appointment, Commission Mattern asked if any revisions were needed to the agenda presented. There being none, a resolution was requested to approve the Consent Agenda. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the Consent Agenda as presented. Commissioner Weber seconded.

RESOLUTION NO. 24

“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 April 26, 2021 Commission meeting; and,
- ❖ Bills represented by vouchers No. 20210488 to No. 20210540 and associated wire transfers inclusive in the amount of \$503,577.11.

Dated this 10th day of May, 2021.



President

Attest:



Acting Secretary

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

Finance & Office Services Supervisor Prekker presented the Commission with the March 2021 Financial Reports along with a recap of the March 31, 2021 Investment Portfolio. The data presented included analyses of the Electric, Water, and Combined Divisions. Information contained in the reports reflect operating revenues & expenses, operating income, and retained earnings. Graphs depicting the 2020/2021 monthly year-to-date revenues, expenses, and retained earnings were also included with the financial data.

Energy/Safety Outreach Coordinator Radel continued by reviewing with the Commission the WMU Cost of Power Report for March 2021. This report is illustrated using a rolling year-to-date format and provides the overall cost of power for the year (.064 per kWh twelve-month rolling average). Additional data reflecting the month-to-date cost (.057 per kWh) was also presented for review.

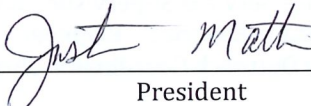
Staff Electrical Engineer Smith presented the Commission with a Consultant Services Contract from Stephen Antosz & Associates, Inc. (“Antosz”). The agreement with Antosz is to provide professional consulting services in conjunction with the Willmar Substation Expansion (Autotransformer) Project. The scope of the work to be provided by Antosz would include design review, core & coil inspection, and witness factory acceptance tests. The grand total for the consulting services is estimated at \$41,630 (also to be factored in would be an additional 10% for added expenses). Following review, Commissioner Magnuson offered a resolution to approve the Consultant Services Contract with Stephen Antosz & Associates to provide services

relating to the Willmar Substation Expansion Project for the not-to-exceed amount of \$45,793. Commissioner DeBlieck seconded.


RESOLUTION NO. 25

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the Consultant Services Contract by and between Willmar Municipal Utilities and Stephen Antosz & Associates, Inc., of South Park, Pennsylvania, to provide professional services in conjunction with the Willmar Substation Expansion (Autotransformer) Project be approved for the not-to-exceed amount of \$45,793."

Dated this 10th day of May, 2021.



President

Attest:


Acting Secretary

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

Staff Electrical Engineer Smith continued by requesting the Commission to consider approval of three bid award recommendations for materials for the Priam Substation. DGR Engineering has received and reviewed the bids for accuracy and compliance and has made the following recommendations:

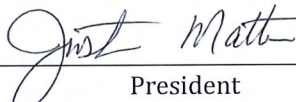
- 1) 115 kV Circuit Breakers: Award the contract to Siemens for a total price of \$151,290;
- 2) 115 kV Group Operated Air Breaker Switches: Award the contract to Southern States, LLC, for a total price of \$63,988; and,
- 3) 115 kV Capacitor Voltage Transformer: Award the contract to RESCO for the price of \$22,744.80.

Following review and discussion, Commissioner DeBlieck offered a resolution to approve the contract to furnish 115 kV Circuit Breakers for the Priam Substation to Siemens Industry in the amount of \$151,290. Commissioner Erickson seconded.


RESOLUTION NO. 26

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract bid for the 115 kV Circuit Breakers for the Priam Substation be awarded to Siemens Industry, Inc., of Richland, Mississippi, for their total bid amount of \$151,290.00."

Dated this 10th day of May, 2021.



President

Attest:


Acting Secretary

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

Commissioner Weber continued by offering a resolution to approve the contract to furnish the 115 kV Group Operated Air Breaker Switches for the Priam Substation to Southern States, LLC, in the amount of \$63,988. Commissioner DeBlieck seconded.

RESOLUTION NO. 27

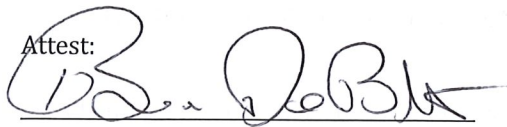
"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract bid for the 115 kV Group Operated Switches for the Priam Substation be awarded to Southern States, LLC, of Hampton, Georgia, for their total bid amount of \$63,988.00."

Dated this 10th day of May, 2021.



President

Attest:



Acting Secretary

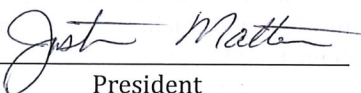
The foregoing resolution was adopted by a vote of five ayes and zero nays.

Commissioner DeBlieck next offered a resolution to approve the contract to furnish the 115 kV Capacitor Voltage Transformer for the Priam Substation to RESCO in the amount of \$22,744.80. Commissioner Magnuson seconded.

RESOLUTION NO. 28


"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract bid for the 115 kV Capacity Voltage Transformer for the Priam Substation be awarded to RESCO, of Moorhead, Minnesota, for their total bid amount of \$22,744.80."

Dated this 10th day of May, 2021.



President

Attest:



Acting Secretary

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

As a matter of formality, staff was requesting an additional signer to be included on the current listing of signatories for WMU's Cetera/DWS Investment Services Account. The Commission was asked to approve the inclusion of Finance & Office Services Supervisor Andrea Prekker as an official signatory to the Cetera Account to conduct financial transactions on behalf of the Willmar Municipal Utilities. Commissioner Erickson offered a resolution to approve the inclusion of Finance & Office Services Supervisor Prekker as an official signatory for financial transactions with Cetera/DWS Investment Services, LLC. Commissioner DeBlieck seconded.

RESOLUTION NO. 29

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that WMU Finance & Office Services Supervisor Andrea Prekker be designated as an official signatory for financial matters by and between Willmar Municipal Utilities and Cetera/DWS Investment Services, LLC."

Dated this 10th day of May, 2021.



President

Attest:



Acting Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the April 2021 Wind Turbine Report. Turbine availabilities for the month of April were at 99.4% (Unit #3) and 99.5% (Unit #4) with a total monthly production of 709,639 kilowatt hours.

A recap of the MRES Annual Meeting held on May 5th (via webinar) was presented. Those participating in the event were: Commissioners DeBlieck & Johnson, General Manager Harren, Facilities & Maintenance Supervisor Marti, IS Coordinator Sangren, Staff Electrical Engineer Smith, and Compliance/HR Manager Johnson. Among the topics of discussion were: state of public power, federal legislative update, cybersecurity, year-in-review, Polar Vortex emergency event, and the annual business meeting.

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 (WMPMA) Board of Directors meetings. The updates provide a brief overview of the topics discussed by the Boards and the actions taken. At this time, a video summary recapping the March 11th and April 8th MRES and WMPMA Board of Directors meetings was presented.

General Manager Harren informed the Commission that the WMU Planning Committee will be meeting on May 17th at 12:00 pm. General Manager Harren further noted that additional WMU Committee meetings will be forthcoming. Tentative agenda topics for the Planning Committee will include: Water Treatment Plant 90% review, employee survey, pay equity, and NISC software. Tentative agenda items for the Labor Committee will include: pay equity/compensation (non-union), clothing policy, succession plan, and Strategic Plan update.

For information: Upcoming meetings/events to note include:

- APPA National Conference: (June 20-23 in-person; July 13-14 virtual)
- MMUA Summer Conference – August 16-18 (Cragun's Resort, Brainerd)

There being no further business to come before the Commission, Commissioner Mattern offered a motion to adjourn. Commissioner DeBlieck seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:19 pm.

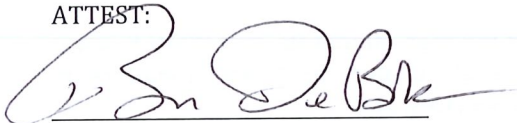
Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen
Executive Secretary

ATTEST:



Bruce DeBlieck, Acting Secretary