

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES - JUNE 28, 2021
11:45 AM - WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Monday, June 28, 2021, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Justin Mattern, Abdirizak Mahboub, Ross Magnuson, Bruce DeBlieck, and Kerry Johnson. Absent were Commissioners Nathan Weber and Cole Erickson.

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, City Councilman Michael O'Brien, and City Attorney Robert Scott.

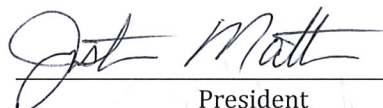
The meeting was opened by reciting of the Pledge of Allegiance followed by Commissioner Mattern (President) asking if any revisions were needed to the agenda presented. There being none, a resolution to approve the consent agenda was requested. Following review and discussion, Commissioner DeBlieck offered a resolution to approve the consent agenda as presented. Commissioner Johnson seconded.

RESOLUTION NO. 36

"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 June 14, 2021, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20210716 to No. 20210781 and associated wire transfers inclusive in the amount of \$2,110,321.62.

Dated this 28th day of June 2021.



President

Attest:



Secretary

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

Staff Electrical Engineer Smith presented the Commission with a recommendation for bid award for the Electric Power Transformer for the Power Plant Substation project. DGR Engineering received and reviewed the bids for accuracy and compliance and has made the following recommendations. Three bids were received with the low qualifying bid being submitted by Delta Star, Inc., for their base bid of \$964,622.00. DGR was also recommending that a spare fan along with a HV and LV bushing be purchased (spare parts). Following review, Commissioner Mahboub offered a resolution to approve the contract for the Electric Power Transformer to Delta Star, Inc., for their total bid of \$969,485.00 (base bid + spare parts). Commissioner Magnuson seconded.

RESOLUTION NO. 37

"BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the contract to furnish the Electric Power Transformer for the Power Plant Substation be awarded to Delta Star, Inc., of Lynchburg, Virginia, for the total bid amount of \$969,485.00 (\$964,622.00 + spare parts)."

Dated this 28th day of June 2021.



President

Attest:


Secretary

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

Facilities & Maintenance Supervisor Marti presented the Commission with the final draft for the updated 2021 WMU Strategic Plan. The current Strategic Plan originated in 2019 with revisions approved in November 2020. The newly formatted Plan had been developed by Staff with assistance from Marcy Douglas from MRES. Marti thanked Energy/Safety Outreach Coordinator Radel for his input and assistance in completing the modifications to the Plan. The 2021 Strategic Planning Summary consists of core values, long-range goals, and key performance indicators. Eight primary goals were identified and prioritized along with the actions and timelines required to achieve the goals. The new format streamlines both the short (1 yr.) and long-term (2-5 yrs.) goals as identified by Staff. Commissioners expressed their appreciation for the improved appearance of the Plan and for the additional work by Staff involved in developing the updated Plan. Following review and discussion, Commissioner Mahboub offered a resolution to approve the 2021 WMU Strategic Plan as presented. Commissioner DeBlicek seconded.

RESOLUTION NO. 38

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the 2021 WMU Strategic Plan be approved in its entirety as presented.”

Dated this 28th day of June 2021.


President

Attest:


Secretary

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

Energy/Safety Outreach Coordinator Radel reviewed with the Commission the 2021 Energy Acquisition Adjustment (EAA) update. As a reminder, the EAA acts as a mechanism/tool to adjust rates for uncontrollable charges associated with power supply costs. Radel provided background data regarding the EAA noting that the EAA has not been implemented since 2017. In the 2019 Rate Study conducted by Dave Berg, power costs were evaluated with a base rate set for 2021 at \$60/MWh. Radel noted that WMU generally experiences an increase in power supply costs during the summer months of June, July and August. However, based on the current year-to-date rolling average (\$60/MWh), Staff has determined that implementation of an EAA is not required at this time. The next Rate Study is scheduled to be conducted in 2023 with implementation beginning in 2024. Staff will continue to monitor future data to determine if or when applying the EAA would be warranted.

General Manager Harren presented the Commission with a mid-year update of the General Manager Goals for 2021. Harren provided a complete overview of the established goals and their status as of June 29th. The progress report provided updates of the goals and projects, along with additional noteworthy tasks which have been completed or are ongoing. Harren noted that, per directive of the Commission, the progression of the goals is successfully on track.

Finance & Office Services Supervisor Prekker presented the Commission with the timeline for the 2022 WMU Budget Schedule. The budget process has already begun with a tentative date of September 13th to seek Commission approval of the 2022 WMU Budget.

Commissioner Mattern presented Commission Magnuson with a plaque to commemorate his years of service and dedication as a Commissioner for the Willmar Municipal Utilities. Commissioner Magnuson served on both the Labor and Planning Committees while he was a member of the Commission from 2017-2021. Thank you for your service and best wishes, Ross!

General Manager Harren informed the Commission that the WMU Planning Committee will meet on July 1st at 12:00 pm. Tentative topics of discussion will include Water Treatment Plant 90% review, employee survey, pay equity, and water billing for multi-unit dwellings. Harren further noted that additional WMU Committee meetings will be forthcoming. Tentative future agenda topic(s) for the Planning Committee will include NISC software discussion. Tentative agenda items for the Labor Committee will include General Manager pay equity/compensation, clothing policy, and Emergency Succession Plan.

General Manager Harren thanked the members of the Commission and WMU Staff for participating in the recent WillmarFest Block Party (Thurs., June 24th). The community response was well received. A special "thank you" to Energy/Safety Outreach Coordinator Radel for spearheading the Utility's involvement in the successful community event.

General Manager Harren provided the Commission with a progress report on the latest developments to fill the City Administrator vacancy. Current Spicer City Administrator Leslie Valiant has been offered and accepted the position and terms of an employment agreement have been reached. Ms. Valiant is slated to assume the City Administrator position effective July 19th.

Councilman O'Brien expressed his sincere appreciation to the Commission and General Manager Harren for the invaluable assistance that has been provided during the City Council's search process for the new City Administrator. The City Council greatly appreciates the time, energy, and leadership General Manager Harren has provided to the City and its staff throughout the process. General Manager Harren continued by thanking the WMU Staff for their support in maintaining the Utility's current projects and day-to-day operations while he provided administrative assistance to the City. Truly a collaborated effort by all.

For information: Upcoming meetings/events to note include:

- APPA National Conference: (June 20-23 in-person; July 13-14 virtual)
- MRES Red Rock Hydroelectric Project Tour (July 22/July 29/or August 5 @ Pella, Iowa)
- 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 Mahboub seconded the motion which carried by a vote of five ayes and zero nays, and the meeting was adjourned at 12:17 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES



Beth Mattheisen
Executive Secretary

ATTEST:



Abdirizak Mahboub, Secretary

