

WILLMAR MUNICIPAL UTILITIES COMMISSION
MEETING MINUTES – FEBRUARY 25, 2022
11:45 AM – WMU AUDITORIUM

The Municipal Utilities Commission (MUC) met in its regular scheduled meeting on Friday, February 25, 2022, at 11:45 a.m. in the WMU Auditorium with the following Commissioners present: Bruce DeBlieck, Cole Erickson, Dave Baumgart and Carol Laumer. Absent were Commissioners Shawn Mueske and Kerry Johnson.

Others present at the meeting were: General Manager John Harren, Finance & Office Services Supervisor Andrea Prekker, IS Coordinator Mike Sangren, Executive Secretary Beth Mattheisen, Facilities & Maintenance Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, Line Department Supervisor Ed Zurn, City Attorney Robert Scott (via teleconference), and City Councilman Michael O'Brien.

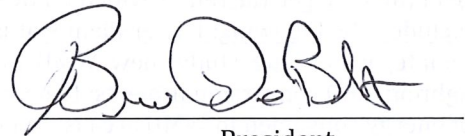
The meeting opened with reciting of the Pledge of Allegiance followed by Commissioner DeBlieck (President) asking if any revisions were needed to the presented agenda. There being none, a resolution to approve the Consent Agenda was requested. Following review and discussion, Commissioner Laumer offered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

RESOLUTION NO. 8

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

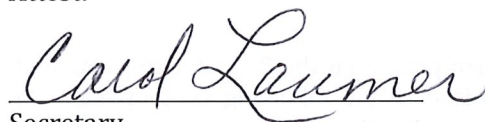
- ❖ Minutes from the February 14, 2022, Commission meeting; and,
- ❖ Bills represented by vouchers No. 20220226 to No. 20220272 and associated wire transfers inclusive in the amount of \$2,369,327.25.

Dated this 25th day of February 2022.



President

Attest:



Secretary

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

Commissioner Erickson (PC Vice Chair) reviewed with the Commission the minutes from the February 22nd WMU Planning Committee meeting (see attached). Following review, Commissioner Erickson offered a motion to approve the minutes of the February 22nd WMU Planning Committee meeting as presented. Commissioner Laumer seconded the motion which carried by a vote of four ayes and zero nays.


In conjunction with the PC meeting, the Commission was requested to approve the proposed contract with Braun Intertec to provide consulting services for the Construction Administration and Environmental Services relating to the demolition of the WMU Power Plant. The scope of the services would include the construction administration and environmental oversight of the demolition, abatement, well sealing and necessary soil remediation of the Power Plant site. It was noted that the low submitted proposal was deemed incomplete due to the omission of an environmental study required. Following input from Attorney Scott, it was the recommendation of Staff to reject the incomplete bid (low bid) and award the contract to the second lowest bidder for their complete proposal. Therefore, it was the recommendation of the Planning Committee and Staff to award the bid to Braun Intertec for

their complete proposal in the amount of \$297,549.50 with tentative project completion for the fall of 2023. Following discussion and review, Commissioner Laumer offered a resolution to award the consulting service agreement for the Power Plant demolition project to Braun Intertec for the total bid of \$297,549.50. Commissioner Erickson seconded.

RESOLUTION NO. 9

“BE IT RESOLVED, by the Municipal Utilities Commission of the City of Willmar, Minnesota, that the bid proposal for the Construction Administration and Environmental Services for the WMU Power Plant Demolition Project (including demolition, abasement, well sealing and necessary soil remediation) be awarded to Braun Intertec of Minneapolis, Minnesota (main office), for their complete bid amount of \$297,549.50.”

Dated this 25th day of February 2022.



President

Attest:



Secretary

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

To keep the City Council well-informed of projects and issues affecting the Utility, Staff annually compiles data regarding activities and assorted data pertaining to WMU. In the past, conducting in-person meetings between members of the City Council, Commission, and Utility Staff to review the data has proven beneficial. General Manager Harren provided an overview of the 2022 WMU Update. Activities and information to note included the following: Power Plant status; Willmar/Priam Transmission Investment; Water Treatment Plant update; water rate study; new WMU building; City franchise fee; WMU Strategic Plan; downtown street lighting/LED conversion projects; Renewable Energy Certificates (RECs); Willmar’s power supply mix (100% of energy consumed in WMU area is clean energy); and, legislative positions/issues effecting WMU. Following review, the Commission concurred with the presented data and directed Staff to contact City Officials to schedule meetings to review and discuss the updated information.

Staff Electrical Engineer Smith and Line Department Supervisor Zurn presented the 2021 Engineering and Line Department Updates. The annual data presented was comprised of the following components: 1) Engineering Year-End Review; 2) Electric Distribution Year-End Review; 3) Miles of Electrical Distribution & Transmission Line Report; and, 4) NERC Compliance Year-End Review. The Engineering and Line Department summaries contained status updates of capital projects, purchases, and underground construction along with their expenditures.

Staff Electrical Engineer Smith presented the 2021 Engineering Year-End Review. Components of the summary contained: transmission and distribution Capital Improvement Projects (CIP); maintenance projects, administrative updates, Railroad WYE Project update; and, 2022 Engineering Dept. preview.

Line Department Supervisor Zurn presented the 2021 Electric Distribution Year-End Review. Components of the summary contained: CIP purchases; goals achieved; 2022 Line Dept. review & goals; and the annual Electric Reliability Performance Report. The 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 99.9994% ranking for the Average System Availability Index (ASAI) which indicates an excellent percentage for availability of Willmar’s electrical service. Also contained in the review were various graphs illustrating outage causes (i.e. electrical failure, animal/squirrels, construction, equipment damage, trees) and the duration of the identified causes.

Staff Electrical Engineer Smith presented the 2021 North American Electric Reliability Corporation (NERC) Compliance Year-End Review. An overview of the activities for compliance with NERC and enforcement by the Midwest Reliability Organization (MRO) was given. NERC assures the reliability and security of the bulk power system in North American. Due to ownership at the Willmar and Priam Substations, WMU is registered and monitored as a Transmission Owner and therefore subject to NERC compliance regulations. In 2021, WMU compliance responsibilities included seventeen separate standards, fifty-one requirements, and additional sub-requirements. Smith continued by presenting anticipated NERC security protocols and compliance responsibilities for 2022.

General Manager Harren informed the Commission that City Attorney Scott will be attending the March 28th MUC meeting. This will provide an opportunity for members of the Commission to meet our City Attorney in person.

General Manager Harren informed the Commission that meetings of both the WMU Labor and Planning Committees would be forthcoming. Tentative future Labor Committee agenda item(s) will include software options for accounting & billing, new logo, and rate study. Tentative future Planning Committee agenda items will include water modeling & water treatment plant, Power Plant Substation, agreement with David Turch & Associates (DTA), and new building.


For information: Upcoming meetings/events to note include:

- APPA Legislative Rally: Feb. 28 through March 2 (Washington, DC) (Laumer/Harren)
- APPA National Conference (Nashville, TN) June 10-15


There being no further business to come before the Commission, Commissioner Laumer offered a motion to adjourn. Commissioner Baumgart seconded the motion which carried by a vote of four ayes and zero nays, and the meeting was adjourned at 12:42 pm.

Respectfully Submitted,

WILLMAR MUNICIPAL UTILITIES


Beth Mattheisen
Executive Secretary

ATTEST:


Carol Laumer, Secretary

WILLMAR MUNICIPAL UTILITIES
MUC Planning Committee Meeting Minutes
Tuesday, February 22, 2022
11:00 am – WMU Conference Room

Attendees: Commissioners Cole Erickson, Carol Laumer & Bruce DeBlieck (PC Alternate), General Manager John Harren, Facilities & Maintenance Supervisor Kevin Marti, Staff Electrical Engineer Jeron Smith, Director of Administration Janell Johnson, and Executive Secretary Beth Mattheisen. Absent was Commissioner Shawn Mueske.

Commissioner DeBlieck (2021 PC Chair) called the meeting to order at 11:00 am. The first order of business to come before the Committee was to establish the 2022 Chair and Vice Chair positions for the WMU Planning Committee. Commissioner Laumer nominated Commissioner Mueske to serve as Chair for the WMU Planning Committee for 2022. Commissioner Erickson seconded the motion which carried by vote of three ayes and zero noes. Commissioner Laumer next nominated Commissioner Erickson to serve as Vice Chair for the WMU Planning Committee for 2022. Commissioner DeBlieck seconded the motion which carried by vote of three ayes and zero noes.

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- 1. Consulting services for Power Plant demolition** (Facilities & Maintenance Supv. Kevin Marti)
Requests for Proposals (RFP) were sent to five environmental consulting firms for Construction Administration and Environmental Services for the WMU Power Plant. Basically, the RFP was to establish a consulting firm to oversee the demolition of the Power Plant. Along with the RFP, an addendum (“Addendum 1”) had been sent to clarify items in the request and to extend the due date for the proposals to February 2, 2022.

Five proposals had been received, opened, and tabulated accordingly. Following a thorough review of the submitted bids, it was determined that a discrepancy in the apparent low bidder’s submission did not include required environmental study updates. Staff contacted City Attorney Robert Scott to provide legal advice regarding the issue. Following input from Attorney Scott, it was the recommendation of staff to reject the low bid as incomplete and to award the contract to the second lowest bidder, Braun Intertec, for their complete bid of \$297,549.50.

Recommendation:

Following review and discussion, it was a consensus of the Planning Committee to concur with Staff’s recommendation and support entering into agreement with Braun Intertec to provide consulting services for the Power Plant demolition project. This recommendation will be presented to the Commission for consideration and approval at the February 25th MUC meeting.

- 2. Power Plant Substation barrier and pad update** (Staff Electrical Engineer Jeron Smith)
A verbal update was presented by Staff Electrical Engineer Smith regarding the new Power Plant Substation site (previously coal pile area) and its proximity to the railroad tracks. The MUC approved the site location at their November 22nd meeting. Following the site selection, a question was raised regarding the need for concrete barriers and if additional elevation was needed to secure the area. Smith contacted engineering consultants who confirmed that all applicable requirements were being met and that no additional barriers were warranted for the project. Smith further added that due to the environmental aspects of the project, the site will be elevated approximately two feet. An overview of the project was presented including the anticipated environmental work. This updated was presented for information only.

3. Adjournment:

There being no further business to come before the WMU Planning Committee, Commissioner Erickson declared the meeting adjourned at 11:32 am.